

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 36-202**



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Personnel

**LOGISTICS PROFESSIONAL
DEVELOPMENT PROGRAM (LPDP)**

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This publication implements the Department of Defense (DoD) Logistics Human Capital Strategy (HCS) and the Air Force Logistics Human Capital Strategy, and provides the guidance and objectives for certifications within a Logistics Professional Development Program (LPDP) created for the Air Force Materiel Command (AFMC) civilian logistics workforce. AFMC military logistics personnel may participate in the program if they meet all of the established certification requirements. The purpose of the certification program is to provide a developmental path for civilians in the logistics career field in line with the Logistics Career Development Framework. It provides a professional logistics certification through a tiered program of recognition defined by training, formal, and developmental education coupled with developmental assignments, leadership and management experience, and experiential thresholds that include years and breadth of logistics experience. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance

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Chapter 1

BACKGROUND AND PROGRAM OVERVIEW

1.1. DoD Logistics Human Capital Strategy (HCS).

1.1.1. While its mission and purpose are constant, the logistics workforce faces a continuously evolving strategic environment. The DoD Logistics HCS provides a vision that establishes the foundation for the future logistics workforce, culture, and human resources practices.

1.1.2. The DoD Logistics HCS vision is an integrated, agile, and high-performing future workforce of multi-faceted, interchangeable logisticians that succeed in a joint operating environment. The bedrock of this vision is competency-based management of the DoD's logistics workforce, manifest in the creation of a logistics career roadmap with a common lexicon and set of core logistics competencies and proficiencies. Operationalized through a DoD Logistics Career Development Framework and aligned with the AF Civilian Career Pyramid, this roadmap will provide the future logistics workforce with the right mix of function-specific subject matter experts and multi-faceted enterprise logisticians.

1.1.3. The HCS will benefit DoD Logisticians, the Services, Agencies and Combatant Commands (COCOM). For individuals, the HCS provides a career roadmap and development framework with consistent expectations and application of competency requirements, in addition to enhanced opportunity for cross-functional development, flexibility and growth. For the Services, Agencies, and COCOMs, the HCS improves logistics synergy which provides better capabilities for current and emerging mission requirements. In addition, the HCS provides an Enterprise System that will enable identification, development, and utilization of the desired competencies to meet mission needs.

1.2. DoD Logistics Career Development Framework (LCDF).

1.2.1. One of the key pillars of the DoD Logistics HCS is the implementation of the LCDF, which involves identification, definition, and validation of competencies and proficiencies for the logistics workforce.

1.2.2. A competency is defined by the Office of Personnel Management (OPM) as a measurable pattern of knowledge, skill, abilities, behaviors, and other characteristics that are needed to successfully perform work-related tasks.

1.2.3. Competencies are developed, attained, and sustained through training, developmental and rotational assignments, experience (both professional and personal), education, and self-development. Attainment of a certain level of competency is assessed based on demonstrated abilities to apply the competency in different situations and/or circumstances. Attainment is not based on a role or just on performance over time, nor is it tied to grade or rank.

1.3. Competencies.

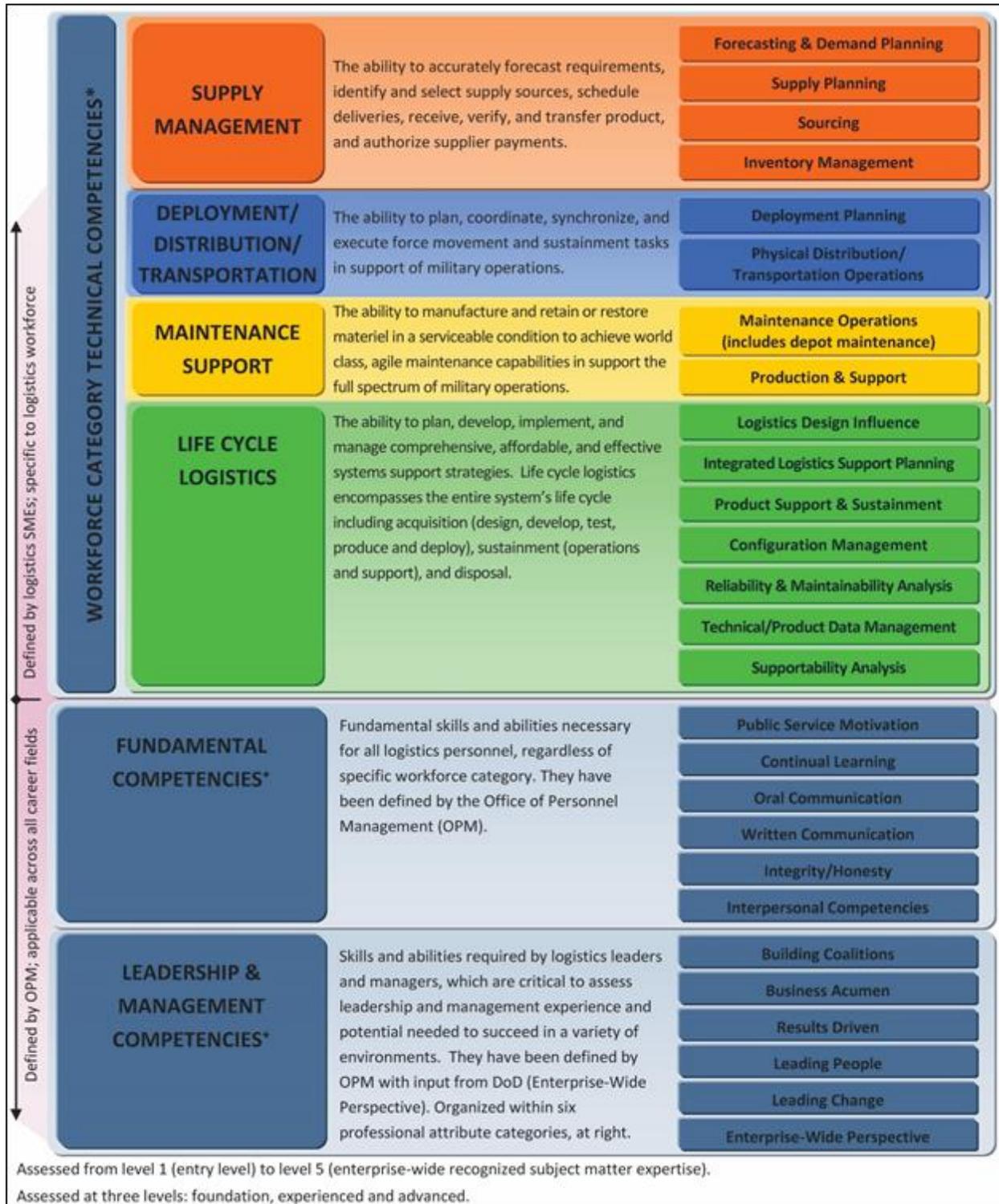
1.3.1. Workforce Category Technical Competencies. Workforce Category Technical Competencies describe logistics work specific to each of the four identified workforce categories: Supply Management, Maintenance Support, Deployment/

Distribution/Transportation (DDT), and Life Cycle Logistics (LCL). Workforce Category Technical Competencies are defined and assessed from Level 1 through Level 5, with Level 1 reflecting the entry level capability and Level 5 reflecting enterprise-wide subject matter expertise.

1.3.2. Fundamental Competencies. Fundamental Competencies describe fundamental skills and abilities necessary for all logistics personnel, regardless of specific workforce category. Fundamental Competencies, defined by OPM, are defined and assessed at three levels: foundational, experienced, and advanced.

1.3.3. Leadership and Management Competencies. Leadership and Management Competencies describe skills and abilities required by logistics leaders and managers. Defined by OPM and DoD, these competencies are distinguished and assessed at three levels; foundational, experienced, and advanced. Refer to [Figure 1.1](#) for the Logistics HCS competencies.

Figure 1.1. Logistics Human Capital Strategy Competencies.



1.3.4. Air Force Institutional Competencies. Air Force Institutional Competencies describe a common taxonomy used to implement the Continuum of Learning (CoL). These leadership competencies are expected of all Airmen, throughout their careers, and will be the

competencies needed to operate successfully in the constantly changing environment in which they function. The three categories of these competencies (Tactical, Operational, and Strategic) are mapped to the Air Force leadership levels. Reference Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, for the Air Force Institutional Competency list.

1.4. Proficiencies.

1.4.1. DoD logistics subject matter experts (SME) identified a wide range of proficiencies. Each proficiency measure of knowledge describes the process for attaining and sustaining a competency through increasing levels of relevant, timely, and applicable experiences. They are coupled with the employee's ability to apply that competency in increasingly broader assignments with wider results.

1.5. Air Force Logistics Human Capital Strategy (LHCS).

1.5.1. The Air Force LHCS draws from, and compliments, the DoD Logistics HCS by adding specific AF focused elements and by leveraging commercial industrial trends that will result in a logistics force that is agile, inclusive, innovative and resilient.

1.5.2. The AF LHCS' intent is to deliberately develop a capable logistics workforce prepared with the education, training and experience to succeed. The LPDP supports and bolsters the Air Force LHCS initiative.

1.6. The Logistics Professional Development Program (LPDP).

1.6.1. In order to achieve the workforce development goals set forth by DoD and the AF, AFMC developed a competency-based certification program in line with the DoD Logistics HCS and the Air Force LHCS. This Logistics Career Development Framework consists of the competencies defined in the HCS; formal education levels, required years of experience, officer/civilian developmental education, job specific training requirements, as well as supervisor endorsement and panel approval. The LPDP is a logistics certification program designed for personnel who are, or who have been, in the logistics career field. Non-logistics career field personnel working in direct support of logistics functional organizations may be considered on a case-by-case basis.

1.6.1.1. The DoD Logistics HCS and the AF LHCS are the foundations for AFMC's LPDP. To learn more about the DoD Logistics HCS and the AF LHCS, see the LPDP Microsoft® SharePoint site at <https://cs1.eis.af.mil/sites/afmc-lpdp/SitePages/Home.aspx>. The LPDP is a voluntary professional certification program for AFMC logistics personnel. LPDP is an overarching AFMC program that consists of professional development certifications for the four Logistics Workforce Categories (WFC): Supply Management; Maintenance Support; DDT; and LCL. The four Logistics WFCs are depicted in **Figure 1.2**. Further descriptions of the WFC certifications are detailed in paragraph **1.2.3** of this instruction.

Figure 1.2. Logistics Workforce Categories identified in the DoD Logistics HCS.



1.6.1.2. The goal of LPDP is to be a world-class development program, designed and implemented to create a well-trained, technically competent, responsive, educated and certified professional logistics workforce and leadership cadre that are empowered to continually learn and thrive in a rapidly changing environment. LPDP is aligned with industry best practices, and provides employees with a certification similar to those used by other notable organizations.

1.6.1.3. Employee achievement of any of the LPDP certifications is highly desirable. Consider LPDP certification as a factor when filling position vacancies. When utilizing a selection matrix, award points commensurate with the level of certification achieved.

1.6.1.4. Certification codes are approved by the Office of Secretary of Defense and included in the Defense Civilian Personnel Data System.

1.6.2. LPDP Management.

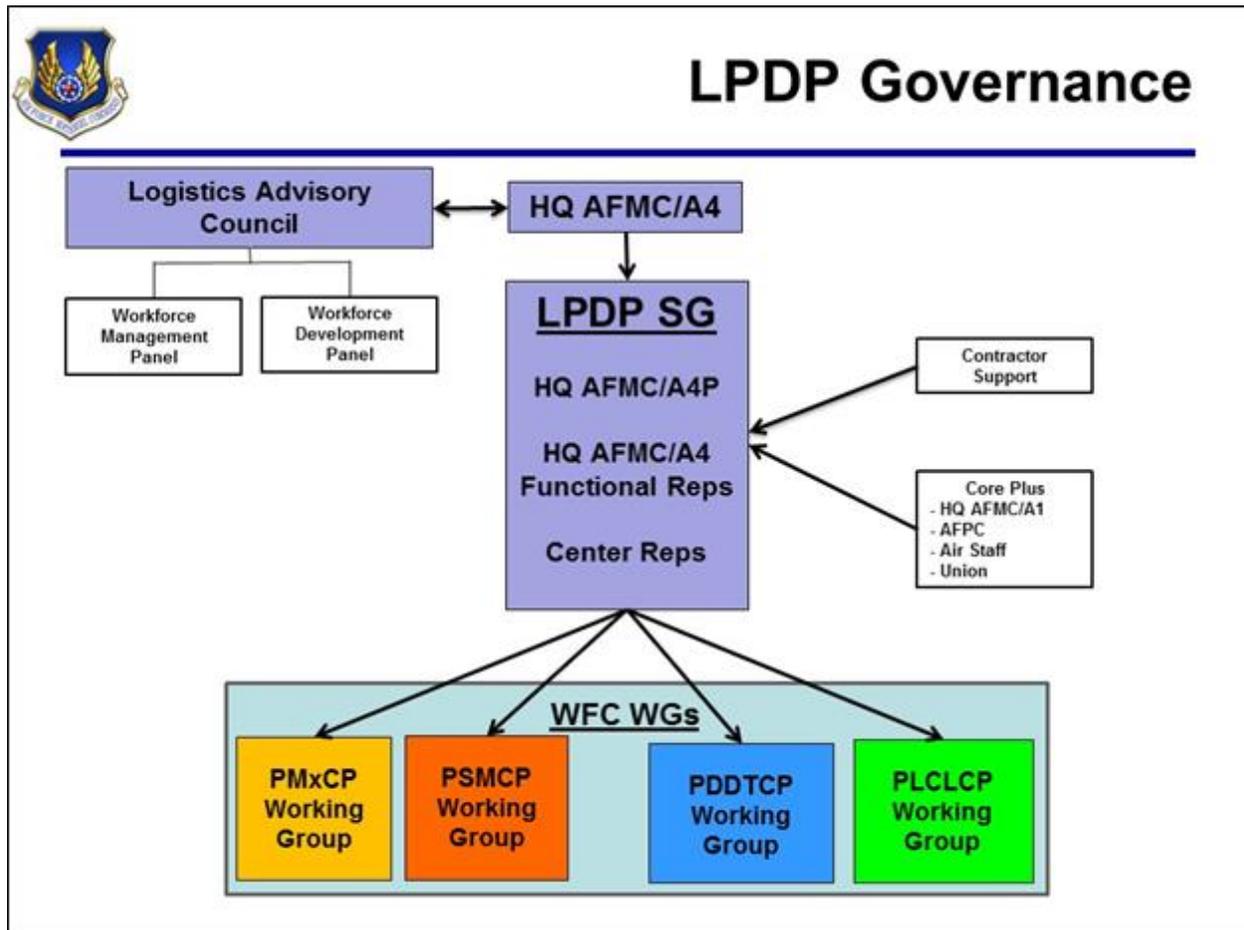
1.6.2.1. The LPDP is managed by Headquarters (HQ) AFMC/A4PT, Workforce Management and Development Branch. The program is comprised of an LPDP Steering Group (SG), WFC Working Groups (WG) for each of the four logistics WFCs, Center LPDP Points of Contact (POC), and Local WFC POCs. See [Figure 1.3](#) for governance structure.

1.6.2.2. LPDP SG membership. The LPDP SG will be established, chaired and managed by HQ AFMC/A4PT. The LPDP SG is comprised of representatives from designated HQ AFMC/A4 logistics functional divisions and each AFMC Center, as deemed appropriate by the Center. Members should be recognized experts in their respective

logistics functional areas and empowered to make LPDP decisions for their respective organizations. The LPDP SG may be supplemented with members from HQ AFMC/A1 and Air Force Personnel Center functional representative(s), as required.

1.6.2.3. WFC WG membership. The WFC WGs will be established, chaired and managed by HQ AFMC/A4PT. AFMC Centers and designated HQ AFMC/A4 functional divisions will identify primary and alternate functional representatives for membership in each of the WFC WGs. If an AFMC Center does not have a sufficient population in one or more of the logistics WFCs they are not required to provide functional representatives to those WFC WGs, or may defer their interest to another AFMC Center e.g., the Air Force Installation and Mission Support Center may deem that they do not have maintenance personnel for the Professional Maintenance Certification Program WG. The WFC WG may invite additional personnel in order to secure subject matter expertise as required. The WFC WGs may be supplemented with members from HQ AFMC/A1 and Air Force Personnel Center functional representative(s), as required.

Figure 1.3. LPDP Governance.



1.6.3. **LPDP Professional Certification Categories.** The Professional Supply Management, Professional Maintenance, Professional Deployment/Distribution/Transportation, and Professional Life Cycle Logistics Certifications are all part of the LPDP. LPDP recognizes logistics professionals for their subject matter

expertise, technical competency, leadership and management experience, Air Force institutional and personal competencies in one or more of the logistics workforce categories. All levels of certification require documentation of logistics workforce category experience and completion of specific training requirements. In addition to these requirements, Levels 3 through 5 require formal and developmental education, and Levels 4 and 5 require experience in additional workforce categories and leadership and management experience. The certification being obtained is an occupational certification and not a training certificate. Applicants are responsible for ensuring that their awarded LPDP certifications are entered into their personnel records.

1.6.3.1. Professional Supply Management Certification Program (PSMCP). Supply Management is the ability to accurately forecast requirements, identify and select supply sources, schedule deliveries, verify, and transfer product and authorize supplier payments. It includes the ability to see and manage inventory levels, capital assets, business rules, supplier networks, and agreements as well as assessment of supplier performance. It includes procurement through disposal of defense system materiel, and integration of multiple materiel sources and processes to meet warfighter requirements. This includes spares, reparable, and repair parts in support of defense systems, as well as, consumable materiel such as fuel, ordnance and clothing.

1.6.3.1.1. The PSMCP recognizes supply management professionals who work in designated occupational series. Applicants must show evidence of their supply management work through a career brief, position description, or other official personnel documents.

1.6.3.2. Professional Maintenance Certification Program (PMxCP). Maintenance Support is the ability to manufacture and retain or restore materiel in a serviceable condition to achieve world class, agile maintenance capabilities in support of the full spectrum of military operations. It includes managing, planning and executing maintenance, both scheduled and unscheduled, to weapon systems and defense system equipment. This involves inspecting, testing, servicing, repairing, rebuilding, overhauling, upgrading and manufacturing, and applies to organizational, intermediate and depot levels of maintenance to weapon systems, hardware, equipment, software, or any combination thereof.

1.6.3.2.1. PMxCP recognizes logistics professionals who work in designated occupational series directly supporting Maintenance. Applicants must show evidence that their work was in support of maintenance through a career brief, position description, or other official personnel documents.

1.6.3.3. Professional Deployment/Distribution/Transportation Certification Program (PDDTCP). DDT involves a wide range of functions. The deployment function is defined as the ability to plan, coordinate, synchronize, and execute force movement and sustainment tasks in support of military operations. DDT includes the ability to strategically and operationally move forces and sustainment to the point of need, and operate in the Joint Enterprise. It includes the ability to transport units, equipment, and initial sustainment from the point of origin to the point of need and provide resources to augment or support operational movement requirements. Additionally, it includes the ability to deliver supplies, equipment and personnel

replacements to the joint force. It includes transportation (including the management and maintenance of vehicles), packaging, handling, cargo scheduling/shipment planning, and dispatching of materials, support services, and personnel in response to customer requirements to move and sustain the force. It encompasses the management of deployment planning and the execution of the physical distribution/transportation of personnel and materiel and forecasting the requirements for transportation for shipping and receiving material.

1.6.3.3.1. The PDDTCP recognizes logistics professionals who work in designated occupational series supporting DDT operations. Applicants must show evidence that their work was in support of DDT operations through a career brief, position description, or other official personnel documents.

1.6.3.4. **Professional Life Cycle Logistics Certification Program (PLCLCP).** Life Cycle Logistics spans the entire system life cycle, encompassing both acquisition and sustainment activities, and includes professionals responsible for planning, development, implementation and management of effective and affordable weapons, materiel, or information systems product support strategies. LCL is the only inherently acquisition category of the logistics workforce with membership requirements specifically defined by public law, Office of the Secretary of Defense, and AF guidance.

1.6.3.4.1. Air Force implementation of the Defense Acquisition Workforce Improvement Act (DAWIA) prescribes a unique set of education, training, and work experience requirements for those who manage and implement defense acquisition programs. This is done through the Acquisition Professional Development Program (APDP) consisting of career field certification, continuous learning, and Defense Acquisition Corps. Members of the LCL acquisition workforce must meet these position requirements and certifications before being eligible to consider the PLCLCP; APDP requirements must come first.

1.6.3.4.2. The PLCLCP is an AFMC certification program that builds upon APDP certification. It utilizes the awarded APDP certifications to satisfy Series-Specific and Workforce Category training requirements for levels 1, 2 and 3; then expands with additional training, formal education, developmental education, and leadership and management experience to develop an enterprise logistics perspective.

1.6.3.4.3. Applicants who are currently assigned to an APDP coded position must first satisfy those position certification requirements, as well as meet DoD and AF professional currency/continuous learning standards to be eligible to participate in PLCLCP. This requirement does not apply to applicants who were once LCL coded and are not currently assigned to an acquisition coded position.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. This chapter outlines responsibilities for leaders and key players in the LPDP certification program. This chapter is not meant to be all inclusive; additional complementary functional and organizational roles and the details to execute the roles and responsibilities may be found throughout this document.

2.1.1. Logistics Advisory Council (LAC).

2.1.1.1. Provides guidance and support to the LPDP SG and WFC WGs.

2.1.1.2. Reviews and makes final decision on Level 5 application packages that include written exercises (i.e., Executive Core Qualification (ECQ) Exercise and/or Workforce Experience Assessment). See paragraphs [3.1.2.4.3.3](#) and [3.1.2.4.3.4](#) for further explanation.

2.1.1.3. Approve changes to the LPDP Certification Framework.

2.1.1.4. Advocates for each of the certification programs identified in this instruction.

2.1.2. HQ AFMC/A4.

2.1.2.1. Champions the LPDP certification programs and provides guidance and support to the LPDP SG and WFC WGs.

2.1.2.2. Signs Charters for the LPDP SG and each of the WFC WGs.

2.1.2.3. Facilitates the appointment of HQ AFMC functional division representatives to participate in the LPDP SG and WFC WGs.

2.1.2.4. Signs LPDP certification certificates (AF Form 3032, *Certificate of Achievement*) for applicants who complete Level 4 and Level 5 certification requirements and all certificates for applicants assigned to HQ AFMC.

2.1.2.5. Advocates for all of the LPDP certification programs identified in this instruction.

2.1.3. HQ AFMC/A4PT Workforce Development Branch.

2.1.3.1. Serves as the Major Command coordinator for the LPDP.

2.1.3.2. Chairs the LPDP SG and each of the WFC WGs.

2.1.3.3. Ensure WFC WGs, one for each workforce category, are established and maintained.

2.1.3.4. Provides guidance and direction to the LPDP SG and the WFC WGs.

2.1.3.5. Maintains AFMC LPDP instructional guidance and framework, and maintains and updates program documents to include Requirements Sheets, Equivalency and Fulfillment matrices, etc.

2.1.3.6. Ensure Application Open Season announcements and LPDP information are forwarded to all Center LPDP POCs and WFC WG POCs.

2.1.3.7. Maintains a historical list (or database) of personnel who were awarded certifications.

2.1.3.8. Manages the AFMC LPDP Microsoft® SharePoint site (see paragraph [1.6.1.1](#)) that houses the application documents and information on certification requirements.

2.1.3.9. Advocate for the LPDP certification programs identified in this instruction.

2.1.4. HQ AFMC/A4 Functional Division Representatives.

2.1.4.1. Serve as an LPDP SG member or advisor as required.

2.1.4.2. Co-chair their respective WFC WG e.g., functional representatives from A4R will co-chair the PSMCP and PDDTCP WFC WGs, etc. **(T-2)**.

2.1.4.3. Attend and participate in LPDP SG and appropriate WFC WG meetings.

2.1.4.4. Maintain visibility into actions being worked by the WFC WGs and assist the working group(s) as needed.

2.1.4.5. Be empowered to make decisions for their HQ AFMC Functional Division.

2.1.4.6. Advocate for the LPDP certification programs identified in this instruction.

2.1.5. LPDP Steering Group.

2.1.5.1. Meet, as necessary, to discuss issues and make decisions pertaining to the LPDP.

2.1.5.2. Recommend changes to LPDP policy and framework requirements as required.

2.1.5.3. Identify/review and approve/disapprove changes to LPDP Enterprise training requirements.

2.1.5.4. Approve/disapprove equivalencies and fulfillments for Enterprise training requirements.

2.1.5.5. Review and make final decision on Level 4 application packages that require an ECQ and/or a Workforce Experience Assessment. See paragraphs [3.1.2.4.2.3](#) and [3.1.2.4.2.4](#) for further explanation.

2.1.5.6. Review Level 5 application packages that require LAC panel review.

2.1.5.7. If a LAC panel assessment is required, coordinate LAC-related activities with the LAC Executive Panel Manager (EPM) 30 days prior to the panel assessment.

2.1.5.8. Adjudicate application packages under dispute and serve as final appellate authority.

2.1.5.9. Should a vote be necessary to include, or not include, a training or certification requirement, each Center and the HQ AFMC/A4 Functional Division SG member is allowed one vote.

2.1.5.10. Unless otherwise identified, the senior ranking members from the Centers and the HQ AFMC/A4 Functional Divisions will be the voting members.

2.1.5.11. The Chair shall vote if needed to break a tie.

2.1.5.12. Members shall be empowered to make decisions for their respective functional area.

2.1.5.13. Ensure WFC WG members from each Center are appointed as deemed necessary.

2.1.5.14. Advocate for the LPDP certification programs identified in this instruction.

2.1.6. WFC (Supply, Maintenance, DDT, LCL) Working Groups.

2.1.6.1. Meet, as necessary, but not less than once a month, to address WFC unique certification and training requirements.

2.1.6.2. Act as the approval/disapproval authority for their specific WFC application certifications.

2.1.6.3. Identify training and certification requirements for their respective WFC.

2.1.6.4. Recommend, and provide supporting and justifiable documentation, for LPDP Enterprise training additions/deletions to the LPDP SG.

2.1.6.5. Unless otherwise identified, the senior ranking member from each Center, Complex and the HQ AFMC/A4 Functional Division representative will be the voting member.

2.1.6.5.1. The WFC WG Chair shall vote if needed to break a tie.

2.1.6.6. Members should keep their Local WFC POC and Commanders/Directors informed on certification requirements and WFC WG activities.

2.1.6.7. Advocate for the LPDP certification programs identified in this instruction.

2.1.7. Center Senior Logistics Functionals (LGs) (or equivalent).

2.1.7.1. Appoint primary and alternate LPDP SG members.

2.1.7.2. Appoint primary and alternate Center LPDP POCs.

2.1.7.3. Appoint WFC WG members to represent their Center in all applicable WFC WGs as deemed applicable.

2.1.7.4. Sign certificates for Levels 1-3. May be delegated to Complex/Wing/Group Commander/Director. **Note:** HQ AFMC/A4 will sign all Levels 4-5.

2.1.7.5. Ensure LPDP certification certificates are presented at an appropriate venue.

2.1.7.6. Advocate for the LPDP certification programs identified in this instruction.

2.1.8. HQ AFMC/A4 Division Chiefs.

2.1.8.1. Appoint primary and alternate LPDP SG members as required.

2.1.8.2. Appoint primary and alternate WFC WG members as required.

2.1.8.3. Ensure LPDP certification certificates are presented at an appropriate venue.

2.1.8.4. Advocate for the LPDP certification programs identified in this instruction.

2.1.9. Center LPDP POCs.

2.1.9.1. The Center LG (or equivalent) focal point and advocate for the LPDP in their Center.

2.1.9.2. Ensure Local WFC POCs are appointed, as needed, for organizations within their Center.

2.1.9.3. Ensure Application Open Season announcements and LPDP information are forwarded to all organizations and Local WFC POCs assigned within their Centers.

2.1.9.4. Collects and reviews LPDP certification application packages, forwards application packages to the appropriate WFC WG, and completes LPDP certification certificates (AF Form 3032) and feedback letters as appropriate for Center staff applicants. **Note:** HQ AFMC/A4PT will prepare LPDP certification certificates (AF Form 3032) for all Levels 4 and 5 and HQ AFMC/A4 will sign. The signed LPDP certification certificates will be mailed to the Center WFC POC.

2.1.9.5. Coordinate with the Center LG to present LPDP certification certificates to Center staff personnel who have been awarded a certification(s). **(T-2)**.

2.1.9.6. Support the LPDP SG, WFC WGs, and the Local WFC POCs, and may be a member of one or more of the WFC WGs.

2.1.9.7. Maintains a list of personnel who were awarded LPDP certifications within their Center.

2.1.9.8. Conduct orientation and/or training events as required.

2.1.9.9. Advocate for the LPDP certification programs identified in this instruction.

2.1.10. **Local WFC POCs.**

2.1.10.1. Serve as the Local WFC focal point and coordinator, and manage the program for their assigned area of responsibility (Supply Management, Maintenance Support, DDT, or LCL).

2.1.10.2. Advise LPDP certification applicants and review application packages for their area of responsibility prior to forwarding to the appropriate WFC WG for consideration.

2.1.10.3. Support the LPDP SG and the WFC WGs, and may be a member of one or more of the WFC WGs.

2.1.10.4. Complete Levels 1-3 LPDP certification certificates (AF Form 3032) for approved applicants in a timely manner. **Note:** HQ AFMC/A4PT will prepare LPDP certification certificates (AF Form 3032) for all Levels 4 and 5 and HQ AFMC/A4 will sign. The signed LPDP certification certificates will be mailed to the Center or Local WFC POC as applicable.

2.1.10.5. Coordinate with the appropriate local leadership to present LPDP certification certificates to personnel who have been awarded a certification(s). **(T-2)**.

2.1.10.6. Prepare feedback letters that detail reasons for disapproval by the WFC WG, and route them to the applicants.

2.1.10.7. Maintains a list of personnel who were awarded LPDP certifications within their area of responsibility.

2.1.10.8. Conduct orientation and/or training events as required.

2.1.10.9. Advocate for the LPDP certification programs identified in this instruction.

2.1.11. Supervisors.

2.1.11.1. Support and assist personnel who are working towards an LPDP certification.

2.1.11.2. Review the employees' LPDP certification application package to ensure all required documentation is included and coordinate on, and endorse, the applicant's LPDP certification application package transmittal sheet.

2.1.11.3. Consider LPDP certification as a factor when filling position vacancies. When utilizing a selection matrix, award points commensurate with the level of certification achieved.

2.1.11.4. Advocate for the LPDP certification programs identified in this instruction.

2.1.12. Applicants.

2.1.12.1. Determine the appropriate LPDP certification they are qualified to pursue and acquire the current Requirements Sheet (RS) for their occupational series. If a military applicant cannot find an RS for their Air Force Specialty Code (AFSC), the applicant should ask their Center or Local WFC POC, as applicable, which application RS best fits their AFSC.

2.1.12.2. Complete certification requirements as identified on the RS.

2.1.12.3. Keep supervisor up-to-date on status of certification.

2.1.12.4. Route completed LPDP certification application package, to include all supporting documentation, to supervisor for review and coordination.

2.1.12.5. Submit a complete LPDP certification application package to the Center or Local WFC POC, as applicable, once all certification requirements are met.

2.1.12.6. Upload official approved and signed LPDP certification certificate (AF Form 3032) to their personnel record via MyBiz+. Military should get their certificates loaded into their records via their local education office.

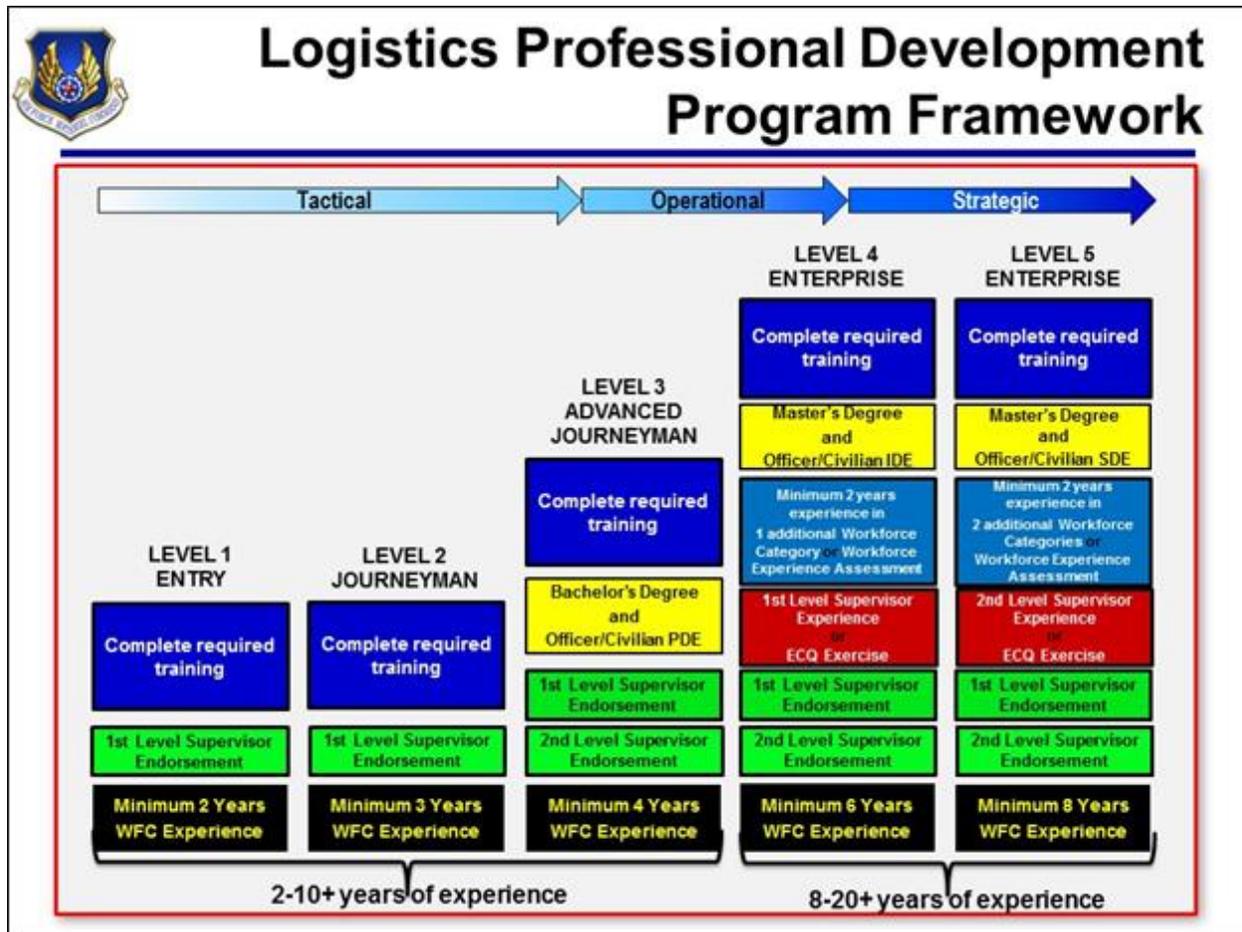
Chapter 3

LOGISTICS PROFESSIONAL DEVELOPMENT PROGRAM FRAMEWORK

3.1. LPDP Framework.

3.1.1. This LPDP Framework consists of competency-based job-specific training requirements, formal education, required years of experience, Developmental Education, supervisory experience, as well as supervisor endorsement, and in some cases, panel approval. The LPDP framework is depicted in **Figure 3.1** Each WFC WG will use this framework to recommend certification requirements to be included in the development of their workforce focused certification. The overall framework for this program is approved by the LAC.

Figure 3.1. Logistics Professional Development Program Framework.



3.1.2. LPDP Certification Framework Requirements:

3.1.2.1. Years of experience requirements: Minimum 2 years for Level 1; minimum 3 years for Level 2; minimum 4 years for Level 3; minimum 6 years for Level 4, plus 2 years in an additional logistics workforce category; and minimum 8 years for Level 5, plus 2 years experience in two additional logistics workforce categories.

- 3.1.2.2. Endorsement by the applicant's supervisor.
- 3.1.2.3. Completion of required Series Specific, Workforce Category, and Enterprise training as identified on the appropriate WFC Requirements Sheet.
- 3.1.2.4. In addition to the above requirements:
- 3.1.2.4.1. Level 3 requires a minimum bachelor's degree and officer/civilian Primary Developmental Education (DE), or equivalent or higher IAW AFI 36-2301, *Developmental Education*.
 - 3.1.2.4.2. At Level 4; 1 year experience in a leadership and management role e.g., as a first-level supervisor, etc., a master's degree, officer/civilian Intermediate DE, or equivalent or higher IAW AFI 36-2301, and 2 years experience in another workforce category (e.g., Supply Management, Maintenance, DDT, LCL) is required.
 - 3.1.2.4.2.1. The additional workforce category experience requirement may be fulfilled with an APDP certification in any stall at any level. **Note:** Only one APDP certification may be used to fulfill the additional WFC experience requirement, except for applicants of PLCLCP. Since LCL is an APDP stall, one other certification in a different APDP stall e.g., Program Management, Systems Planning, Research, Development and Engineering (SPRDE), etc., may be used to fulfill the additional WFC requirement. **(T-2)**. Refer to AFI 63-101/20-101, *Integrated Life Cycle Management*, for a list of APDP stalls.
 - 3.1.2.4.2.2. The additional workforce category experience requirement may be fulfilled with 2 years of experience served at Headquarters Air Force (HAF), Secretary of the Air Force (SAF), a Major Command (MAJCOM) HQ, a COCOM, another Service/DoD Agency, Joint assignment, or a Logistics sponsored career broadening assignment. **Note:** Applicants cannot use multiple assignments at these levels to qualify as an additional WFC. Additionally, an applicant who has only worked at one of these levels cannot claim both the 2 years of WFC experience and the MAJCOM, HAF, etc., experience to fulfill the additional WFC experience requirement. **(T-2)**.
 - 3.1.2.4.2.3. If additional logistics workforce category experience is not documented in an applicant's official personnel records or other supporting documentation, a Workforce Experience Assessment is required. The LPDP SG will evaluate and approve/disapprove the Workforce Experience Assessment documentation. See the LPDP Microsoft® SharePoint site (see paragraph [1.6.1.1](#)) for procedures for completing the Workforce Experience Assessment. **Note:** If claiming APDP experience, the experience must be shown on the applicant's APDP Record.
 - 3.1.2.4.2.4. If supervisory experience is not documented in an applicant's official personnel records, the completion an ECQ exercise is required. The LPDP SG will evaluate and approve/disapprove the ECQ exercise documentation. See the LPDP Microsoft® SharePoint site (see paragraph [1.6.1.1](#)) for procedures for completing the ECQ exercise.

3.1.2.4.3. At Level 5; 1 year experience in a leadership and management role e.g., a second-level supervisor, etc., a master's degree, officer/civilian Senior DE (or equivalent or higher IAW AFI 36-2301), and 2 years experience in two additional workforce categories (e.g., Supply Management, Maintenance, DDT, LCL) is required.

3.1.2.4.3.1. One of the additional workforce category experience requirements may be fulfilled with an APDP certification in any stall at any level. **Note:** Only one APDP certification may be used to fulfill the additional WFC experience requirement, except for applicants of PLCLCP. Since LCL is an APDP stall, one other certification in a different APDP stall e.g., Program Management, SPRDE, etc., may be used to fulfill the additional WFC requirement. **(T-2).** Refer to AFI 63-101/20-101, for a list of APDP stalls.

3.1.2.4.3.2. One of the additional workforce category experience requirements may be fulfilled with 2 years of experience served at HAF, SAF, a MAJCOM HQ, a COCOM, another Service/DoD Agency, Joint assignment, or Logistics sponsored career broadening assignment. **Note:** Applicants cannot use multiple assignments at these levels to qualify as an additional WFC; e.g., an applicant cannot claim both a MAJCOM experience and a HAF experience, or any other combination, as two additional WFCs. Additionally, an applicant who has only worked at one of these levels cannot claim both the 2 years of WFC experience and the MAJCOM, HAF, etc., experience to fulfill the additional WFC experience requirement. **(T-2).**

3.1.2.4.3.3. If additional logistics workforce category experience is not documented in applicant's official personnel records, a Workforce Experience Assessment is required. The LAC will evaluate and approve/disapprove the Workforce Experience Assessment documentation. See the LPDP Microsoft® SharePoint site (see paragraph [1.6.1.1](#)) for procedures for completing the Workforce Experience Assessment. **Note:** If claiming APDP experience, the experience must be shown on the applicant's APDP Record.

3.1.2.4.3.4. If supervisory experience is not documented in an applicant's official personnel records or other supporting documentation, an ECQ exercise is required. The LAC will evaluate and approve/disapprove the ECQ exercise documentation. See the LPDP Microsoft® SharePoint site (see paragraph [1.6.1.1](#)) for procedures for completing the ECQ exercise.

3.1.3. Experience in any of the logistics workforce categories can be drawn from current and/or past experience. For example, a civilian who is currently a GS-0346-13 Supply Manager who spent a number of years in aircraft maintenance in a civilian or military capacity, can use that experience to apply for PMxCP. The same would be true if a current GS-0301-13 Maintenance Specialist spent a number of years in supply, etc. All experience must be shown in official substantiating documentation or Workforce Experience Assessment.

3.1.3.1. Applicants may combine experience in multiple logistics-related series within a WFC to make up their total number of years of DoD related logistics WFC experience.

3.1.3.2. Applicants cannot claim double credit for logistics WFC job experience in a given timeframe. For example, if an applicant claims that he/she has 8 years of maintenance experience between the years 2000-2008 and sites that timeframe for PMxCP certification, the applicant cannot claim experience in any other workforce category toward another LPDP certification for any period within that same timeframe. This is especially critical for time spent in an APDP coded position.

Chapter 4

APPLICATION PROCESS

4.1. Application Process.

4.1.1. Semi-annually, HQ AFMC/A4 will announce an ‘Application Open Season’ period. The Application Open Season periods usually begin in April and October of each calendar year, and the application periods are open for at least 60 calendar days. During this period, the Local WFC POCs will accept application packages from applicants in their organization for certification consideration. A list of Local WFC POCs is maintained on the LPDP Microsoft® SharePoint site (see paragraph 1.6.1.1).

4.1.2. Personnel who desire to apply for certification will need to access the LPDP Microsoft® SharePoint site (see paragraph 1.6.1.1) to review certification requirements for the program that they wish to apply. If a potential applicant decides to apply, they should access the appropriate Requirements Sheet for their occupational series and download it. The applicant will need to complete the appropriate Requirements Sheet and attach any supporting documentation, along with the rest of the application documents identified in paragraph 4.1.3. The application package will be provided to their Local WFC POC no later than the last day of the application period. Applicants should contact their Local WFC POC if they have questions about LPDP or the application process. **Note:** Requirements listed on the Requirements Sheet(s) can change due to changes in the HCS, Defense Acquisition University (DAU) and Air Force Institute of Technology (AFIT) course changes or discontinuations, or WFC WG directed changes, etc. For this reason, applicants should ensure they are using the most current Requirements Sheet(s) when submitting an application package.

4.1.2.1. Applicants must begin at Level 1 and progressively work up through the certifications. The only exception is if the applicant meets the requirements for the Experience Waiver (Level 2 Rollback) application (see paragraph 4.4).

4.1.2.2. Applicants may apply for more than one level during an Application Open Season; i.e., if an applicant has completed all the requirements for levels 1 and 2; or levels 1, 2 and 3; etc., they may submit an application package for each level concurrently.

4.1.3. Application documents include:

4.1.3.1. Electronic LPDP Transmittal Sheet.

4.1.3.2. Requirements Sheet (RS).

4.1.3.3. Supporting documentation. Supporting documentation (e.g., career brief/report, military Single Unit Retrieval Format (SURF), APDP Record, Standard Form 50, training certificates, *Notification of Personnel Action*, AF Form 1003, *Air Force Standard Core Personnel Document*, DoD Form 214, *Certificate of Release From Active Duty*, etc.) necessary to substantiate claims listed on the Requirements Sheet(s). **Note:** Redact all Personal Identifiable Information (PII) before submitting an application package.

4.1.4. During and/or at the completion of the Application Open Season, the Center or Local WFC POCs, as applicable, will review submitted application packages, verify all requirements have been met, and the necessary supporting documentation is included. If additional information and clarification from an applicant is required, the Center or Local WFC POC, as applicable, will request the information and include it in the application package. When the application package is complete, the Center or Local WFC POC, as applicable, will upload the application package to the appropriate folder in the LPDP Microsoft® SharePoint site (see paragraph 1.6.1.1). This action makes the application package available for the WFC WG to make certification decisions.

4.1.4.1. Should an application be approved for Levels 1 through 3, the Center or Local WFC POC, as applicable, will prepare the certificate (AF Form 3032) and provide it to the applicant's Center/Wing/Group Commander/Director (or equivalent) for signature.

4.1.4.2. Should an application be approved for Levels 4 and 5, HQ AFMC/A4PT will prepare the certificate (AF Form 3032) and provide it to HQ AFMC/A4 for signature. Once the certificate is signed, the certificate will be mailed to the applicant's Local WFC POC.

4.1.5. Signed LPDP certification certificates should be presented to the applicants at an appropriate venue/ceremony. (T-2).

4.2. Application disapproval.

4.2.1. Should an application be disapproved for certification by the WFC WG, the Center or Local WFC POC, as applicable, for that applicant will prepare and deliver a feedback letter to the applicant detailing the reasons for disapproval and any requirements the applicant needs to complete and/or provide more detail on, in order to achieve certification. The applicant will have 60 days to resolve the discrepancies identified on the feedback letter.

4.2.1.1. The applicant will provide the additional documents and/or justification to the Center or Local WFC POC, as applicable. The Center or Local WFC POC, as applicable, will review the additional documents for completeness and provide them to the appropriate WFC WG. If the WFC WG agrees that the applicant has provided the necessary justification, they will approve the certification.

4.2.1.2. If the WFC WG disapproves the application a second time, a feedback letter will be sent to the applicant by the Center or Local WFC POC, as applicable. If the applicant chooses to appeal, the applicant will have 30 days from the date of the feedback letter to appeal the decision and provide additional justification to their Center or Local WFC POC, as applicable. The WFC WG will forward the updated application package to the LPDP SG for final adjudication. The final decision will be communicated to the appropriate WFC WG for further action.

4.3. Series Specific Training Exemption Waiver.

4.3.1. The Series Specific Training Exemption Waiver, commonly referred to as "20-Year Experience Waiver" is designed for senior applicants with 20 or more years of experience. Applicants with 20 or more years of AF experience (civil service and/or military) officially documented in their personnel records are not required to complete Series Specific training

requirements. The 20 years of AF experience must include the requisite years of experience in the WFC for which the applicant is applying.

4.3.2. If an applicant meets the 20-year experience threshold and wants to waive the Series Specific training, the applicant will annotate “20-Year Experience Waiver” in the completion date block for the Series Specific training requirements on the RS and submit the complete application package to their Center or Local WFC POC, as applicable.

4.3.3. Other DoD experience may be considered on a case-by-case basis. Substantiating documentation for having 20 years of experience must accompany the application package.

4.4. Experience Waiver (Level 2 Rollback).

4.4.1. The Experience Waiver, commonly referred to as “Level 2 Rollback”, is designed for senior applicants with experience in at least two logistics WFCs. If an applicant meets the Level 4 certification requirements (with the exception of the Level 4 training), the applicant may apply for, and may be granted, a Level 2 certification.

4.4.2. To be eligible, the applicant must meet the Level 4 requirements as identified in paragraphs 3.1.2.4.2., 3.1.2.4.2.1., and 3.1.2.4.2.2, with the exception of the training requirements.

4.4.3. The applicant must apply for certification using the Level 2 Rollback RS located on the LPDP Microsoft® SharePoint site (see paragraph 1.6.1.1) and submit it to their Local WFC POC. Supporting documentation, e.g., Career Report/Brief, APDP Record, etc., must be provided in the application package. **Note:** Redact all PII before submitting an application package.

4.5. Equivalency and Fulfillments (E&F) Matrix.

4.5.1. HQ AFMC/A4PT maintains an LPDP E&F Matrix of approved courses that can be substituted for some of the certification training requirements. This matrix is available for review on the LPDP Microsoft® SharePoint site (see paragraph 1.6.1.1). The intent of the LPDP E&F Matrix is to identify courses that an applicant has previously completed that are equivalent to, or fulfill, objectives of the current RS training requirements and should not be used as alternative training.

4.5.2. If a course requirement on an RS has a substitution/equivalent course listed on the LPDP E&F Matrix, then that course may be used in place of the current requirement and should be annotated as such on the applicant’s RS.

4.5.3. Training requirement substitution requests. If an applicant wishes to recommend a course substitution for a certification training requirement, they must submit the request in writing using the ‘Request for Substitution’ template located on the LPDP Microsoft® SharePoint site (see paragraph 1.6.1.1), and forward it, with justification and supporting documents, to their Center LPDP POC or Local WFC POC.

4.5.3.1. Include in the request:

4.5.3.1.1. State the original course/requirement to be substituted.

4.5.3.1.2. State the course/requirement being submitted for substitution consideration.

4.5.3.1.3. Description of course/requirement being submitted for substitution consideration (from the official AFIT, DAU, etc., course catalog or an approved syllabus).

4.5.3.1.4. Attach a certificate or other documentation of course/requirement completion.

4.5.3.1.5. Provide any additional supporting documents or additional justification to validate the request for substitution.

4.5.3.1.6. The Center LPDP POC or Local WFC POC, as applicable, will review the request and provide it to the appropriate WFC WG for approval or disapproval. The WFC WG will approve/disapprove Series Specific and Workforce Category training equivalencies and fulfillments. The LPDP SG will approve/disapprove Enterprise training equivalencies and fulfillments. **Note:** The Center LPDP POC or Local WFC POC cannot approve/disapprove any equivalencies and fulfillments.

4.6. Developmental Education (DE).

4.6.1. Officer/civilian DE is required for certification in levels 3, 4 and 5. LPDP will accept all officer/civilian DE programs identified in AFI 36-2301.

4.6.1.1. Level 3 certification requires officer/civilian Primary DE (PDE) i.e., Squadron Officer School (SOS) or equivalent, or higher.

4.6.1.2. Level 4 certification requires officer/civilian Intermediate DE (IDE) i.e., Air Command and Staff College (ACSC) or equivalent, or higher.

4.6.1.3. Level 5 requires officer/civilian Senior DE (SDE) i.e., Air War College (AWC) or equivalent.

4.7. Continuous Learning (CL). After achieving certification, it is important that the employee maintains currency in new, emerging and evolving logistics knowledge, processes and procedures to remain competent in their profession. Continuous learning demonstrates an employee's dedication to stay up-to-date with changing environments and responsibilities. Courses taken towards career field certification, work related education/training, or additional levels of certification serve to support the workforce development goals of this program.

DONALD E. KIRKLAND, Brigadier General, USAF
Director of Logistics, Civil Engineering
and Force Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Logistics Human Capital Strategy (HCS), 12 May 2008
AFPD 36-26, *Total Force Development*, 22 December 2015
AFI 33-360, *Publications and Forms Management*, 25 September 2013
AFI 36-2301, *Developmental Education*, 16 July 2010
AFI63-101/20-101, *Integrated Life Cycle Management*, 7 March 2013
AFMAN 33-363, *Management of Records*, 1 March 2008
Air Force Logistics Human Capital Strategy, March 2016

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1003, *Air Force Standard Core Personnel Document*
AF Form 3032, *Certificate of Achievement*
DoD Form 214, *Certificate of Release From Active Duty*
Standard Form 50, *Notification of Personnel Action*

Abbreviations and Acronyms

ACSC—Air Command and Staff College
AF—Air Force
AFI—Air Force Instruction
AFIT—Air Force Institute of Technology
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFMCI—Air Force Materiel Command Instruction
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
ANG—Air National Guard
APDP—Acquisition Professional Development Program

AWC—Air War College
CL—Continuous Learning
COCOM—Combatant Commands
CoL—Continuum of Learning
DAU—Defense Acquisition University
DAWIA—Defense Acquisition Workforce Improvement Act
DDT—Deployment/Distribution/Transportation
DE—Developmental Education
DoD—Department of Defense
ECQ—Executive Core Qualifications
EPM—Executive Panel Manager
E&F—Equivalency and Fulfillment
HAF—Headquarters Air Force
HCS—Human Capital Strategy
HQ—Headquarters
IAW—In accordance with
IDE—Intermediate Developmental Education
LAC—Logistics Advisory Council
LCDF—Logistics Career Development Framework
LCL—Life Cycle Logistics
LHCS—Logistics Human Capital Strategy
LG—Logistics Functional
LPDP—Logistics Professional Development Program
MAJCOM—Major Command
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
PDDTCP—Professional Deployment/Distribution/Transportation Certification Program
PDE—Primary Developmental Education
PII—Personal Identifiable Information
PLCLCP—Professional Life Cycle Logistics Certification Program
PMxCP—Professional Maintenance Certification Program
POC—Point of Contact

PSMCP—Professional Supply Management Certification Program

RDS—Records Disposition Schedule

RS—Requirements Sheet

SDE—Senior Developmental Education

SG—Steering Group

SME—Subject Matter Expert

SOS—Squadron Officer School

SPRDE—Systems Planning, Research, Development and Engineering

SURF—Single Unit Retrieval Format

WFC—Workforce Category

WG—Working Group

Terms

Air Force Institute of Technology (AFIT)—AFIT is the Air Force’s graduate school of engineering and logistics management as well as its institution for technical, professional, and continuing education. A component of Air University and Air Education and Training Command, AFIT is committed to providing defense-focused graduate and professional continuing education and research.

Application Open Season—The period of time in which employees who wish to apply for LPDP certification may submit their application packages to their Center or Local Workforce Category POC, as applicable.

Center LPDP POC—The Center LG (or equivalent) focal point and advocate for the LPDP in their Center. Ensures Local WFC POCs are appointed, as needed, for organizations within their Center. Ensures Application Open Season announcements and LPDP information are forwarded to all organizations and Local WFC POCs assigned within their Centers. Collects and reviews application packages, forwards applications to the appropriate WFC WG, and completes certificates and feedback letters as appropriate for Center staff applicants. Supports the LPDP SG, WFC WGs, and the Local WFC POCs, and may be a member of one or more of the WFC WGs. Advocates for the LPDP certification programs identified in this instruction and conducts orientation and/or training events as required.

Continuum of Learning (CoL)—Career-long process of individual development where challenging experiences are combined with education and training through a common taxonomy to produce Airmen who possess the tactical expertise, operational competence, and strategic vision to lead and execute the full spectrum of Air Force missions.

Defense Acquisition University (DAU)—Offers formal courses and continuous learning modules in support of the Defense Acquisition Workforce. A number of the courses identified in the LPDP certification program are DAU courses. Members may also retrieve transcripts to include in applications directly from the site. The link to DAU site is: <https://learn.dau.mil>.

Developmental Education (DE)—An array of educational opportunities including: Professional Military Education, Advanced Academic Degree Education and Professional Continuing Education.

Logistics Professional Development Program (LPDP)—Overarching designation for the logistics professional certification program. It encompasses the certification programs from the four logistics workforce categories of Supply Management, Maintenance Support, Deployment/Distribution/Transportation, and Life Cycle Logistics.

Local WFC POC—Designated personnel appointed at the Center-Level or below to serve as the Local WFC focal point and coordinator, and manage the program for their assigned area of responsibility (Supply Management, Maintenance Support, DDT, or LCL). Advises LPDP certification applicants and review application packages for their area of responsibility prior to forwarding to the appropriate WFC WG for consideration. Supports the LPDP SG and the WFC WGs, and may be a member of one or more of the WFC WGs. Completes certificates (AF Form 3032) for approved applicants in a timely manner. Coordinates with the appropriate local leadership to present certificates to personnel who have been awarded a certification(s). Prepares feedback letters that detail reasons for disapproval by the WFC WG, and route them to the applicants. Advocates for the LPDP certification programs identified in this instruction. Conducts orientation and/or training events as required.

LPDP Steering Group—Designated members appointed to manage the Logistics Professional Development Program. Consists of applicable representatives from HQ AFMC/A4 Functional Divisions and AFMC Centers. It is chaired by HQ AFMC/A4PT. This group develops the policy, reviews and approves/disapproves Enterprise training, and certification requirements for all of the Certification Programs.

Logistics Advisory Council (LAC)—Provides guidance and direction to the various panels and working groups which make up the Air Force's Logistics Career Field Team. It is co-chaired by the senior Functional Manager/Managers for civilian logistics career specialties and is comprised of designated representatives as identified by the Functional Manager. Provides overall guidance and direction to the Logistics Professional Development Program Steering Group.

Subject Matter Expert—An employee with significant knowledge and expertise in a particular logistics workforce category or occupational series.

Workforce Category (WFC) Working Group—Designated members of one or more of the WFC (Supply Management, Maintenance Support, Deployment/Distribution/Transportation, Life Cycle Logistics) Working Groups appointed to manage their WFC WG, review application packages, etc., and to assist the LPDP SG with identifying training and certification requirements for each of the workforce categories or occupational series.