Headquarters U.S. Air Force

Integrity - Service - Excellence

2014 Defense Health Information Technology Symposium

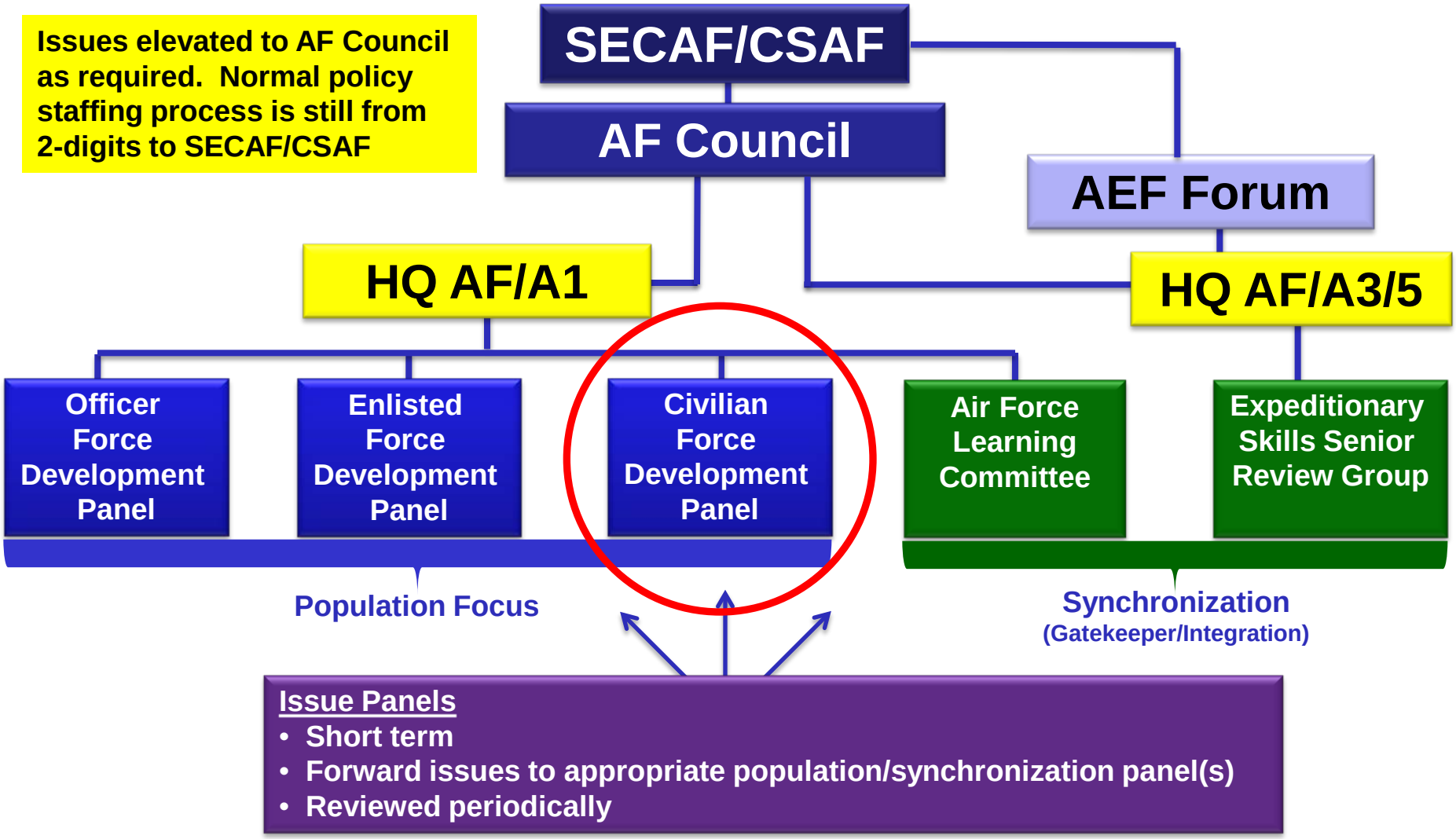
-- AFMS Breakout Session --

Civilian Force Development

AIR FORCE MEDICINE

Craig M . Ritza
HAF/SG1
29 Jul 2014
Version #1

New Force Management & Development Structure



Force Development Roles

AFI 36-2640 Executing Total Force Development

Functional Manager

Functional Authority

Career Field Manager

AFMAN 36-606 Civilian Career Field Management and Development

Comm and Info CFT Chief

Development Teams (DT)

Development Team (DT)

AIR FORCE INSTRUCTION 36-2640 - EXECUTING TOTAL FORCE DEVELOPMENT

The Air Force relies on the DTs to be the conduit between the force development systems, frameworks and policy and translate these into career vectors for individuals.

Civilian Leadership Development Continuum

U.S. AIR FORCE

Air Force Civilian Leadership Development Continuum

Learn More: Air Force Portal > Life & Career > My Development Plan (MyDP)

JOB PERFORMANCE AND DEVELOPMENT ARE KEY

Flight Chief | SQ Director/Deputy /Branch Chief | Group Director/Deputy/Div Chief

Tactical Expertise | Operational Experience | Strategic Vision

DEVELOP LEVEL

AF LEVEL BOARD
- IDE (Residence)
- SDE (Residence)
- Civilian Strategic Leader Program (CSLP)
- Strategic Leadership Education III
- Education II
- Education I

DEVELOP TEAM
- Defense Civilian Emerging Leader Program (DCELP)
- Career Broadening (Other Functional, Joint, Other Agencies)

CFM/CFT
- OPM/AFPC Leadership Training
- Civilian Acculturation Leadership Training (CALT)
- SOS (Residence)
- ACSC DL Masters
- Degree Programs

LOCAL/ MAJCOM
- MAJCOM / Base Seminars
- USAF Supervisor's Course
- Civilian Personnel Management Course / Military Personnel Management Course

TARGETED DEVELOPMENT

INDIVIDUAL
- SOS (Non-Residence)
- ACSC (Non-Residence)
- AWC (Non-Residence)
- Continuous Self Development (e.g. Supervisor Resource Center, Skillsoft)
- New Employee Orientation (NEO)

FOUNDATIONAL DEVELOPMENT

Selection Authority

DEVELOPMENT = EDUCATION + TRAINING + EXPERIENCE

9/12

LAF Force Development Central Salary Account

U.S. AIR FORCE

CIVILIAN DEVELOPMENTAL EDUCATION (CDE)

Intermediate Development Education
Senior Development Education
IDE/SDE

Civilian Development Education Board

Civilian Development Education (CDE) Selection Board

CDE Candidate Recommendations compete across all functionals

Development Team
CDE Candidate Recommendations

Security
History
Legal
Safety
Auditor
Contracting
Air Traffic Control
International Affairs
Financial Management
Program Management
Science & Engineering
Comm & Information
Medical
Public Affairs
Intelligence
Weather
Operations
Logistics
Special Investigations
Force Support Manpower
Force Support Personnel
Force Support Services
Force Support Misc Administrative
Law Enforcement
Civil Engineering

AF Civilian Developmental Education (CDE)

Senior Development Education (SDE)

Intermediate Development Education (IDE)

Experiential Programs

Academic Programs – Masters Degree

AF Civilian Developmental Education (CDE)

Senior Development Education (SDE)

- **Senior Development Education (SDE)**
  - **Basic Eligibility**
    - **GS-14 / 15 or equivalent**
    - **Two years Air Force Civil Service by 1 May**
    - **Bachelor's degree**
      - **Exceptions Masters Degree is Required for:**
        - RAND Fellowship
        - AF National Labs
        - Excellence In Government (EIG)
    - **Completion of intermediate or senior level PME by any method**
  - **SAF/AQ has provided ICAF - SAC recommendation on all SDE candidates**

AF Civilian Developmental Education (CDE)

Intermediate Development Education (IDE)

- Intermediate Development Education (IDE)
  - Basic Eligibility
    - GS-12 / 13 or equivalent
    - Two years Air Force civil service by 1 May
    - Bachelor's degree
      - Exception - LEGIS/AF Nat'l Labs require Master's degree

AF Civilian Developmental Education (CDE)

Academic Programs – Masters Degree

- **Academic Programs**
  - **Offer individuals the opportunity to obtain a Master's Degree.**
    - **Harvard -** Cambridge, MA
    - **Princeton -** Princeton, NJ
    - **Stanford -** Stanford, CA
    - **Massachusetts Institute of Technology (MIT)**
    - **Air Force Institute of Technology (AFIT)**
    - **An MBA program in applicants local area.**
  - **If selected by the CDE Board**
    - **Individual must apply and be accepted by the institutions program**

AF Civilian Developmental Education (CDE)

Experiential Programs

- **Experiential**
  - **Basic Eligibility**
    - **Executive Leadership Development Program (ELDP)**
      - **GS – 12 or GS – 13**
      - **No Mobility**
    - **Excellence in Government (EIG)**
      - **GS-14 or GS-15**
      - **No Mobility Agreement**
      - **Masters Degree**
      - **If Selected by CDE, additional application to program required**

AF Civilian Developmental Education (CDE)

ACADEMIC YEAR 14 CDE Quotas 79

32 Quotas — **Senior Development Education (SDE)**

12 – Air War College (AWC)
1 – Industrial College of the Armed Forces (ICAF)
7 – ICAF – Senior Acquisition Course (ICAF-SAC)
2 – RAND Corp. Fellowship
10 – Defense Senior Leadership Development Program

20 Quotas — **Intermediate Development Education (IDE)**

15 – Air Command and Staff College (ACSC)
4 – Air Force Legislative Fellow
1 – AF National Labs

19 Quotas — **Experiential Programs**

9 – Excellence in Government
10 – Executive Leadership Development Program

8 Quotas — **Academic Programs – Masters Degree**

- Harvard
- Massachusetts Institute of Technology (MIT)
- Princeton University
- Stanford University
- Air Force Institute of Technology
- Masters Degree (Local Area)

AF Civilian Developmental Education (CDE)

AY10-13 Snapshot COMPETITIVE FIELD		
	Prior PME	Education (Masters/PhD)
IDE	90%	81%
Experiential	100%	100%
Academic	100%	N/A

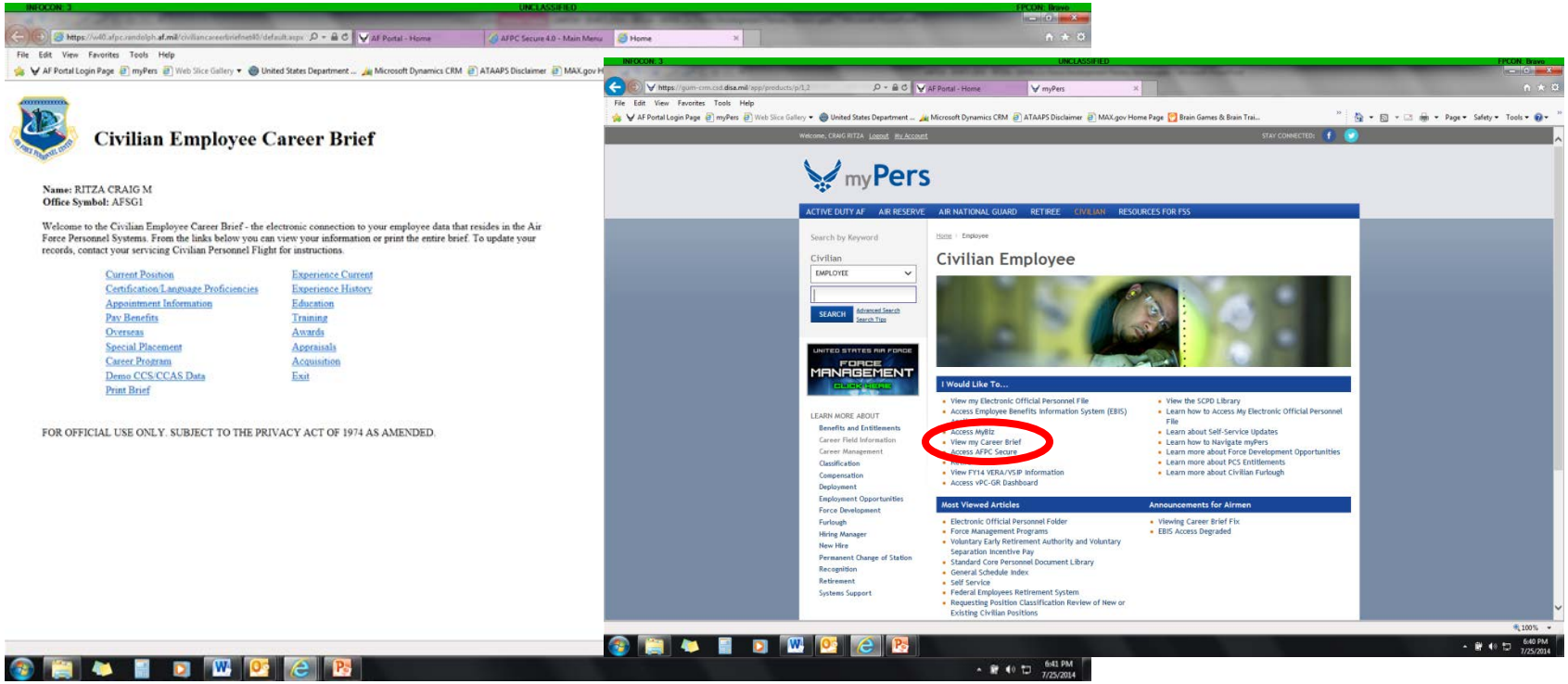
AF Civilian Developmental Education (CDE)

AIR FORCE CIVILIAN FORCE DEVELOPMENT

AY15 CIVILIAN DEVELOPMENTAL EDUCATION (CDE) NOMINATION HANDBOOK

Career Brief

- **Civilian Employee Career Brief**
  - Available via the AF Portal “Career and Training” tab
    - Click “MyPers” then “Civilian” then “Employee”
    - “View My Career Brief”



Condensed Career Brief

U.S. AIR FORCE

CIVILIAN PERSONNEL BRIEF

As of: July 27, 2007

*** PERSONAL DATA - PRIVACY ACT OF 1974 ***

NAME [redacted] SSAN [redacted] Supv Lvl: Manager

Current Assignment: SUPV HUMAN RESOURCES SPEC (INFO SYS) , Randolph A F B Security Clearance: Secret

SERVICE / PERSONAL DATA

PP-SRS-GR: YC-0201-03
SCD: 08-AUG-78
DOR: 05-FEB-06
CAREER FIELD ID: PERSONNEL

APPRAISALS

Prom Rating	Effective Date
UNKNOWN	2006
999999999	2006
999999999	2005
999999999	2004
999999999	2003
999999999	2002

AWARDS

Award	Date
Exemplary Civilian Service A	2007
Meritorious Civilian Service	2005
Exemplary Civilian Service A	1996
Letter/Certificate Of Commen	1987
Other Non-Cash Recognition	1987
Other Non-Cash Recognition	1986
Sust Superior Performance Aw	1985
Letter/Certificate Of Commen	1983

TIME OFF AWARDS: 9
PERFORMANCE AWARDS: 16

OVERSEAS EXPERIENCE

YES [ ] NO [ ] UNK [X]

APDP INFO

Off Qual:
1102 Qual:
Corps Qual:
Crit Posn Id:
Psn Spec Asg:
Psn Career Lvl:
Psn Career Cat:

ACQ CERTIFICATION

WARRANTS

CERTIFICATIONS

LANGUAGE PROFICIENCY

French Extremely Limited Knowledge

DEVELOPMENTAL EDUCATION

ICAF	RESIDENCE	1997
EXCELLENCE IN GOVERNMENT (EIG)		1995
DEF LEADERSHIP & MGT PROG (DLAMP)		2006
CAREER BROADENING ASSIGNMENT		1997

DEGREE HISTORY

MAS	PUBLIC POLICY ANALYSIS (NON-APPR ONLY) NO COLLEGE NAME	1997
BAC	HISTORY ADAMS STATE COLLEGE, ALAMOSA CO	1978
BAC	HISTORY ADAMS STATE COLLEGE, ALAMOSA CO	1978

TRAINING HISTORY

Course	Hrs	Grad Dt
GS-15 LEADERSHIP SEMINAR	42	2006
EXECUTIVE DEVELOPMENT SEMINAR	72	2001
INDUSTRIAL COLLEGE OF THE ARM	1680	1997
PROF MANPOWER MGMT	200	1990
APP IND MGT SKILLS	40	1987
CONCPT ORG MGMT	45	1982
MAFPPMS 105	72	1982
MAFPPMS 104	76	1982

DUTY HISTORY

START DT	TOT MOS	PP-SRS-GR	EXP TYP	DUTY TITLE	LEVEL	LOCATION	CMD	SUPV LVL
18-FEB-07	5.30	YC-0201-03	FED	SUPV HUMAN RESOURCES SPEC (INFO SYS)	FOA/DRU	RANDOLPH A F B	POA	MANAGER
21-JAN-07	0.91	YC-0301-03	FED	MISCELLANEOUS ADMINISTRATION & PROGRA	HAF	RANDOLPH A F B	APC	2nd LVL
15-OCT-06	3.20	GS-0301-15	FED	MISCELLANEOUS ADMINISTRATION & PROGRA	HAF	RANDOLPH A F B	APC	2nd LVL
05-FEB-06	8.32	GS-0201-15	FED	HUMAN RESOURCES MANAGEMENT (0201)	HAF	RANDOLPH A F B	APC	2nd LVL
16-MAY-04	2.91	GS-0201-14	DET	HUMAN RESOURCES MANAGEMENT (0201)	HAF	RANDOLPH A F B	APC	2nd LVL
03-NOV-02	39.06	GS-0201-14	FED	HUMAN RESOURCES MANAGEMENT (0201)	BSE/WING	RANDOLPH A F B	APC	2nd LVL
27-JAN-02	9.23	GS-0201-14	FED	HUMAN RESOURCES MANAGEMENT (0201)	HAF	RANDOLPH A F B	CTP	2nd LVL
03-AUG-97	53.76	GS-0205-14	FED	MILITARY PERSONNEL MANAGEMENT (0205)	HAF	RANDOLPH A F B	CTP	MGMT OFF
12-AUG-96	11.71	GM-0201-14	FED	HUMAN RESOURCES MANAGEMENT (0201)	BSE/WING	ARLINGTON	CTP	MGMT OFF
20-MAR-94	28.74	GM-0201-14	FED	HUMAN RESOURCES MANAGEMENT (0201)	HAF	ARLINGTON	HAF	MGMT OFF
24-JAN-93	13.87	GM-0201-14	FED	HUMAN RESOURCES MANAGEMENT (0201)	HAF	ARLINGTON	HAF	MGMT OFF
16-JUN-91	19.26	GM-0201-13	FED	HUMAN RESOURCES MANAGEMENT (0201)	HAF	ARLINGTON	CPC	MGMT OFF
22-JAN-89	28.81	GM-0201-13	FED	HUMAN RESOURCES MANAGEMENT (0201)	MAJCOM	ANDREWS AFB	SYS	MGMT OFF
27-SEP-87	15.83	GM-0201-13	FED	HUMAN RESOURCES MANAGEMENT (0201)	BSE/WING	EDWARDS AFB	UNK	1st LVL
06-APR-87	1.10	GM-0221-13	DET	POSITION CLASSIFICATION (0221)	BSE/WING	EDWARDS AFB	SYS	1st LVL
11-MAY-86	16.52	GS-0221-12	FED	POSITION CLASSIFICATION (0221)	BSE/WING	EDWARDS AFB	SYS	NON-SUPV

Report ID: CivBrief-DPI-Standardized-DT-40.rep

Extracted from the Defense Civilian Personnel Data System (DCPDS)

Career Field ID

Appraisals

Awards

Overseas

Carefully review duty history

Development Education

Degree History

Training History

Selecting Officials get a career brief for every referral candidate!

U.S. AIR FORCE

How to Update Your Career Brief

System or Office of Primary Responsibility	Prof Military Education (PME)	Academics, Certifications, Registrations	Experience History, etc.
MyBiz [.mil]	Secure Application (Self entry)	Secure Application (Self entry)	Secure Application (Self entry)
myPers (self service)	Secure Application (Self entry)	Secure Application (Self entry)	Secure Application (Self entry)

Air Force Portal

U.S. AIR FORCE

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageIc

AF Portal - Force Developm...

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery TMT ATAAPS Labor

Page Safety Tools

AF PORTAL

Global Combat Support System GCSS-AF

News & Announcements | Base, Org & Functional Area | Applications | Career & Training | Life & Fitness | Library & Resources

GS-14 CRAIG RITZA

Search

Force Development (FD)

Career and Training : Force Development (FD)

Career Path Tool

CAREER PATH TOOL

Last summer the Air Force piloted the Post-Secondary Complaint System (PECS) for DoD. PECS is now available to all Services' members, spouses using MyCAA, and veterans. Airmen may still continue to use the current system through the AF Virtual Education Center at https://www.my.af.mil/afvecprod or outside the Air Force system at...

UPDATED: THE POST-SECONDARY EDU...

Civilian Development Resource Center

AF Competencies

AF Continuum of Learning

Military Tuition Assistance

Recently Modified

FUNCTIONALS AND CFMS + ADD

ICA

Institutional Competency Assessment Available

The Air Force provides Airmen the ability to do a self-review using the Air Force Institutional Competency Assessment (AFICA).

After taking the personalized assessment (based on grade/rank and Corps – officer, civilian, enlisted), confidential results are emailed to the user indicating competency/proficiency levels and associated targeted development areas. Users can invite a supervisor to complete an assessment. And together, work on a personalized plan of action.

Send an email using your email for life (first.last@us.af.mil) account to the monitoring agency (AFLCA@clrexec.com) providing your full name, grade/rank and a commercial phone number. A response email will provide you with a web address and log in credentials.

This system is used across the Total Force. No matter where you are on the Continuum (your grade or competency level) and no matter where your career takes you (across the Corps from enlisted to officer to civilian and back again), the assessment can be taken at all of the cross-roads of your AF career.

Here's how it works:

- Send an e-mail to AFLCA@clrexec.com with your full name, grade, commercial phone number and email
- You will be provided with a username and password through the Leadership Mirror® website. ***(Recently, there has been a significant increase in requests; response times are being affected. Requests are being processed as soon as possible.)***

MY STUFF

MY ALERTS

Urgent (0)

Notice (0)

My Inbox (0)

MY WORKSPACES

MY APPLICATIONS

MY AF PORTAL FAVORITES

MY WEB FAVORITES

MY CONNECTIONS FEED

MY GROUPS

9:29 AM 4/5/2014

U.S. AIR FORCE

Bottom Line

- Actively Management of your own Career
- Pursue Civilian Developmental Education (CDE)
- Achieve professional education & certifications
- Broaden your experience base
- Make sure your records are accurate and up to date
- Be open to opportunity

U.S. AIR FORCE

The "How?" -- Your Career Development Tools

Civilian Developmental Education

AFI 36-2640

Networking

Medical Professional Development

My Career Field Team

USAjobs

MyPers

Developmental Teams (DTs)

AFM 36-606

Team Work

Career Brief

Know and Use the Career Development Environment

Classification

GS-335

COMPUTER CLERK AND ASSISTANCE

or

GS-2210

INFORMATION TECHNOLOGY (IT) MANAGEMENT

U.S. AIR FORCE

Classification

NO MEDICAL COMMAND

CENTRALIZED CLASSIFICATION

WINGS WINGS WINGS WINGS WINGS WINGS

MDG COMM GP MDG COMM GP MDG COMM GP MDG COMM GP MDG COMM GP MDG COMM GP

U.S. AIR FORCE

Medical Commands

- G1
- G2
- G3
- G4
- G5
- G6
- G8
- G9

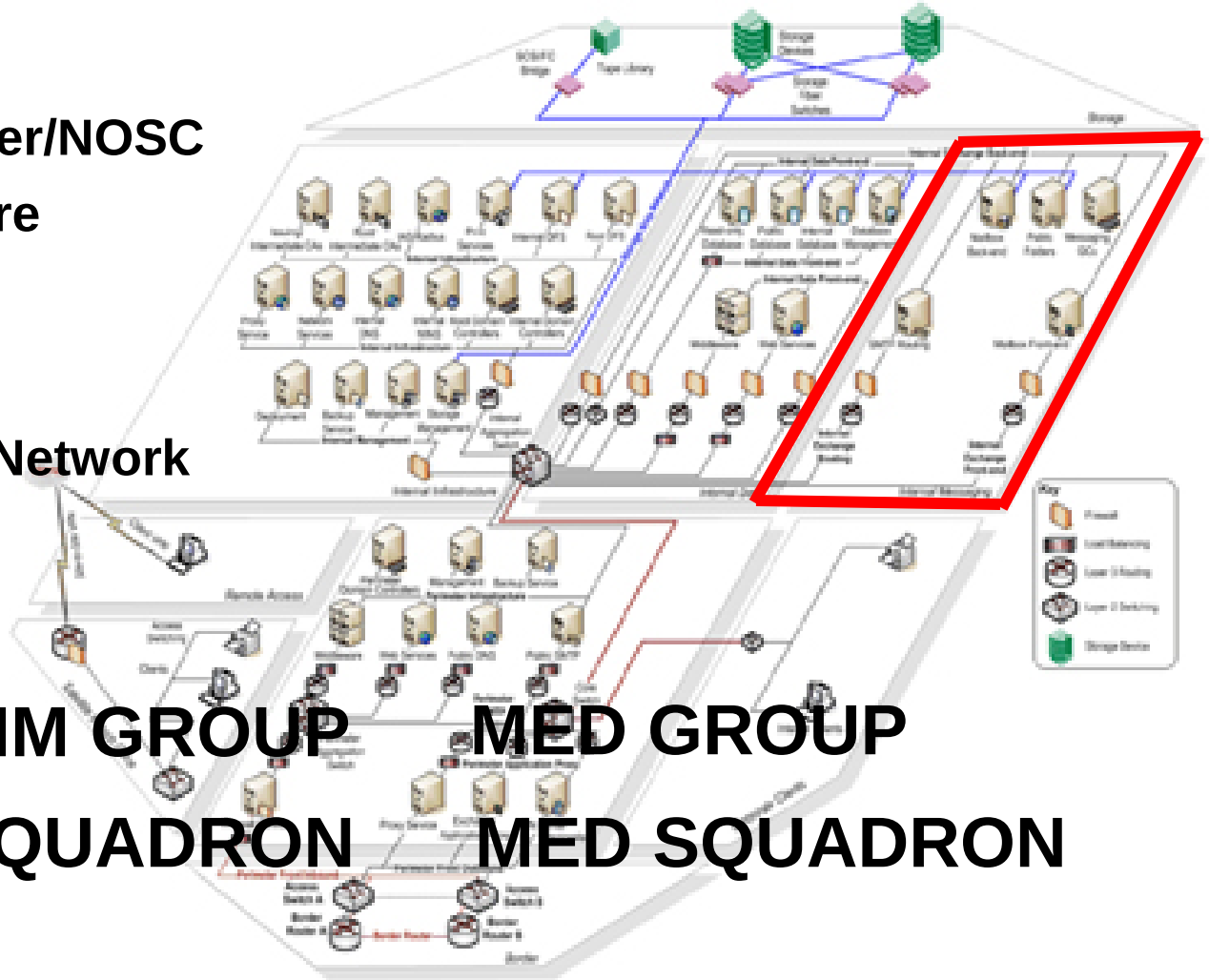
AMEDD

- M1
- M2
- M3
- M4
- M5
- M6
- M8
- M9

BUMEDS

Classification

- GS - 2210
  - Comm Center/NOSC
  - Infrastructure
- GS – 335
  - User of the Network



COMM GROUP **MED GROUP**

COMM SQUADRON **MED SQUADRON**

U.S. AIR FORCE

Classification Factors

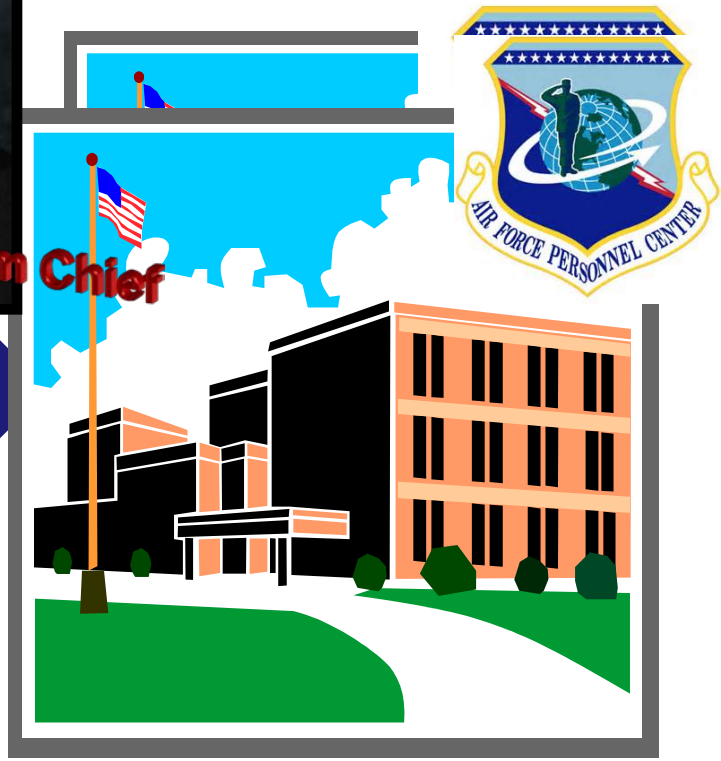
- 9 Factors
  - Factor 1 - Knowledge Required by the Position
  - Factor 2 - Supervisory Controls
  - Factor 3 - Guidelines
  - Factor 4 – Complexity
  - Factor 5 - Scope and Effect
  - Factor 6 - Personal Contacts
  - Factor 7 - Purpose of Contacts
  - Factor 8 - Physical Demands
  - Factor 9 - Work Environment

U.S. AIR FORCE

Parentheticals

- GS – 2210 – Information Technology Management
  - Application Software
  - Customer Support
  - Data Management
  - Enterprise Architecture
  - Internet
  - Network Services
  - Operating Systems
  - Policy and Planning
  - Security
  - System Administration
  - System Analysis

Way Ahead



- Trad… mission
  - D…
  - S…
- Engage the Air Force CIO Office (A6)
  - Position receives Series and Grade
- Validate the IT Skill and Abilities held by AFMS IT
- Re-engage Air Force Personnel Center Classification

Headquarters U.S. Air Force

Integrity - Service - Excellence

U.S. AIR FORCE