

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

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 36-2602**



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Personnel

**MAINTENANCE WORKFORCE
DEVELOPMENT PROGRAM**

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Chapter 1

GENERAL GUIDELINES

1.1. Air Force Policy. It is AF policy to design, administer, and support advancement opportunities for lower-grade level civilian employees throughout the DoD. The Maintenance Workforce Development Program (MWDP) is designed to help employees reach their full potential and fulfill the AF mission. Employees with potential, but lacking qualifications, can be helped to become qualified for current or projected positions through competitive selection for mission-supportive job experience and through job-related training and education. The guidance provided in this instruction is to be implemented in concert with the AF Regionalized Merit Promotion Program (MPP). This policy is carried out without regard to race, color, religion, sex, national origin, age, physical or mental disability, or other non-merit factor.

1.2. Background. The Government Employees Training Act (Chapter 41, Title 5, USC) is the legal basis for setting up training and educational programs to broaden opportunities for lower-grade level employees. The Equal Employment Opportunity (EEO) Act of 1972 (Public Law 92-261) requires agencies to set up training and educational programs designed to develop employees' competencies so they may perform at their highest potential.

1.2.1. The MWDP provides employees a developmental opportunity to either transition to the General Schedule (GS), or to develop in-depth technical skills to progress within the Federal Wage System (FWS).

1.2.2. The MWDP provides a multi-tiered approach to employee development.

1.2.2.1. Provide a means for employees to transition to entry level GS-series jobs.

1.2.2.2. Develop Work Leader (WL) skills.

1.3. Objectives. The goals of the MWDP are established according to mission and organizational needs and they are as follows:

1.3.1. Help participants develop to their full career potential.

1.3.2. Provide employees with an opportunity to enter bridge or entry-level positions through planned on-the-job (OJT) and formal training.

1.3.3. Increase employee morale by providing advancement opportunities.

1.3.4. Enable workforce shaping to enhance the ability to meet organizational mission requirements.

1.4. General Responsibilities. The MWDP requires the full commitment of commanders, functional managers, supervisors, participants and others to ensure its success. Each strives to ensure the full use and upward progression of employees whose performance, work history, interest, education and assessed potential can be matched with developmental opportunities related to mission needs. The governing body for this program is the MWDP Working Group.

1.4.1. **Responsibilities of the Logistics Advisory Council (LAC):**

1.4.1.1. Provide guidance and support to the MWDP Working Group.

1.4.1.2. Advocate for the programs identified in this instruction.

1.4.2. Responsibilities of the MWDP Working Group:

1.4.2.1. Design, implement, and standardize FWS development programs across the Air Force Depot Maintenance community.

1.4.2.2. Develop and implement appropriate program guidance to include selection procedures.

1.4.2.3. Perform annual reviews of program requirements as identified in this instruction to ensure currency, inclusion of new responsibilities, and the removal of obsolete requirements.

1.4.2.4. Establish standard training templates for the series identified in this instruction.

1.4.3. Responsibilities of HQ AFMC/A4 Logistics Functional Office:

1.4.3.1. Chair the MWDP Working Group.

1.4.3.2. Serve as MAJCOM coordinator for development programs identified in this instruction.

1.4.3.3. Provide guidance and direction to the MWDP Working Group.

1.4.3.4. Maintain MWDP Guidance.

1.4.3.5. Collect metrics from the Air Logistics Complex (ALC) MWDP Managers, conduct data analysis and manage program metrics.

1.4.4. Responsibilities of the Air Force Sustainment Center (AFSC) Commander / Director

1.4.4.1. Champion the MWDP

1.4.4.2. Ensure the MWDP is implemented across the ALCs in accordance with this instruction.

1.4.5. Responsibilities of the ALC MWDP Managers:

1.4.5.1. Serve as ALC Program coordinator.

1.4.5.2. Serve as the MWDP Working Group member.

1.4.5.3. Manage the programs as identified in this instruction.

1.4.5.4. Ensure Formal Training Plans (FTP) are in place and maintained for each of the series identified in this instruction. This includes tailoring the FTPs for specific positions.

1.4.5.5. Assist functional managers and supervisors in identifying positions to be filled through the MWDP.

1.4.5.6. Advocate for the programs identified in this instruction.

1.4.5.7. Ensure metrics are provided to the ALC Commander / Director as detailed in para 1.6. Metrics should be included with the Status of Training briefing.

1.4.6. Responsibilities of ALC Commanders/Directors:

1.4.6.1. Appoint the ALC MWDP Manager, in writing.

1.4.6.2. Ensure the MWDP is implemented in conjunction with Merit Promotion Principles.

1.4.6.3. Ensure managers and supervisors are knowledgeable and trained.

1.4.6.4. Champion the MWDP.

1.4.6.5. Provide adequate resources for developmental opportunities based on availability of funds.

1.4.7. Responsibilities of Supervisors:

1.4.7.1. Identify positions which may be filled through the MWDP.

1.4.7.2. Tailor training to increase developmental opportunities.

1.4.7.3. Mentor employees and encourage them to apply for the MWDP.

1.4.7.4. Tailor the FTP to match the job-related competencies at each grade level.

1.4.7.5. Evaluate trainee's performance and progression as required by this instruction.

1.4.7.6. Ensure participants are satisfactorily progressing.

1.5. Eligibility. Each of the programs covered under this instruction has unique eligibility requirements. Interested employees should review these requirements to verify eligibility to participate.

1.6. Metrics. The ALC MWDP Manager at each location will maintain program metrics and provide them to the ALC Commander/Director and HQ AFMC/A4 on a quarterly basis as detailed below:

Table 1.1. Program Metrics

Quarter	Due to HQ AFMC/A4
Jan – Mar	25 Apr
Apr – Jun	25 Jul
Jul – Sep	25 Oct
Oct – Dec	25 Jan

Chapter 2

MWDP – GS (BRIDGE TO GS DEVELOPMENTAL OPPORTUNITIES)

2.1. Purpose. This program is designed to provide career development opportunities to selected personnel. Employees with potential for advancement who may not currently qualify for the target grade, may be competitively selected and become qualified through this program.

2.2. Objective. This program is designed to provide an avenue for employees to transition into one of five selected GS-series. These series and titles are: GS-301, Miscellaneous Administrative; GS-343, Management and Program Analyst; GS-1670, Equipment Specialist; GS-895, Industrial Engineer Technician/Planner; and GS-1152, Production Control. ALCs may add additional series in order to meet mission requirements.

2.3. Eligibility. Any AF Civilian employee.

2.4. Implementation. Employees who wish to apply for this program should monitor the USAJOBS website for MWDP announcements and follow the instructions on the announcement to apply. Candidates may be required to go through an interview process.

2.4.1. Selection for placement into an MWDP position is accomplished through competitive methods as required by AFD 36-2 and the MPP. Functional Managers and Supervisors will fill GS-9 positions in the targeted series through the MWDP program or will submit a request for waiver to the Air Logistics Complex (ALC) Commander/Director. GS-11 positions may also be filled through this program at the discretion of the ALC Commander. Any waiver must be approved prior to announcing the vacancy.

2.4.2. Employees selected for positions identified for inclusion in the MWDP are entitled to pay retention in accordance with governing directives.

2.5. Training Agreements. The MWDP Manager will develop training agreements when developmental training is used as a substitute for normal qualification standard requirements. All agreements must be approved by the Squadron Commander/Director or designee. The employee will sign the training agreement upon accepting a position through the MWDP. The training agreement must address the areas in the attached template. (Attach 2)

2.6. Formal Training Plan (FTP). An FTP is required for each employee who is on a training agreement. The plan identifies the training and developmental activities required to qualify for the target position. The plan will include the following:

2.6.1. Core training and developmental activities needed to meet objectives. Refer to the series specific FTP for mandatory and recommended training requirements.

2.6.2. Flexibility provision for the length and intensity of training.

2.6.3. Target dates for completion of objectives.

2.6.4. Provisions for periodic evaluations.

2.7. Assessing Employees. Employees selected under this program will be closely monitored by their supervisors. Supervisors will be required to conduct quarterly training status reviews until the employees reach the program target grade. Supervisors will use the AFMC Form 362, *Formal Training Program Quarterly Training Progress Record*, to document quarterly reviews.

Once completed, the signed document will be filed in the employee's personnel folder and a copy submitted to the ALC MWDP Manager.

2.8. Reverting back to original series. Employees who do not complete the training agreement and/or the FTP will be given the opportunity to revert back to their previous series and grade but not necessarily to their previous position.

2.9. Metrics. The MWDP Manager will maintain program metrics and provide them to the ALC Commander/Director and HQ AFMC/A4 quarterly as detailed in Chapter 1. The following metrics (broken out by series and grade) will be provided:

- 2.9.1. Number of personnel selected to fill positions through this program.
- 2.9.2. Number of personnel selected to fill positions who did not complete the program and the reasons.
- 2.9.3. Number of personnel currently participating in this program.
- 2.9.4. Number of personnel who have completed this program.
- 2.9.5. Number of positions filled through this program vs the total number filled for the same series.
- 2.9.6. Number of applications received for this program vs the number of personnel selected.
- 2.9.7. Number of waiver requests.

Chapter 3

MWDP – WL (WORK LEADER DEVELOPMENT)

3.1. Purpose. This program is designed to provide Federal Wage System (FWS) personnel the opportunity to grow to their full potential and to accomplish the AF mission.

3.2. Objective. This program is designed to provide an avenue for FWS employees to develop the knowledge, skills, and abilities to effectively perform duties as a Work Leader (WL).

3.3. Eligibility. Personnel selected as a Work Leader.

3.4. Implementation.

3.4.1. Work Leaders are defined according to the Office of Personnel Management as FWS personnel who “as a regular and recurring part of their jobs, and on a substantially full-time and continuing basis, lead three or more workers to accomplish trades and labor work.” Air Force Materiel Command created a Work Leader Development Program identifying education and training requirements for Work Leaders.

3.4.2. Duties of the Work Leader include, but are not limited to the following:

3.4.2.1. Passing on to other workers the instructions received from supervisors and getting work started (e.g., by assigning the immediate tasks to be performed by subordinates).

3.4.2.2. Working along with other workers and setting the pace.

3.4.2.3. Demonstrating proper work methods.

3.4.2.4. Ensuring needed plans, blueprints, materials, and tools are available, and that needed stock is obtained from supply locations.

3.4.2.5. Obtaining needed information or decisions from supervisors.

3.4.2.6. Maintaining current knowledge, and answering questions of other workers on procedures, policies, written instructions, and other directives (for example, technical orders).

3.4.2.7. Ensuring there is enough work to keep everyone in the work crew productive.

3.4.2.8. Checking work while in progress and when finished to see whether the supervisor’s instructions on work sequence, procedures, methods, and deadlines have been met.

3.4.2.9. Ensuring other workers follow instructions received from supervisors, and meet deadlines.

Note: (The above duties are adapted from OPM Job Grading Standard, TS-39, Federal Wage System Job Grading Standard for Leader WL/NL).

3.4.3. Work Leaders are expected to be experts in their fields and possess the necessary skills to lead teams. It is the intent of this program to identify training to enhance Work Leaders’ ability to effectively perform their duties. ALCs are authorized to add additional training requirements to meet local needs. ALCs who have added additional training

requirements should notify the local MWDP Manager for possible inclusion in the Minimum Training and Developmental Requirements.

3.4.4. Minimum Training and Developmental Requirements

3.4.4.1. Completion of the Advanced Journeyman Civilian Training Plan (CTP) training requirements for the WL's occupational series as determined by the employee's supervisor.

3.4.4.2. Stress Management Course (DAU HBS 439) – 2hrs.

3.4.4.3. Goal Setting Course (DAU HBS 419) – 2hrs.

3.4.4.4. Time Management Course (DAU HBS 442) - 2hrs.

3.4.4.5. Problem Solving and Decision Making (various vendors) - 16 hrs

3.4.4.6. LEAN / Six Sigma or, AFIT LOG 117, Process Improvement Team Member Course – 6 hrs.

3.4.4.7. AFIT LOG 238, Critical Chain Project Management Foundational Concepts – 24hrs.

3.4.4.8. Technical Order reading. (CHPMAS0000200SU, AFMC Technical Data Overview) – 2hrs.

3.4.4.9. Maintenance Operations-related Management Information Systems Training.

3.4.4.10. Microsoft Office Suite including Word, Excel, and Outlook. – Base Ed Center/Skillsoft.

3.4.4.11. Diversity Training (DAU HBS 414) – 2hrs.

3.4.4.12. Working with Difficult People (Skillsoft 7 hrs or local vendor).

3.4.4.13. Proficiency in Communications Skills (Writing, Speaking, Reading): Supervisor should assess the WLs skills in these areas and contact the training monitor to provide additional training if required.

3.4.4.14. Leadership Training (Skillsoft) - 10 hrs (5 hours directed by the supervisor and 5 hours of leadership electives selected by the employee)

3.4.4.15. Blueprint reading.

3.4.5. WLs will work with their supervisors to schedule attendance in the courses identified above. Training requirements will be added to the Training Scheduling System (TSS) and employees must complete the above training and gain the above proficiencies within one year of assuming duties as a WL.

3.5. Metrics. The MWDP Manager will maintain program metrics and provide them to the ALC Commander/Director and HQ AFMC/A4 on a quarterly basis as detailed in para 1.6. The following metrics will be provided:

3.5.1. The number of WLs and the number selected within the last 12 mos.

3.5.2. The number of WLs who have completed the WL training identified in this instruction.

3.5.3. The number of WLs who have not completed the training identified in this instruction within one year of selection to the position, with explanation.

Chapter 4

ADDITIONAL DEVELOPMENTAL OPPORTUNITIES AND RESOURCES

4.1. Professional Maintenance Certification Program (PMxCP). Federal Wage System employees who desire to seek additional professional development are encouraged to apply for a certification through the Professional Maintenance Certificate Program. Reference AFMCI 36-402, *Professional Maintenance Certificate Program*, for information and certification requirements.

4.2. Professional Certifications. Federal Wage System employees are encouraged to seek certification through professional organizations within their career field. Professional certifications, such as the FAA Airframe and Powerplant (A&P), FCC certifications, and others can provide additional developmental opportunities to increase job skills and enhance the employee's ability to support the organization's mission requirements.

4.3. Civilian Career Development Program – Maintenance Career Mapping Tool and Brochure. Civilian employees working in maintenance have a unique tool to assist with mapping out a career. The Civilian Career Development Program – Maintenance, Career Mapping Tool and Brochure, is a software program that was developed to provide civilian personnel an easy to use program to identify assignment, training, and other developmental opportunities in order to progress within the civil service. By identifying a starting and ending series and grade, the software program identifies training and education corresponding to attaining the identified ending series and grade, as well as, additional career broadening, mentoring, civic, and professional activities that employees should participate in to assist with their professional development. The program can be accessed through the AF Portal Applications "A-Z" function or through the AFMC Depot Maintenance Civilian Workforce Development Community of Practice (CoP) (under Related Sites) at <https://www.afkm.wpafb.af.mil/DMWFD>. The site also contains a career planning worksheet for an employee to use to assist with identifying short-, mid- and long-term goals to achieve personal developmental objectives. There is also a companion brochure that employees can use in conjunction with the mapping tool. Contact your Maintenance Training office for a copy.

Note: At the time of this writing, the Air Force Knowledge Now system, which houses the CoPs, is expected to migrate to a SharePoint based platform. If the CoP link above is no longer available, contact your local maintenance training office or HQ AFMC/A4 for information on where to locate the current information or find the CCDP-MX link in the AF Portal Applications A-Z.

4.4. Supervisor Resource Center (SRC). The Supervisor Resource Center is the Air Force's community for practical knowledge and tools to support supervisors and leadership development. It houses a collection of resources for emerging leaders, first-time supervisors, as well as experienced supervisors. It provides on-line access to mandatory first-time supervisory training; a single point of entry to AF e-learning tools such as courses, books, simulations, exercises, job-aids, and much more. The SRC identifies a process to help managers guide the development of employees interested in a supervisory career path, and houses a robust collection of continuous learning tools for the seasoned supervisor. Access the SRC at <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s88B4F00B2F6B2934012F939C799305F8>.

T. GLENN DAVIS, Brigadier General, USAF
Director of Logistics and Sustainment

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

AFPD 36-2, *Civilian Recruitment and Placement*

AFPD 36-26, *Total Force Development*

AFI 36-401, *Employee Training and Development*

AFMAN 33-363, *Management of Records*

AFMAN36-203, *Staffing Civilian Positions*

AFMCI 36-402, *Professional Maintenance Certificate Program*

Department of Defense (DoD) Logistics Human Capital Strategy (HCS)

Forms Prescribed

AFMC Form 362, *Formal Training Program Quarterly Training Progress Record (TPR)*

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*

Abbreviations, Acronyms

A&P—Aircraft and Powerplant

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

AFRIMS—Air Force Records Information Management System

ALC—Air Logistics Complex

CBT—Computer Based Training

CCDP—Mx – Civilian Career Development Program – Maintenance

CoP—Community of Practice

CTP—Civilian Training Plan

DAU—Defense Acquisition University

DCPDS—Defense Civilian Personnel Data System

DoD—Department of Defense

EEO—Equal Employment Opportunity

FAA—Federal Aviation Administration
FCC—Federal Communications Commission
FTP—Formal Training Plan
FWS—Federal Wage System
GS—General Schedule
HBS—Harvard Business School
HCS—Human Capital Strategy
IAW—In accordance with
KSA—Knowledge, Skills, and Abilities
LAC—Logistics Advisory Council
MAJCOM—Major Command
MPP—Merit Promotion Principles
MWDP—Maintenance Workforce Development Program
MWDP—GS – GS Development Opportunities Program
MWDP—WG – Wage Grade Cross Training
MWDP—WL - Work Leader Development Program
MX—Maintenance
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
PMxCP—Professional Maintenance Certificate Program
RDS—Records Disposition Schedule
SME—Subject Matter Expert
T&Q—Tongue and Quill
USC—United States Code
WG—Wage Grade
WL—Work Leader/Wage Leader
YTD—Year to Date

Terms

Civilian Career Development Program Maintenance Career Mapping Tool— A software program that assists maintenance personnel with developing a career roadmap.

Civilian Training Plan (CTP)— A comprehensive document that identifies life-cycle education and training requirements, training support resources, career progression paths, and job task requirements for an occupational series.

Continuous Service Agreement— An agreement between an employee and an employer in which an employee, in exchange for their selection and participating in government paid training, agrees to continue in government service. If the employee leaves the Government before the agreed-upon amount of service, the agency has the right to require repayment for the amount of time not served.

Defense Civilian Personnel Data System (DCPDS)— A human resources information support system for civilian personnel operations in the Department of Defense (DoD).

Job Grading Standard— Provides information used in determining the occupational series and title of jobs performing trades, craft, and labor work in the Federal Government. They also provide grading criteria for positions classified under the Federal Wage System (FWS).

Knowledge, Skills, and Abilities (KSA's)— A list of special qualifications and personal attributes that you need to have for a particular job.

Logistics Advisory Council (LAC)— Provides guidance and direction to the various panels and working groups which make up the Logistics Career Field Team. It is co-chaired by the Functional Manager/Managers for Logistics civilian career specialties and designated representatives as identified by the Functional Manager.

Subject Matter Expert— A Supervisor, Trainer, Team Lead or any employee that is qualified to train the trainee on an assigned FTP Task

Attachment 2

SAMPLE TRAINING AGREEMENT

A2.1. Part I - Training Agreement

A2.1.1. **Purpose.** The purpose of this agreement is to establish the requirements and responsibilities for the training and promotion of selected personnel. The program provides the Trainee with the necessary knowledge, skills, and abilities needed to progress from the entry or developmental level to the full performance target grade level. This program provides promotional opportunity to Trainees seeking career advancement in a career group or pay schedule. The Training Agreement will be signed by the Trainee, Supervisor, and Squadron Commander/Division Chief acknowledging their responsibilities and program requirements. A scanned copy of the Training Agreement will be forwarded to the Base Personnel Office within 90-days of Trainee's assignment to this program where it will be maintained IAW AFI36-114, *Guide to Personnel Recordkeeping*.

A2.2. Selection Procedures. The Trainee has applied for and has been competitively selected to fill a developmental position which requires a Training Agreement and Formal Training Plan.

A2.3. Training Requirements. The training is designed to provide the knowledge, skills, and abilities required to perform the target duties and responsibilities. The courses will provide the Trainee with the knowledge of the principles, processes, procedures, and responsibilities. In addition, the on-the-job (OJT) portion will provide the practical application of the knowledge the Trainee has acquired in the courses. Training will be provided by classroom instruction, formal and informal briefings, computer based and/or web-based technologies, and OJT. This training program will also provide employees with the opportunity to acquire the experience, knowledge, skills, and abilities necessary to qualify for the targeted grade.

A2.3.1. **Classroom Instruction.** The Base Education & Training Office, commercial vendor training providers, local colleges and organizational personnel will provide this method of training delivery.

A2.3.2. **OJT.** Experienced higher-grade employees, leads, and Supervisors (all referred to as Trainers) will provide traditional OJT or structured OJT (SOJT) to the Trainee. OJT is hands-on or "over-the-shoulder" training that provides the knowledge and skills required to successfully perform a process/task in accordance with the applicable procedures. The Trainer conducting the OJT must train the Trainee on all aspects of the process/task to include methodology, procedures, process, and local guidance.

A2.4. Training Procedures. The Supervisor will provide the Trainee a copy of the official master Formal Training Plan (FTP) that outlines the required training. The Supervisor will retain the original signed master FTP and process/task listing. The Trainee and the OJT Trainer will initial each required process/task (in the Master FTP) when the Trainer has successfully trained the process/task and the Trainee has demonstrated the required proficiency level. The Supervisor must verify the Trainee's proficiency level prior to initialing the master FTP. In cases where the Supervisor serves as the OJT Trainer, he/she will initial in both the Trainer and Supervisor columns. Successful training and development of the Trainee is the primary responsibility of the Supervisor. The Supervisor must ensure the Trainee is provided the opportunity to complete all required training. Priority will be placed on ensuring work processes/tasks outlined in the master

FTP is accomplished within a timely manner. When practicable, the Trainee will be assigned to work with a qualified journeyman to ensure proper training and proficiency is achieved.

A2.5. Progress Evaluations. During the training period, informal, subjective, and objective observations will be made by the assigned Supervisor and Trainer/lead personnel to determine how well the Trainee is progressing to the desired competencies in the training program. Progression is based on the Trainee's commitment to learn the duties and perform the job, attend and complete classroom instruction, and the Trainee's ability to achieve the required process/task proficiency levels identified in the FTP. At a minimum, the Trainee and Supervisor will meet quarterly or when requested by the Trainee, to discuss the Trainee's progress and performance. The Trainee or Supervisor can request the Trainer(s) attendance at the Trainee's quarterly review. The Supervisor will document the meeting in the Trainee's training records using AFMC Form 362. The Base Personnel Office will be notified of Trainee's who fail to make satisfactory progress in the program. An unsatisfactory evaluation by the Supervisor may be sufficient cause for program extension or Trainee's removal from the MWDP program.

A2.5.1. Upon completion of each targeted grade level training, the completed training checklist will be forwarded to the Base Personnel Office. The verification statements and Supervisor's recommendation for promotion, located at the end of each FTP checklist, will be signed by the Trainee and Supervisor.

A2.6. Incomplete Training, Unsatisfactory Evaluation, or Trainee Withdrawal. The Trainee may be returned to the Trainee's previous permanent occupational series and grade, but not necessarily to the previous position if the Trainee does not complete all training requirements and/or is unable to demonstrate task proficiency at the required level, the Trainee requests to withdraw from the program, or there is an elimination of the workload that directly affects the target position. During the training period, Trainees will be excluded from promotion consideration up to and including the target grade of the position held. The removal of the Trainee from the Maintenance Workforce Development Program (MWDP) will not affect the Trainee's ability to participate in future MWDP programs.

A2.7. Program Length. The program length is a minimum of 24 months (GS-11 minimum 36 months) but can be extended by the ALC training chief. Requirements of Code of Federal Regulations (CFR) Title 5, Part 300.604, will be followed for progression to the next target grade. This progression will not be granted prior to the individual meeting the training requirements outlined in this FTP with the exception of the provisions under CFR Title 5, Part 353. Trainees must satisfactorily complete minimum training hours established by their FTP checklist. Supervisors may request the program be extended when, the Trainee is not performing at the expected developmental level.

A2.7.1. Trainees requesting to withdraw must submit a letter to the immediate Supervisor. Withdrawal requests must be processed to the Base Personnel Office, through the Trainee's Squadron/Division, and address the reasons and justification for the withdrawal request.

A2.7.2. Once the Trainee has completed the targeted grade level training requirements within the guidelines of this agreement, the Trainee will be promoted or converted to the position consistent with the guidelines of this agreement, applicable laws, and regulations.

A2.8. Shift Assignment. Trainees in the training program will be assigned to day shift for the duration of each training event. Exceptions may occur when necessary to accomplish a task. Any exceptions must be coordinated with the Air Logistics Complex (ALC) MWDP Manager.

A2.9. Program Completion Process. Program completion will be accomplished in phases with each phase lasting a minimum of 12 months time-in-grade. After completion of all FTP requirements and the required minimum 12 months time-in-grade, the Trainee will be promoted to the next grade level following the processes detailed below, until the Trainee reaches the target grade of the position.

A2.9.1. The Supervisor and Trainee will sign the Verification of Program Completion statement on the last page of the FTP Part II.

A2.9.2. The Supervisor will submit a copy of the Trainee's completed and signed Master FTP to the MWDP Manager where it will be maintained IAW AFI 36-114, *Guide to Personnel Recordkeeping*.

A2.9.3. The Trainee's Supervisor will initiate a Request for Personnel Action (RPA) to promote the Trainee and coordinate with the MWDP Manager for action.

A2.9.4. The MWDP Manager verifies training requirements are met and notifies the ALC personnel office for action.

A2.10. Trainee Responsibilities. This program has been established to ensure the Trainee receives the necessary training to perform the job duties at the targeted grade level. The Trainee will:

A2.10.1. Maintain a copy of the Master FTP.

A2.10.2. Perform the FTP processes/tasks at targeted grade level on a continuous basis until proficiency level is achieved.

A2.10.3. Immediately identify discrepancies with the program to the Supervisor.

A2.11. Supervisor Responsibilities. The Supervisor will ensure the Trainee is trained on the processes/tasks at the proficiency level required for the job series, thus enabling the effective use of the Trainee's skills. The Supervisor will:

A2.11.1. Maintain the Master FTP. The Master FTP is the Trainee's record of accomplishment. It is imperative the FTP is maintained in a secure environment.

A2.11.2. Add additional tasks and training requirements to the Master FTP that are required for the Trainee's position. Supervisors are to use the Civilian Training Plan (CTP) to identify these additional requirements. **Note:** If the tasks and/or training requirements are not currently identified in the CTP, the Supervisor will immediately notify the CTP Manager of the discrepancy.

A2.11.3. Confirm all required courses are loaded in the Training Scheduling System (TSS) within 45 days of the Trainee's assignment. Ensure Trainees have priority status when course schedules are established.

A2.11.4. Assign a qualified Trainer to the Trainee.

A2.11.5. Prior to initialing the checklist, ensure Trainee has achieved the required proficiency level at the targeted grade.

A2.11.6. Monitor the Trainee's progress and identify any training related issues to the MWDP Manager.

A2.11.7. Meet with the Trainee quarterly to conduct the training status review. Document any trainee issues on the AFMC362, file in the employee's personnel record, and forward a copy of the report to the MWDP Manager.

A2.11.8. In conjunction with the MWDP Manager, perform a tri-annual review of the FTP training requirements to ensure DoD, OPM standards and course offerings are still accurate and training checklist tasks, proficiency levels and methods of measurements are current. Notify the MWDP Manager of any discrepancies.

Note: This review will be conducted in conjunction with the CTP tri-annual review.

A2.12. Trainer Responsibilities. Trainer will provide a high level of knowledge and skills in the subjects and processes/tasks being trained. The Trainer will:

A2.12.1. Provide the Trainee an overview of the Three-Step On-the-Job training (OJT) process as outlined in FTP Part II (paragraph 3.3.1).

A2.12.2. Ensure Trainee process/task performance is attained and Trainee is capable of performing the assigned task independently.

A2.12.3. Document the "Start Date" when starting the OJT for the specific process/task. In addition, the "Completion Date" will be added and initialed at the task completion signifying the trainee has demonstrated proficiency. **It is not acceptable to have all or most of the "Start Date" and "Completion Date" annotated with the same date. Demonstration of proficiency on multiple tasks cannot be accomplished at the same time.**

A2.12.4. Allow time to teach the Trainee the proper use of any technical guidance or process manuals. When demonstrating, make sure you complete each step before you go to the next.

A2.13. Complex/Staff Office Unit Training Function Responsibilities. The MWDP allows the training organization to be part of the promotion process. Responsibilities of the Complex/Staff Office Unit Training Function are:

A2.13.1. Assist the Supervisor in identifying emerging requirements. Provide any additional FTP requirements to the Base Personnel Office for inclusion.

A2.13.2. Ensure Trainees have priority status when course schedules are established.

A2.13.3. Monitor submitted quarterly reports to identify any issues with program execution, documentation and/or Trainee deficiencies.

A2.14. Training and Professional Development Division (Base Personnel Office) Responsibilities.

A2.14.1. Assist Supervisors/Training Managers in the development of organizational specific FTP training requirements and associated tasks IAW AFI 36-401, *Employee Training and Development*, Chapter 6.

A2.14.2. Monitor submitted reports that identify issues with program execution, documentation and/or Trainee deficiencies and take appropriate action.

A2.14.3. Meet at the request of the Complex/Staff Office Training and MWDP Manager to discuss any changes or issues that impact the program or Trainee's progression.

A2.15. Maintenance Workforce Development Program Manager Responsibilities. The MWDP Manager will:

A2.15.1. Meet to discuss the Trainee's progress when requested by the trainee, supervisor, or the MWDP Manager.

A2.15.2. Report Trainee progress to the appropriate Complex/Staff Office management on a quarterly basis.

A2.15.3. Notify the Base Personnel Office of trainees failing to progress in accordance with program requirements.

A2.15.4. In conjunction with the supervisor, perform a tri-annual review of the FTP training requirements, to ensure DoD, OPM standards and course offerings are still accurate and training checklist tasks, proficiency levels and methods of measurements are current.

Note: This review will be conducted in conjunction with the CTP tri-annual review.

A2.16. Request for Training Waivers. There must be a compelling need to justify a waiver to a training requirement. It is incumbent upon the Trainee and Supervisor to provide full justification in support of a waiver request.

A2.16.1. The request for a training requirement waiver will be processed through the Trainee's Supervisor, Squadron/Division management and approved by the ALC Maintenance Training Flight (MTF) Chief.

A2.16.2. Waivers will not be granted for OPM core training requirements.

Figure A2.1. Formal Training Plan Certification Agreement

<u>Formal Training Plan</u> <u>Certification Agreement</u>		
<p>I have read and acknowledge the Training Agreement requirements and have been provided with a copy of the master FTP containing the Training Agreement, course requirement list, and the process/task list. The original Training Agreement will be placed in my 971 file. I will begin upon the effective date of appointment to the developmental position.</p>		
Employee Printed Name	Signature	Date
Supervisor Printed Name	Signature	Date
Squadron Commander/Division Chief Printed Name	Signature	Date