

Civilian Workforce Development

Assess

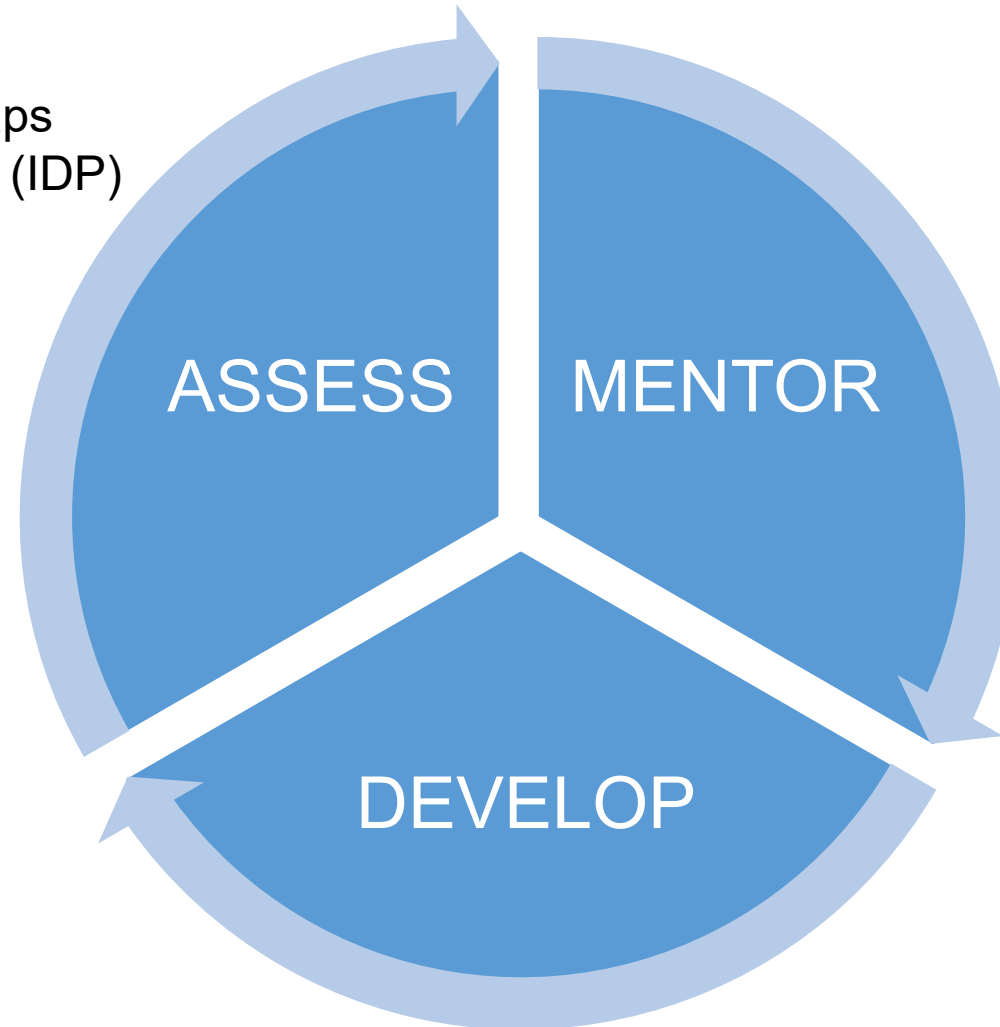
- Competency-based
- Determine developmental gaps
- Individual Development Plan (IDP)

Mentor

- MyVector
- Senior Leader, Supervisor, Peer-to-Peer
- Local Mentoring Programs

Develop

- Functional Training
- Leadership Training
- Defense Acq Univ (DAU)
- ADLS
- Air University
- Air Force e-Learning
- Civilian Developmental Education (CDE)
- Shadow Program
- Career Broadening
- myETMS



CIVILIAN DEVELOPMENTAL PATH

Acculturation

New employee gaining familiarization with the Air Force culture

Functional/ Technical Expert

Employee with a great deal of expertise; recognized as a subject matter expert in an occupational specialty

Emerging Leader

Decision point to transition into a leadership role. Do they have the aspirations and potential to lead?

Functional/Technical Leader

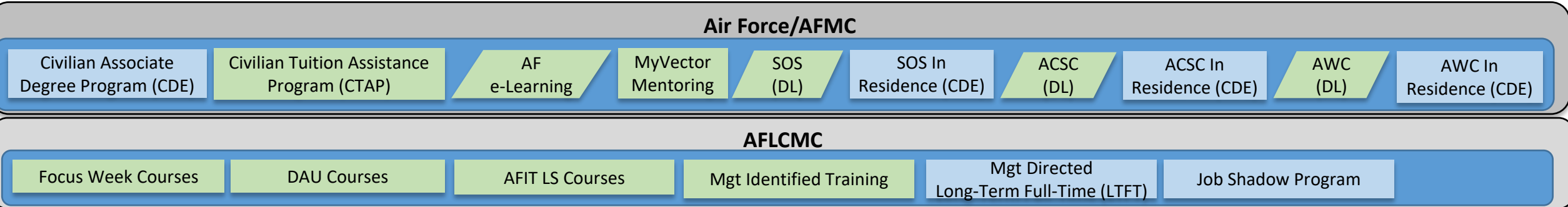
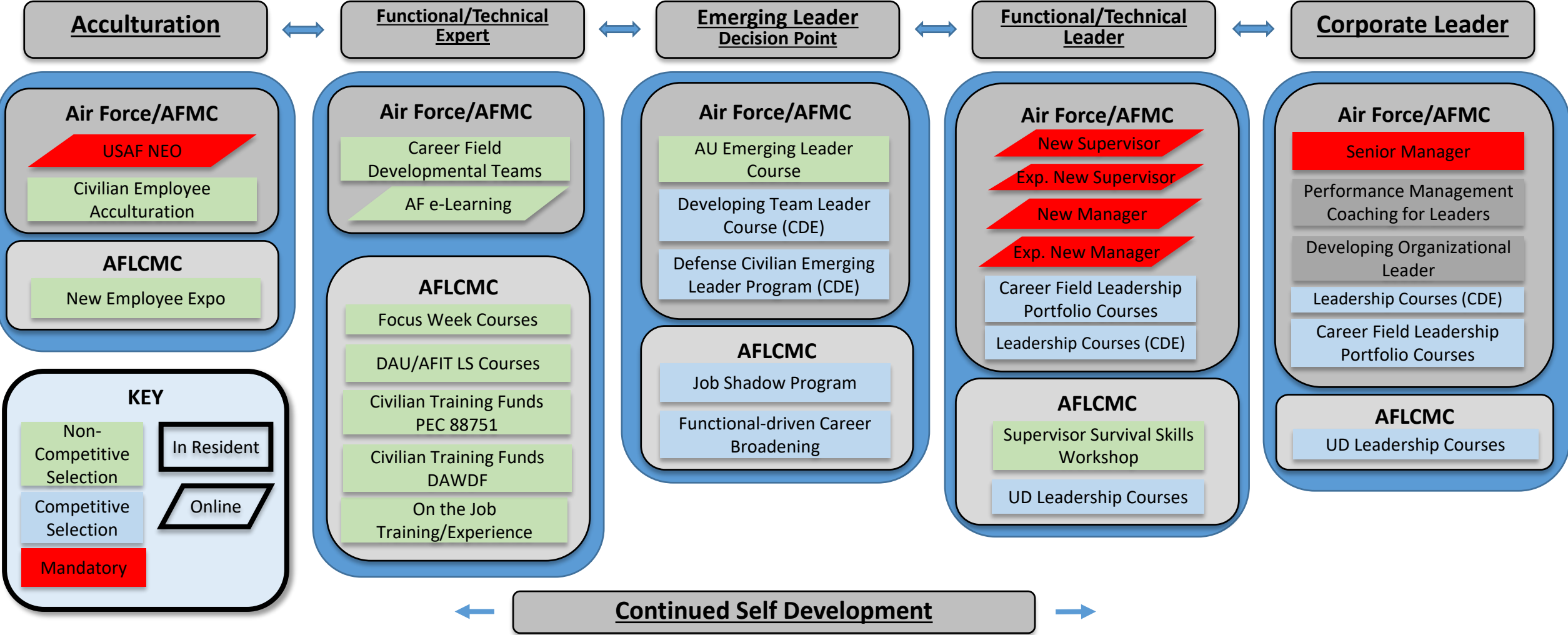
Employee with depth and breadth of functional experience, not only with different aspects of a functional area, but with how it aligns with other functional areas

Corporate Leader

Employee with broad experience in several functional areas, and understands how the strategic integration of the functions results in mission accomplishment



Self Development





Civilian Tuition Assistance



The **Civilian Tuition Assistance Program (CTAP)** and **Acquisition Civilian Tuition Assistance Program (Acq Civ TA)** assist employees in self-development, contribute to occupational and foundational competencies, and support Air Force needs

- Programs are subject to the availability of funds
- Courses must be from an accredited college or university recognized by the Dept. of Education
- [Career Field Team \(CFT\) Point of Contacts](#) are available to approve education goals and assist with the TA application process. To get started :
 - Register and log-in to the Air Force Virtual Education Center ([AFVEC](#))
 - Complete the applicable Annual Virtual TA Benefits Training
 - Create an education goal and submit an evaluated degree plan, provided by the academic institution in AFVEC for Career Field Team (CFT) review and approval



Civilian Tuition Assistance (CTAP)



- Max \$4,500 per fiscal year, up to 75% of tuition cost, max \$250.00/semester hour or \$166.00/quarter hour
- Associate, bachelor's, master's and doctorate level courses (excludes courses lower or equivalent to a degree level already obtained)
- CTAP also funds 100% of the College Level Examination Program (CLEP) and Defense Activities for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) examinations
- To be eligible, employees must be an AF permanent full-time appropriated fund employee, including wage grade, and must have a current acceptable performance appraisal rating.
- Program details: https://mypers.af.mil/app/answers/detail/a_id/32991/p/2/c/549



Civilian Tuition Assistance Acquisition Civ TA



- Limited to the civilian acquisition workforce
- Maximum \$8,000 per fiscal year, 75% of tuition costs and direct course-associated fees
- To be eligible, employees must be:
 - A permanent civil service employee on an APDP-coded position with at least 36 months of DoD civilian acquisition experience
 - Certified for the level required for the position or within the allowable grace period (unless the individual has an approved position waiver)
 - Current with Continuous Learning requirements
- Program details are available on the AF Portal Career/APDP Information on Acquisition Tuition Assistance Website: <https://www.my.af.mil/gcss-af/USAF/content/edoptuition>

AFLCMC Learning Resource Center

<https://www.afcmc.af.mil/WELCOME/Fact-Sheets/Display/Article/2123006/afcmc-learning-resource-center/>

Sharpen your skills as an Air Force Professional in subjects including but not limited to:

- Career/Functional specific
- Coaching
- Employee Engagement
- Time Management
- Goal Setting
- Providing Employee Feedback

Digital Resources including

- Videos
- Articles
- Recommended Readings
- Ted Talks
- Online Courses and more

No VPN required - access from government/personal computers, tablets/phones





Other Developmental Opportunities



- **WPAFB Junior Force Council (JFC)** – A great way to network with other new hires and engage with WPAFB leaders that includes numerous mentoring, social, community and developmental opportunities
 - JFC SharePoint: <https://usaf.dps.mil/sites/22070/SitePages/Home.aspx>
- **WPAFB Mentoring Program** – Opportunity to find a mentor, or become one – Announced annually by the 88 ABW Training & Education Office via email
 - Mentoring
SharePoint: <https://usaf.dps.mil/sites/21288/FSS/FSD/FSDE/MP/SitePages/Home.aspx>
- **AFLCMC and 88 ABW Focus Week** – A week set aside, quarterly, to engage in developmental training and continuous learning points opportunities – announced via email
- **AFLCMC Shadow Program** – Opportunity to shadow an AFLCMC leader for 1-3 days – Solicitation for volunteers is normally announced via email in Feb, Jun and Oct



Helpful Links



- Air Force e-Learning: <https://usafprod.skillport.com/skillportfe/custom/login/usaf/seamlesslogin.action>
- Air University (AU): <https://www.airuniversity.af.edu/eSchool/> Note: The eSchool of Graduate PME has transitioned the student registration system, courseware, and help desk functions from Air University (AU) systems to the Arizona State University (ASU) learning environment. For details please check our transition page: <https://www.airuniversity.af.edu/eSchool/ASU-Canvas-FAQs/>
- Department of the Air Force Civilian School (DAFCS): <https://www.airuniversity.af.edu/Eaker-Center/DAFCS/>
- AFVEC: <https://afvec.us.af.mil/afvec/Home.aspx>
- Defense Acquisition University (DAU): www.dau.edu
- myPers: <https://mypers.af.mil/>
- MyVECTOR: <https://myvector.us.af.mil/myvector>
- myETMS: <https://myetms.wpafb.af.mil>
- ADLS: <https://golearn.adls.af.mil/login.aspx>



BACK UP INFORMATION



Air Force e-Learning



<https://usafprod.skillport.com/skillportfe/custom/login/usaf/seamlesslogin.action>

- **Thousands of on-line courses:** Choose one of the many short courses accessible from your desktop 24/7 to maximize your time while advancing your self-development.
- **Books 24x7**, an on-line library of searchable content: Read a book and recommend to a colleague or set up feeds to notify you when new books arrive plus much more.
- **Mobile "On the Go" options:** Download certain content to smart phone, Kindle, or iPad.
- **Leadership Knowledge Center portal:** Use one of the topical learning roadmaps with links to related books, articles, courses, video challenges, simulations, and professional sites such as:
 - The Center for Creative Leadership
 - Harvard Business School
 - Hale Chief Executive Leadership Institute
 - Wharton Center for Leadership and Change Management
 - Leadership Now
 - Forbes



Air University (AU)



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

Professional Military Education (PME) Distance Learning (DL):

- **Squadron Officer School (SOS):** SOS is the U.S. Air Force and U.S. Space Force primary developmental education (PDE) distance learning (DL) program designed to advance the professional development foundation provided by the accessions programs.
- **Air Command and Staff College (ACSC):** The eSchool's Air Command and Staff College (ACSC) distance learning (DL) intermediate developmental education (IDE) curriculum is designed to produce a more effective field-grade officer serving in operational-level command or staff positions.
- **Air War College (AWC):** The eSchool's Air War College distance learning (AWC DL) program is a senior developmental education (SDE) program. The SDE/AWC DL program provides a strategic, air and space minded curriculum that prepares graduates to provide strategic leadership, appropriate expertise and critical thinking in support of national security objectives.

PME Distance Learning is a self-enrollment process requiring supervisor concurrence
PME In-residence attendance is a competitive selection process via the annual CDE Call



Air Force Virtual Education Center (AFVVEC)



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

- **Air Force's premier site for information about educational benefits**
- The Air Force Virtual Education Center (AFVVEC) offers a wide array of on-line services to empower you to actively participate in all aspects of your education to include the creation and management of funding requests.
 - Find Credentialing Opportunities you qualify for
 - Find schools to pursue a Bachelor's degree
 - Prepare transitioning Air Force members for Civilian service
 - And much, much more information



Defense Acquisition University (DAU)



www.dau.edu

The Defense Acquisition University is a corporate university that was established by the Department of Defense (DoD). It is an educational activity that serves as a strategic tool in providing a global learning environment to develop qualified acquisition, requirements and contingency professionals who deliver and sustain effective and affordable warfighting capabilities.

All Service and DoD employees may attend DAU classes. The Services and DoD non-MILDEP agencies, through their Defense Acquisition Career Management offices (DACMs), have quotas in DAU classes. The DACMs establish priorities for their own military and civilian members, depending on such issues as whether a student is in an acquisition-coded billet.



myPers



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

The Air Force official online source for personnel policy, information and day-to-day transactions, empowers civilian employees to manage their careers. Some of the many civilian resources available on myPers include the following:

- **Self-service applications** - Employees can initiate or accomplish many personnel actions on line including starting a name change, updating resumes and requesting veteran's preference changes. The pages also contain links to other important personnel resources such as the Office of Personnel Management electronic Official Personnel Folder and the myBiz application, which provides immediate secure access to sensitive employment related information.
- **Benefits and Entitlements** - On this page employees can learn about their benefits and entitlements and use the online Employee Benefits Information System application to update their benefits.
- **Force Development** - This page contains critical information about civilian force development, force renewal and links to related resources. The page also provides information about education and training opportunities and qualification requirements.
- **Numerous other valuable information links**



MyVECTOR



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

- **Mentoring:** MyVECTOR enables a web-based mentoring network that allows mentees to manage their career development with the input and guidance from a mentor. Mentees will be able to, in real-time, invite participants to serve as mentors, select mentors based on preferences, chat with their mentor online, and complete a mentoring plan.
- **Career Planning:** MyVECTOR allows the user to view their duty experience through career-field-specific experience codes. This structure also allows the user to build career plans based on real opportunities and to share these career plans with development teams and mentors. A Bullet-Tracker option allows the user to track specific events and accomplishments throughout the year for Performance Reports.
- **Knowledge Sharing:** MyVECTOR provides Discussion Forums and links to resources for online books and courses that discuss mentoring benefits, the differences between coaching and mentoring, and techniques for managing mentoring relationships.



Advanced Distributed Learning System (ADLS)



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

The Advanced Distributed Learning Service (ADLS) is the AF Enterprise solution that delivers online courses, tracks learner progress, and provides reports for individuals, supervisors, training managers, and commanders.

ADLS provides reporting and collaboration capabilities as well as offline course delivery and offline update options.

ADLS offers designated members the ability to manage individual and unit training activities.



Air Force Materiel Command (AFMC) myETMS



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

- Individual Developmental Plan (IDP) Development
 - Goals
 - Training Requirements
 - Training History
- ETMS Course Catalog
- Course Enrollment
- SF182 Submission (training request)

*****Contact your organizational Training Focal Point/Training Manager for questions regarding myETMS*****



AFPC Career Field Teams



DSN 665- / Comm (210) 565-

- Audit: 4569
- Civil Engineer: 2666
- Comm & Info: 3691
- Contracting: 4507
- Financial Mgmt: 2595
- Force Support: 4055
- History: 4508
- Intelligence: 3093 | 4568
- International Affairs: 1758
- Legal: 1794
- Logistics: 2365
- Medical: 1715
- Operations: 4566
- Program Management: 4129
- Public Affairs: 2482
- Safety: 1650
- Science & Engineering: 0133
- Security: 0104 | 1552
- Special Investigations: 1610
- Weather: 2209

myPers Career Field Information:

<https://mypers.af.mil/app/categories/c/1075/p/2>