



CIVILIAN TRAINING & DEVELOPMENT



55 FSS EDUCATION & TRAINING SECTION

THE SUN NEVER SETS ON THE FIGHTIN' FIFTY-FIFTH



OVERVIEW



The Virtual Force Development Center (vFDC) on the Air Force Portal contains a wealth of information. You will find the most up-to-date information there. Many of the references and links used here may be found in the vFDC

- New Employee Orientation (NEO) / Supervisory and Managerial Training
- Functional/Occupational Training
- Civilian Developmental Education (CDE)
- Individual Development Plan (IDP)
- Leadership and Development
- Developmental Special Experience (DSE)
- Education Opportunities
- Civilian Personnel Info for New Employees
- References
- Points of Contact (POC)



POC list: see slide 14



CIVILIAN TRAINING



New Employee Orientation (NEO)

- New Employee Orientation (NEO) is required to be completed by all newly hired civilian employees within 90 days per AFI 36-401, 3.6.1 (T-0)
- The NEO course is designed to assist new civilians adjust to their new jobs and working environments
- Civilians are awarded the AF Civilian Pin after completion of NEO

Note: Supervisors should be aware civilians must be allowed to complete training on duty time

Supervisory and Managerial Training

- New Supervisor and New Manager training courses: must be completed within the first year of appointment to a supervisory or management position per Title 5, Code of Federal Regulation 412.202
- Experienced Supervisor and Manager courses: must be completed every three years thereafter (unless an employee is no longer assigned to a supervisory or management position)
- Registration is accomplished through the Air University Portal at <https://auportal.maxwell.af.mil/auportal>

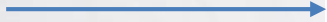
DoD 2019 Managerial and Supervisory Learning and Evaluation Framework found [here](#) on the AF Portal



CIVILIAN TRAINING



Functional/Occupational Training

- MAJCOM Functional managers initiate a Civilian Training Data Call annually (*Double-click to see FY21 notice*) 
- They gather this data the Fiscal Year (FY) prior to training event (i.e. Fy22 data call begins at the beginning of FY 21)
- Managers and/or supervisors work with the installation Employee Development Specialist (EDS) at the E&TS to ensure all organizational and functional/occupational training reqt's are identified during the annual civilian trng needs assessment data call (contact EDS for more info)
- Training requesters must provide specific references (include pg., chapter and para.) for best chance of approval
 - Assign appropriate priority level based on criteria below
 - Priority 1—Required by Public Law, Executive Order, or Directive higher than Air Force level
 - Priority 2—Maintains/develops critical occupational/functional competencies identified by Air Force publications
 - Priority 3—Maintains/develops critical occupational/functional competencies as directed or identified by AF MAJCOM (i.e. publications, memorandum, etc.)
 - Priority 4—Maintains/develops critical occupational/functional competencies as directed or identified by AF Installation (i.e. publications, memorandum, etc.)





CIVILIAN TRAINING



Functional/Occupational Training (Cont'd)

- EDS reviews, approves/disapproves trng requests according to statutory, legal, & administrative requirements, regardless of funding source
- Once EDS approves training requests, they become the Annual Installation Training Plan (AITP) – all events are not funded
- After AFPC MFM's approve requests, they send a bogey amount to EDS stating how much should be funded under Program Element Code 88751
- EDS convenes the Management Training Committee (MTC) to review the AITP and agree upon rank/order



CIVILIAN DEVELOPMENTAL EDUCATION



Civilian Developmental Education (CDE) involves five categories:

- Basic Developmental Education (BDE)
- Intermediate Developmental Education (IDE)
- Senior Developmental Education (SDE)
- Academic/Fellowships
- Leadership Seminars (Short Courses)

Approval Level

Endorsement Level



Click file images for more info

- The Virtual Force Development Center and [myPers](#) provides a wide array of career information, including your personnel records and Performance Appraisals you must become familiar with it.
- The [Force Development](#) page outlines and provide essential links to the development opportunities open to civilians
- MyVECTOR is an enterprise solution that supports the Air Force's goal to provide a standardized process available to all Airmen for career development and mentoring.

Individual Development Plan (IDP)



← Click link to explore

- Civilians are required to complete an IDP (Ref: DoDI 1400.25, Vol 410, DoD Civ Personnel Mngmt Sys: Trng, Ed, and Professional Development)
- The IDP is used by Career Field Development Teams to ensure opportunities and expectations are transparent



CIVILIAN DEVELOPMENTAL EDUCATION



Leadership

- USAF Emerging Leader Course (ELC) - The ELC is an elective course designed to develop interpersonal communication and leadership skills for Air Force civilians pursuing future leadership roles. Enrollment is selective and is intended for non-supervisors in the grades GS-13 and below. Read the [ELC](#) Fact Sheet.
- USAF Developing Team Leader (DTLC) - The Developing Team Leader Course (DTLC) is an 84-hour program covered within a 6-week, blended e-learning course with a unique 4-day in resident portion that takes place at Maxwell AFB. Enrollment is selective and is intended for non-supervisors in the grades GS-12 and below. Read the [DTLC](#) Fact Sheet.
- Performance Management Coaching Course (PMCC) - The Performance Management Coaching Course (PMCC) is a 125-hour elective course designed to create a coaching culture for those who are interested in gaining the fundamental coaching competencies and performance management skills to build an environment of high performance for Air Force civilians. Enrollment is selective and is intended for supervisors and nominated non-supervisors in the grades GS-13 and below. Read the [PMCC](#) Fact Sheet.

Registration for these courses is accomplished through the Air University Portal at <https://auportal.maxwell.af.mil/auportal>



CIVILIAN DEVELOPMENTAL EDUCATION



Developmental Special Experience (DSE)

- Developmental Special Experiences are immersive, competency-based learning activities outside the scope of the AF formal training and education that have been validated as potential means for Airmen to obtain specific, foundational, occupational, or joint competencies.
- The [DSE Catalog](#) provides information to assist the development of future career goals and pathways. It does not replace current application processes. To apply for a DSE, contact the listed POC and follow the application process.



CIVILIAN DEVELOPMENTAL EDUCATION



When will I be notified?

- The Employment Development Specialist, at the Education Office sends an email for Annual Year (AY) nominations for Civilian Developmental Education in the spring of each year; myPers also sends an automated email
- Employees must submit applications through MyVector to be nominated

How Can I Get Info on Nomination Procedures?

- Once logged in to MyVector, select **"My Boards"** in the left column
- When page renders, click **"Eligible"** tab under **"Current Civilian Developmental Education Boards"** - a list of courses you can attend will appear
- Select the course you're interested in and then click the **"info"** icon for nomination instructions



CIVILIAN DEVELOPMENTAL EDUCATION



Educational Opportunities

Civilian Tuition Assistance Program (CTAP)

CTAP is designed to function in much the same way a Military Tuition Assistance does. It supports Civilian voluntary education coursework to Associate, Bachelor, Master (incl Juris Doctorate) and doctorate levels. The coursework must be taken at an accredited College or University and approved to accept TA. Funding may also extend to College Level Testing programs. Eligibility requirements, restrictions, and contact information may be found in myPers.

Associate of Applied Science in Air Force Leadership and Management Studies is just one of several academic opportunities

This is a two-year program offered by Air University's Force Support Professional Development. AF civilians who are competitively selected for this program will attend virtual classes while still performing their primary duties at home station. The program involves 10 online courses totaling 30 sem hrs. Another 30 sem hrs of general education studies and electives may be transferred or completed via CLEP/DSST exams

Note: Additional information on academic opportunities can be found within the attachments on slide 6

Links on this page lead to informative articles in myPers



CIVILIAN PERSONNEL NEW EMPLOYEE



Mandatory Training for All Federal Employees:

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

- Cyber Awareness Challenge (Under Total Force Awareness)
- Force Protection (Under Total Force Awareness)
- DoD Combating Trafficking in Persons (Under Total Force Awareness)
- New Employee Orientation (Under New Employee Orientation)
- DPMAP (Under Selected Force Training)
- No Fear (Under Selected Force Training)
- Sexual Assault/Suicide Prevention – Classroom (SARC Office)
- Equal Opportunity – Classroom (EO Office)

Automated Time Attendance and Production System (ATAAPS):

Virtual Finance – Civilian Pay – ATAAPS

<https://www.my.af.mil/gcss-af/USAF/ep/browse.do?categoryId=pA1FBF31D23D21F6B0123ED5201C205C5&channelPagelId=sA1FBF31D23D21F6B0123ED377B730575>

ATAAPS Help Page

https://af.ataaps.csd.disa.mil/ataaps_AF2/help/timekeeping/labor/concur_a_timecard/concur_a_timecard.htm?cshid=865



REFERENCES & LINKS



AF Virtual Force Development Center Main page: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelD=s0ECF28884DBEAE78014DD46E712201EF>

Civilian Development: <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=tE3494DD0504287C10150433407B20048&channelPagelD=s0ECF28884DBEAE78014DD46E712201EF>

New Employee Orientation: <https://golearn.adls.af.mil>

Leadership Development: <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c330D98A15BC6E686015BEE3A85810225&channelPagelD=s0ECF28884DBEAE78014DD46E712201EF&programId=tE3494DD0504287C10150433407B20048>

Supervisory & Managerial: <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c330D98A15BC6E686015BEE402F270227&channelPagelD=s0ECF28884DBEAE78014DD46E712201EF&programId=tE3494DD0504287C10150433407B20048>

Developmental Special Experience: <https://usaf.dps.mil/teams/aetc/dse/SitePages/Home.aspx>

Mandated for All Federal Employees: <https://www.opm.gov/wiki/training/Federally-Mandated-Training/Print.aspx>

AFI 36-401 Civilian Training, Education, and Professional Development

- Functional/Occupational Training
- Civilian Education
- Civilian Developmental Education
- Civilian Academic Degree
- Continued Service Agreements



Civilian Force Development
Civilian Developmental Education
Civilian Tuition Assistance Program



Individual Development Plans
Mentoring
Knowledge Sharing



REFERENCES & LINKS (Cont'd)



Cyber Awareness Challenge (Options for Course Completion)

- Advanced Distributed Learning Service (ADLS): Access <https://golearn.adls.af.mil> from a government or personal computer (CAC required)
- Defense Information Systems Agency (DISA): Access <https://public.cyber.mil/training/cyber-awareness-challenge/> (no CAC required)
 - Once training is completed, provide certificate to your local Unit Training Manager (UTM) for manual update in ADLS
- Joint Knowledge Online (JKO): Access <https://jko.jten.mil/> (CAC required)
 - Once training is completed, provide the certificate to your local UTM for manual update entry into ADLS
 - **Note:** First-time JKO users will need to register to create an account
- Security Training, Education, and Professionalization Portal (STEPP): Access <https://cdse.usalearning.gov/login/index.php> (no CAC required)
 - Once training is completed, provide the certificate to your local UTM for manual update entry into ADLS
 - **Note:** First-time STEPP users will need to create an account with a username and password



POINTS OF CONTACT



Civilian Training & Development Questions?

Contact:

Education & Training Section

55 FSS/FSDE

106 Peacekeeper Dr.

Suite 2N3, Rm 224

Offutt AFB, NE 68113-3214

DSN: 271-5716 / Comm: (402) 294-5716 (email for return call)

Email: education6@us.af.mil

Civilian Personnel Questions?

Contact:

Civilian Personnel Office

55 FSS/FSCA

105 Washington Sq, Rm 233

Offutt AFB NE 68113-2016

DSN: 271-3020 / Comm: (402) 294-3020

Email: 55FSSFSMC@us.af.mil