

Civilian/Officer/Enlisted Developmental and Training Opportunities, Resources, and Tool



Base Education & Training Center

88th Force Support Squadron

2130 Fifth Street, Building 50, Area B

Wright-Patterson AFB, OH 45433

937-904-4801 • 88fss.fsdet.training@us.af.mil

October 2020 Version (Previous versions are obsolete)

Locations

Base Education and Training Center

The mission of the Education and Training Center is to develop the Wright-Patterson AFB workforce for current and future assignments through effective and efficient management of Education and Training products and services.

A full list of scheduled projected courses can be found on the SharePoint:

<https://usaf.dps.mil/sites/21288/fss/fsd/fsde/c/schedule.pdf>

Class Registration: <https://myetms.wpafb.af.mil>

Contact Information

2130 Fifth Street
Building 50, Area B
Wright-Patterson AFB, OH 45433

Education and Training: 937-904-4801

Training and Delivery: 937-904-4871

88fss.fsdet.training@us.af.mil

Developmental Opportunities and Tools

The following developmental opportunities and tools are available for Civilian, Officer, and Enlisted personnel.

Acquisition Training

Acquisition training is a fundamental element of the Acquisition Professional Development Program. The Air Force, through Defense Acquisition University (DAU), provides the required training to meet mandatory position certification requirements. All personnel working in acquisition-coded positions have a specified functional area and required certification level for their position that must be achieved within 24 months of being assigned to the position (known as the "grace period.")

<https://acqnow.atrrs.army.mil>



Advanced Distributed Learning Service (ADLS)

ADLS is the AF Enterprise solution that delivers online courses, tracks learner progress, and provides reports for individuals, supervisors, training managers, and commanders. Manage individual and unit training activities.

<https://golearn.adls.af.mil/login.aspx>

Air Force Portal Education and Training (88 FSS/FSDE)

Air Force Portal Education and Training is a setting where you can find our Vision and Mission Statements, the Wright-Patterson Installation Training Guide, Wright-Patterson AFB Leadership & Development Guide, and Products and Services.

<https://www.my.af.mil/gcss->

[af/USAF/ep/globalTab.do?channelPageId=s6925EC1357440FB5E044080020E329A9](https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1357440FB5E044080020E329A9)

AFe-Learning

AF e-Learning provides information technology and business skills resources to enhance personal and professional knowledge. Air Force members and civilian employees have access to a collection of over 80,000 FREE online books, book summaries, courses, custom learning assets, learning portals, learning resources, and videos! These self-directed resources (developed by the private sector) are

accessible from your desktop or personal mobile devices 24/7 to help deliver knowledge transferable to the Air Force workplace.

<https://usafprod.skillport.com/skillportfe/main.action#whatshappening>

AF Library Online Resources

Online Library & Resources offers a wealth of online resources and databases at no-cost to Air Force Personnel (Active Duty and Civilians). Resources such as EBSCO Research Databases, Gale Online, eBooks, audiobooks magazines, comics, Mango Languages, streaming movies, and so much more. Setup an account for 24/7 access from your personal mobile devices.

<https://www.my.af.mil/gcss->

<af/USAF/ep/globalTab.do?channelPageId=s6925EC1356500FB5E044080020E329A9>

Air Force Institute of Technology (AFIT)

AFIT provides Airmen with world-class defense-focused and research-enabled advanced academic education, and career-long professional continuing education both on-command and on-demand. Through four schools and a non-resident, civilian institution program, AFIT:

- delivers graduate education to the Medical, Line, Legal and Chaplain Corps
- delivers professional continuing education to Civil Engineers, Space, Nuclear, Acquisition, and Logistics professionals
- conducts cutting-edge research in many areas including cyber, directed energy, hypersonic, stealth, navigation and space
- provides consultation and analysis support services

<https://www.afit.edu/>

Air Force Personnel Center (AFPC)

AFPC is responsible for managing personnel programs and carrying out policies affecting Air Force active duty and civilian members. Among various personnel programs, you will find the Force Development program and underlying information about Enlisted PME, Military and AF Civilian Developmental Education, Career Skills Program, and MyVector.

<https://www.afpc.af.mil/>

Air Force Virtual Education Center (AFVEC)

AFVEC is the Air Force's premier site for information about educational benefits. AFVEC offers a wide array of online services,

empowering you to actively participate in all aspects of your education, including applying for tuition assistance.

<https://afvec.us.af.mil/afvec/Home.aspx>

Air University Portal (AU)

AU provides the full spectrum of Air Force education, encompassing pre-commissioning programs for new officers; graduate programs in specialized military disciplines; progressive, career-long professional military development for officer, enlisted, and civilian Airmen; and specialized programs for US cabinet appointees, senior executive service (SES) civilians, and general officers. AU's professional military education (PME) programs educate Airmen to leverage air, space, and cyberspace power to achieve national security objectives. Specialized professional continuing educational programs provide scientific, technological, managerial, and other professional expertise to meet the needs of the Air Force.



<https://auportal.sso.cce.af.mil/auportal/sec/welcome.AirUniversity#>

Or contact the AU Help Desk: <https://auservicedesk.af.edu/>

Command Human Resources Intelligence System (CHRIS)

CHRIS is a read only relational data warehouse that provides visibility into all areas of human resource reporting. CHRIS integrates military and civilian personnel, manpower and training data into a single source. The warehouse offers users an ad hoc capability to mine data providing a breadth and depth of data that greatly reduces the data collection effort allowing more time to be spent on decision support.

<https://chris.wpafb.af.mil/TomcatChris.jsp>

Defense Acquisition University (DAU) Catalog

The DAU Interactive Catalog (iCatalog) Mobile provides information regarding:

- Regular certification and assignment specific training courses
- Continuous learning courses
- Acquisition career field certification & Core Plus Development Guides
- Alternate means to meet training requirements

https://icatalog.dau.edu/icatalog_home.aspx

Education & Training Course Announcement (ETCA)

The ETCA contains procedures, fund citations, reporting instructions, and listings for formal courses conducted/managed by MAJCOMs, field operating agencies, and other DoD organizations. It also contains courses conducted/administered by AF and Reserve forces.

<https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>

MyBiz

MyBiz is a Self-Service HR module that brings information from an employees' official personnel record to their workstations, online, real-time, and secure (restricted to ".mil" domains). Employee can access and view information about: appointment, position, personal, salary, benefits, awards, bonuses, and performance and can also update other pertinent information such as work information, ethnicity and race, etc.

<https://compo.dcpds.cpms.osd.mil/>

Training Delivery Element (88 FSS/FSDDET)

The Training Delivery Element provides zero-cost classes to military and civilian employees stationed at WPAFB as well as in Geographically Separated Units (GSU) in a wide range of subjects. The element also facilitates the Tactical Leadership Course (TLC) and Flight Leadership Course (FLC).

<https://usaf.dps.mil/teams/21326/SitePages/Home.aspx>

AFMC's Education & Training Management System (ETMS WEB)

Air Force Materiel Command's ETMS WEB is a system tool used by training managers and supervisors to manage their unit or individual member's training and development.

<https://etmsweb.wpafb.af.mil/>

My Education & Training Management System (myETMS)

MyETMS is a subsystem of the AFMC Education and Training Management System (ETMS Web) and is a personal training management system for all AFMC Civilian and Military members. It allows AFMC Airmen to be actively involved in their professional and personal development.

<https://myetms.wpafb.af.mil/myetmsasp/main.asp>

myPers

An Air Force official online source for personnel policy, information, day-to-day transactions, and force development info. myPers site is customized, recognizing the user's affiliation as officer, enlisted, civilian, Reserve or Guard.

<https://mypers.af.mil/app/products/p/2>

Contact: Total Force Service Center

DSN: 665-0102

COMM: 210-565-0102

Toll Free: 1-800-525-0102

Email: Total Force Service Center via

<https://mypers.af.mil/app/ask>



MyVECTOR

MyVECTOR is an enterprise solution that supports the Air Force's goal to provide a standardized process available to the Total Force (Active, Guard, Reserve, and Civilian) for career development and mentoring. Airmen can be proactive about their career development and mentoring relationships.

<https://myvector.us.af.mil/myvector>

Virtual Force Development Center (vFDC)

The vFDC was designed with all Airmen (Civilian, Officer, or Enlisted) in mind. It is a one-stop site that links to numerous self-development and institutional force development resources.

<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s0ECF2BB84DBEAE7B014DD46E712201EF>

WPAFB Education and Training Section SharePoint

Mission: *Develop the WPAFB Workforce for current and future assignments through effective and efficient management of Education and Training services.*

<https://usaf.dps.mil/sites/21288/FSS/FSD/FSDE/SitePages/Home.aspx>

Training Delivery Classes

The following are a sample of classes offered free of charge to Wright-Patterson military and civilian employees. For a full list of courses and their descriptions, visit the Education and Training Center SharePoint: <https://org2.eis.af.mil/sites/21288/fss/fsd/fsde/c/ets.aspx>

To register, visit: <https://myetms.wpafb.af.mil/>

Conflict Management in the Workplace

(4 hours)

Creative competition drives innovation; harmful conflict is the root cause of a toxic work environment. Students will explore the differences between the two as well as types of conflict, levels and sources of conflict, interpersonal tools to consider when conflicts arise, different approaches to conflict, and a four step model that guides re-establishing trust between parties. This course concludes with a group practical exercise.

Emotional Intelligence

(4 hours)

This course explores a different way of thinking about intelligence and how it can strengthen our personal and professional lives. Emotional Intelligence consists of self-awareness, impulse control, persistence, self-motivation, empathy and social dexterity. Also, explains the history and the science behind how we think. Provides suggestions for improving emotional intelligence. Learning what scientists have discovered can make you happier, healthier and more intuitive, leading you towards a more intellectually enriched life.

Flight Leadership Course (FLC)

(24 hours)

A 3-day orientation for new flight commanders or similar level leaders focused on leadership development and application at the unit-level. The course is designed to improve understanding of flight commander roles, duties, and responsibilities. Increase proficiency in key flight-level leadership skills



Tactical Leadership Course

(48 hours)

Designed for First and Second Lieutenants to provide awareness of current AF issues, policies, and mission. Designed to provide the necessary tools to develop means to enhance camaraderie and ability to network with a cross section of peers. Course will provide interaction with senior officers, Air Force civilians, and enlisted personnel.

Communication & Briefing Skills

(12 hours)

In a blended-learning environment of self-paced learning and classroom instruction, participants will learn to communicate and form messages in a clear, concise, and succinct manner to ensure effective communication. Each participant will gain a level of understanding by seeking input and validating written and verbal communication effectiveness.

Excel 2013: Level 1

(4 hours)

This instructor-led course introduces skills necessary for development of spreadsheets, managing and enhancing multiple worksheets, charts, and graphics, creating simple formulas, and copying and moving data. Learn how to work ranges, format numbers, text, cells, use the office assistant, page setup, auto format, and online help.

Excel 2013: Level 2

(4 hours)

Students will learn to manage data using advanced filters. Students will complete activities enabling them to learn how to display data on spreadsheets through the use of conditional formatting, pivot tables, and advanced charting features.

Excel: Data Analysis and Formulas

(3 hours)

This instructor-led course provides a hands-on approach to data analysis using Microsoft Excel 2010. Participants will learn to create simple formulas, use range names, auto filter, and financial functions as well as work with pivot tables and understand worksheet protection.

Conducting Effective Meetings

(2 hours)

This course will discuss how to conduct the perfect meeting using the four 'musts':

1. Set a HARD objective
2. Provide an AGENDA
3. Assign ACTION ITEMS
4. Keep STRICT time limits



Topics covered include: who to invite (and not invite), several systems that will help (SharePoint and DCO), and creating a meeting template.

One Note 2013

(3 hours)

This instructor-led course is designed for users who take notes, create continuity books, document research, and use automated tools to organize and manage those documents. In this course, students will create, edit, organize, and enhance notes/documents and also integrate them with other applications using Microsoft OneNote 2013.

Word 2013: Level 1

(4 hours)

This instructor-led course will cover basic concepts required to produce various types of documents. Students will utilize Word 2013 to cover basic skills including creating, editing, and enhancing documents using formatting and styles. Students will build personalized efficiency tools using the Word 2013 environment to effectively create professional documents.

Word 2013: Level 2

(4 hours)

Students will create, manage, revise, and distribute complex documents utilizing multiple tools in the Word 2013 environment. Students will also learn how to use items such as graphics and charts from various other applications to create professional documents.

PowerPoint 2013: Level 1

(4 hours)

Students will create presentations, insert slides, format and modify presentation slides, edit graphics, charts, and navigate through a PowerPoint slide show.

PowerPoint 2013: Level 2

(4 hours)

Students will create charts, use tables and Smart Art, insert photos, apply special effects, customize presentations using master slides, and export PowerPoint outlines.

Generations in the Workplace

(2 hours)

Navigating the generational workplace has become increasingly more difficult over the past few years. Generations in the Workplace attempts to explain why. This fun and interactive instructor led course guides attendees through the four generations that comprise Wright-Patterson: Traditional, Baby Boomer, Gen X, and Millennials. Attendees will be able to explore characteristics of each and learn how to combine the generations to become stronger and more productive teams.

Access 2013: Level 1

(4 hours)

This instructor-led course demonstrates the basic concepts and practical applications of relational databases, through the construction of tables, relationships, and queries. The student learns through completion of various activities to create a database as well as to extract and manipulate data using common queries, forms, and reports.

Access 2013: Level 2

(4 hours)

This instructor-led course offers advanced applications of relational databases using Access 2013. Students will learn to extract and manipulate data using advanced queries, forms, and reports that will be created through various completed activities.

Access 2013: Level 3

(4 hours)

This instructor-led course provides a hands-on approach to data analysis. Participants learn how to create cross tab queries, run macros to automate tasks, create data validation and data entry macros, as well as import objects from other applications.

Basic Aircraft Fundamentals

(8 hours)

The overall objective of the training is to enhance employee performance by providing training that gives the student a basic knowledge of aircrafts in the USAF



inventory. This will include mission, capabilities, fundamental design features, and major systems.

Bullying in the Workplace

(3 hours)

This course defines what bullying is, what it is not, and how bullying differs from harassment. Participants will be able to identify behaviors associated with bullying in the workplace and discuss recommended strategies and appropriate courses of action to address and effectively counter workplace bullying.

Fundamentals of Team Building

(3 hours)

This 3 hour, instructor led course will provide the definition of a team, the mission of a team, and explain the guidelines of building effective teams. This course will also identify major parts of teams, list the roles of each participant, expected behaviors in a team dynamic, and state key components of building effective teams. An activity will then be conducted to broaden the participants understanding of team building.

Managing Learning Styles

(2 hours)

This course defines personal learning styles and provides suggestions for leaders who want to build a strong dynamic team based on learning modalities as defined by Neil D. Fleming of Christchurch, New Zealand and referenced in AFMAN36-2234 and AFMAN36-2236. This fun and interactive course demonstrates the importance of knowing your learning style and the learning style of people on your team.

The Professional Image

(4 hours)

This instructor-led course address professional image as it relates to the work environment. Discussion topics address the three areas that define professional behavior: attitude, accountability, and actions. Attendees assess their current level of professionalism and focus on those areas where development is needed. At the end of the course, attendees will commit to action items that continue the development of their professional image.

Force Development Courses

The following are a sample of classes offered. For a full list of courses and descriptions, visit the Education and Training Center SharePoint: <https://org2.eis.af.mil/sites/21288/fss/fsd/fsde/c/ets.aspx>

To register, visit: <https://myetms.wpafb.af.mil/>

Leadership Courses

These courses were developed from imperative core competencies and are designed for the evolving leaders of the Air Force to interact with senior leadership and subject matter experts while networking with a cross section of peers.

Tactical Leadership Course	16 hours
Flight Leadership Course	24 hours

Application Courses

Ranging from beginner level to advanced technical concepts, these courses are designed to empower students at every level to gain proficiency in frequently used applications.

ETMSWeb for Supervisors	2 hours
ETMSWeb for Training Managers	2 hours
Microsoft Access Level 1	4 hours
Microsoft Access Level 2	4 hours
Microsoft Access Level 3	4 hours
Microsoft Excel Level 1	4 hours
Microsoft Excel Level 2	4 hours
Microsoft Excel Level 3: Data Analysis and Formulas	3 hours
Microsoft OneNote	3 hours
Microsoft Outlook	4 hour
Microsoft PowerPoint Level 1	4 hours
Microsoft PowerPoint Level 2	4 hours
Microsoft Word Level 1	4 hours

Microsoft Word Level 2	4 hours
SharePoint for Site Members	4 hours
SharePoint for Site Owner	8 hours

Practical Courses

These core competency and management based courses are designed around popular workplace issues, offering strategies and practical advice for managing and working with a diverse workforce.

Action Officer Workshop	4 hours
Air Force Training Course	8 hours
Basic Aircraft Fundamentals	8 hours
Building a Culture of Trust	4 hours
Bullying in the Workplace	3 hours
Business Etiquette Basics	3 hours
Coaching & Mentoring for Leadership Success	2 hours
Communication & Briefing Skills	12 hours
Conducting Effective Meetings	2 hours
Conflict Management in the Workplace	4 hours
Delivering Effective Feedback	2 hours
Dynamic Team Building	4 hours
Emotional Intelligence	4 hours
Excellence in Customer Satisfaction	4 hours
Front Stage Customer Service	3 hours
Fundamentals of Team Building	3 hours
Generations in the Workplace	2 hours
Managing Learning Styles	2 hours
Study & Test Taking Skills	2 hours
The Professional Image	4 hours
Time Management: Concept and Application	4 hours

Unit Funded Courses

DiSC Personality Course	2 hours
Speed of Trust Foundations	8 hours

Franklin Covey Courses

5 Choices to Extraordinary Productivity	16 hours
7 Habits of Highly Effective People	24 hours
Meeting Advantage	8 hours
Millennials@Work	8 hours
Presentation Advantage	16 hours
Project Management Essentials for the Unofficial Project Manager	16 hours
Writing Advantage	8 hours
7 Habits for Managers	16 hours
Leadership Foundations	8 hours
Leadership: Great Leaders, Great Teams, Great Results	24 hours
Leadership Module Series: Inspiring Trust	4 hours
Leadership Module Series: Unleashing Your Team's Talent	4 hours
Leadership Module Series: Leading Across Generations	4 hours
Leading at the Speed of Trust	16 hours
Managing Millennials	8 hours

Information & Learning Online Resources

The following e-Resources as well as many more are available on the AF Portal, <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?categoryId=pA4057E1F35113F780135597CB09C0BC9&channelPageId=s6925EC1356500FB5E044080020E329A9>, where you can create/register for an account. Thereafter, access some of the online resources through personal devices:

Downloadable and Streaming Media

OverDrive

Download eBooks, audiobooks, and video as well as language learning materials.

(CAC not required)

EBSCO eBooks & Audiobooks

Offers over 8,000 eBooks and Audiobooks.

- Click on "Sign In"
- or*
- Create your personalized *My EBSCOhost* account by clicking on "Create a New Account." This account will work with all EBSCOhost products.

RBdigital eBook, Audiobooks, and Digital Magazines

Offers a wide selection of eBooks (8,000+), unabridged audiobooks (15,000+), and Digital Magazines.

(Initial access through AF Portal; CAC required only to register.)

Hoopla

A digital media service that allows users to borrow movies, music, audiobooks, eBooks, comics, and TV shows.

(Initial access through AF Portal; CAC required only to register.)

BrainHQ

An online brain-training system that offers 29 exercises specialized to work out your attention, brain speed, memory, people skills, and intelligence.

(CAC required)

Language and Culture

AF Culture and Language Center

Offers a variety of resources to help Airman become more cross-culturally competent.

(CAC not required)

<https://www.airuniversity.af.edu/AFCLC>

Mango Languages

Register through AF Portal or in-person at the Information Learning Center.

(CAC not required)



PressReader Digital Newspapers

Delivers unlimited digital access to over 7,000 newspapers from 120 countries in more than 60 different languages.

(Access through AF Portal; CAC required)

Special Interest Resources

ArtistWorks Music Lessons

Access to hundreds of video lessons in guitar, piano, drums, ukulele, bluegrass, classical, jazz, hip-hop scratch, and more.

(CAC required)

Chilton Automotive Maintenance Library

Access to automotive repair information for thousands of years, makes, and models.

(CAC required)

Small Engine Repair Reference Center

Contains over 400 reference books with original photos and illustrations for small engine repair assistance. This collection of full-text content provides detailed, user-friendly repair guides for all types of small engines.

Databases

EBSCO Research Databases

The following databases can be accessed with your EBSCOhost account. CAC is required to create EBSCOhost account. Follow EBSCO eBooks instructions.

Academic Search Premier Account

Multidisciplinary research database providing full-text journals and magazines.

Britannica—Academic Edition

Provides fast and easy access to high-quality, comprehensive information.

(CAC required)

GALE Online Resources

Enhances the learning experience with current and relevant digital content.

(Access through AF Portal; CAC required)

Learning Express Library

Features 1,000 online tutorials, practice tests, and eBooks to help patrons of all ages.

Universal Class

Offers over 500 online courses on a wide range of subjects/levels.

(CAC not required.)



News & Reference Resources

Consumer Reports

Provides access to 1,000+ ratings, reviews, expert buying advice, product comparisons, consumer user reviews, and product video clips.

(Access through AF Portal.)

Federal Soup

Provides access to the Federal Employees News Digest (FEND). It also provides access to the Federal Employees Almanac.

(CAC required)

Global Incident Map

A fully customizable map that displays critical events happening in real time across the globe.

(CAC required)

NFPA – National Fire Codes

Provides access to more than 300 codes and standards, as well as every NFPA Handbook.

(CAC required)

PressReader Digital Newspaper

Delivers unlimited digital access to over 7,000 newspapers from 120 countries in more than 60 different languages.

(CAC required)

Stratfor

Provides expert analysis in international affairs, public policy, and security.

(CAC required)

U.S. Major Dailies Newspapers

Provides full-text, same day publication access to five major US newspapers: New York Times, Wall Street Journal, Chicago Tribune, Los Angeles Times, and Washington Post.

(CAC required)



www.wrightpattfss.com