

# NAF Civilian Development Plan (CDP) Guide

## What is a NAF CDP?

- Used by the NAF Career Program (CP) office, in concert with senior leadership, to assess employees' achievements and goals
- Provides feedback (mentoring) from the NAF Development Team (DT), supervisor or Career Field Manager
- Project potential training and leadership positions that may fit your skills and goals
- This process is meant to encourage communication between the employee, the supervisor(s), and the endorser(s) as well as with the CP office and senior leaders. Facilitates an avenue, via the NAF DT, for employees to make known to senior leadership their career goals, achievements and interests
- Allows employees to be considered for some of the career field's unique opportunities

## Why is it important?

- It's used collectively to better manage entire career fields
- Provides feedback to you and gives advice/direction with employee's objectives that can be used to achieve your professional career goals
- Provides senior leadership with information to better develop future leaders
- It is a MANDATORY step to be considered for certain career opportunities:
  - Career Broadening (CB) Positions
  - Steady State Vectoring (A request for the DT to review your records and provide feedback, such as future duty locations or developmental needs, to show you how to progress in your career)

## Employee's Responsibilities

- Accuracy of the CDP submission to include properly formatted resume
- Complete all sections of the CDP form in its entirety (Personnel information, Professional goals, and Justification)
- Obtain your Career Brief from your local HR office and review for accuracy - if there are inconsistencies between your resume, career brief, and CDP correct or explain on the CDP form.
- Follow CDP resume format—don't make "unique". Want same information in the same format for each applicant
- Show return on investment to the Air Force in the "Justification" section of the CDP form
  - Short and long term goals should be reasonable and clear
  - Short term goals should show how the requested developmental opportunity will be utilized
  - Long term goals should show how the AF benefits from the developmental opportunity in terms of future capability

## Supervisor's and Endorser's Responsibilities

- Write the endorsement nomination yourself. It's okay to have an employee provide bullets, but the package loses credibility when it appears the employee prepared their own endorsement
- Discuss the nomination with the employee
  - If you're not sure, discuss with the Career Program representative
- The strength of your endorsement really matters
- Leadership potential is critical, particularly for CB opportunities
  - Know the employee's record - your endorsement should be consistent with their achievements
  - Highlight significant achievements/recognition
- Return-on-investment states how proposed developmental opportunity will benefit the Air Force in the long-term
- Follow-on assignment - what do you recommend the employee do next to build on the developmental or CB opportunity
- Faint praise/lukewarm comments send a clear message
- Employees need to ensure they have submitted the appropriate information needed for the DT, according to the guidance provided. Please ensure:
  - All required items are complete,
  - Information provided is accurate,
  - You, as the endorsing official, agree with employee's goals/desires and will strongly endorse

## Tips for completing a CDP

- Use the Professional Goals or Justification sections to specify which program you are interested in (CB, Steady State Vectoring, Tuition Assistance, PME, Leadership training).
- Ensure short and long term development goals reflect career and responsibility progression.
- If open to any/all locations within the Air Force, ensure you selected "Yes" in item titled "Mobility". If interested in applying for a CB position select "Yes" in item titled "CB". Be aware, if selected for CB position, a PCS is required.
- CDP must be digitally signed by employee, current supervisor and endorser using the CDP template
- Incomplete packages and late submissions may result in lost opportunities. Submit all required documents by suspense date.