What is the one thing that stands between you and all your dreams?

AFPC

"Yourself"—the answer is obviously you.

I'm pretty sure it's AFPC.
Overview

- AFPC on Social Media
- Civilian Hiring Initiatives
- Civilian Development
Senior Leader Perspective

“The way I see the organizational chart, the Secretary and I are at the bottom, squadron commanders are at the top. Everybody else is there to make sure they get their mission done”

-- General David L. Goldfein, CSAF
AFPC on Social Media

- AFPC is on YouTube and Facebook Live
- Follow us!
  - www.facebook.com/AirForcePersonnelCenter
  - www.youtube.com/airforcepersonnelcenter
  - *Best viewed in Google Chrome*

<table>
<thead>
<tr>
<th>Binned by Topic Playlists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent Marketplace</td>
</tr>
<tr>
<td>Assignment</td>
</tr>
<tr>
<td>Civilian Benefits &amp; Entitlements</td>
</tr>
<tr>
<td>Retirement</td>
</tr>
<tr>
<td>Promotion</td>
</tr>
<tr>
<td>Retention</td>
</tr>
<tr>
<td>Force Management</td>
</tr>
<tr>
<td>Retraining</td>
</tr>
<tr>
<td>… 50+ videos and growing!</td>
</tr>
</tbody>
</table>

Agile, Innovative, and Responsive…Fueling the Fight!
The Air Force’s Personnel Center

Civilian Hiring

Ms. Sharon Seiber
AFPC/DP3FM
Civilian hiring is a team sport

We don’t all start from the same block

We need your help
Civilian Hiring

- We must improve our time to hire
  - Mar Time to Hire – traditional hiring – 136 days
direct and expedited hiring – 73 days
  - DoD and AF continue to request more direct hire authorities
    - Implemented
      - Child care positions – Child Development Centers
      - Maintenance positions - ~150 occupational positions
    - Requested DoD Change Overseas Policy to permit use of DHA/EHA

- AFPC Hiring Transformation
  - Provide premier customer service to deliver civilian talent
  - Improve customer experience and interactions with all customers
  - Continuously assess our service delivery
Key Actions for Civilian Hiring Improvement

- Utilize SCPDs (Cuts ~15 days off hiring)
  - Robins AFB (78 CEG) focused effort drove usage from 54% to 70%
- Prioritize fills – work w/ AFPC team chief to expedite critical fills
- Streamline local hires onboarding where you can – SAF/MR drug waiver, waiver of pre-employment physical, and SAF/AAZ Security Clearance prioritization
- Increase workforce planning efforts
  - Initiate RPA prior to vacancy or as soon as vacancy is known
    (See Gate 1 Timelines on upcoming slide)
Examples of Recent Initiatives
Completed / in Progress

- Added 52 staffers to production floor
  - IMPACT: Consistently closing higher volume of actions each month

- Automated Priority Placement pre-requisitioning
  - IMPACT: Eliminated manual workload; reduced process time 50%

- AutoNOA - Automated routing of Requests for Personnel Action (RPA)
  - IMPACT: Frees up AFPC personnel to work “Art” tasks

- Implemented Process Improvements for Intake of RPAs
  - IMPACT: Timeline down from ~18 days to ~1

- Restructured staffing teams to process by functional series vs MAJCOM
  - IMPACT: Staffers more proficient in specific jobs; drives efficiencies

Goal – Expediting / Fixing the processes within our control
## A Commander’s Toolbag to Accelerate Hiring

<table>
<thead>
<tr>
<th>Proactive Workforce Planning</th>
<th>Use Expedited/Direct Hiring Authorities</th>
<th>Streamline Local Onboarding</th>
<th>Utilize Standard Position Descriptions</th>
<th>Work w/ Talent Acquisitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Requests for Personnel Action (RPA) prior to a position going vacant; i.e., as soon as you know the position will go vacant -- <strong>do not wait until the position is vacant!</strong></td>
<td>30-50 days faster&lt;br&gt;30% Disabled vets, Acquisitions, IT, recent grads, etc.&lt;br&gt;Requested DoD approval for Overseas Use</td>
<td>Use SAF/MR Drug Test Waiver&lt;br&gt;Use Pre-employment Physical Waiver&lt;br&gt;Use SAF/AAZ Security Clearance Prioritization Process&lt;br&gt;*The CC owns the onboarding process</td>
<td>15+ Days Faster&lt;br&gt;SPD library has ~1,725 positions covering 57,000 positions</td>
<td>Be involved in recruiting&lt;br&gt;Help w/ hard to fill positions&lt;br&gt;By-name requests&lt;br&gt;*If you know who you want to hire, TELL US!</td>
</tr>
</tbody>
</table>

---

**AF Hiring Process – How we can partner to get to 80 Days**
Civilian Updates

- AF Contracted Employee Assistance Program – FREE 1-800-222-0364
  - FOH4You and WorkLife4You
  - Available to all civilians - 24 hours/7 days for 365 day/year
  - Services include financial and legal; counseling and education; resources for family care; health and wellness and crisis response
  - Confidential

- Overseas Tours - Civilians subject to 5 year DoD rotation policy
  - Service Agreement required for initial tour
  - Initial Tours established IAW PDTATAC (normally 36 mths)
  - Tour Extensions up to 5 yrs approved locally
  - Tour Extensions over 5 yrs require MAJCOM approval
  - Employee expected to complete OCONUS Tour
  - Tour Curtailments limited, must meet Joint Travel Regulation 054912
    - If Centrally Managed – Approved by AFPC/DP2Z
    - If Non-Centrally Managed – Approved by Wing CC/CPO
myPers Resources

- Main Website: https://mypers.af.mil
  - Benefits and Entitlements
  - Career Field Information
  - Career Management
  - Classification
  - Employment Opportunities
  - Force Development
  - Hiring Manager
  - Permanent Change of Station
  - Recognition
  - Retirement
Overview

- Tuition Assistance
- Development Team (DT)
- Workforce Development - Training
- Workforce Development - Experiential
- MyVECTOR
- Nonappropriated Funds (NAF)
- CFT POCs
## Workforce Development

### Civilian Tuition Assistance (TA)

<table>
<thead>
<tr>
<th>Non-ACQ/Non-Intern</th>
<th>Interns (Non-ACQ)</th>
<th>Acquisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Grades</td>
<td>GS-7 thru GS-12 centrally funded</td>
<td>Must be in an acquisition coded position</td>
</tr>
<tr>
<td>75% funded $4,500 annual cap</td>
<td>100% funded no annual cap</td>
<td>$50K total for a degree</td>
</tr>
<tr>
<td>May take up to two courses at a time</td>
<td></td>
<td>Amount over $50K must be funded by employee first</td>
</tr>
</tbody>
</table>

- TA avail for Doctorate programs (except Interns)
- Available to assist employees with completion of formal education
- AFI 36-401 governs TA policy
  - Does not allow funding for same level course work as degree held

https://mypers.af.mil/app/answers/detail/a_id/32991/kw/tuition%20assistance/p/2
Development Team (DT) Career Development Plan / Vector

- Senior level review of an employee’s career goals and record
  - Mobility is **NOT** a condition to be vectored
  - It is **NOT** a Job offer
  - Does **NOT** guarantee promotion or opportunities
  - You **MUST** apply!
  - You **MUST** provide consistent, sustained performance

- Variety of Advice and Outcomes
  - May offer Leadership & Management Training Opportunities
  - Organizational Mobility considerations
  - Talent Management, find and develop unique skill sets

- Target Audience: Varies by career field, will be detailed in the call

**Contact Your CFT for More Info**
Career Field Leadership Development Courses

- Career Field Teams offer Short Term Leadership Development Courses

- Eligibility
  - GS-11 through GS-15
  - Currently have an acceptable performance appraisal

- Courses offered
  - OPM courses
  - Of the shelf vendor courses

Contact Your CFT for More Info
Professional Military Education (PME) by Distance Learning (DL)

- Purpose: The AF provides a continuum of PME at Air University (AU) with BDE, IDE and SDE level courses such as SOS, ACSC & AWC by DL.
  - Civilians can register for PME by DL via AU website
  - **NOTE:** AFPC does not manage nor register employees for DL PME

- Eligibility:
  - SOS-DL: GS09 – GS12; NF-III and NF-IV
  - ACSC-DL: GS11, GS12 and GS13; NF-IV
  - AWC-DL: GS13, GS14 and GS15; NF-V and NF-VI
  - Bachelor’s degree required

- Length: Self Paced

- Visit the local Education Office for testing code & monitoring of test

- Enrollment:

- Upon completion of PME by DL, employee will receive PME credit
### Workforce Development
#### Civilian Development Education (CDE)

**CDE**
- Goal is to meet long term AF leadership needs
- Leadership Training Programs
  - Short Term & Long Term

**Purpose**
- Prepare high potential AF civilians
- Increased Responsibility
- Shared leadership with military
- Optimize new training/skill in appropriate outplacement (can be different position in local commuting area)

**Select the right person, for the right training, at the right time**

*Agile, Innovative, and Responsive…Fueling the Fight!*
## Workforce Development CDE

<table>
<thead>
<tr>
<th>Basic Developmental Education (BDE)</th>
<th>Intermediate Developmental Education (IDE)</th>
<th>Senior Developmental Education (SDE)</th>
<th>Academic / Fellowships</th>
<th>Leadership Seminars (Short Courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squadron Officer School (GS 09-12)</td>
<td>Air Cmd &amp; Staff College (OLMP) (GS 12-14)</td>
<td>Air War College (GS 14-15)</td>
<td>Civilian Associate Degree Pgm (All Grades–GS/FWS)</td>
<td>Excellence in Govt (GS 14-15)</td>
</tr>
<tr>
<td></td>
<td>Air Cmd &amp; Staff College (In Residence) (GS 12-13)</td>
<td>Eisenhower School (GS 14-15)</td>
<td>AF Legislative Fellows (GS 12-14)</td>
<td>Executive Ldrshp Dev Pgm (GS 12-13)</td>
</tr>
<tr>
<td></td>
<td>Air Cmd &amp; Staff College (SANDS) (GS 12-13)</td>
<td>National War College (GS 14-15)</td>
<td>Master’s (GS 12-15)</td>
<td>Defense Civ Emerging Ldr Course (GS 07-11)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College of Information &amp; Cyberspace (GS 15)</td>
<td>AF Institute of Technology (GS 12-15)</td>
<td>Developing Team Ldr Crse (GS 07-13)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Defense Senior Leader Development Pgm (GS 14-15)</td>
<td>Education w/ Industry (GS 11-13)</td>
<td>Leading w/ Impact (GS 12-13)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RAND (GS 14-15)</td>
<td>Leading Effectively Through Change (GS 14-15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AF Nat’L Labs (GS 12-15)</td>
<td>Civilian Ldrshp Crse (GS 14-15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>White House Ldrshp Dev Pgm (GS 15)</td>
<td>Enterprise Ldrshp Seminar (GS 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leading Strategically (GS 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enterprise Perspective Seminar (GS 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nat’l &amp; Internat’l Security Ldrshp Seminar (GS 15)</td>
</tr>
<tr>
<td>Required At Time of Application</td>
<td>PCS Location Prior to Starting Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Force Legislative Fellows (LEGIS)</td>
<td>National Capital Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Force Institute of Technology (AFIT)</td>
<td>Wright Patterson AFB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Information &amp; Cyberspace (CIC)</td>
<td>National Capital Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defense Senior Leader Development Program (DSLDP)</td>
<td>National Capital Region - Only if selected for PME at NDU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eisenhower School for National Security &amp; Resource Strategy (ES)</td>
<td>National Capital Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National War College (NWC)</td>
<td>National Capital Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White House Leadership Development Program (WHLDP)</td>
<td>National Capital Region</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Workforce Development - Experiential Civilian Strategic Leadership Program (CSLP)

### Mission
- CSLP is an Air Force’s civilian development program designed to ensure a highly-qualified leadership pipeline is available to meet future mission requirements
- AF’s Senior civilian enterprise career broadening program
- Partnership between corporate stakeholders and functional communities

### Strategy
- Develops AF senior civilians (GS-14 / 15) and provides highly-qualified leadership pipeline
- AF Selection Board makes competitive selections based on Development Teams (DT) vector, endorsement, and leadership
- 36-month experiential assignments; delivers an opportunity to enhance competencies & characteristics required to build executive leadership in a federal corporate culture

### CSLP Portfolio
- **Installation:** Example: Deputy Director for Installation Support @ MSG Installations worldwide
- **MAJCOM:** Political Military Affairs Advisor (Special Assistant for Foreign Policy) @ ACC
- **Headquarters Air Force (HAF):** Example: Congressional Liaison Representative @ SAF/LL
- **Joint/COCOM:** Example: Political Military Affairs Planner @ Joint Staff

All assignments are centrally funded, with the exception of installation, which are locally funded.

### Return on Investment
- **Enterprise:** Developing & building a leadership hierarchy of civilian leaders deliberately & methodically while broadening the members leadership opportunities and making that person more valuable to the AF
- **Members:** Opportunity outside of member’s functional community to further develop leadership skills while gaining enterprise level perspective
  - Joint assignment opportunities
  - Focused Individual Development Plan’s
  - Postured for future leadership assignments
## Workforce Development - Experiential CSLP “What We Value”

<table>
<thead>
<tr>
<th>Package</th>
<th>GS-13</th>
<th>GS 14</th>
<th>GS 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustained high performance / awards / other recognition</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Breadth and depth in functional area / appropriate certifications for level</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cross functional</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Strong endorsement statement with stratification, stated leadership potential and corporate follow-on</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Right timing for the developmental assignment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Appropriate level PME</td>
<td>√</td>
<td>√</td>
<td>X</td>
</tr>
<tr>
<td>Master's degree or above</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>&quot;In-charge&quot; jobs (supervisory)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Base Operational Support Experience</td>
<td>X (DDIS)</td>
<td>X (DDIS)</td>
<td>X (DDIS)</td>
</tr>
<tr>
<td>Balance of Functional and Leadership/Management Training</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Above Wing Level Experience</td>
<td>√</td>
<td>√</td>
<td>X</td>
</tr>
<tr>
<td>DT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DT vector carried greater weight if different than endorser. If DT and endorser in agreement–even better</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>DT ranking / stratification</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Thoughtful follow-on assignment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

X- Valued

√ - somewhat valued
# Workforce Development - Experiential Career Broadener

## Purpose
- **Target candidates**
  - Current mid-level AF employees
  - Typically, GS-12 to GS-14 (or equivalent)
  - GS-15 w/ CFDP approval (exception not rule)
- **Program Goal**
  - Focus on strategic and operational career development requirements within functional communities

## Attributes
- Career Broadening authorizations: 321
  - Centrally-managed & centrally-funded
  - Salary, performance awards, OCONUS entitlements
  - PCS / DNRP central PCS account funded
- AFPC/DP2Z - Centralized Personnel Servicing
  - Local-area CPS support for
  - AF-wide mobility agreement
  - Individual development plan (IDP)
  - Assignment duration 30-36 months
  - Ext up to max of 48 months

## Target / Goal
- **DT determine execution**
- **PP/SRS/GR/ORG/LOC**
  - HAF / MAJCOM / FOA / NAF / Installation
  - Joint / COCOMs → AF is executive agent
  - Other DoD components, OSD
  - OCONUS (IAW 10 U.S.C. 1586 & AFMAN 36-204)

## Selection Process
- **Competitive Reassignment**
- **Change to Lower Grade (retained pay / adjusted salary)**
- **Temp Promotion NTE**
  - Selection for promotion requires TIG & specialized experience
  - May lead to permanent promotion w/o further competition (statement included in vacancy announcement)
# Workforce Development - Experiential

## Key Career Positions (KCP)

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Target / Goal</th>
</tr>
</thead>
</table>
| - Target candidates  
  - GS-13 to GS-15 (or equivalent)  
  - Goal: Provide the stepping stones for individuals to gain experience that may qualify them to move from functional experts to functional leaders | - KCPs are vectored through the DT process unless a position becomes vacant and there are no DT vectored candidates  
  - Competitively filled (e.g. USAJOBS) with a non-vectored applicant upon DT Chair approval |

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Selection Process</th>
</tr>
</thead>
</table>
| - KCP authorizations: 776  
  - Centrally-managed & locally-funded  
    - PCS / DNRP central PCS account funded  
  - Local-area CPS support  
  - AF-wide mobility agreement  
  - Assignment duration 36-48 months  
    - Extension, up to 12 months, requires CFM or designee approval | - Competitive Reassignment  
- Change to Lower Grade (retained pay/adjusted salary)  
- Temp Promotion NTE  
  - Selection for promotion requires TIG & specialized experience  
  - May lead to permanent promotion w/o further competition |
Developmental Education & CSLP
Academic Year (AY) 2020-21 Timeline

- Civilian Development Education (CDE) Call
- Civilian Strategic Leader Program (CSLP) Call
  - Released 1 Mar

Civilian DE & CSLP packages due 1 May to AFPC

- AF DE Board
- CSLP Director Screening Board (DSB)

CSAF approval of civilian DE selectees

Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec

Development Team (DT) cycle
- Career Fields Meet during this time

Public release of selects

Don’t Wait! Go to MyVECTOR—Prepare Your Package Now!
**NAF Career Program**

- **NAF FS board** met last fall, quotas already selected for AY20
  - Will join with APF board beginning in AY21

- **NAF Opportunities for Development**
  - NAF Career Broadener Positions (NAF CDP selected)
    - Centrally funded salary and PCS
  - NAF Tuition Assistance Program (1 Oct will be centralized)
    - 1 year Fed service, available to all NAF employees
  - NAF distance learning PME Courses at Air University
  - NAF Management Trainee Program – 2 years

- **Information sheet** available on [https://cs2.eis.af.mil/sites/10042/Pages/HR/NAFCareerProgram.aspx](https://cs2.eis.af.mil/sites/10042/Pages/HR/NAFCareerProgram.aspx)

**Contact the Force Support CFT for More Info**
Leadership Skills

- AF e-Learning via Skillsoft
  - [https://usafprod.skillport.com/skillportfe/main.action#whats happening](https://usafprod.skillport.com/skillportfe/main.action#whats happening)

- AF Library on AF.mil

- CSAF Reading List
  - [https://static.dma.mil/usaf/csafreadinglist/](https://static.dma.mil/usaf/csafreadinglist/)

- Air University – Emerging Leader Course
  - [https://www.airuniversity.af.edu/Eaker-Center/](https://www.airuniversity.af.edu/Eaker-Center/)
Resumes / Interviews

■ Writing an Effective Resume
  ■ https://www.youtube.com/watch?v=6tsgs6XylEM
  ■ Results Oriented Resumes
  ■ Showcase your experience and maximize your points
  ■ Don’t leave it up to reviewer to guess your experience

■ Interview Preparation and Tips for Interview Success
  ■ By Ms. Lisa Smith, SES and Logistics DT Member
  ■ https://www.youtube.com/watch?v=K7SoFeTFf6A&t=59s
  ■ Skill set that requires preparation and practice
  ■ How to build talking points - Results Oriented
  ■ One-way Dialogue - Making the most out of your time
Why a Mentor? And Who?

- Provide guidance on your career path and a sounding board for future development

- Multiple different types of Mentoring
  - Informal or Formal (MyVECTOR), on the job, about tasks, about development

- Who makes a good mentor?
  - Someone in a job you might someday want
  - Someone in a totally different work unit for diverse perspective
  - Someone up a grade level or two
  - You! Are you mentoring others?
CFT Pearls of Wisdom

- Strong job performance is the key to success!
- Follow application/package instructions carefully
- SEEK a mentor to achieve your career goals
- BE a mentor and help others with their goals
- Don’t know the answer? Ask the CFT!
<table>
<thead>
<tr>
<th>AFPC Career Field Teams</th>
<th>DSN 665- / Comm (210) 565-</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audit</strong>: 4569</td>
<td><strong>Logistics</strong>: 2365</td>
</tr>
<tr>
<td><strong>Civil Engineer</strong>: 2666</td>
<td><strong>Medical</strong>: 1715</td>
</tr>
<tr>
<td><strong>Comm &amp; Info</strong>: 3691</td>
<td><strong>Operations</strong>: 4566</td>
</tr>
<tr>
<td><strong>Contracting</strong>: 4507</td>
<td><strong>Program Management</strong>: 4129</td>
</tr>
<tr>
<td><strong>Financial Mgmt</strong>: 2595</td>
<td><strong>Public Affairs</strong>: 2482</td>
</tr>
<tr>
<td><strong>Force Support</strong>: 4055</td>
<td><strong>Safety</strong>: 1650</td>
</tr>
<tr>
<td><strong>History</strong>: 4508</td>
<td><strong>Science &amp; Engineering</strong>: 0133</td>
</tr>
<tr>
<td><strong>Intelligence</strong>: 3093 / 4568</td>
<td><strong>Security</strong>: 0104 / 1552</td>
</tr>
<tr>
<td><strong>International Affairs</strong>: 1758</td>
<td><strong>Special Investigations</strong>: 1610</td>
</tr>
<tr>
<td><strong>Legal</strong>: 1794</td>
<td><strong>Weather</strong>: 2209</td>
</tr>
</tbody>
</table>

*Career Field Info: [https://myPers.af.mil/app/categories/c/1075/p/2]*

*Agile, Innovative, and Responsive…Fueling the Fight!*
Feedback/Discussion/Questions

Please send us your feedback!
https://www.surveymonkey.com/r/9RYMYMYRB