

*“Administrative Changes to AFSCI36-202, Air Force Sustainment Center Logistics Professional Development Program (AFSC LPDP)”*

OPR: AFSC/LGAB

References throughout to “AFMCI 36-202, *Logistics Professional Development Program (LPDP)*” are hereby removed.

24 July 2019

**BY ORDER OF THE COMMANDER  
AIR FORCE SUSTAINMENT CENTER**



**AIR FORCE SUSTAINMENT CENTER  
INSTRUCTION 36-202**

**28 MARCH 2019  
Certified Current, 29 November 2022  
Personnel**

**AIR FORCE SUSTAINMENT CENTER  
LOGISTICS PROFESSIONAL  
DEVELOPMENT PROGRAM (AFSC  
LPDP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements and extends the guidance Air Force Materiel Command Instruction (AFMCI) 36-202, *Logistics Professional Development Program (LPDP)*, Air Force Manual (AFMAN) 36-606, *Civilian Career Field Management and Development*, the Department of Defense (DoD) *Logistics Human Capital Strategy (HCS)*, the *Air Force Logistics HCS*, the direction of the Logistics Advisory Council (LAC) and the *Air Force Logistics Professional Development Program (AF LPDP) Special Programs Guidance (SPG)*. This instruction provides the Air Force Sustainment Center (AFSC) procedures and standards that govern management of the AF LPDP. This publication applies to commanders, managers, military members and civilian employees. 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 appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication may not be supplemented or further implemented/extended.

## Chapter 1

### PROGRAM OVERVIEW AND MANAGMENT

#### 1.1. Program Overview.

1.1.1. In order to achieve the workforce development goals set forth by the DoD and AF, AFMC developed a competency-based certificate program in line with the DoD Logistics HCS, the AF Logistics HCS, and the AF Logistics Civilian Anchors. This Logistics Career Development Framework is comprised of the competencies defined in the DoD Logistics HCS.

1.1.2. The AF Logistics Executive Board (LEB) and the AF LAC approved AFMC's Logistics Professional Development (LPDP), and in 2016, directed that the program be implemented AF-wide as AF LPDP.

#### 1.2. AF LPDP AFSC Management.

1.2.1. Center Senior Functional. Center Senior Functionals (CSF) are dual-hatted, responsible for overseeing and standardizing Center functional policy and processes, as well as managing the functional workforce, to include workforce planning, advocating for Center resources, identifying workforce competencies and gaps, enabling professional and career broadening opportunities, and providing highly skilled personnel to their supported organizations. They assist in the development and implementation of standardized AF and Major Command (MAJCOM) functional policy and processes, develop Center-unique functional policy and processes, and manage the execution of functional policies and processes, ensuring consistent application across organizations. Reference AFMCI 36-2645, *Senior Functional Roles and Responsibilities*.

1.2.2. Center Senior Functional Office. The Center Senior Functional Office (CSFO) provides assistance to the CSF by supporting force development processes such as manpower actions, personnel actions, functional training management, and other processes as assigned.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Logistics Center Senior Functional.

2.1.1. The Logistics (LG) CSF is the focal point and integrator for AF LPDP in AFSC.

2.1.2. The LG CSF will execute an appointment letter establishing the AFSC Point of Contact (POC).

2.1.3. The LG CSF will advocate for AF LPDP in coordination with senior leaders across AFSC.

#### 2.2. Logistics Center Senior Functional Office.

2.2.1. The LG CSFO will:

2.2.1.1. Operate as the AFSC POC for AF LPDP.

2.2.1.2. Request and maintain AFSC Workforce Category (WFC) POC appointment letters.

2.2.1.3. Provide training for appointed AFSC WFC POCs, outlining roles and responsibilities.

2.2.1.4. Establish and lead quarterly working group meetings with AFSC WFC POCs to establish best practices, standardize processes, develop training, and address any concerns regarding the program.

2.2.1.5. Forward Application Open Season announcements and AF LPDP information to organizations within AFSC.

2.2.1.6. Collect and review AF LPDP certificate application packages from the AFSC WFC POCs and upload the application packages to the AFMC AF LPDP SharePoint site to complete the submission process as referred to in AF LPDP SPG.

2.2.1.7. Maintain an active list of personnel who were awarded AF LPDP certificates.

2.2.1.8. Provide AFSC WFC POCs the signed AF LPDP certificates and/or feedback letters.

2.2.1.9. Using the Air Force Logistics Professional Development Program Certificate Presentation Hierarchy in [Attachment 2](#), the LG CSFO will coordinate with the LG CSF to present AF LPDP certificates.

2.2.2. The LG CSFO will advocate for AF LPDP across AFSC.

#### 2.3. Organizations.

2.3.1. When requested or when a previously appointed POC is changed, organizations will appoint and provide letters of appointment for AFSC WFC POCs.

2.3.2. Organizations will distribute Application Open Season announcements and AF LPDP information and make individuals within the organization aware of AF LPDP objectives.

## 2.4. AFSC Workforce Category Points of Contact

2.4.1. AFSC WFC POCs represent various organizations throughout AFSC and manage the program for their assigned area of responsibility within the workforce. The AFSC WFC POCs will:

2.4.1.1. Complete the training established by the LG CSFO.

2.4.1.2. Attend quarterly working group meetings with the LG CSFO to establish best practices, standardize processes, develop training, and address any issues regarding the program.

2.4.1.3. Forward AF LPDP Application Open Season announcements and AF LPDP information to assigned personnel within the organization and advocate for AF LPDP.

2.4.1.4. Collaborate with applicants to determine AF LPDP WFC eligibility and certificate paths.

2.4.1.5. Assist in providing applicants with a current Requirements Sheet (RS) from the AF LPDP SharePoint site and review the individual requirements.

2.4.1.6. Collaborate with applicants to document participation in AF LPDP using the AFSC data table.

2.4.1.7. Perform a quality review for each application package for their area of responsibility, provide any required edits to the applicant and resolve any issues with the application prior to forwarding them to the LG CSFO to complete the submission process as referred to in the AF LPDP SPG.

2.4.1.8. Using the Air Force Logistics Professional Development Program Certificate Presentation Hierarchy in [Attachment 2](#), coordinate with AFSC leadership to present AF LPDP certificates.

2.4.1.9. Distribute feedback letters detailing reasons for disapproval by the AF LPDP Working Group (WG).

2.4.1.10. Maintain a list of personnel who were awarded AF LPDP certificates within their area of responsibility.

2.4.1.11. Provide AF LPDP orientation and/or training events for their workforce at least semi-annually.

2.4.2. If necessary, the AFSC WFC POC will collaborate with the applicant to:

2.4.2.1. Complete the Experience Waiver (Level 2 Rollback) prior to submission of the waiver request. Refer to AF LPDP SPG.

2.4.2.2. Identify course substitutions as listed in the AF LPDP Equivalency and Fulfillment (E&F) Matrix. Refer to AF LPDP SPG.

2.4.2.3. Annotate any substitution requests on the applicant's RS prior to submission of the completed application. Refer to AF LPDP SPG.

2.4.2.4. Recommend a course substitution for a certificate training requirement and submit the request in writing using the AF LPDP Request to Substitute a Training Requirement sheet located on the AF LPDP Microsoft® SharePoint site. Refer to AF LPDP SPG.

## 2.5. Applicants.

2.5.1. Applicants may be AFSC AF civilian and military personnel who are, or who have been, in the logistics career field and meet the established requirements. Applicants will:

2.5.1.1. Access the AF LPDP Microsoft® SharePoint site to review the application process for a certificate program and identify their AFSC WFC POC.

2.5.1.2. Collaborate with the AFSC WFC POC to address any concerns or questions that are not addressed within the AF LPDP Microsoft® SharePoint site.

2.5.1.3. Work with the AFSC WFC POC to determine AF LPDP WFC and certificate path.

2.5.1.4. Acquire a current RS from the AF LPDP SharePoint site and work with the AFSC WFC POC to review the individual requirements necessary for the certificate.

2.5.1.5. Collaborate with the AFSC WFC POC to document participation in AF LPDP.

2.5.1.6. Consolidate the required documentation in a single Adobe® Portable Document Format (PDF) AF LPDP certificate application file and submit to the applicable AFSC WFC POC once the certificate requirements are met. Examples and instructions are available on the AFSC AF LPDP Microsoft® SharePoint site.

2.5.2. If assistance is needed, Applicants will collaborate with the AFSC WFC POC to:

2.5.2.1. Complete the Experience Waiver (Level 2 Rollback) prior to submission of the waiver request. Refer to AF LPDP SPG.

2.5.2.2. Identify course substitutions as listed in the AF LPDP E&F Matrix. Refer to AF LPDP SPG.

2.5.2.3. Annotate any course substitution requests on the RS properly prior to submission of the completed application. Refer to AF LPDP SPG.

2.5.2.4. If requesting a substitution for a training requirement that is not listed in the AF LPDP E&F Matrix, submit the request, submit the request in writing using the AF LPDP Request to Substitute a Training Requirement sheet located on the AF LPDP Microsoft® SharePoint site. Refer to AF LPDP SPG.

## Chapter 3

### APPLICATION PROCESS

#### 3.1. Application Process.

- 3.1.1. The AFSC WFC POC disseminates AF LPDP Application Open Season announcements through their assigned organization.
- 3.1.2. Applicants and their AFSC WFC POC collaborate to document participation in AF LPDP.
- 3.1.3. Applicants complete the requirements listed on the assigned RS before submission to the AFSC WFC POC.
- 3.1.4. Applicants submit the completed application to the AFSC WFC POC no later than five business days prior to the last day of open season.
- 3.1.5. The AFSC WFC POC receives the application and logs the information into the AFSC data table.
- 3.1.6. The AFSC WFC POC reviews the submitted application package and verifies that all requirements have been met. If additional information is needed, the AFSC WFC POC will inform the applicant of what is required.
- 3.1.7. The AFSC WFC POC forwards the completed application packages through the AFSC LPDP Microsoft® SharePoint site.
- 3.1.8. The LG CSFO receives the completed application from the AFSC LPDP Microsoft® SharePoint site and reviews the submitted application.
- 3.1.9. The LG CSFO uploads the application package to the AFMC AF LPDP Microsoft® SharePoint site and logs the updated information into the AFSC data table.
- 3.1.10. If the AFMC AF LPDP WG members or HQ AFMC/A4PT require additional information and clarification from an applicant, the LG CSFO provides any required edits to the AFSC WFC POC and applicant.
- 3.1.11. The LG CSFO receives the signed AF LPDP certificates and/or feedback letters from the AFMC AF LPDP WG SharePoint site
- 3.1.12. The LG CSFO provides the AFSC WFC POC the signed AF LPDP certificates and/or feedback letters.
- 3.1.13. Using the Air Force Logistics Professional Development Program Certificate Presentation Hierarchy in [Attachment 2](#), AFSC leadership presents the AF LPDP certificate.

#### 3.2. Application Disapproval and Appeals

- 3.2.1. If an application is disapproved, applicants may work with the AFSC WFC POC to fulfill the requirements for a certificate and re-submit an updated application package during any future application open season.

3.2.2. If an applicant disagrees with an explanation regarding a certificate disapproval, they will work with the AFSC WFC POC to complete an appeal letter for submission to Headquarters (HQ) AFMC/A4PT.

3.2.3. Disapproved applications must be resubmitted using the most recent version, of the workforce category Requirement Sheet.

## Chapter 4

### PROGRAM ADMINISTRATION

#### 4.1. Records and Document Control.

4.1.1. AFSC data table. A record of the status of each documented AFSC participant in AF LPDP will be maintained on the AFSC LPDP Microsoft® SharePoint site.

4.1.2. The AFSC data table is used to track the status of AFSC AF LPDP participants and applications.

KEVIN D. STAMEY  
Executive Director, Air Force Sustainment Center,  
USAF

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

AFMCI36-202, *Logistics Professional Development Program (LPDP)*, 3 August 2016

AFMAN36-606, *Civilian Career Field Management and Development*, 2 May 2016

DoD Logistics Human Capital Strategy (HCS), 12 May 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMICI 36-2645, *Senior Functional Roles and Responsibilities*, 20 June 2014

Air Force Logistics Human Capital Strategy, March 2016

Air Force Logistics Professional Development Program Special Programs Guidance

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AF LPDP**—Air Force Logistics Professional Development Program

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information System

**AFMC**—Air Force Materiel Command

**AFMCI**—Air Force Materiel Command Instruction

**AFSC**—Air Force Sustainment Center

**CSF**—Center Senior Functional

**CSFO**—Center Senior Functional Office

**DoD**—Department of Defense

**E&F**—Equivalency and Fulfillment

**HCS**—Human Capital Strategy

**HQ**—Headquarters

**LAC**—Logistics Advisory Council

**LEB**—Logistics Executive Board

**LG**—Logistics Functional

**LPDP**—Logistics Professional Development Program

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**PDF**—Portable Document Format

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**RS**—Requirements Sheet

**SPG**—Special Programs Guidance

**WFC**—Workforce Category

**WG**—Working Group

### *Terms*

**Air Force Materiel Command Air Force Logistics Professional Development Program Working Group (AFMC AF LPDP WG)**—Designated personnel from AFMC Centers who represent each of the four logistics workforce categories as members on AFMC's internal WG for AF LPDP. AFMC AF LPDP WG members aid AFMC personnel who wish to apply for AF LPDP certificates; they review AF LPDP certificate application packages submitted by AFMC personnel; upload them to the AFMC AF LPDP SharePoint; provide feedback letters to applicants who are not approved; and provide feedback to HQ AFMC/A4PT on matters pertaining to the AF LPDP.

**Air Force Sustainment Center Work Force Point of Contact (AFSC WFC POC)**—Designated personnel appointed to serve as the AFSC WFC focal point and coordinator. They manage the program for their assigned area of responsibility.

**Air Force Logistics Professional Development Program (AF LPDP)**—Overarching designation for the Air Force-wide logistics professional certificate program. It encompasses the certificate programs from the four logistics workforce categories: Supply Management, Maintenance Support, Deployment/Distribution/Transportation, and Life Cycle Logistics.

**Application Open Season**—The period of time in which eligible employees who wish to apply for an AF LPDP certificate(s) may submit their application packages to the AFSC Workforce Category POC.

**Logistics Center Senior Functional (CSF)**—The individual responsible for overseeing/managing logistics functional processes/workforce across AFSC.

**Logistics Center Senior Functional Office (CSFO)**—The staff which provides assistance to the logistics CSF in the implementation of force management and development processes. Operates as the focal point and integrator for the AF LPDP for AFSC.

Attachment 2

**AIR FORCE LOGISTICS PROFESSIONAL DEVELOPMENT PROGRAM  
CERTIFICATE PRESENTATION HIERARCHY**

**Table A2.1. Air Force Logistics Professional Development Program Certificate Presentation Hierarchy.**

AF LPDP CERTIFICATE (PMxCP/PSMCP/PLCLCP/PDDTCP)	CERTIFICATE PRESENTED BY
LEVEL 1	Second Level Supervisor
LEVEL 2	Second Level Supervisor
LEVEL 3	The first GS-15 or O-6 in the chain of command*
LEVEL 4	Logistics Center Senior Functional*
LEVEL 5	Logistics Center Senior Functional*
* The individual may delegate this roll	

## Attachment 3

### AIR FORCE SUSTAINMENT CENTER AIR FORCE LOGISTICS PROFESSIONAL DEVELOPMENT PROGRAM APPLICATION PROCESS

Figure A3.1. Air Force Sustainment Center Air Force Logistics Professional Development Program Application Process.

