

to achieving this goal. The employee's responsibilities range from a willingness to participate in developmental activities, to using and sharing skills, knowledge gained, etc. AFI 36-401, Employee Training and Development, outlines responsibilities of the employee as follows:

- Take part in directed developmental activities to perform official duties more effectively
- Use and share with co-workers knowledge and skills acquired through training; help train employees
- Assume the primary responsibility for self-development and inform supervisors and the EDS of job-related training accomplishments and requirements
- Ensure the EDS receive valid documentation for any completed training and developmental activities

EMPLOYEE DEVELOPMENT SPECIALIST ROLE/RESPONSIBILITIES

- The personnel with this function are the Employee Development Specialists. They can assist your training efforts by analyzing problems, securing resources, establishing objectives, and evaluating techniques. A prime responsibility of the EDS is to provide advisory and staff assistance to management concerning development and training needs. The EDS develops plans to meet these needs and insures employee development and training activities meet legal and regulatory requirements. The following responsibilities of the EDS have been extracted from AFI 36-401:

- Keeps management informed of training policies, regulations, procedures, and practices affecting them
- Plans, schedules, and conducts annual and out-of-cycle training requirement surveys
- Selects available training courses conducted on/off base or develops courses to meet training needs
- Checks SF 182 for accuracy; insures trainees meet the prerequisites.
- Prepares letters of allocation to include appropriate fund cites, codes, suspense's, etc.

14. The MTC is comprised of the Group Commanders or their designated representatives and fulfills the following training functions in addition the regular responsibilities of the CRCB. These functions are routinely delegated to the CPF unless conflicts arise that require higher level intervention

- Reviews initial training survey listing to ensure:

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- Current and projected training requirements are based on mission, program, or technological changes and other installation/employee needs
 - Appropriate priority is assigned to each training requirement
 - Critical needs are funded ahead of other lower priorities
 - After validation, returns the survey to the CPF
 - CPF processes changes/corrections and provides a new printout to the MTC. The committee prioritizes the Priority I training requirements. If their bogey exceeds the estimated costs of the Priority I needs, the committee should also prioritize their Priority II requirements
- Establishes procedures to process out-of-cycle training requirements identified after completion of above actions
 - Considers on-site consolidated training whenever feasible to obtain more high-quality training while reducing costs associated with TDY travel and per diem
 - Reviews final Annual Installation Training Plan and makes recommendation to forward to the commander for approval and signature

15. SUPERVISORY TRAINING

- The Civilian Development Resource Center (CDRC) is the portal that provides a multitude of information for supervisors as well as an overview of mandatory training for new supervisors or developmental training for supervisors who have been doing the job for a while. Please access the CDRC via the AF Portal.
- Standardized mandatory supervisory training is delivered by the Air University to all new supervisors. They are required to attend applicable training within 180 days of appointment to a supervisory position. Mandatory classes are the US AF Supervisory Course, and Civilian Personnel Management Courses (CPMC) for the different types of personnel supervised
- The Civilian Personnel Section (CPF) has program responsibility for ensuring attendance at the appropriate courses. For supervisors of Non US employees, the CPF maintains and delivers a CPMC. Similarly, non-English speaking supervisors are provided with necessary training in German language when necessary. Please go to the CPF web site for additional information <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>
- The Military Personnel Flight (MPF) assists the CPF in identifying military members who have supervisory responsibilities and are required to attend supervisory training

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- CPF is also responsible for overall managerial and supervisory development. The Employee Development Specialist is responsible for the following:
 - Inform management and the workforce of required supervisory courses offered through the AU
 - Develop and deliver supervisory training for supervisors of Non US employees and non-English speaking supervisors
 - Identify and schedules civilian supervisors needing training and monitor their progress
 - Advises appropriate management official of failure to attend scheduled course. Determines and processes equivalencies for civilian and military supervisors for CPMC. Determines and processes equivalencies for civilian supervisors
 - Process course completions for civilians and provides military student roster to the MPF

16. AIR FORCE CAREER PROGRAMS: The goal of the civilian career management is to develop employees with strong professional, technical, managerial, and administrative skills to satisfy current and future Air Force mission needs. The Air Force Civilian Personnel Management Center at Randolph AFB, Texas manages the Air Force-wide career programs. The Air Force Career Program directive is AFI 36-602.

17. TRAINING PROGRAM EVALUATION

- **Introduction:** The evaluation of training by employees, supervisors and managers is a continual process. AFI 36-401 requires that a formal process of training program evaluation be completed annually. Several possible training evaluation methods are described below
 - **On-Site Training Classes:** Individual student critiques are required for all on-site courses. Each trainee rates several different items. The ratings for each of the items are tallied and averaged to provide an overall rating for each of the items. An overall evaluation is also provided by each student. The completed class evaluations are maintained by the CPF
 - **Self-Evaluation Program:** The CPF performs an in-depth evaluation of the training administration files maintained by the servicing EDS and based on student inputs on both quality and execution of commercial training

18. TRAINING DOCUMENTATION

- **SF 182** - The primary record to document training. The SF-182 is a multi-purpose form. It is used for training request, approval, funding, registration, acceptance, funds certification, payment, training completion and training

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evaluation. This is an electronic form – no printed or scanned in hard copies are accepted. All entries and signatures can be provided electronically and sent in to the 86 FSS/Civ-Training organization email box. It is required for any civilian training in excess of 8 duty hours, regardless of cost or source of funding

- **DD Form 1610:** Request and Authorization for Travel of DoD Personnel: This form is only used for Non US employees. US employees are now required to make their order using the Defense Travel System (DTS). Required financial information is provided by the CPF or the sponsor of the training