



U.S. AIR FORCE

AF New Employee Orientation Course Force Development



Civilian Force Development Module



Course Objective

Provide a general overview of the AF Civilian Force Development process and provide means to find additional information.

Familiarization With:

Foundations

Force Development Levels

Civilian Career Development
Processes

Roles and Responsibilities

Force Development Tools and
Resources



TACTICAL

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TACTICAL

Civilian Force Development

FOUNDATIONS

Section 1: Overview

- Overarching Air Force Force Development process
- Force Development definition and its goal
- The importance of AF civilians
- The changing role of civilians in leadership positions
- Foundational documents
- Competency-based framework



What is Force Development?

Force Development = EDUCATION + TRAINING + EXPERIENCE

Goal of Force Development: instill institutional and occupational competencies in all Airmen to satisfy current and future AF mission requirements.

Force Development is a Function of
EDUCATION + TRAINING + EXPERIENCE to
develop Airmen as Leaders

Changing Civilian Roles

Civilian Growth in Air Force Leadership Roles:

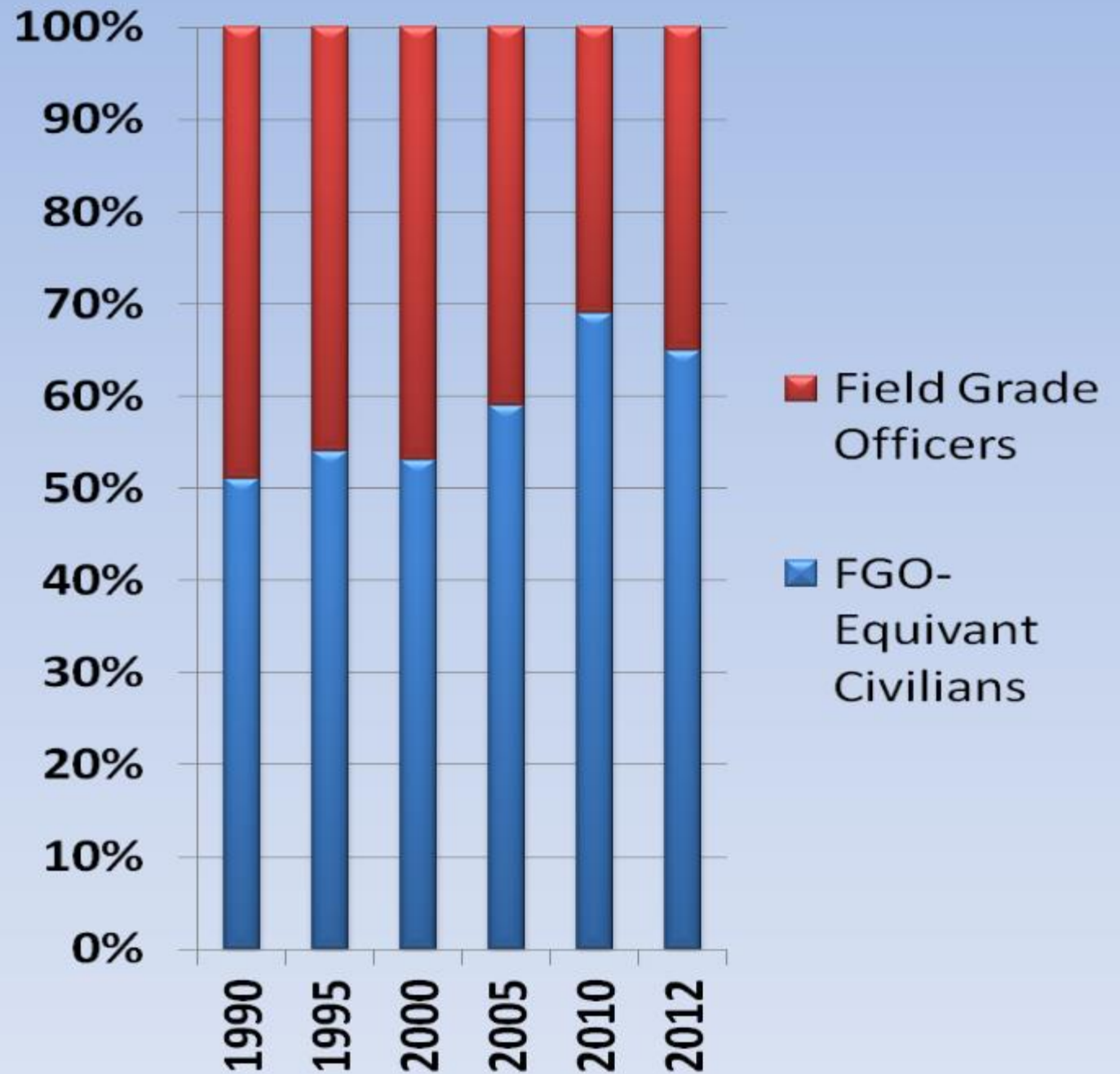
Civilians grew from approx 50% to nearly 70% of the total Field Grade Officer-equivalent force between 1990 and 2010

Bottom Line:

Air Force must utilize its resources better; civilians are vital to the Air Force mission

Aim to drive a change in culture:

Civilians must be proactive in their professional development



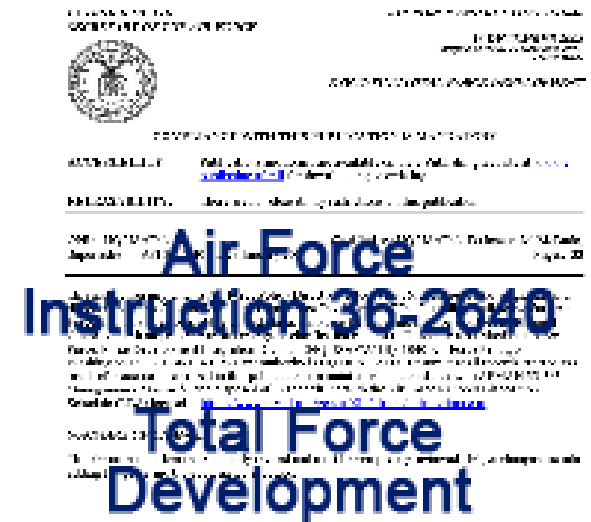
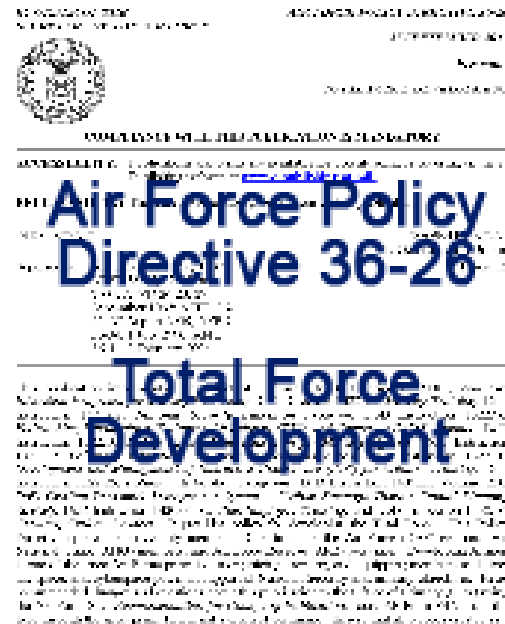
Civilian Force Development Importance



Civilian force development is a more deliberate approach to your development and designed to develop and sustain a civilian workforce that will:

- Perform essential technical and occupational functions
- Serve in leadership roles in multiple environments
- Provide a competitive cadre of candidates prepared to fill key leadership positions

Governing Documents



Section 2: Overview

- ❖ The AF Force Development framework
- ❖ Competencies and the difference between functional & institutional competencies
- ❖ Define AF Institutional Leadership Competencies
- ❖ Levels of Development
- ❖ Tie the competencies and development levels competencies together in the Civilian Leadership Continuum Framework

Competencies

- Essential to the development of the Total Force and the accomplishment of the Air Force mission
- Are a cluster of knowledge, skills, abilities (KSA), and attributes an individual possesses to successfully perform
- Include two categories of Air Force competencies:
 - Functional/Occupational
 - Institutional



Functional or Occupational Competencies

Functional or occupational competencies are the KSAs related to specific career field duties and are developed by each of the functional communities across Air Force.



Institutional Leadership Competencies

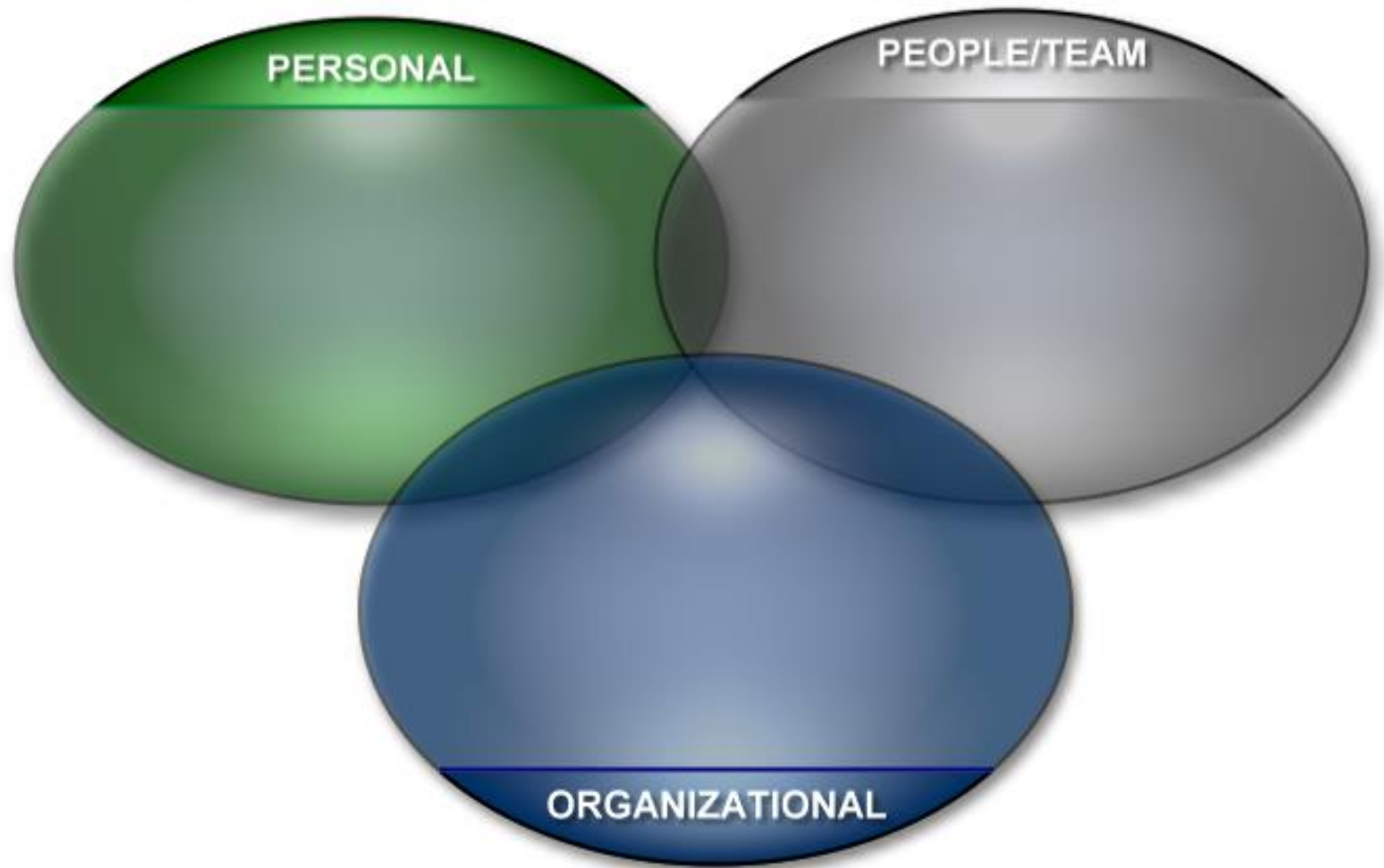
Institutional competencies are a key part of ensuring all Airmen can operate successfully in a constantly changing environment.

Span all occupations, functions, and organizational levels

Developed throughout the course of a career

Create the context of development and form the leadership framework

Institutional Leadership Competencies



Institutional Leadership Competencies



Institutional Leadership Competencies



Institutional Leadership Competencies

Sub-Competencies:

Operational & Strategic Art

Unit, AF, Joint & Coalition Capabilities

Non-Adversarial Crisis Response

Enterprise Structure & Relationships

Government Organization & Processes

Global, Regional & Cultural Awareness

Strategic Communication

Resource Stewardship

Change Management

Continuous Improvement

Vision

Decision-Making

Adaptability

Managing
Organizations
and Resources

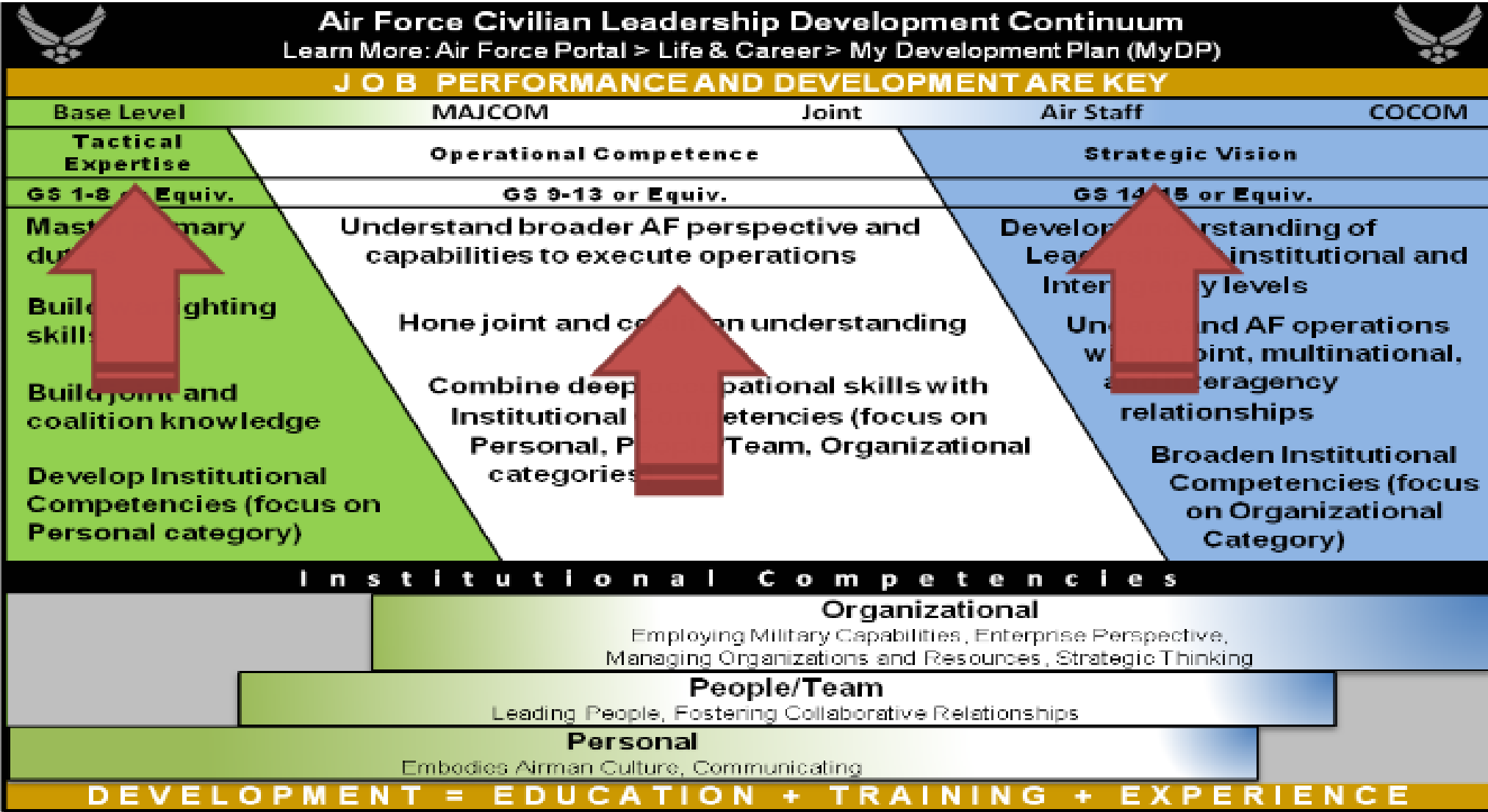
Strategic
Thinking

Employing
Military
Capabilities

Enterprise
Perspective

ORGANIZATIONAL

Development Levels





Air Force Civilian Continuum of Learning

(Details available on myPers and the virtual Force Development Center)



DEVELOPMENT IS KEY TO INCREASE JOB PERFORMANCE

Tactical Expertise

Operational Competence

Strategic Vision

Civilian Developmental Education (CDE) Programs
(i.e. Intermediate Development Education (IDE) /Senior Development Education (SDE) programs)

Civilian Strategic Leader Program (CSLP)

AF

Civilian Developmental Education (CDE) Programs
(i.e. ACSC-OLMP, CLC, Basic Development Education (BDE) programs)

Career Broadening
(e.g. Functional, Joint, Other Agencies)

Key Career Positions (KCPs)
(e.g. Functional, Joint, Other Agencies)

DT

Centrally Managed Leadership Development
(e.g. Operational & Strategic Portfolio)

CF

DELIBERATE, DISCIPLINED DEVELOPMENT & EDUCATION

SOS
(Distance Learning)

ACSC
(Distance Learning)

AWC
(Distance Learning)

AF Civilian Tuition Assistance Program (CTAP) available for Associate, Bachelors, and Master's Degrees

Emerging Leader Course (Distance Learning)

Continuous Self-Development Resource (e.g. virtual Force Development Center, MyVECTOR, AF e-Learning)

Mentoring and Coaching

SELF-DEVELOPMENT OPPORTUNITIES

Functional / Occupational Training aligned with Core Functional Competencies

Mandatory Training (e.g. Ancillary Training, Mandatory Supervisor/Manager/Senior Executive Training)

New Employee Orientation (NEO)

FOUNDATIONAL TRAINING

Individual with Supervisor Involvement
Individual Development Plan

Selection Authority



Air Force Civilian Leadership Development Continuum



Learn More: Air Force Portal > Life & Career > Force Development

JOB PERFORMANCE AND DEVELOPMENT ARE KEY

Flight Chief

SQ Director/Deputy/Branch Chief

Group Director/Deputy/Div Chief

Tactical Expertise

Operational Competence

Strategic Vision

DEVELOP LEVEL

IDE (Residence)

SDE (Residence)

Civilian Strategic Leader Program (CSLP)

AF LEVEL BOARD

Strategic Leadership Education III

Strategic Leadership Education II

Strategic Leadership Education I

DEVELOP TEAM

Defense Civilian Emerging Leader Program (DCELP)

Career Broadening (Other Functional, Joint, Other Agencies)

OPM/AFPC Leadership Training

CFM/CFT

Civilian Acculturation Leadership Training (CALT)

SOS (Residence)

ACSC DL Masters

Degree Programs

LOCAL/MAJCOM

MAJCOM / Base Seminars

USAF Supervisor's Course

Civilian Personnel Management Course / Military Personnel Management Course

T A R G E T E D D E V E L O P M E N T

SOS (Non-Residence)

ACSC (Non-Residence)

AWC (Non-Residence)

INDIVIDUAL

Continuous Self Development (e.g. Civilian Development Resource Center, Skillsoft)

New Employee Orientation (NEO)

F O U N D A T I O N A L D E V E L O P M E N T

DEVELOPMENT = EDUCATION + TRAINING + EXPERIENCE

Selection Authority

Section 3: Overview

Supervisor and employee roles and responsibilities

Mentoring

Career planning steps

Career planning tools

Roles and Responsibilities



Role of the Supervisor

1. Help you understand the benefits of development

2. Participate in your development process

3. Offer guidance and mentoring to help you achieve mission goals

4. Acknowledge your achievements, strengths, and areas for improvement

5. Document short and long term goals and develop a plan based on your specific needs

6. Encourage team members to take opportunities for development



Talk to your supervisor today about the Civilian Force Development process.

Your Role

- Develop your individual development plan (IDP)
- Be realistic when developing your plan
- Identify career goals, education, training and experiences that will get you there
- Receive supervisor input and feedback
- Use the available career development tools
- Periodically review your IDP and keep a copy to update as needed



BECOME AN ACTIVE PARTICIPANT!

Mentoring



- Involves having “A trusted counselor or guide”
- Normally a relationship in which a person with greater experience and wisdom guides another person
- AF has a mentor network where the member can share a development plan with a mentor or multiple mentors
- Mentors will have the ability to view career progress, then provide feedback and advice

Four Steps To Planning Development

1. Identify capabilities & job requirements
2. Discuss functional and institutional competencies with your supervisor and mentor(s)
3. Create a plan using the Civilian Leadership Development Continuum, MyVECTOR, and the Virtual Force Development Center
4. Use MyVECTOR to track progress, capture programs completed, and review personnel data

IT STARTS WITH YOU!



SEARCH AF PORTAL

Quick Links

myPers

ADLS

AF e-Learning

AFVEC

TBA

vMPF

MyVector

Career

Force Development (FD)

virtual Force Development Center (vFDC)

AFPC Secure Applications



SURVEY MEMBERS ON I



PROMOTION NEWS - 9 SEP 2020



DR. WILL ROPER - ASK ME ANYT

COVID 19 INFORMATION

+ ADD

COVID 19 NEWS



COVID-19 Update - Pentagon Reservation ONLY: Entering Phase 2

QUICK LINKS

+ ADD

SEARCH FOR A LINK



CATEGORIES | A—Z

ACQUISITION

MY STUFF

MY ALERTS

> Urgent (0)

> Notice (0)

> My Inbox (0)

MY WORKSPACES

Workspace



Mentoring Resources

Mentoring
Developm
which a pe
guides and
profession
enhancem
Airmen for

MENTORING

• FORCE DEVELOPMENT (FD)

AF CONTINUUM OF LEARNING

AF COMPETENCIES

VIRTUAL FORCE DEVELOPMENT
CENTER (VFDC)

VOLUNTARY EDUCATION PROGRAMS

± Recently Modified

NUCLEAR ENTERPRISE HUMAN CAPITAL

+ ADD

ABOUT NE-HC

NE HC Objectives

Five strategic objectives were established for the Nuclear Enterprise. This editorial presents Objective 1

- **Objective 1: Define and sustain structured human capital/manpower requirements for the nuclear enterprise while developing flexible capability to adapt those requirements when**

FUNCTIONALS AND CFMS

+ ADD

MYVECTOR



MyVector

MyVector is a dynamic, web-based career planning and force development tool for all Airmen (Active Duty, Civilian, Guard, and Reserve).

Through the combination of an Airman's specific duty history information and the CFM team-defined general recommendations, the **MyVector provides Airmen the ability to fully develop a career plan.**

“MyVECTOR”

MyVECTOR

HOME

LATEST NEWS

MENTORING

RESOURCES

HELP

LOGIN

ROADMAP TO



YOUR FUTURE

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, create public pages 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 on-line books and courses that discuss mentoring benefits, the differences between coaching and mentoring and techniques for managing mentoring relationships.



Mentoring
Connections



See My
Experience



Plan My
Career



Build Bullet
Tracker



Join The
Discussion



Update My
Profile



Sign up is easy

Use your Common Access Card to quickly setup a profile and get started. If you already have a profile, then click [Logout](#).

Total Force

Active. Guard. Reserve. Civilian.

CAREER AND TRAINING
Career and Training

- CAREER AND TRAINING
- CAREER
- FORCE DEVELOPMENT (FD)
- VIRTUAL FORCE DEVELOPMENT CENTER (VFDC)
- AFPC SECURE APPLICATIONS

- Quick Links
- myPers
- AD S
- AF e-Learning
- AFVEC
- TBA
- VMPF
- MyVector

Frame Management



SEARCH & LEARN™

Search for: Category: Language:

- MY PLAN
- MY PROGRESS
- CATALOG



AF e-Learning provides information technology and business skills resources to enhance personal and professional knowledge and improve network security.



- AF Related Training Links
- Student Transcripts
 - Books24x7
 - User Guide
 - Download Instructions
 - Credentials
 - Ask The Experts
 - KnowledgeCenter
 - Instructor Led Training
 - Support
 - Advanced Reporting Module

Missing Progress

During the upgrade numerous individuals did not have an EDIPI value or had multiple records with the same EDIPI. If you logged in and do not see your progress from before please send an email to guy.cooley@skillsoft.com or guy.cooley_ctr@us.af.mil with your EDIPI and your AF Portal username. However, please be sure to check your My Progress and change the Date Range to ALL vice the default Last 90 days to see if your records just aren't being shown due to access/completed date ranges. If this is not about duplicate/progress records please contact our support team at support@skillsoft.com or call them at 1 866 754 5435.

AF e-Learning Program Office:
 Air Force Space Command
 Cyberspace Support Squadron
 Training Flight (DOT)
 CYSS/DOT
 203 W. Losey Dr. Rm 2100
 Scott AFB, IL 62225
 DSN: 312-779-5278
 Comm: 618-229-5278
 Email: cyss-elearning@us.af.mil
<https://private.afnic.af.mil/elearning/index.cfm>



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English (US) ▾

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Search within these results 

 Courses

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 Videos

 Resources



[Women in Leadership: Building Your Infrastructure for Leadership](#)

Course: 34 Minutes

Expertise Level: Everyone

LAUNCH 

 (0)
RECOMMEND



[New Leadership Transitions](#)

Course: 58 Minutes

Expertise Level: Everyone

LAUNCH 

 (3)
RECOMMEND



[Building a Leadership Development Plan](#)

Course: 30 Minutes

Expertise Level: Everyone

LAUNCH 

 (4)
RECOMMEND

Force Development is multidimensional

- Air Force prepares Airmen for leadership.
- Experience blended with skills, knowledge, and motivation, refines occupational skills and enduring leadership competencies.
- Deliberate career planning and development prepare Airmen to meet mission requirements.
- The Air Force leverages competencies.

It's Up to You!!!

Congratulations!

You have completed the Force Development module.

We hope you have a better understanding of how to use Force Development to guide your personal and career development. Please click on the Exit button.

