



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

MEMORANDUM FOR FORCE SUPPORT (FS) NONAPPROPRIATED FUND (NAF) EMPLOYEES
AND FS LEADERS

FROM: HQ USAF/A1S
1040 Air Force Pentagon
Washington DC 20330

SUBJECT: NAF FS Civilian Development Plan (CDP) Opportunities (**Suspense: 10 August 2016**)

1. The Air Force is strongly committed to an environment in which all members are encouraged to pursue opportunities for learning and professional growth. This year, development opportunities continue for NAF employees seeking to sharpen their leadership skills and expand their careers through education, training, and development. This memorandum outlines the 2016 NAF CDP opportunities call.
2. Beginning 11 July 2016, the NAF Development Team (DT) will accept CDP submissions. This year's development programs include centrally-funded leadership training; non-resident Professional Military Education (PME) (*i.e.* Squadron Officer School, Air Command and Staff College, and Air War College); centrally-funded tuition reimbursement opportunities; and Career Broadener (CB) assignments. Steady-State Vectoring (SSV) is also available for all employees seeking feedback on their career. SSV is feedback provided to employees on the developmental and experiential gaps in their career based on review of employee's goals, DT desired attributes, leadership endorsement, and past/current jobs & achievements.
3. The NAF DT panel is comprised of the Air Force Deputy Director of Services and MAJCOM representatives and will convene in October 2016. The CDP process is facilitated by employees completing the NAF CDP form at attachment 1 along with a resume formatted in accordance with the NAF CDP resume template at attachment 2. Instructions for completing the CDP are at attachment 3. Program eligibility is further listed at attachment 4. The following categories of Force Support NAF employees (to include those covered by a NAFI Memorandum of Agreement {MOA} and joint base Uniform Funding and Management {UFM}) are eligible to participate in the NAF DT:
 - NF-III/IV/V
 - CY-04/05
 - NA-09 through 15
 - NL-01 through 15
 - NS-01 through 19
4. The panel will also select two eligible employees to participate in a two-year NAF CB assignment. This deliberate development process is intended to provide individuals with sufficient breadth of experience to be competitive for future leadership opportunities. CB assignments are located at Joint Base San Antonio (JBSA) and include a Permanent Change of Station (PCS) move, if required. CB employees will gain valuable skills while adhering to an established training plan and rotating between Force Support Squadron (FSS) NAF activities within JBSA. These rotations provide employees with the knowledge, experience, and skills for success in future leadership positions. Upon completion of the program, employees will be outplaced through a Priority Placement Referral program, which may include an additional PCS. To be eligible for a CB position, employees must have been assigned to their

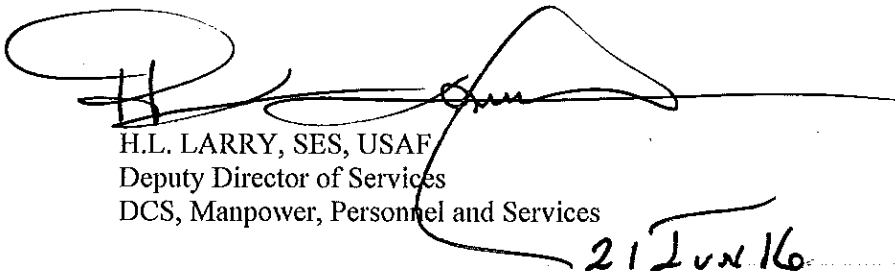
current position for a minimum of two years and should have a Bachelor's degree. Additional desirable attributes include relevant and diverse job experience, supervisory experience, and grade appropriate formal and military education. Employees wishing to be considered for one of the two CB positions must self-identify on their CDP, provide a properly formatted resume consistent with the resume template at attachment 2, and include a copy of their transcript showing degree completion. Employees eligible to be considered for the CB program are current employees with the permanent pay band/grade of the following (to include those covered by a NAFI MOA and UFM):

- NF-IV/V
- CY-05
- NA-12 through 15
- NL-11 through 15

5. Completed CDP packages must include comments and approval from both the supervisor and the endorser. At the base level, the endorser is the FSS Commander/Director; at the FOA level, the endorser is the employee's second level supervisor. The endorser cannot be delegated to a lower level.

Completed CDP packages must be submitted by the FSS Commander/Endorser via email to the NAF FS Career Field Team (CFT) group inbox afpc.nafcareers@us.af.mil no later than 10 August 2016. This suspense date is firm; no extensions will be approved.

6. I encourage all eligible NAF employees who are interested in furthering their career through training and development to submit a NAF DT CDP package. Please direct questions to the NAF FS CFT by email at afpc.nafcareers@us.af.mil or by phone at DSN 665-2596 or (210) 565-2596 (commercial).



H.L. LARRY, SES, USAF
Deputy Director of Services
DCS, Manpower, Personnel and Services

21 Jun 16

4 Attachments:

1. NAF CDP Form
2. NAF CDP Resume Template
3. NAF CDP Guide
4. Program Eligibility