

Installation Training Guide



28th Bomb Wing
Ellsworth AFB, SD

The purpose of the Installation Training Guide (ITG) is to provide participants in the training process clear guidance on local training operations. It provides guidance for determining needs, identifying requirements, planning budgets, obtaining resources, and evaluating, documenting and reporting training. This guide implements Air Force Instruction (AFI) 36-2670, *Total Force Development*, Chapter 5, Civilian Training Education, and Professional Development and applies to all civilian training activities located on Ellsworth AFB. AFI 36-2670 is current as of 25 June 2020.

The Employee Development Specialist (EDS) is always ready to assist you on training matters. You can contact your servicing EDS at 385-2694.

If new developments and changes occur, this guide will be updated with that information.

1. POLICY. The mission of the Air Force (AF) civilian training and education program is to synchronize training, education, and experience to continuously create innovative, flexible and capable Airmen to successfully employ air and space power. To fully integrate civilians into the Force Development current and future program design, deployment and design initiatives will be integrated and aligned with AF Development doctrine and policy, the Air Force's Institutional Competencies and Continuum of Learning.

2. RESPONSIBILITIES.

2.1. Commanders. Commanders are responsible for ensuring effective training programs are established and executed. Commanders must remain actively involved in training program management to ensure personnel are qualified in their assigned jobs and capable of meeting mission requirements. Commanders should identify a civilian training focal point. It is recommended to use the unit training manager for consistent oversight of the unit's training, education, and professional development programs. Unit Training Managers (UTM's) should work with the Employee Development Specialist (EDS) for consistent oversight of the unit's training, education, and professional development programs.

2.2. Managers/Supervisors. Managers and Supervisors, ensure affirmative action initiatives are considered in identifying training, education, and professional development needs. Supervisors should collaborate with their unit training manager and installation employee development specialist to ensure all organizational and functional/occupational training requirements have been identified during the annual data call for respective civilians. They prepare required documentation on the Standard Form-182 when requesting training and advise employees on self-development opportunities. In partnership with civilian employees under their purview, they review, discuss, and maintain individual development plans to develop employee's short and long-range career goals. They assist respective chain of command in determining if government or vendor-supplied symposiums, conferences, and meetings require AF-tiered approval. They ensure civilians are informed of responsibilities to accomplish New Employee Orientation (NEO) within 90 days of employment, ancillary training as required within required timeframe, and new supervisor and/or manager training within one year of appointment to a supervisory or managerial position and every three years, thereafter. Based upon funding source, they ensure that a completed Continued Service Agreement (CSA) from civilian employees prior to the start of the CSA-required training is received by the installation employee development specialist or the Air Force Personnel Center. Ensure notification is made to the employee development specialist when a civilian employee cannot attend a scheduled and approved training, and when requested by the employee development specialist, assist in notifying a civilian of his/her reimbursement responsibility as a result of his/her failing to attend/complete approved training, education, and professional development activity or tuition assistance approved course.

2.3. Employee Development Specialist (EDS). Monitors compliance with statutory and regulatory requirements and data system accuracy with training, education, and development programs. Reviews and approves/disapproves all requests for training according to statutory and administrative requirements, regardless of funding source and documents Standard Form (SF) 182. Provides appropriate CSA or training agreement to civilian employees to complete prior to attending training, education, and professional development activity if required. Ensures

competitive procedures are utilized to select employees for training and development that may serve to enhance promotion potential. When requested, assists supervisors in developing, approving, and monitoring formal training plans. Will assist with course planning, registration, and documentation of training upon request. Assists managers and supervisors in identifying the most economical and efficient ways of meeting training needs. Prepares and distributes the Installation Training Guide (ITG) to inform managers and employees of methods and programs for employee training and development. Ensures training is provided to supervisors and managers and is completed within the one year of appointment to a supervisory or managerial position to assist them in carrying out their supervisory duties to civilian and military personnel. Administers and monitors the NEO Program. Conducts the annual training needs survey and works with the Management Training Committee (MTC) to prioritize the submitted training requests. Loads the prioritized training requirements into the Civilian Automated Training Input Program (CATNIP). Develops and presents the Annual Installation Training Plan (AITP) and budget input for approval at the appropriate level. Prepares and briefs prior year execution and preliminary budget to management training committee. Serves as the resource manager for PEC 88751F funds.

2.4. Management Training Committee (MTC). The MTC is composed of functional representatives across Ellsworth AFB. The MTC along with the Organization Training Monitor (OTM) and Unit Training Manager's (UTM's) receive and distribute information and correspondence concerning civilian training from the Employee Development Specialist (EDS). The committee members review annual training submissions for current and projected training requirements based on mission, program or technological changes and other installation/employee needs. They ensure appropriate priority is assigned to each training requirement and that critical needs are funded ahead of other lower priority training. The MTC reviews final AITP and makes recommendations to the approving authority. They ensure out-of-cycle training requests identified meet requirements based on mission need (Priority 1 requirements) prior to submission into the CATNIP. Recommend that training that cannot be funded from central funds be unit funded.

2.5. Employees. Employees are responsible for self-development, successfully completing and applying for authorized training, and fulfilling continued service agreements. They share the responsibility to identify training needed to improve individual and organizational performance and the method to meet those needs effectively and efficiently and initiate SF-182 submission, if applicable. Employee training sponsored by federal agencies is intended as a supplement to, not a substitute for, self-development by the employee. Complete NEO within 90 days of initial appointment and accomplish required ancillary training and maintain currency. Employees assume responsibility to ensure their personnel records reflect current training and development accomplishments. Maintain the necessary competencies to accomplish duties within the assigned position and help the AF meet its mission.

3. PROGRAM OBJECTIVE. Establish training, education, and development programs that satisfy tactical, operational, and strategic performance requirements using the most efficient methods possible. Provide opportunities for civilian employees to attend training, education, and development programs in the same courses and programs as their military counterparts or receive equivalent training to broaden their professional knowledge and increase job skills.

4. AFFIRMATIVE ACTION OBJECTIVES. It is AF policy to provide training necessary to maximize the efficiency of civilian employees in the performance of their official duties. The EDS follows procedures to ensure that full opportunity to participate in training and development programs will be given to every employee who needs training and meets standards and requirements prescribed by law, executive order, or Air Force Instruction. The selection of employees for training is made without regard to political preference, race, color, religion, national origin, sex, marital status, age, handicapping condition, or other factors unrelated to training.

5. IDENTIFYING TRAINING REQUIREMENTS/NEEDS. Training requirements/needs can be identified by reviewing training courses or activities utilized in the past, as well as training that may be needed in the future. Reliable forecasting of training is critical in meeting mission essential training needs. Supervisors, managers, UTM's, EDSs, and appropriate committees should ensure that forecasting considers all known requirements, and that program and operations officials provide the best possible estimates. Proper management of the needs identification and prioritization process increases accuracy in predicting requirements and assures adequate funding levels in future years.

6. TRAINING SOURCES. Management must select/identify the appropriate training source(s) when requesting training. They must base their selection on the provider which can most efficiently, and cost effectively meet the training needs of the organization. Federal government entities must be the first consideration when determining the source of training. The training source may be a government agency, a private sector company, or a college/university. If an academic institution is used as a vendor, the EDS must determine that the institution is fully accredited by a regional, national, or specialized accrediting body recognized by the United States Department of Education. Training sources which discriminate on the basis of race, color, religion, age, sex, national origin or disability may not be used.

7. ANNUAL TRAINING SURVEYS. AFI 36-2670, paragraph 5.2.2.2., states that the annual training assessment captures critical training, education, and professional development needs of civilians across the AF for program element code 88751F for a given fiscal year. Supervisors project fiscal year training requirements and obtain respective unit commander's approval prior to submitting to the EDS for submission into CATNIP. The annual training needs assessment covers all projected training needs not covered by central funds and is the basis for developing the next fiscal year civilian training budget. Non-centrally funded training can be looked at as courses/workshops/seminars needed by employees to effectively meet their mission requirements. These courses/workshops/seminars may be offered by government agencies, private sector companies, or colleges/universities. The assessment results are one of the items used to justify the command civilian training budget allocated by HHQ/AF.

7.1. The EDS receives the annual training survey from AFPC/DPI in the 1st quarter of each fiscal year (FY) for the following FY funds determination. The EDS will forward the training survey to the unit OTMs, MTC, and UTM's with completion instructions and suspense date. Each unit will determine their training needs based on past training requirements, future training needs, mission requirements, etc. The Training Request and Impact Worksheets will be coordinated through the unit commander, or deputy, for their concurrence that the training requested meets the criteria of the training survey. Prioritized Training Request and Impact Worksheets will be returned to the EDS on or before the suspense date established. Failure to return the impact worksheet by the

established suspense will result in the unit's training request not being reviewed by the MTC and submitted into CATNIP for that given fiscal year.

7.2. Upon receipt of the completed and prioritized Training Request and Impact Worksheets from the unit OTM/MTC/UTM members, the EDS will compile a consolidated listing of the training requests. The EDS will then convene a meeting of the Management Training Committee (MTC) to review and prioritize all submitted training requests.

7.3. Following the MTC meeting, the EDS will input the training survey data in the Civilian Automated Training Input Program (CATNIP) and the wing's Annual Installation Training Plan (AITP). CATNIP submissions are reviewed by AFPC/DPI and forwarded to HQ USAF for possible funding.

7.4. At the beginning of each fiscal year, funding amounts are disbursed by HQ USAF and subsequently by AFPC/DPI. Following funds notification, the MTC may meet again, and revalidate the AITP and the prioritized training list if necessary. It should be noted that although the EDS *administers* the civilian training funds, the funds are managed by AFPC/FMY in conjunction with MAJCOM. The base MTC determines the ranking each training will be submitted to HHQ for possible funding.

8. OUT-OF-CYCLE TRAINING REQUESTS. Occasionally, training needs will not be forecasted for during the annual training survey process and an out-of-cycle request will need to be submitted. This can be the result of a new regulatory requirement, a new or expanded mission to the organization, etc.

8.1. Whenever an out-of-cycle training need becomes known, the unit must first contact the employee development specialist. The EDS will advise the inquiring unit of the current status of out-of-cycle funding and the criteria for making such a request.

8.2. Upon recommendation of the EDS, the requesting unit will complete a Training Request and Impact Worksheet, and coordinate it through the unit commander, or deputy. The commander/deputy will validate that the training requested meets the stated priority.

8.3. If the unit commander/deputy concurs with the training request and priority, the Training Request and Impact Worksheet is submitted to the EDS for review. The EDS will determine if the Training Request and Impact Worksheet adequately justify the request. If the request is substantiated by the EDS, he/she will forward it to the MTC for their review. Out-of-Cycle requests will be forwarded to the MTC via e-mail when the training request requires action before the next scheduled meeting.

8.4. The MTC will decide if the training request is justified, and if so, the EDS will input the request into CATNIP, and forward to AFPC/DPI for review/approval. If the MTC does not approve the training request, it will be returned to the requesting unit, with an explanation as to why it was disapproved.

9. TRAINING DOCUMENTATION/FORMS.

9.1. Training Request and Impact Worksheet. The Training Request and Impact Worksheet is a product used to gather the information necessary to evaluate a training request for possible funding. Determination of training priorities is a critical judgment process accomplished by managers and supervisors. The submitter will fill-in requested information about who the training is for, when and where the training will be held, the estimated cost of the training (to include travel and per diem), and the justification/impact of the training. Once the worksheet is completed/approved by unit Commander/Deputy it is forwarded to the EDS for processing. Civilian training is categorized according to the appropriate priority as defined by Priority Levels 1-4.

- Priority 1; Required by Public Law, Executive Order, DoD Directive (to include Occupational Certification & Licensing, as defined in position description as a condition for continued employment.) Priority Indicator classified as “Critical/Mandated” (T-O). (Ex: 29 CFR 1910.178(1), AFI 24-301, para. 11.4.7.7)
- Priority 2; Maintains/develops critical occupational/functional competencies identified by Air Force publications. Priority Indicator classified as “Essential” (T-1). (Ex: AFI 90-202, para. 1.8.16.14)
- Priority 3; Maintains/develops critical occupational/functional competencies as directed or identified by AF MAJCOM. Priority Indicator classified as “Recommended” (T-2).
- Priority 4; Maintains/develops critical occupational/functional competencies as directed or identified by the AF Installation (i.e., publications, memorandum, etc.). Priority Indicator classified as “Recommended” (T-3).

9.1.1. When a position has required specific qualifications to perform their job successfully that can include requirements for Federal or State license or certification then it is appropriate to submit the requirement during the annual Data Call. To be considered and/or valid, it must be identified on the position description and/or enforced as a condition of employment. Licensing is the process by which an agency of the government (Federal, State, or local) grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency.

9.2. SF-182, Authorization, Agreement, and Certification of Training.

9.2.1. The SF-182 is the source document the organization submits once it has been determined that the training requested has been approved.

9.2.2. All training that is requested must be validated by the EDS. Approval of training by the EDS is required before enrolling in or making any commitments for training. An SF-182 must be prepared for all training that exceeds eight-hours, or any training if costs are incurred. This applies to HHQ funded training, as well as training funded by the unit.

9.2.3. The SF-182 will be completed electronically and digitally signed, so the SF-182 can be coordinated through the applicable approval levels via e-mail. Sections A, B, and C must be filled

out entirely, and Section D must be signed by the immediate and second-line supervisors, prior to submission to the EDS. If the Supervisor is the Squadron, Group, or Wing Commander, they will sign as the First-line supervisor and put "Highest Ranking" on the Second-line Supervisor block. The EDS signs as the training officer in Section D.

9.2.4. The SF-182, Section E, Approvals/Concurrence, will be signed by the applicable resource advisor, which is dependent upon the funding source. For unit funded training, the resource advisor from the employee's unit will sign Section E. For HHQ funded training, the EDS will sign Section E.

9.2.5. SF-182, Section F, Completion of Section F is certifying that the employee has completed the training requirements, and that an evaluation of the training has been completed. The department head shall evaluate the training to determine how well the training meets short and long-range program needs of the organization and the individual. The requirement to evaluate training is found in 5 CFR 410.601. The employee will then be responsible to input their training into the Defense Civilian Personnel Data System (DCPDS), the official record of civilian training.

9.2.6. The organization is required to provide the EDS with the completed SF-182, and all appropriate supporting documentation; for example, a copy of the paid travel voucher, and course completion certificate(s).

9.2.7. Per AFI 36-401 3.5.1. Conferences are considered training per the AF Supplement to *Department of Defense Conference Guidance*, Version 4.0, dated September 8, 2017. The purpose of the conference is education or instructional and most of the conference consists of planned, organized exchanges of information between presenters and audience. Hence, the civilian derives developmental benefits through attending. It is the responsibility of the requestor to know, understand, and follow the current Air Force Conference Guidance policy on conference approval before submitting approval documentation with Standard Form 182 to the EDS for consideration.

9.3. Continued Service Agreement (CSA)

9.3.1. A CSA is an agreement by the employee to continue in service upon training completion. As a minimum, all training over 80 hours requires a CSA. The period of service obligation begins the first workday after the training ends and is equal to at least three times the length of the training. Longer periods of required service are set if justified by the costs of training or other factors, such as situations when employee enters into a period of non-pay status. The EDS evaluates each instance of training to justify an agency's substantial investment of resources. When some or all the additional training expenses are paid, but the employee receives no pay, (i.e., training occurs after duty hours) the period of service is equal to the length of the training, with a minimum one-month obligation.

9.3.2. Computed costs of training for reimbursement purposes should include tuition, travel, per diem, books and materials, fees, other related costs, and administrative overhead costs (such as the costs for planning, conducting, and administering the training, advertising the training, conducting employee screening and selection processes, monitoring completion and evaluating effectiveness of the training, etc.) as appropriate. The trainee's salary will not be included.

9.3.3. Employees sign a CSA before commencement of training. Once an employee has signed a CSA, the EDS ensures a system is in place to monitor the date the obligated service commitment expires, preventing any personnel separation action from being processed without consideration of this obligation.

9.3.4. Employees records will be updated in the civilian personnel data system, and a copy of the CSA will be included in their electronic Official Personnel Folder upon completion of the training.

10. REIMBURSEMENT FOR TRAINING NOT COMPLETED. An employee who fails to complete training or Tuition Assistance covered by a CSA is still obligated for costs incurred (excluding salary). The CSA stays in effect to protect government interests even though the employee withdraws from, or otherwise fails to complete training. It will be adjusted to reflect actual costs incurred for the employee to reimburse the Air Force.

11. LONG-TERM FULL-TIME TRAINING. Long-term, full-time training is management-identified, AF mission-related training of more than 120 consecutive duty days through an accredited institution and/or contractor, to meet a unique training, education, and professional development requirement. Units, with management training committee approval, may select and assign civilians to long-term full-time training. Long-term full-time training (non-Professional Military Education) is limited to once in a career, regardless of funding source or selection authority. Requests for coursework not directly related to stated program purpose will not be approved.

12. CIVILIAN DEVELOPMENT EDUCATION PROGRAM. The Air Force Civilian Developmental Education Program is central to the Civilian Continuum of Learning that spans throughout a civilian's professional career. Civilian Developmental Education offers a wide variety of professional development opportunities for civilians to develop leadership and management competencies in accordance with AFI 36-2301, *Developmental Education*, and leadership development programs. Basic Development Education, Intermediate Development Education, and Senior Development Education are the three levels of Civilian Developmental Education. For all levels, career field teams and Developmental Teams provide oversight of personnel development to meet both functional and institutional strategic leadership requirements. Specific program descriptions are posted on the myPers website under Civilian > Employee > Force Development section.

13. NON-GOVERNMENT TRAINING FACILITIES. Federal government entities must be the first consideration when determining the source of training. When Federal government facilities cannot meet a training need, the EDS may help arrange training if needed through the local contracting office or a non-government facility. There are constraints and prohibitions on use of non-government training facilities. These include training which:

13.1. Teaches or advocates the overthrow of the United States government by force or violence. This prohibition also applies to training provided by a person about whom a proper determination has been made that there is reasonable doubt concerning his or her loyalty to the United States.

13.2. Carries on subversive propaganda, attempting to influence legislation, or participating or interfering in political campaigns on behalf of any candidate for public office.

13.3. Illegally discriminates in the admission or in subsequent treatment of students based on race, color, religion, age, sex, national origin or disability.

13.4. Institutions which have a policy or practice that prevent Reserve Officers' Training Corps units or student Reserve Officers' Training Corps participation, or prevent military recruiting on campus, or access to student directory information, consistent with Title 10 United States Code Section 983; Title 32, Code of Federal Regulation, Part 216, *Military Recruiting and Reserve Officer Training Corps Program Access to Institution of Higher Education*; and Section 549 of fiscal year 2000 National Defense Authorization Act (Public Law 106-65) may not be used.

14. TRAINING PLANS.

14.1. Individual Development Plan (IDP). A well prepared IDP is the foundation of training management and is developed by the employee and his/her supervisor. IDPs work by helping an employee and supervisor clarify things that are important to them and a plan to achieve them. The plan will have two main sections, each of which may be subdivided.

14.1.1. The first part of the plan describes the employee's performance and career goals. The career goals will normally be expressed on both a short-term and long-term basis.

14.1.2. The second major section of the IDP is the identification of needed training, education and development. In this section, the employee identifies, and the supervisor validates the employee's training needs.

14.2. Formal Training Plan (FTP). Formal training plans are required whenever an employee is selected to a position with potential for non-competitive promotion to a higher grade. The FTP will include the Knowledge, Skill, and Ability (KSA) required for the higher grade, the expected level of proficiency in each KSA, and how that level of proficiency will be measured. It will include functional and institutional competencies to be developed during the period of the plan.

15. FORMAL TRAINING PROGRAMS.

15.1. Formal Training, or TDY-to-School training, is also known as Mission Ready Technician training, or MRT. Courses are listed in the Air Force Education and Training Course Announcements (ETCA) located at: <https://usaf.dps.mil/teams/app10-etca/SitePages/Home.aspx>

It is helpful to have a course number when searching for a course. ETCA contains information on formal training available to military personnel, AF civilians, and other government agency civilians. In ETCA it is possible to find course information, course point of contact, course descriptions, course prerequisites, security clearance requirements, quality control standards, travel information, administrative instructions, and reporting instructions. Note: In most cases, Formal Training, or MRT, is centrally/unit funded. Travel and per diem costs are not normally paid from civilian training funds; however, if the training was approved through the MTC and CATNIP as priority 1, it may be paid with PEC 88751 funds.

15.2. The training office does not initiate MRT surveys or determine which civilian employees receive quotas. MAJCOM functional managers receive quotas and determine which bases receive them, whether for civilian or military members. However, quotas identified for civilian members as determined by HQ AETC or tenant MAJCOM functional managers are processed through the EDS to the civilian employee for preparation and processing of appropriate forms.

15.3. Forms processing includes update and maintenance of the Oracle Training Administrator (OTA) personnel data system. OTA produces a Report on Individual Personnel (RIP) when quota allocations are received by the EDS and forwarded for completion to the member. The signed RIP should be returned along with an SF-182, Authorization, Agreement and Certification of Training, and a Continued Service Agreement (CSA), as appropriate, to the EDS.

16. EVALUATING PROGRAM EFFECTIVENESS. The evaluation process completes the training and development cycle. It provides supervisors, employees, and the force development specialist with information to determine how well a specific training course or program has met its objectives. This determination is essential in justifying the expenditure of training funds to improve work quality, quantity, timeliness, productivity or management operations.

17. NEW EMPLOYEE ORIENTATION (NEO). Investing in effective on-boarding helps new employees get up to speed quickly, equips them with the information they need to excel at their jobs, and creates a sense of commitment to the organization. The AF Acculturation Process for civilians does that, and the NEO Course is the cornerstone of the process.

17.1. The NEO Course is comprised of seven modules: 1. AF History and Heritage; 2. AF Core Competencies; 3. AF Customs and Courtesies; 4. Force Development; 5. Workforce Health, Safety, and Security; 6. Personnel Administration; 7. AF Core Values.

17.2. Effective 1 Aug 09, all newly hired civilian employees, regardless of grade, or previous employment or military history, must complete the NEO Course within 90-days of employment. New employees who are retired AF military members or were another DoD agency employee have an option to complete an abbreviated version. NEO can be accessed at, <https://lms-jets.cce.af.mil/moodle/>

17.3. All AF civilian employees are eligible for award of the AF Civilian Pin in recognition of completing the AF NEO Course. Any civilian employee, regardless of their length of service may enroll and complete the course; however, to receive the AF Civilian Pin, employees must complete the Non-prior Military and complete all six modules scoring at least an 80% on each module within the first 90 days of onboarding.

18. SUPERVISORY TRAINING. Initial training for all newly assigned supervisors helps to bridge the gap between the skills required at the working level and those required at the supervisory level, therefore supervisory training is a high priority and mandatory. Before supervisors assume their new duties, or within 12 months after assignment to a supervisory position, first-level supervisors will be provided initial training and at least every three years

following the completion of the initial training. Access to the supervisory training courses is through the myLearning Portal at: <https://lms-jets.cce.af.mil/moodle/>

18.1. The Code of Federal Regulations (CFR) 412.202 requires initial and continuing development of individuals in supervisory positions. The Air Force has transformed how it delivers its suite of Mandatory Supervisory Training Courses, and instead of in-resident, contractor led courses at each base, the AF now has centralized delivery via its "Virtual Campus". This effort has resulted in the standardization and deployment of accessible, cost-effective training, and complies with the CFR. Initial and continuing supervisory training consists of the following courses for supervisors who are coded in the Defense Civilian Personnel Data System (DCPDS) or active-duty Air Force who supervise civilian employees:

18.1.1. USAF New Supervisors Course (NSC). This course is primarily designed to provide first-level supervisors of civilian employees who are coded 1, 2, or 4 in DCPDS or active-duty Air Force who supervise civilians, with a sound foundation in supervisory skills and civilian personnel management fundamentals. Note: This course replaces the previous requirements to attend the Civilian Personnel Management Course (CPMC) and the USAF Supervisor Course (USAF SC). The NSC is a 36-hour, self-directed course, with 60-90-minute online instructor-led webinars each week. Students can expect to spend approximately 8 hours per week on coursework.

18.1.2. USAF Experienced Supervisor's Course (ESC). The USAF Experienced Supervisor's Course formally known as the USAF Supervisor Refresher Course provides a refresher in civilian personnel management fundamentals and key supervisory and management competencies for supervisors who are coded 1, 2, or 4 in DCPDS or military who supervise civilians. The advanced course is designed to satisfy the 5 CFR 412 statutory requirements for initial supervisory education in a condensed format. This course is required once every three years after completing the initial supervisory courses. Students who score a 70% or higher on the Supervisory Skills Test (SST) will have met all ESC requirements. Members that score less than a 70% on the SST will be required to attend the one-time educational review webinar. The course is conducted over a three-week period.

18.1.3. USAF Military Personnel Management Course (MPMC). MPMC provides basic skills and knowledge for supervisors coded 1, 2, 3 or 4 in DCPDS by introducing students to aspects of being an immediate supervisor of Air Force military members. Subjects include Sources of Guidance and Authority, Rank Structure, Recognition, Benefits, Entitlements, Standards, Discipline, Education/Training, Feedback/Evaluations, Promotions, and Assignments. First-level civilian supervisors who supervise military members must attend this course. MPMC is not required for current active-duty Air Force or prior Air Force military personnel who have retired within the last 5 years. This is a 16-hr course, taught over approximately a 30-day period, with an online instructor-led webinar session each week.

18.1.4. USAF New Manager Course (NMC). The NMC is designed to enable new managers who are coded 3 in DCPDS to acquire the institutional competencies needed to manage themselves, others, as well as organizational resources. There are 27 hours of curriculum

delivered over 5 weeks. The course focuses on the Executive Core Qualifications (ECQ) Leadership Competencies of Technology Management, Leveraging Diversity, Financial Management, Creativity and Innovation, Political Savvy, Partnering, and Human Capital Management.

18.1.5. USAF Experienced Manager Course (EMC). The EMC was designed to enable experienced managers who are coded 3 in DCPDS and second-level supervisors to acquire the institutional competencies needed to manage themselves, others, as well as organizational systems. The EMC includes 20 hours of curriculum delivered over four weeks. The course focuses on the ECQ Leadership Competencies of Emotional Intelligence, Adaptability (Flexibility), Fostering Employee Engagement, Developmental Coaching and Feedback (Developing Others), Program Management, Change Management, Systems Thinking, Complex Decision-Making (Decisiveness), Resilience and Influence/Negotiating.

19. USE OF THE GOVERNMENT PURCHASE CARD FOR EDUCATION AND TRAINING.

The Government Purchase Card may be used to pay for education and training, regardless of funding source, in accordance with AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*.

19.1. The GPC will be used as the payment method for government, non-government, and/or commercial “off-the-shelf” training and education for an individual event or planned series of the same training event, activity, service, or course material.

19.1.1. Commercial off-the-shelf training does not include training specifically developed, designed, or produced to meet a requirement unique to an organization and/or program. If the need for tailored training or tailored training materials is required, then it must be placed on a government contract by a warranted contracting officer.

19.1.2. In the event a GPC is used to purchase government/or no-government training that pertains to leadership development courses (defined as “a course with 50% or more leadership content in the curriculum), the cardholder requests approval to purchase from AF/A1DI. For AF/A1DI approval, you must submit the request to the EDS so it can be submitted into CATNIP for approval to purchase.

19.1.3. The GPC does not replace the SF182 or other appropriate training forms as either an authorization and/or procurement document. The cardholder must have an approved SF182 on file prior to contacting a vendor regarding training or education procurement.

20. CIVILIAN TUITION ASSISTANCE PROGRAM. The civilian tuition assistance program is designed to benefit AF mission and applies to self-development education courses that civilians desire to attend in a voluntary off-duty basis, regardless of funding source. Acceptable coursework must be from an institution that is accredited by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education. The program will pay tuition, laboratory and instructional fees. The program includes coursework in post-secondary education including an associate, bachelors, masters, or a doctoral degree.

20.1. The Civilian Tuition Assistance Program is subject to the availability of funds for appropriated fund civilians and does not apply to civilian employees covered by Air Force Instruction 36-602, *Civilian Intern Programs*, Non-appropriated fund civilians covered by Air Force Manual 34-310, *Non-appropriated Fund Personnel Program Management and Administration Procedures*, or the Acquisition Workforce.

20.1.1. Tuition assistance for Acquisition coded civilian employees is governed by the SAF/AQH policy within the Acquisition Functional area on the Air Force Portal.

20.1.2. It does not cover the Defense Civilian Intelligence Personnel System Intern program participants. Assistance for training and education within the Defense Civilian Intelligence Personnel System Intern program is based on funds availability within the National Intelligence Program.

20.1.3. Civilian tuition assistance does not cover Local National civilians, civilian employees receiving other federal or state tuition subsidies such as Veterans Administration education benefits, scholarships or grants, training and education mandated by law, regulation, or agency requirements or course at a level lower or equal to a degree already attained by respective.

20.1.4. The Education and Training Office Section (FSS/FSDE) can provide advice and counseling regarding tuition assistance, but your career field team provides oversight of the civilian tuition assistance program.

20.1.4. Tuition Assistance can be used for up to 75% of tuition cost but may not exceed \$250 per semester or \$166 per quarter hour and \$4,500 per fiscal year.

20.1.5. Specific program instructions, restrictions and further guidance on the tuition assistance application process all are posted on the myFSS website under the Civilian Employee, Force Development section.

Training Resource Links

<https://lms-jets.cce.af.mil/moodle/>

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

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