

**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 (MWDP)**

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This instruction implements DAFI36-2670, *Total Force Development*, and is consistent with DAFMAN 36-203, *Staffing Civilian Positions*, and the DoD Logistics Human Capital Strategy (HCS). This instruction outlines the guidance and objectives for a Maintenance Workforce Development Program (MWDP) and was developed for the Air Force Materiel Command (AFMC) Depot Maintenance community. Other AFMC maintenance organizations may adopt this program. This instruction applies to AFMC Regular Air Force, AFMC civilian personnel, and those with a contractual obligation to abide by the terms of its issuance. This instruction does not apply to the Air National Guard (ANG) or US Space Force (USSF). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. System of Records Notices F033 AF B, Privacy Act Request File, and F036 AF PC Q, Personnel Data Systems, apply and can be found on the Defense Privacy and Civil Liberties Division website. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C. 9013, *Secretary of the Air Force*. Privacy Act statements required by Air Force Policy Directive 33-3, *Information Management*, are in the body of each form or document, or in a separate statement accompanying each document. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF 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. Submit requests for waivers, using DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, through the

chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and disposed IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Finally, in those instances where this supplement delegates a program/responsibility to a lower-level organization, that delegation includes the Pertinent Oversight Authority (POA) responsibilities as outlined in AFI 90-201, *The Air Force Inspection System*, and corresponding AFMC Supplement. 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 Department of the Air Force.

SUMMARY OF CHANGES

The document has been substantially revised and should be completely reviewed. Changes include update of supporting publications, hyperlinks, and correcting grammatical errors.

Chapter 1

PROGRAM OVERVIEW

1.1. Air Force Policy. It is AF policy to design, administer, and support advancement opportunities for lower grade-level (GS-5 and lower, and Federal Wage System) civilian employees throughout the DoD. The Maintenance Workforce Development Program (MWDP) is designed to help Federal Wage System (FWS) and lower grade General Schedule (GS) employees reach their full potential and fulfill the AF mission. FWS and GS employees with potential, but lacking qualifications, can 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 Plan. 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. 5 U.S.C. Ch. 41, The Government Employees Training Act is the legal basis for establishing training and education programs to broaden opportunities for lower grade civilian employees. Public Law 92-261, the Equal Employment Opportunity (EEO) Act of 1972, requires agencies to establish training and education programs designed to develop employees' competencies so they may perform at their highest potential.

1.2.1. The MWDP is a Developmental Opportunity Program (DOP) created for the AFMC maintenance workforce but is open to all eligible individuals outside of the maintenance community. The MWDP DOP consists of three individual programs: MWDP-GS, MWDP-Work Leader (WL), and MWDP Supervisor (S). As a whole, the MWDP DOP provides a multi-transitional approach to employee development. It affords an opportunity for employees to transition from FWS and lower grade GS to developmental GS jobs and also to develop WL and Supervisor skills. Additional developmental opportunities are addressed in [Chapter 7](#).

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

1.3.1. Assist FWS and lower grade GS employees develop to their full career potential.

1.3.2. Provide FWS and lower grade GS employees with an opportunity to enter bridge, or entry-level, developmental positions through planned on-the-job-training and formal training.

1.3.3. Enable workforce shaping in organizations to enhance the ability to meet mission requirements.

1.3.4. Increase employee morale by providing advancement and career opportunities.

1.4. Eligibility. Each of the programs covered under this instruction have unique eligibility requirements. Interested employees should review the requirements in this instruction to verify eligibility.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. The MWDP requires the full commitment of commanders/directors, functional managers, supervisors, participants, and others to ensure its success. Each stakeholder should strive to ensure the full use and progression of FWS and lower grade GS employees whose performance, work history, interest, education, and assessed potential can be matched with developmental opportunities related to organizational mission needs. The governing body for this program is the MWDP Working Group (WG). This chapter is not intended to be all inclusive. Additional complementary functional and organizational roles, and the details to execute the roles and responsibilities, are addressed throughout this document.

2.1.1. Logistics Advisory Council (LAC).

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

2.1.1.2. Advocate for the MWDP as identified in this instruction.

2.1.2. HQ AFMC/A4/10.

2.1.2.1. Champion and provide guidance and support for the MWDP.

2.1.2.2. Advocate for the MWDP as identified in this instruction.

2.1.3. HQ AFMC/A4P Workforce Development Branch.

2.1.3.1. Serve as the AFMC Command Coordinator for the MWDP.

2.1.3.2. Chair, administer, and provide guidance and direction to the MWDP WG.

2.1.3.3. Facilitate MWDP WG meetings, as necessary, to ensure program integrity and success.

2.1.3.4. Maintain MWDP written policy.

2.1.3.5. Manage and maintain Master Formal Training Plans (FTP) for each of the civilian GS job series identified in this instruction.

2.1.3.6. Manage and maintain master MWDP Work Leader Development Training Templates and master MWDP Supervisor Development Training Templates as identified in this instruction.

2.1.3.7. Collect metrics, conduct data analysis, and provide to senior leadership as required.

2.1.3.8. Manage and maintain a community SharePoint site for MWDP information. The Microsoft®SharePoint site Universal Resource Locator (URL) is <https://usaf.dps.mil/teams/11318/mwdp/sitepages/home.aspx>.

2.1.3.9. Advocate for the MWDP as identified in this instruction.

2.1.4. MWDP Working Group.

2.1.4.1. Design, implement, and standardize FWS and GS development programs across the depot maintenance community.

- 2.1.4.2. Develop and implement appropriate MWDP guidance.
- 2.1.4.3. Perform annual reviews of MWDP requirements as identified in this instruction to ensure currency, inclusion of new responsibilities, and the removal of obsolete requirements.
- 2.1.4.4. Establish master FTPs for the GS series identified in this instruction.
- 2.1.4.5. Establish master MWDP-WL and master MWDP-S Training Templates.
- 2.1.4.6. Advocate for the MWDP as identified in this instruction.
- 2.1.5. Air Force Sustainment Center Commander / Executive Director.
 - 2.1.5.1. Ensure the MWDP is implemented across the Air Logistics Complexes (ALC) in accordance with this instruction.
 - 2.1.5.2. Champion and advocate for the MWDP as identified in this instruction.
- 2.1.6. ALC Commander / Executive Director.
 - 2.1.6.1. Ensure the MWDP is implemented across the Complex in accordance with this instruction.
 - 2.1.6.2. Appoint an MWDP Manager in writing and provide a copy of the appointment letter to HQ AFMC/A4P.
 - 2.1.6.3. Ensure managers and supervisors are made aware of the MWDP
 - 2.1.6.4. Provide adequate resources for development opportunities based on the availability of funds
 - 2.1.6.5. Waive the requirement to fill an organization's MWDP targeted GS-09 position if deemed necessary to meet organizational mission requirements.
 - 2.1.6.6. Advocate for the MWDP as identified in this instruction.
- 2.1.7. ALC Maintenance Group Commander / Director.
 - 2.1.7.1. Ensure the MWDP is implemented across the Group in accordance with this instruction.
 - 2.1.7.2. Appoint an MWDP Manager in writing and provide a copy of the appointment letter to HQ AFMC/A4P.
 - 2.1.7.3. Ensure managers and supervisors are made aware of the MWDP.
 - 2.1.7.4. Advocate for the MWDP as identified in this instruction.
- 2.1.8. Air Force Test Center Maintenance Group Commander / Director.
 - 2.1.8.1. Ensure the MWDP is implemented across the Group (for MWDP-WL only) in accordance with this instruction.
 - 2.1.8.2. Appoint an MWDP Manager in writing and provide a copy of the appointment letter to HQ AFMC/A4P.
 - 2.1.8.3. Ensure managers and supervisors are made aware of the MWDP.
 - 2.1.8.4. Advocate for the MWDP as identified in this instruction.

2.1.9. Squadron Commander / Director, or Division Chief.

- 2.1.9.1. Approve and sign all MWDP Training Agreement documents.
- 2.1.9.2. Ensure managers and supervisors are made aware of the MWDP.
- 2.1.9.3. Advocate for the MWDP as identified in this instruction.

2.1.10. MWDP Manager.

- 2.1.10.1. Serve as the ALC, Wing, or Group MWDP manager and coordinator.
- 2.1.10.2. Serve as an MWDP WG member.
- 2.1.10.3. Manage the MWDP for their organization, to include all necessary administrative actions, as identified in this instruction.
- 2.1.10.4. Ensure FTPs are used and maintained for each of the civilian job series identified in this instruction.
- 2.1.10.5. Ensure all MWDP training requirements are entered into the Maintenance Information System (MIS).
- 2.1.10.6. Assist functional managers and supervisors in identifying positions to be filled through the MWDP.
- 2.1.10.7. Forward all signed AFMC Form 362s, *Formalized Training Program Quarterly Training Progress Record*, to the Base Training Office. Retain copies of all completed MWDP-WL Training Templates, MWDP-S Training Templates, and AFMC Form 362s for a minimum of 2 years.
- 2.1.10.8. Maintain program metrics and ensure metrics are provided to the ALC, Wing, or Group Commander/Director (as required) and to HQ AFMC/A4P on a quarterly basis as detailed in [Chapter 6](#).
- 2.1.10.9. Advocate for the MWDP as identified in this instruction.

2.1.11. Complex Manpower Office.

- 2.1.11.1. Provide monthly hiring data to the MWDP Manager identifying all employee accessions, losses, moves, demotions, etc. The data needs to include the name, hire date, promotion/demotion date, from series, to series, from organization effective date, to organization effective date.
- 2.1.11.2. Notify MWDP Manager when supervisor requests to hire or promote one of the AFMC or locally approved MWDP-GS developmental series.

2.1.12. Supervisors.

- 2.1.12.1. Identify GS positions to be filled through the MWDP.
- 2.1.12.2. Ensure the MWDP is implemented in conjunction with Merit Promotion Principles.
- 2.1.12.3. Ensure MWDP-GS FTPs are used and maintained for each MWDP-GS participant. This includes working with the MWDP Manager to tailor the FTPs for additional local requirements for certain duty positions.

- 2.1.12.4. Mentor employees and encourage them to apply for the MWDP advertised positions.
 - 2.1.12.5. Evaluate MWDP participant's performance and progression as required by this instruction.
 - 2.1.12.6. Ensure MWDP participants are progressing satisfactorily i.e., meeting milestones, etc.
 - 2.1.12.7. Provide quarterly updates on MWDP participants, using AFMC Form 362 to the MWDP Manager.
 - 2.1.12.8. Retain copies of completed MWDP-WL Training Templates, MWDP-S Training Templates, and AFMC Form 362s (as applicable) in employee's 971 file. Advocate for the MWDP as identified in this instruction.
- 2.1.13. Participants.
- 2.1.13.1. Complete all required training within the specified timeframes.
 - 2.1.13.2. Be personally accountable for their training progression in the MWDP.
 - 2.1.13.3. Keep supervisor updated on status of training and progression.

Chapter 3

MWDP-GS (BRIDGE TO GS DEVELOPMENT OPPORTUNITIES)

3.1. Purpose. This program is designed to provide career development opportunities to selected FWS and lower grade GS personnel. Employees with the potential for advancement, who may not currently qualify for the target grade, may be competitively selected and become qualified through this program. Qualified FWS and lower grade GS employees can use MWDP as a bridge to progressive career opportunities in five GS series identified in [paragraph 3.2](#).

3.2. Objective. This program is designed to provide an avenue for employees to transition into one of five selected GS series.

3.2.1. The targeted series and titles are:

3.2.1.1. GS-0301, Miscellaneous Administrative (only if the position is assigned to maintenance organizations and performs core maintenance tasks/duties).

3.2.1.2. GS-0343, Management and Program Analyst (only if the position is assigned to maintenance organizations and performs core maintenance tasks/duties).

3.2.1.3. GS-0895, Industrial Engineer Technician/Planner (only if the position is assigned to maintenance organizations and performs core maintenance tasks/duties).

3.2.1.4. GS-1152, Production Control (only if the position is assigned to maintenance organizations and performs core maintenance tasks/duties).

3.2.1.5. GS-1670, Equipment Specialist (only if the position is assigned to maintenance organizations and performs core maintenance tasks/duties).

3.2.1.6. ALCs/Wings may add additional series in order to meet mission requirements.

3.3. Implementation. Selection for placement into an MWDP position is accomplished through competitive methods as required by AFD 36-1, *Civilian Recruitment and Placement*, and the Merit Promotion Plan. Functional Managers and Supervisors will fill GS-9 positions in the targeted series through the MWDP or will submit a request for waiver to the ALC Commander/Director. All MWDP position waivers must be approved prior to announcing the vacancy. GS-11 positions may also be filled through this program at the discretion of the ALC Commander.

3.3.1. Waiver. ALC Manpower Offices will fill MWDP positions in the targeted GS series through the MWDP, or will submit a request for waiver to the ALC Commander/Director. The ALC Commander/Director can waive the requirement to fill the position if he/she deems it necessary in order to meet organizational mission requirements. All waivers must be approved prior to announcing the vacancy. **(T-2)**

3.3.2. Selection for placement into a GS-0301, GS-0343, GS-0895, GS-1152, and GS-1670 MWDP targeted GS-09 position is accomplished through competitive methods by Functional Managers and/or Supervisors as required by AFD36-1, and the Merit Promotion Plan.

3.3.3. Employees who wish to apply for this program should monitor the USAJOBS website for training promotion program, or developmental opportunity program announcements and follow the instructions on the announcement to apply. Candidates may be required to go through an interview process.

3.3.4. Employees selected for positions identified for inclusion in the MWDP may be entitled to pay retention in accordance with governing directives.

3.4. Eligibility. This program applies to AF civilian employees.

3.5. Training Agreements. The MWDP Manager must ensure a signed Training Agreement is on file. When additional developmental training is identified, the additional training must be approved by the Squadron Commander/Director or designee, or Division Chief or designee. The employee will sign the Training Agreement upon accepting a position through the MWDP. The Training Agreement must address all the areas listed in this paragraph.

3.5.1. Reasons for the Training Agreement.

3.5.2. Position covered.

3.5.3. Length of training for each grade level as required.

3.5.4. A flexibility provision for the program length based on intensity of training.

3.5.5. Target dates for completion of all objectives.

3.5.6. Provisions for required periodic evaluations.

3.6. Formal Training Plan. 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:

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

3.7. Assessing Employees. Employees selected under this program will be closely monitored by their supervisors. Supervisors are required to conduct quarterly training status reviews until the employees reach the program target grade. Supervisors will use AFMC Form 362 to document quarterly reviews. Once completed, the signed document will be filed in the employee's personnel folder and a copy submitted to their MWDP Manager.

3.8. Failure to complete development plan. Personnel policy and rules will be followed for those employees who do not complete the terms of the Training Agreement and/or the FTP.

Chapter 4

MWDP-WL (WORK LEADER DEVELOPMENT)

4.1. Purpose. Provide FWS maintenance personnel the opportunity to grow to their full potential and to accomplish the AF mission.

4.2. Objective. Enhance the knowledge, skills, and abilities needed to effectively perform as a newly assigned WL.

4.3. Implementation. All ALC, Wing, and Group maintenance organizations will follow the WL position requirements set forth in this instruction for newly assigned WLs. It is highly recommended that personnel who were promoted to WL prior to March 2013 complete the training requirements identified in the MWDP-WL Training Template.

4.4. Eligibility. This program applies to Work Leaders as defined by the Office of Personnel Management (OPM) TS-39, *Job Grading Standard Federal Wage System Job Grading Standard for Leader WL/NL (Non-Leader)*.

4.5. Duties. Duties of the WL include, but are not limited to, the following:

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

4.5.2. Set the pace by performing work in tandem with team members.

4.5.3. Demonstrate proper work methods.

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

4.5.5. Obtain needed information or decisions from supervisors.

4.5.6. Maintain current knowledge, and answer questions of other workers on procedures, policies, written instructions, and other directives (for example, technical orders).

4.5.7. Delegate assignments to ensure all team members are productive.

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

4.5.9. Ensure other workers follow instructions received from supervisors, and meet deadlines.

4.5.10. WLs are expected to be experts in their fields and possess the necessary skills to lead teams.

4.6. Minimum MWDP-WL Training and Developmental Requirements:

4.6.1. The intent of this program to identify training that will enhance WL's abilities to effectively perform their duties. Newly assigned WLs must complete the required WL training, as listed in the MWDP-WL Training Template, located on the MWDP Microsoft® SharePoint site (see **paragraph 2.3.1.8.**), to gain the necessary WL proficiencies as identified in this paragraph within 18-months of being promoted to WL.

4.6.1.1. The MWDP Manager will inform the new WL and their supervisor that he/she is enrolled in the MWDP-WL Program. The notification will include program requirements and information.

4.6.1.2. The MWDP Manager will ensure the required WL training is loaded into the Maintenance Information System e.g., Training Scheduling System, etc., for tracking and historical purposes.

4.6.2. WLs will work with their supervisors to schedule attendance in the courses identified in the MWDP-WL Training Template.

4.6.3. MWDP Managers can approve courses that an applicant has previously completed that are equivalent to, or fulfillment of, the objectives of the listed training requirements. The intent of this allowance is to avoid duplicative training and should not be used as a vehicle to deliberately circumvent required training.

4.6.4. ALCs, Wings, and Groups are authorized to add additional WL training requirements to meet local needs. When additional training is added, the ALC, Wing, and/or Group Training Monitors/Managers will notify the local MWDP Manager for possible inclusion in the minimum training and developmental requirements.

Chapter 5

MWDP-S (SUPERVISOR DEVELOPMENT)

5.1. Purpose. Provide newly assigned first-level maintenance supervisors, FWS and GS/Acquisition Demonstration, the opportunity to grow to their full potential and to accomplish the AF mission in the capacity of supervisor.

5.2. Objective. Provide an avenue for maintenance supervisors to further enhance the knowledge, skills, and abilities needed to effectively perform duties.

5.3. Implementation. All ALC, Wing, and Group maintenance organizations have the option to follow the requirements listed in this instruction for newly assigned first-level maintenance supervisors. All first-level maintenance supervisors are highly encouraged to complete the training annotated in this instruction.

5.4. Eligibility. GS Supervisors, as defined by OPM HRCD-5, *General Schedule Supervisory Guide*, and Work Supervisors (WS), according to OPM TS-66, *Federal Wage System Job Grading Standard for Supervisors*, are eligible for MWDP-S.

5.5. Minimum MWDP-S Training and Developmental Requirements:

5.5.1. Newly assigned supervisors are required to complete mandatory supervisor training IAW AFI36-401, AFMC Supplement, *Employee Training and Development*. Additional supervisor training is listed in the MWDP-S Training Template, located on the MWDP Microsoft® SharePoint site (see **paragraph 2.3.1.8.**), is optional to gain the necessary supervisor proficiencies as identified in this.

5.5.2. It is highly recommended that personnel assigned as supervisors prior to August 2017 complete the training requirements identified in the MWDP-S Training Template.

5.5.3. Supervisors will work with their immediate supervisor to schedule attendance in the courses identified in the MWDP-S Training Template.

5.5.4. MWDP Managers can approve courses that an applicant has previously completed that are equivalent to, or a fulfillment of, the objectives of the listed training requirements. The intent of this allowance is to avoid duplicative training and should not be used as a vehicle to deliberately circumvent required training.

5.5.5. ALCs, Wings, and Groups are authorized to identify additional supervisor training requirements to meet local needs. When additional training is added, the ALC, Wing, and/or Group Training Monitors/Managers will notify their MWDP Manager of the added training requirements for possible inclusion in the MWDP-S Training Template.

Chapter 6

METRICS

6.1. Metrics. Metrics are needed to measure the health of the program, measure the interest level by examining the number and progression of applicants, provide leaders with meaningful information about their workforce, etc.

6.1.1. MWDP Managers in each organization will gather data and maintain program metrics. Metrics reports will be included in the organization's Status of Training reports. All metrics will be presented per the example charts in the Metrics folder of the HQ AFMC/A4P MWDP, located on the MWDP Microsoft® SharePoint site (see **paragraph 2.3.1.8.**)₂ (T-2)

6.1.2. Provide the organization's program metrics to HQ AFMC/A4P on a quarterly basis as detailed in **Table 6.1** Upload the metrics directly to the MWDP Metrics folder in the AFMC/A4P Microsoft® SharePoint (see **paragraph 2.3.1.8.**).

Table 6.1. MWDP Quarterly Metrics Reporting Requirements.

Quarter	Due to HQ AFMC/A4P
Oct – Dec	25 Jan
Jan – Mar	25 Apr
Apr – Jun	25 Jul
Jul – Sep	25 Oct

6.2. Minimum metrics requirements for MWDP-GS are as follows:

- 6.2.1. The total number of positions filled by series.
- 6.2.2. The number of positions filled through this program by series.
- 6.2.3. The number of positions filled with approved waivers by series.
- 6.2.4. The number of positions filled that circumvented the program without waivers by series.
- 6.2.5. The number of personnel currently participating in this program by series.
- 6.2.6. The number of personnel who have completed this program by series.
- 6.2.7. The number of personnel that did not complete the program by series. Include the reasons for removal in the notes.

6.3. Minimum metrics requirements for MWDP-WL are as follows:

- 6.3.1. Total number of WLs in the organization.
- 6.3.2. The number of WLs currently enrolled in the program.
- 6.3.3. The number of WLs currently overdue. Include the reasons for overdue in the notes.
- 6.3.4. The number of WLs who have completed the program.
- 6.3.5. The number of program training requirements measured against those completed (optional).

Chapter 7

ADDITIONAL DEVELOPMENTAL OPPORTUNITIES AND RESOURCES

7.1. Logistics Professional Development Program (LPDP). Personnel who desire to seek additional professional development are encouraged to determine their eligibility to apply for a certification through the LPDP. They must select the applicable Logistics Workforce Category from the following: maintenance, supply, deployment/ distribution/transportation, and life cycle logistics.

7.2. Other Professional Certifications/Licenses. FWS maintenance employees are encouraged to seek certifications/licenses through professional organizations within their career field. Professional certifications/licenses such as: Federal Aviation Administration Airframe, Power-plant, or Airframe and Power-plant Licenses; Federal Communications Commission General Radiotelephone Operator License; and others can provide additional developmental opportunities to increase job skills and enhance the employee's ability to support the organization's mission requirements. The AF offers partial reimbursement funding for Federal Aviation Administration and Federal Communications Commission licenses depending on annual budget allocations. Individuals can check with their training offices for funds availability.

7.3. Supervisor Development. The AF Virtual Force Development Center was designed with all Airmen in mind. It is a one-stop website that links to numerous self- development and institutional force development resources. The Civilian Development Toolkit provides training in Foundational Learning, Supervisor Training, and Civilian Developmental Education Opportunities. Access the Virtual Force Development Center via the AF Portal.

7.3.1. AF e-learning (free computer-based training) is a valuable resource available via the Air Force Portal. It provides information technology and business skills resources to enhance personal and professional knowledge.

7.3.2. Air Force logistics career development information is available in myPers via the Air Force Portal. The site is continually updated with the latest civilian logistics development information, and includes videos, slide shows, and trifold brochures. It also contains information about Career Broadening, Key Career Positions, Civilian Developmental Education, Tuition Assistance, Career Vectoring, etc.

C. MCCAULEY VON HOFFMAN, Major General,
USAF

Director of Logistics, Civil Engineering, Force
Protection and Nuclear Integration

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFMCI 36-202, *Logistics Professional Development Program (LPDP)*, 3 August 2016

AFPD33-3, *Information Management*, 8 September 2011

AFPD36-2, *Civilian Recruitment and Placement*, 23 Jun 2015

DAFI36-2670, *Total Force Development*, 12 October 2021

DAFI 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFMAN 36-203, *Staffing Civilian Positions*, 11 January 2017

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

OPM HRCDD-5, *General Schedule Supervisory Guide*, 5 June 1998

OPM TS-39, *Job Grading Standard Federal Wage System Job Grading Standard for Leader WL/NL*, January 1980

OPM TS-66, *Federal Wage System Job Grading Standard for Supervisors*, December 1992

Public Law 92-261, Equal Employment Opportunity (EEO) Act of 1972, 24 March 1972

5 USC Ch. 41, *Training*, 30 October 2004

10 USC § 9013, *Secretary of the Air Force*, 27 December 2021

Prescribed Forms

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

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

Abbreviations and Acronyms

ALC—Air Logistics Complex

DOP—Developmental Opportunity Program

EEO—Equal Employment Opportunity

FTP—Formal Training Plan

FWS—Federal Wage System

GS—General Schedule

HCS—Human Capital Strategy

LAC—Logistics Advisory Council

LPDP—Logistics Professional Development Program

MIS—Maintenance Information System

MWDP—Maintenance Workforce Development Program

MWDP-WL—Maintenance Workforce Development Program-Wage Leader

MWDP-S—Maintenance Workforce Development Program-Supervisor

NL—Non-Leader

OPM—Office of Personnel Management

WG—Working Group

WL—Work Leader/Wage Leader

WS—Work Supervisor

Office Symbols

HQ AFMC/A4/10—Directorate of Logistics, Civil Engineering, Force Protection and Nuclear Integration

HQ AFMC/A4P—Resource Integration Division

HQ AFMC/A4PT—Workforce Development Branch

Terms

Civilian Training Plan—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.

Developmental Opportunity Program (DOP)—Formal restructuring of identified positions to provide employees with opportunities to compete for bridge or career positions at an entry or intermediate grade with an identified target grade. A combination of on-the-job and formal training is provided to develop employees along education and training requirements.

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.

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—According to OPM, a subject matter expert, is a person with bona fide expert knowledge about what it takes to do a particular job.