

26 JULY 1994

Personnel

**AIR FORCE CIVILIAN TRAINING AND
EDUCATION**



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OPR: HQ USAF/DPPE (Michael Hameroff)

Certified by: HQ USAF/DPPE (Col David L. Chase)

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1. Trained and educated people are a critical resource with which organizations accomplish their AF mission. Quality civilian training and development programs are essential in maximizing the efficiency of civilian employees in the performance of their jobs. This directive establishes policies for identifying and conducting civilian training and education to ensure organizational, occupational, and individual performance requirements are met, and that these programs enhance personnel development and mission accomplishment.

2. The Air Force will:

2.1. Establish training and education programs that satisfy organizational needs, occupational and individual performance requirements using the most efficient methods possible.

2.2. Provide opportunities for civilian employees to attend training and education programs in the same courses and programs as their military counterparts or receive equivalent training to broaden their professional knowledge and increase job skills.

2.3. Ensure fair and equitable access to training and education programs and competitively select employees without regard to race, color, religion, sex, national origin, age, handicapping condition, or other factors unrelated to training.

2.4. Develop training plans and programs based on validated requirements and priorities identified by Major Command (MAJCOM) Commanders, Career Program Managers, and Functional Managers and those specified by the Office of Personnel Management (OPM), Department of Defense (DoD), and related Air Force directives.

2.5. Develop policies, program resources (manpower, facilities, training technology, funds) and provide overall policy direction to comply with OPM, DoD, and related Air Force directives.

2.6. Ensure resources are allocated to meet priority needs and provide for the timely and effective development of personnel.

2.7. Develop and evaluate programs for continuous improvement using the Instructional Systems Development process in AFMAN 36-2234, *Instructional System Development*.

3. This directive establishes the following responsibilities and authorities:

3.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for civilian personnel policy matters as described in Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.

3.2. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and approves essential procedural guidance for the management of the Civilian Training and Education Program.

3.2.1. The Director, Air Force Personnel Operations Agency (AFPOA/DP) develops and manages the HQ USAF Civilian Training and Education Plan based on MAJCOM , Career Program, and Functional requirements.

3.3. MAJCOMs, field operating agencies, and direct reporting units identify civilian training and resource requirements to execute their programs in compliance with these policies. MAJCOM, career program and base level resource managers will execute programs and administer training funds.

3.4. Commanders, Career Program Managers, and Functional Managers at all levels plan, program, budget, and execute civilian training and education. They identify, validate, and prioritize training and education requirements, and systematically address shortfalls in resources to support these requirements. Commanders and supervisors are obligated, given mission constraints, to effectively utilize graduates to ensure sufficient payback to the Air Force for its investment in training and education.

4. This directive implements Title 5, United States Code, Chapter 41, Section 4103 and Executive Order 11348; and DoD Directive 1430.4, *Civilian Employee Training*, January 30,1985.

5. This directive interfaces with Air Force Instruction AFI 36-401, *Training and Development* (formerly AFR 40-410); AFI 36-402, *Manager Training and Development* (formerly AFR 40-418); AFI 36-601, *Civilian Career Program Management* (formerly AFR 40-110); and Air Force Catalog 36-2223, *USAF Formal Schools*.

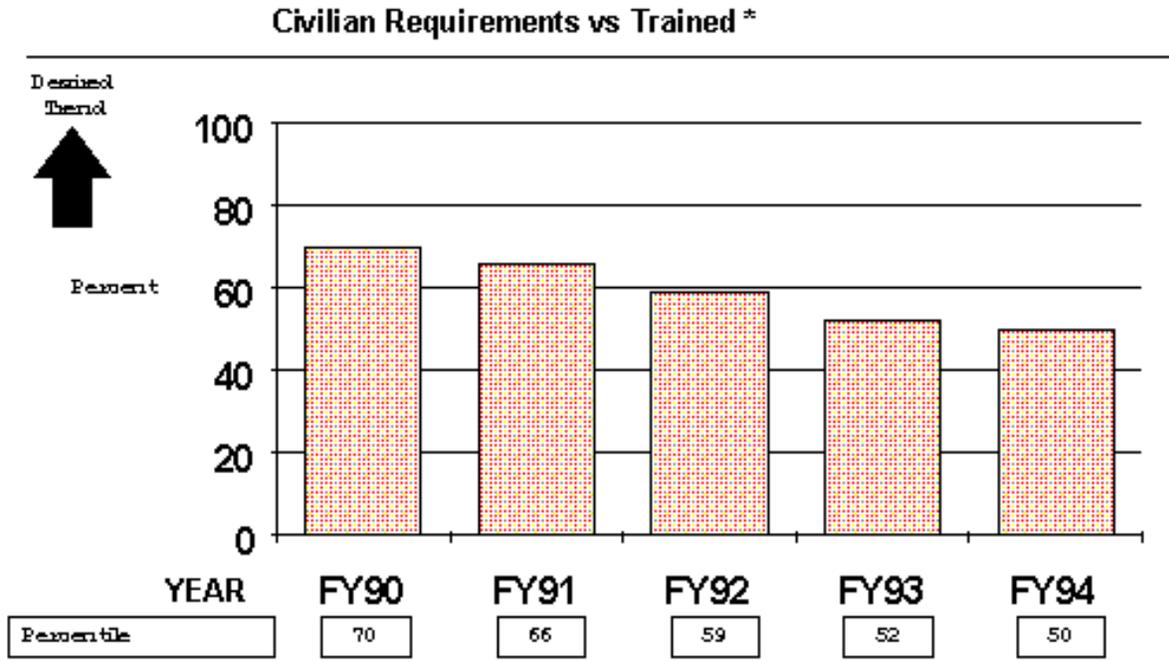
BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1

MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

A1.1. HQ USAF/DP and AFPOA/DP will assess compliance with civilian training policy by measuring the percent of training and education requirements achieved versus the total percent of validated and prioritized requirements identified by MAJCOM Commanders, the Career Program Director, and Functional Managers. The key to achieving the goal of Air Force training policy is the allocation of sufficient funds within the training budget to pay for the validated and highest priority requirements categorized as Priority 1 training requirements (see AFI 36-401, *Civilian Training and Development*). The desired trend, indicating compliance with policy, is to close the gap between the validated and prioritized requirements and those requirements achieved.

Figure A1.1. Civilian Requirements vs Trained.



* Non-Acquisition Training Only

AS OF: 30 Mar 94