

The Air Force's Personnel Center



AFPC Update

Maj Gen Andrew Toth
AFPC/CC

Little Niddles

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



KELLIE



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*

Binned by Topic Playlists

- | | |
|---|---|
| <ul style="list-style-type: none">■ Talent Marketplace■ Assignment■ Civilian Benefits & Entitlements■ Retirement■ Promotion | <ul style="list-style-type: none">■ Retention■ Force Management■ Retraining■ ... 50+ videos and growing! |
|---|---|

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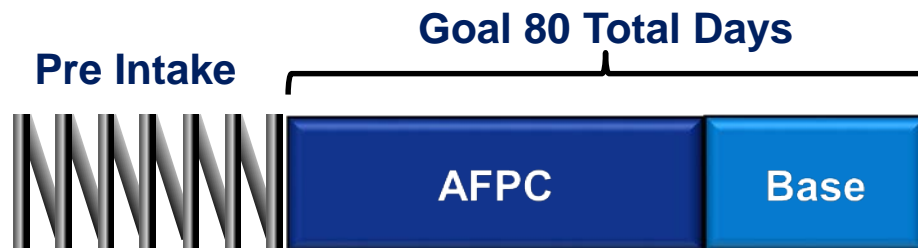
Civilian Hiring

Ms. Sharon Seiber
AFPC/DP3FM



Civilian Hiring

- 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

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

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

The Air Force's Personnel Center



Civilian Development

**Ms. Jill Gibson
AFPC/DP2**



Overview

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



Workforce Development Civilian Tuition Assistance (TA)

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

- 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:**
 - SOS: <http://www.au.af.mil/au/soc/msos003.asp>
 - ACSC: <http://acsc.maxwell.af.mil/distance.aspx>
 - AWC: http://www.au.af.mil/au/awc/dl_main.aspx
- **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



Workforce Development

CDE

| Basic Developmental Education (BDE) | Intermediate Developmental Education (IDE) | Senior Developmental Education (SDE) | Academic / Fellowships | Leadership Seminars (Short Courses) |
|-------------------------------------|--|--|---|---|
| Squadron Officer School (GS 09-12) | Air Cmd & Staff College (OLMP) (GS 12-14) Air Cmd & Staff College (In Residence) (GS 12-13) Air Cmd & Staff College (SANDS) (GS 12-13) | Air War College (GS 14-15) Eisenhower School (GS 14-15) National War College (GS 14-15) College of Information & Cyberspace (GS 15) Defense Senior Leader Development Pgm (GS 14-15) | Civilian Associate Degree Pgm (All Grades–GS/FWS) AF Legislative Fellows (GS 12-14) Master's (GS 12-15) AF Institute of Technology (GS 12-15) Education w/ Industry (GS 11-13) RAND (GS 14-15) AF Nat'L Labs (GS 12-15) White House Ldrshp Dev Pgm (GS 15) | Excellence in Govt (GS 14-15) Executive Ldrshp Dev Pgm (GS 12-13) Defense Civ Emerging Ldr Course (GS 07-11) Developing Team Ldr Crse (GS 07-13) Leading w/ Impact (GS 12-13) Leading Effectively Through Change (GS 14-15) Civilian Ldrshp Crse (GS 14-15) Enterprise Ldrshp Seminar (GS 15) Leading Strategically (GS 15) Enterprise Perspective Seminar (GS 15) Nat'l & Internat'l Security Ldrshp Seminar (GS 15) |

Agile, Innovative, and Responsive...Fueling the Fight!



Mobility Required CDE

| Required At Time of Application | PCS Location Prior to Starting Program |
|--|---|
| Air Force Legislative Fellows (LEGIS) | National Capital Region |
| Air Force Institute of Technology (AFIT) | Wright Patterson AFB |
| College of Information & Cyberspace (CIC) | National Capital Region |
| Defense Senior Leader Development Program (DSLDP) | National Capital Region - Only if selected for PME at NDU |
| Eisenhower School for National Security & Resource Strategy (ES) | National Capital Region |
| Eisenhower School for National Security & Resource Strategy – Senior Acquisition Course (ES-SAC) | National Capital Region |
| National War College (NWC) | National Capital Region |
| White House Leadership Development Program (WHLDP) | National Capital Region |



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”

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

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)

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

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)

Purpose

- 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

Target / Goal

- 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

Attributes

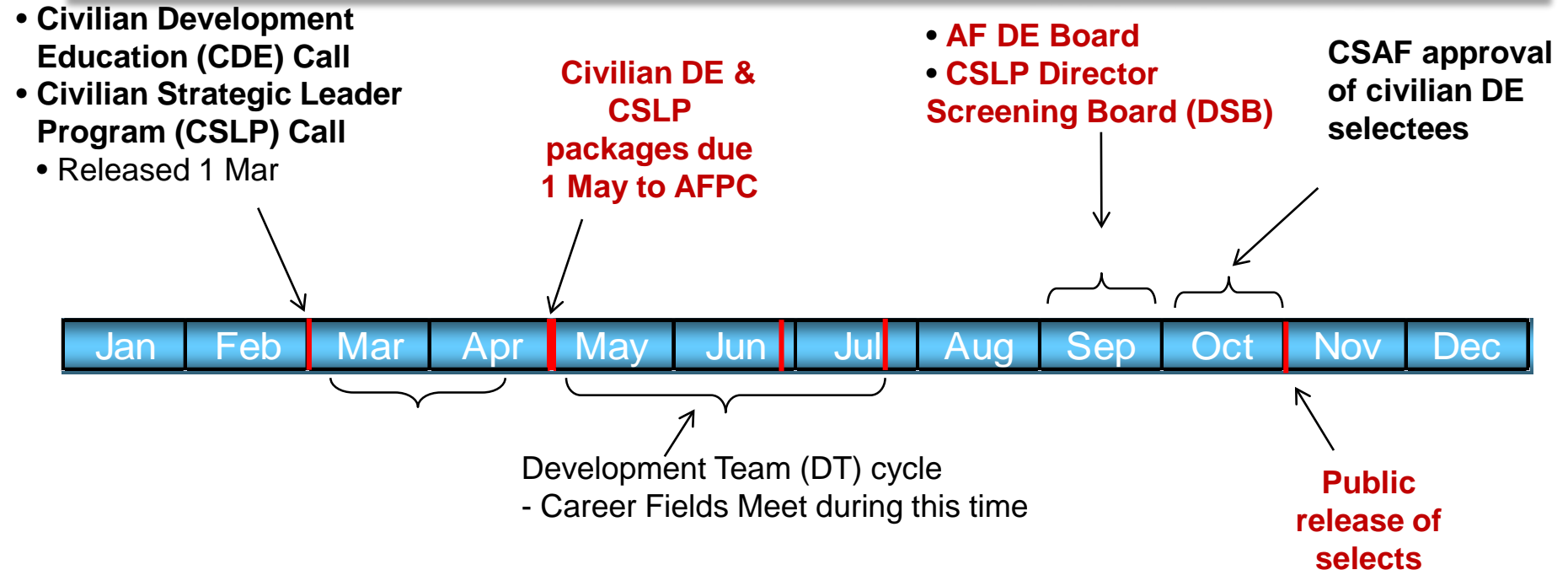
- KCP authorizations: 776
 - Centrally-managed & locally-funded
 - PCS / DNRP central PCS account funded
- Local-area CPS support
- AF-wide mobility agreement
- Assignment duration 36-48 months
 - Extension, up to 12 months, requires CFM or designee approval

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



Developmental Education & CSLP Academic Year (AY) 2020-21 Timeline



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>

Contact the Force Support CFT for More Info



Leadership Skills

- **AF e-Learning via Skillsoft**
 - https://usafprod.skillport.com/skillportfe/main.action#whats_happening
- **AF Library on AF.mil**
 - <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelId=s6925EC1356500FB5E044080020E329A9>
- **CSAF Reading List**
 - <https://static.dma.mil/usaf/csafreadinglist/>
- **Air University – Emerging Leader Course**
 - <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!**





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**

Career Field Info: <https://myPers.af.mil/app/categories/c/1075/p/2>



Feedback/Discussion/Questions

Please send us your feedback!

<https://www.surveymonkey.com/r/9RYMYRB>