

CIVILIAN EDUCATION, TRAINING & DEVELOPMENT

October - December 2019

HELPING CUSTOMERS GET WHAT THEY WANT

Everyone needs to balance their books. This applies to leaders and program managers, too. The Air Force provides resources that are centrally managed as well as locally managed. The Civilian Training Program, Civilian Tuition Assistance Program, and the AETC Mission Readiness Training are examples of centrally-managed programs, while wing and squadron Operations and Management (O&M) funds are locally-managed.

In any given year, there are never enough resources in any single program to cover all of the Air Force training and developmental requirements. To address this shortfall, each program manager applies business rules to ensure the best use of every training dollar. For the Civilian Training Program, HAF/A1DL, AFPC, and AETC work to ensure that we optimize the use of every training dollar. For the Civilian Training Program, we work to ensure optimal use of training and resources to gain the best return on investment (ROI). This can result in denial of specific course requests with the directive to use ADLS, Skillsoft, or other on-line/DL low/no-cost programs.

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PROFESSIONAL CAREER COACHING

Do you have a desire to grow and learn? Do you wish you had more support to assist you in determining your professional goals and moving forward? If the answer is yes, a professional coach can assist you in achieving your goals and the federal government provides the services free of charge to Air Force civilian employees. Coaching is confidential, solution and action-oriented, and can produce exceptional results in your life. Coaching can help you close the gap between where you are now in your life and career and where you want to be. Coaching is deemed so important that the Office of Personnel Management has stated that coaching is a sanctioned learning and development activity and it's a critical tool to develop a workforce that supports effective and efficient mission achievement.

There are two options to request a coach, depending on your grade:

1. GS-1 or equivalent up to Senior Executive Service (SES) contact Ms. Chanelle Johnson by email: chanelle.e.johnson.civ@mail.mil.
2. GS-14/15 and SES members can send a request through the Treasury Executive Institute, at <https://home.tei.treasury.gov>.

If you have any difficulties accessing the site or have additional questions, please contact Ms. Chanelle Johnson by email: chanelle.e.johnson.civ@mail.mil.

YOUR ONE STOP SHOP FOR CIVILIAN PROFESSIONAL DEVELOPMENT

Professionalism, or acting professionally, provides worth to the individual and the organization which is why it is such a valuable construct. Together, we create a professional corps of Civil Servants ready to provide a unique contribution to the Air Force. Moreover, it provides the framework for understanding our Air Force organization in a more detailed and contextual way. This level of understanding is crucial if we are to fully contribute to the success of our organizations. It is our contributions that ensure our chosen profession remains sustainable for the long-term. In other words, our contributions and the way we provide them are the outcome of what it means to display professionalism! These contributions ensure we are successful individually and as teams while also ensuring our organizations are as effective as possible. Our professionalism enhances two things: the ability for us to ensure our individual success, and also to help facilitate the overall effectiveness of the organization.

The Eaker Center is here to help facilitate the ideal and various constructs of professionalism throughout our 19 different course offerings. From the Civilian Associate Degree Program, to our mandatory Supervisor training, and our coaching skills courses, professionalism is constantly highlighted. These courses are most often provided online although two are provided in-residence at Maxwell, AFB. Below is a list of our current course offerings:

NEO - New Employee Orientation

MPMC - Military Personnel Manager Course

NSC - New Supervisor Course

ESC - Experienced Supervisor Course

NMC - New Manager Course

ELC - Emerging Leader Course

DTLC - Developing Team (Blended: On-Line and In-Resident)

PMCC - Performance Management Coaching

CL - Coaching for Leaders (Resident Course)

Future Courses (2020 Beta and Roll Out)

*Intro to Coaching *Coaching for Supervisors *SES-Supervisor Course *Learning Modules

*Leading AF Organizations Course (TBD)

POC: Mr. Barry Waite, barry.waite@us.af.mil

FY21 CIVILIAN FUNCTIONAL TRAINING DATA CALL

The Annual Civilian Functional Training data call captures the priority 1-4 training needs of the civilian workforce across the Air Force. Prior to submitting training requirements, it is important that the Employee Development Manager (EDM) and Career Field Managers (CFM) verify that training requests are not readily available from a no-cost or low-cost source, i.e. Skillsoft (<https://usafprod.skillport.com>). This ensures the delivery of quality training while maximizing resources. All requirements without a no-cost source should have been identified via the Civilian Automated Training Input Program (CATNIP) SharePoint website:

<https://cs2.eis.af.mil/sites/10364/SitePages/Home.aspx>.

Other no-cost or low-cost sources include, but are certainly not limited to the following:

Provider	L
ADLS Gateway	https://golearn.adls.af.mil/kc/rso/rso_select.asp#
Treasury Executive Institute	https://home.tei.treasury.gov/
Federal HR Institute	https://cldcentral.usalearning.net/course/index.php?categoryid=464
Cornerstone on Demand	www.cornerstoneondemand.com
Air University	https://www.airuniversity.af.edu/eSchool/
Defense Equal Opportunity Management Institute	https://www.deomi.org/edu-training/e-learning.cfm
Office of Personnel Management	https://leadership.opm.gov/courses.aspx
Federal Internal Coaches	https://chcoc.gov/sites/default/files/Attachment%20-%20Coaching%20in%20the%20Federal%20Government%20FAQs.pdf
National Defense University	https://www.ndu.edu/Academics/Programs-and-Courses/
Defense Acquisition University	https://www.atrrs.army.mil/channels/acqnow/default.asp?page=main.asp
Red Vector	https://myskillsourceenterprise.redvector.com/lpe/course/search/b2b#cp=1&tab=all
Education and Training Course Announcements	https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx
Defense Resources Management Institute	https://my.nps.edu/web/drmi

THE CIVILIAN DEVELOPMENTAL EDUCATION (CDE) CALL

The FY21 CDE call application window is 13 January through 28 February 2020. The updated Personnel Services Delivery Memorandum for CDE, Civilian Strategic Leader Program/Engineer, and the Scientist Exchange Program Nomination Call will be posted on myPers in December. This memorandum provides insight into which employees are eligible, new program offerings, and changes to the application/selection process. Your Employee Development Manager is available to answer questions. MyVECTOR will be used for the FY21 CDE call. For detailed program information to prepare an application package, please direct civilian employees to: [myPers](#), Force Development, myVector Links to the [MyVECTOR](#) Control website.

Please contact Ruth Schulerbrooks at ruth.schulerbrooks@us.af.mil if you have any questions.

 *Happy Holidays!* 