

U.S. Air Force

Using the Leadership Profile Measure (LPM360) System

NCOA Users Guide – April 1, 2012

AFIT Web Applications Development



12

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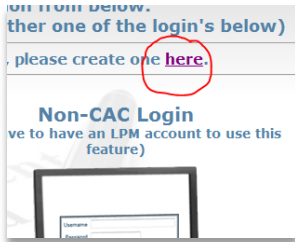
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SECTION I: The Website and Login:

The first thing you should know about the new LPM360 website (<https://lpm360.afit.edu/>) is that it is 128 bit encrypted and CAC *or* ID and Password enabled. To use either of the former you will need to establish an account with the system. To do that, follow these steps.

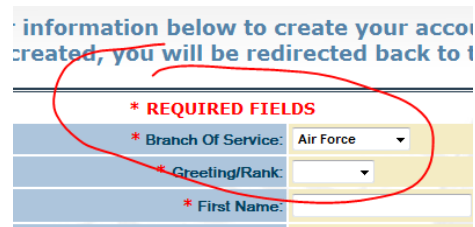
STEP 1: Creating an account.

Go to LPM360 (<https://lpm360.afit.edu/>) and choose CREATE ONE HERE (see example).



STEP 2: Filling in the required fields.

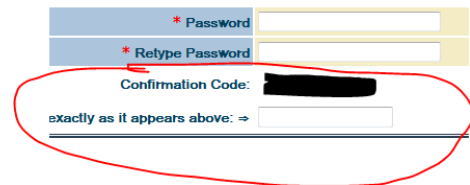
On the create account page you will notice the fields that have a red * next to it. These are **REQUIRED** fields (see example).



The first drop down is set to Air Force by default. If you wish to choose another branch of service select it from the drop down box.

The CAC can be enabled for login at this point if you wish to use it. You must have a CAC reader attached to your machine. You **WILL NOT** be able to use your ID and Password for login if you enable the CAC login on the account creation form.

Once you have completed all the fields, make sure that you type in the confirmation code **EXACTLY** as seen at the bottom of the account creation form page (see example).



STEP 3: Potential Errors.

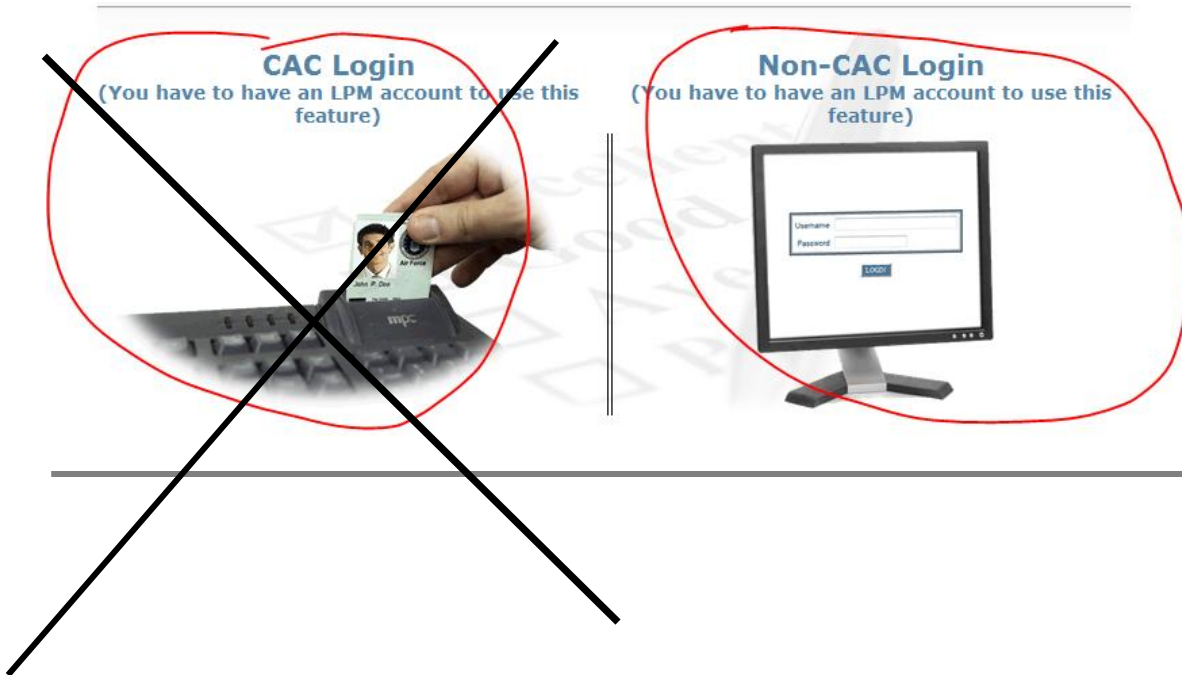
After submitting the account creation form, you may experience errors, if:

1. You did not enter the confirmation code correctly, or left any required fields blank.
2. You did not enter a valid username/password combo.
3. The username you chose is already in use by someone else in LPM360.
4. You did not meet the DoD requirements for a username/password combo
5. You already have an existing account

STEP 4: Actual Login

Once your account has been successfully created, you will be redirected back to the home page. **THIS IS NOT THE LOGIN PAGE.**

DO NOT USE THE CAC LOGIN!



SECTION II: Main Menu

STEP 5: Top navigation links.

After logging in you should see the example from the main menu displaying the top navigation links (circled in red):



1. **EDIT MY PROFILE:** This is an edit tool to allow you to change any account information that you wish, including your ID, Password. Switching off CAC enabled function is not allowed at this level and has to be completed by an authorized administrator of the system by request.
2. **ADD/DELETE SCHOOL:** This option allows you to add, delete schools of your choice should they be in the list. This option is there for future use and may not apply to you.
3. **RESET SUPERVISOR INFO:** Active only **AFTER** primary survey is taken and a report generated. Enables you to change the Supervisor info for their portion of the LPM system if requested.
4. **LOGOUT:** Logs you out of the system and deletes all cookies and sessions associated with a login to LPM360.
5. **START NCOA SURVEY:** This is the button for starting a survey. Will only be active while student survey is not started. Also this will only appear if you have selected your school previously in the account creation module. If the button does not appear, you can add the school by selecting the **ADD/DELETE SCHOOL** link ([item 2, this section](#)).

STEP 6: Starting the Survey.

This step includes the completion of your individual survey, and the setup for the auto email section for supervisor surveys.

1. After selecting the **START NCOA SURVEY** button, you will be directed to a survey warning screen.
2. After selecting one of the two buttons on this page you will continue or go back to the main menu by selecting the appropriate button:

If you do not want to start the New SOS Survey select the **RETURN TO MAIN MENU** button.



3. Next enter your immediate supervisor's **FIRST NAME**, **LAST NAME**, and **EMAIL ADDRESS** in the boxes provided on the form. Note the item circled in blue. It is important that you read this statement first before submitting to the next page.

Instructions: Please enter the person who directs your work on a daily basis. This may be your supervisor or rater, but may be someone else.

Date: Thursday Jan 12 2012

* Supervisor First Name:

* Supervisor Last Name:

IF YOU WANT USE THE AIR FORCE 4 LIFE EMAIL (AF4LE) ADDRESS (SOMEONE@US.AF.MIL), you will receive a verification email after submission of this form before you can start the survey process.

This email listing has been causing some problems with returned emails since not all people have them. In the past we have found that many of these email addresses are not set up properly.

Otherwise, please use the individuals base email account information once you have verified it in the Air Force Outlook 'Global' Address List (GAL)

* Supervisor Email Address:

4. Click the **START PROCESS** button:

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5. If you choose the **AF4LE**, then the screen shown below in the example will appear and you will have to verify the address is correct since not all personnel have **AF4LE's**. An auto email is sent to your inbox for verification.

Because you are going to use the Air Force 4 life email (AF4LE) address for your supervisor, you have been sent an AF4LE Verification email. Once you receive the email, verify that the AF4LE is correct by doing a lookup in the Global Address List (GAL) and select the **VERIFY** link in the email.

If, on the other hand, you find that the email address is **NOT CORRECT**, select the **CHANGE SUPERVISOR EMAIL** link to select another email address for your supervisor.

Once you have verified/changed the supervisor email you will be directed to the SOS student survey page where you may continue with the process.

6. You will receive an email that looks like the one below: NOTE: make sure that you view it in HTML. To view in HTML and verify, follow steps a, b, c, d, and e below.

Best Viewed in HTML

Please verify that terence.sampson@us.af.mil is in the Global Address List (GAL) in Outlook. If it is, please select the [VERIFY](#) link below. If not, select the [CHANGE SUPERVISOR EMAIL](#) link below.

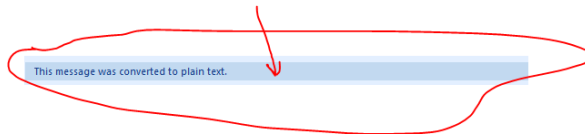
To do a GAL lookup, please follow the steps below.

- * STEP 1. Open Outlook (if not already open)
- * STEP 2. Select the Address Book icon in the top part of the Outlook taskbar
- * STEP 3. Type in the your supervisor's name
- * STEP 4. Double click the name; a new window opens
- * STEP 5. Select the E-Mail Addresses tab
- * STEP 6. look for SMTP: or smtp: and the email address
- * STEP 7. If the name matches the email address above, close all and select the [VERIFY](#) link in this email
- * STEP 8. If the email address does not match, please select the [CHANGE THIS EMAIL](#) link and change the email to the correct version once returned to the LPM 360 site

[VERIFY](https://LPM360.afit.edu/Surveys/Verify.cfm?Verified=Yes&supEmail=terence.sampson@us.af.mil&supFirstName=Billy&supLastName=Jones&ID=1&flight=128&header=AFCivilianBackground)

[CHANGE SUPERVISOR EMAIL](https://LPM360.afit.edu/Surveys/Verify.cfm?Verified=No&supEmail=terence.sampson@us.af.mil&supFirstName=Billy&supLastName=Jones&ID=1&flight=128&header=AFCivilianBackground)

- a. Click on the **BLUE RIBBON** at the top of the email and select **CONVERT TO HTML**:



- b. You should now see something similar to this example:

Best Viewed in HTML

Please verify that terence.sampson@us.af.mil is in the Global Address List (GAL) in Outlook. If it is, please select the [VERIFY](#) link below. If not, select the [CHANGE SUPERVISOR EMAIL](#) link below.

To do a GAL lookup, please follow the steps below.

- STEP 1. Open Outlook (if not already open)
- STEP 2. Select the Address Book icon in the top part of the Outlook taskbar
- STEP 3. Type in the your supervisor's name
- STEP 4. Double click the name; a new window opens
- STEP 5. Select the E-Mail Addresses tab
- STEP 6. look for SMTP: or smtp: and the email address
- STEP 7. If the name matches the email address above, close all and select the [VERIFY](#) link in this email
- STEP 8. If the email address does not match, please select the [CHANGE THIS EMAIL](#) link and change the email to the correct version once returned to the LPM 360 site

[VERIFY](#)

[CHANGE SUPERVISOR EMAIL](#)

- c. Follow the steps provided in the email and select the link that pertains to the action required.

- d. If you select the first link **VERIFY**, here is what you should see:

Privacy Notice

The following information is provided as required by the Privacy Act of 1974:

Purpose: This survey is intended to measure your leadership capabilities. Your supervisor, peers and subordinates will also be contacted to aid in your development. All information is kept strictly confidential and only accessible by you.

Confidentiality: All individual results are kept on a secure DoD server and will remain strictly confidential. Individual results will only be released directly to the respondent. Aggregated data without personal identifiers attached may be used to improve future lessons.

Date: Thursday Jan 12 2012

Supervisor First Name: Billy
 Supervisor Last Name: Jones
 * Supervisor Email Address: **VERIFIED!**

Contact information:

Should you have any questions about the Leadership Performance Measure process, please contact the lead LPM Behavioural Scientist, 2nd Lt Kent Smith.

2nd Lt Kent Smith
 Behavioural Scientist
 Sensemaking and Organizational Effectiveness Branch
 711 HPWRHX5
 Email: kent.smith@wpafb.af.mil

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[START PROCESS](#)

Select the **START PROCESS** button.

e. If you select the **CHANGE SUPERVISOR EMAIL** link, here is what you should see:

Instructions: You have decided to change the Supervisors email. Please enter the new email address below.

Date: Thursday Jan 12 2012

* Supervisor First Name:

* Supervisor Last Name:

* Supervisor New Email Address:

Select the **START PROCESS** button to continue.

SECTION III: The Survey, What to Expect

Step 7: Demographics Page.

This step asks for your demographic information: NOTE: **IMPORTANT!** You **MUST** complete this step as you cannot come back later to complete it. If you start this step and close your browser the data will be corrupted and will error out upon the next login and survey restart. All fields are required, **except number 8.**

Demographic Information

Background Information

Instructions: This section contains items that ask you to report demographic and background information about you and your supervisor (the person to whom you report directly).

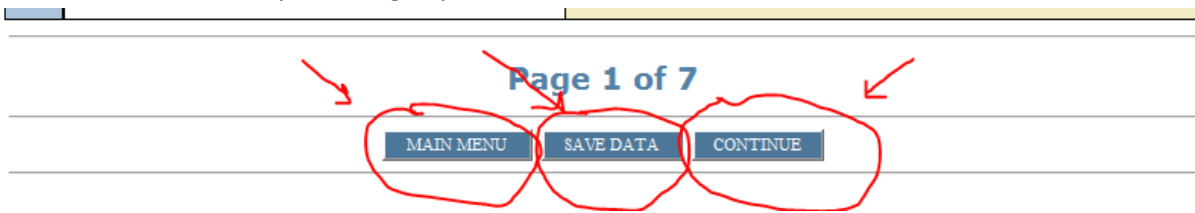
1	What is your gender?	<table border="1"><thead><tr><th>Male</th><th>Female</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td><input type="radio"/></td></tr></tbody></table>	Male	Female	<input checked="" type="radio"/>	<input type="radio"/>				
Male	Female									
<input checked="" type="radio"/>	<input type="radio"/>									
2	What was your age on your last birthday?	<table border="1"><thead><tr><th>Years</th></tr></thead><tbody><tr><td>45</td></tr></tbody></table>	Years	45						
Years										
45										
3	What is the highest level of education you have completed (select one)?	<table border="1"><thead><tr><th>Bachelor's Degree</th><th>Some Graduate School</th><th>Master's Degree</th><th>Doctoral Degree</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td></tr></tbody></table>	Bachelor's Degree	Some Graduate School	Master's Degree	Doctoral Degree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bachelor's Degree	Some Graduate School	Master's Degree	Doctoral Degree							
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
4	What is your supervisor's gender?	<table border="1"><thead><tr><th>Male</th><th>Female</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td><input type="radio"/></td></tr></tbody></table>	Male	Female	<input checked="" type="radio"/>	<input type="radio"/>				
Male	Female									
<input checked="" type="radio"/>	<input type="radio"/>									
5	What was your supervisor's age on his/her last birthday? (estimate if you're not certain)	<table border="1"><thead><tr><th>Years</th></tr></thead><tbody><tr><td>44</td></tr></tbody></table>	Years	44						
Years										
44										
6	How many years have you worked for your supervisor?	<table border="1"><thead><tr><th>Years</th></tr></thead><tbody><tr><td>33</td></tr></tbody></table>	Years	33						
Years										
33										
7	How many people report to your supervisor directly (including you)?	<table border="1"><thead><tr><th>Number</th></tr></thead><tbody><tr><td>34</td></tr></tbody></table>	Number	34						
Number										
34										
8	How many people report directly to you (leave blank if you do not supervise anyone)?	<table border="1"><thead><tr><th>Number</th></tr></thead><tbody><tr><td>11</td></tr></tbody></table>	Number	11						
Number										
11										
9	What is your supervisor's managerial level (select one)?	<table border="1"><thead><tr><th>Managerial Level</th></tr></thead><tbody><tr><td>2. Middle Management</td></tr></tbody></table>	Managerial Level	2. Middle Management						
Managerial Level										
2. Middle Management										

Demographic Page

[CONTINUE](#)

Step 8: Save, Continue and Return

After filling in the Demographic data, select the continue button and you can now save, continue or go back to the main menu by selecting any of the buttons circled in red.



Step 9: Saving your Data

This step is only if you decide to save the data and come back to it at a later time. Here is what you should see when you log back in.

Survey Title	Survey Type	Start A New Survey	Resume A Survey
Squadron Officer School	SOS Survey		RESUME SOS SURVEY

Survey Reports

REPORT KEY: **IND** = Individual | **IS** = Individual Supervisor | **ISPS** = Individual Supervisor Peer and Subordinate

Report ID	Survey Number	Survey Type	Supervisor Name	Reports		
1	T1000SAM	School	Billy jones	NONE	NONE	NONE

Note the items circled in **RED**. No reports appear until the individual survey is complete. To resume the survey, select the **RESUME SNCOA SURVEY** button. The survey will continue onto the next page after the one that you saved. When you have completed the survey, you will see the following on the main menu.

Survey Title	Survey Type	Start A New Survey	Resume A Survey
Squadron Officer School	SOS Survey	COMPLETE	COMPLETE

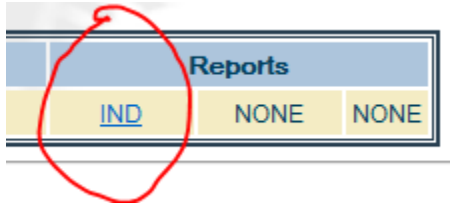
Survey Reports

REPORT KEY: **IND** = Individual | **IS** = Individual Supervisor | **ISPS** = Individual Supervisor Peer and Subordinate

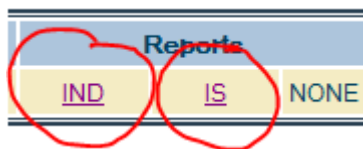
Report ID	Survey Number	Survey Type	Supervisor Name	Reports
1	T1000SAM	School	Billy jones	IND NONE NONE

STEP 10: Creating your Reports

This step involves creating your report at the request of your advisor. To create your report, select the individual item link in the **REPORTS** section. A PDF will be opened in a new window or tab in your browser:



When the supervisor has completed the portion assigned to them, you will see a similar item listed for creating the Individual and Supervisor report:



If any peers or subordinates complete their portion of the survey, you will see an additional item for Individual, Supervisor, and Peer/Subordinate report.

