



DEPARTMENT OF THE AIR FORCE
FORCE DEVELOPMENT INTEGRATION DIVISION
UNITED STATES AIR FORCE
WASHINGTON, DC 20330



27 Feb 17

MEMORANDUM FOR SUPERVISORS AND MANAGERS OF AIR FORCE CIVILIANS

FROM: AF/A1
1040 Air Force Pentagon
Washington, DC 20330

SUBJECT: Civilian Training, Education, and Professional Development (TE&PD)

References: (a) 5 CFR 412.202, current edition, *Systematic training and development of supervisors, managers, and executives*
(b) AFI 36-401, 28 Jun 02, *Employee Training and Development*
(c) AFI 36-807, 25 Aug 15, *Scheduling of Work, Holiday Observances, and Overtime*
(d) AFI 36-815, 8 Jul 15, *Absence and Leave*
(e) AFI 36-816, 13 Nov 13, *Civilian Telework Program*

1. The Air Force Strategic Master Plan and Human Capital Annex focuses on the importance of building an agile workforce capable of meeting the needs of current and future Air Force missions. Investing in civilian TE&PD is imperative to achieve this objective. With this in mind, AF leaders foster a learning culture that provides opportunities for civilians to be trained, educated, and deliberately developed at the appropriate level.
2. Mandatory training must be accomplished during the duty day. However, if mission allows, managers and supervisors are highly encouraged to support civilian TE&PD that is necessary to increase individual and organizational performance. Additionally, managers and supervisors should optimize the use of Air Force provided courses (e.g. ADLS, USAF Personnel Professional Development School courses, AF e-Learning, etc.) to provide TE&PD opportunities to the civilian workforce. These efforts must be in compliance with locally negotiated provisions for telework, alternate work schedules, and alternate worksites.
3. Please direct any questions to Mr. Thomas Kearney, AF/A1DI, at thomas.m.kearney8.civ@mail.mil or DSN (312) 693-6447.

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