



Career Development

**AIR FORCE PERSONNEL CENTER NEWS
RELEASE (FEB. 3, 2006)**

AIR FORCE BEGINS TESTING CIVILIAN SELF-SERVICE SYSTEM

RANDOLPH AIR FORCE BASE, Texas—The Air Force will begin testing a new My Biz self-service system for Air Force civilians to view their personnel information, today.

The Web-based self-service application will allow employees round-the-clock access to their personnel information from .mil domains.

In My Biz, civilians can maintain their own personal information, such as benefits and training and profiles and periodically provide input to their supervisors on employee performance plans.

“My Biz falls perfectly in step with the Air Force’s vision to transform the way personnel information is provided to and accessible by its military personnel and civilian employees,” said Chuck Zedek, personnel systems program manager at the Air Force Personnel Center here. “Customer-oriented access such as this will enable civilians to get the personnel information they need when they need it.”

The initial testing of the application, which concludes Feb. 15, will be conducted at Dobbins Air Force Base, Ga.; Ellsworth Air Force Base, S.D.; Shaw Air Force Base S.C.; Fairchild Air Force Base, Wash.; Laughlin AFB, Texas; Malmstrom Air Force Base, Mont.; Schriever Air Force Base Colo.; Spangdahlem Air Base, Germany; and Tinker Air Force Base, Okla.

However, once the initial test is completed, employees may continue to access My Biz to view their personal information.

Employees at the test bases will be able to view data related to their civilian employment and will have limited capability to update their e-mail address, work phone, handicap code, race and national origin, and language.

Employees may also view appointments, current and historical position information, salary, awards, bonus and performance information, and benefits.

Although this is a test to monitor My Biz system performance, employees will view current data and their changes will be reflected in their Defense Civilian Personnel Data System records.

Along with the system performance test, the Air Force will also conduct a special stress test Feb. 9 to ensure the system can sustain performance during periods of high customer demand.

It is to be fully implemented by June 2006 and will be accessible at <http://www.afpc.randolph.af.mil/cfa/MyBiz/MyBiz.htm>.

AIR FORCE PERSONNEL CENTER NEWS SERVICE (FEB. 6, 2006) TEAM TRAINS FOR PERSONNEL TRANSFORMATION

RANDOLPH AIR FORCE BASE, Texas (AFPN)—Personnel experts will begin visiting major commands today to train specialists on the changes that will affect the way Air Force does personnel business.

This new initiative called Personnel Services Delivery Transformation will use technology so all airmen can conduct personnel transactions through Web-based services and contact centers.

“We have historically provided personnel services primarily through face-to-face contact, and we do it well,” said Lt. Gen. Roger Brady, deputy chief of staff, personnel. “In the future, PSD will provide a new way of doing business ... one that will become more efficient by moving transactional work to the Web or contact centers.”

While the technology transforms personnel services, the visiting teams will train specialists on changes scheduled to take effect March 31 that affect active-duty airmen.

Several processes like retraining and retirements, currently worked through base-level military personnel flights, will be self-initiated via the Web, and centrally managed at the Air Force Contact Center, San Antonio.

“This training is the first step in changing the way we all think, even as personnelists, about the way we accomplish personnel transactions,” said Col. Michael Maloney, director of personnel services at the Air Force Personnel



Center. "We're training our personnel specialists first and giving them the opportunity to inform their customers."

The training will cover how airmen will use Web-based applications via the virtual MPF to apply for retraining and retirement and how the contact center will process these and other transactions.

"PSD will provide our airmen the same convenient 24/7 on-demand access to information much like they have come to expect from online banking and Internet commerce," Maloney said.

DOD PUBLISHES AT&L WORKFORCE POSITION MANAGEMENT AND CAREER DEVELOPMENT GUIDANCE

DoD Instruction 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," was published effective Dec. 21, 2005. This Instruction implements DoD Directive 5000.52 and provides uniform guidance for managing positions and career development of the acquisition, technology, and logistics workforce. This includes the designation and identification of AT&L positions; specification of position requirements; attainment and maintenance of AT&L competencies through education, training, and experience; AT&L Performance Learning Model; management of the Defense Acquisition Corps; selection and placement of personnel in AT&L positions; and workforce metrics.

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This Instruction also supersedes DoD 5000.52-M and cancels the Principal Deputy Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum dated May 28, 2002; as well as Under Secretary of Defense for Acquisition, Technology, and Logistics Memoranda dated Oct. 25, 2002; April 10, 2003; Sept. 13, 2003; March 9, 2004; and Nov. 23, 2004.

Download the new Instruction from the Defense Technical Information Center Web site at <http://www.dtic.mil/whs/directives/corres/html/500066.htm>.

ISSUANCE OF THE AT&L WORKFORCE DESK GUIDE (JAN. 10, 2006)

Defense Acquisition University President Frank Anderson Jr., has issued the first edition of the *AT&L Workforce Desk Guide* http://www.dau.mil/workforce/ATL_Workforce_Desk_Guide_01-10-6.pdf. A team of component and functional representatives from the AT&L Workforce Management Group prepared the guide to provide the DoD-wide acquisition, technology, and logistics workforce a practical, user-friendly tool for understanding and executing the DoD AT&L Acquisition Education, Training, and Career Development Program. The intended audience is organization AT&L workforce training managers and AT&L workforce members. The guide will help answer questions about the new key leadership positions, designating acquisition positions, as well as providing information about certification, qualification, and tenure requirements.

The guide complements the DoD Directive 5000.52 (Jan 12, 2005) and DoD Instruction 5000.55 (Dec 21, 2005). The guide is not policy and if there is a conflict, the directive and instruction take precedence.

If you have any questions or suggestions for improving the guide, please contact your component AT&L workforce (DACM) training office or the AT&L Workforce & Career Management office at (703) 805-3343. Links to your component AT&L workforce training Web site, the DoD directive, the instruction, and the guide can be found online at <http://www.dau.mil/workforce>. For questions or suggestions regarding the guide, e-mail atlworkforce@dau.mil.

COURSES EQUIVALENT TO MANDATORY DOD ACQUISITION COURSES

Ever wonder if your previous private-sector training and education, or training and education you may be contemplating for the future, would meet



the statutory requirements for DoD acquisition certification?

Find out today by checking the matrix compiled by the Defense Acquisition University at <http://www.dau.mil/learning/appg.aspx> for a summary of equivalent credit authorization for DAU courses. (Course equivalencies are renewed annually, and are effective only as indicated.) The matrix is an extensive list of academic courses—classroom only—offered by various training providers that have been certified as equivalent to mandatory acquisition courses provided by DAU.

To date, no provision for computer-based technologies such as computer conferencing or Internet delivery has been identified. Individuals seeking credit for equivalency courses should provide a copy of their college transcript to their servicing personnel office.

AMERICAN FORCES PRESS SERVICE (FEB. 9, 2006) NEW PERSONNEL SYSTEM PRESENTS OPPORTUNITY, PROGRAM OFFICER SAYS

Samantha L. Quigley

WASHINGTON, D.C.—The Defense Department's new National Security Personnel System is on track for initial implementation, the system's program executive officer told the human resources specialists attending a symposium here yesterday. "We're still on track to deploy folks into Spiral 1.1 in April," Mary Lacey told attendees. "We've got over 11,000 (non-union) employees that are going in."

The NSPS Program Executive Office designed the system for a staggered implementation based on a spiral model, she said. The approach has led to delays, she noted, but this has given the office a chance to tweak the program as it builds it. The purpose of the spiral model to introduce NSPS was to build a little, test a little, and learn a lot, Lacey said. "I'm actually confident that we're doing this the right way," she added.

The most recent implementation delay was caused by a need to take another look at the system's evaluation system. Lacey said it was robust but hard to understand and to put into operation. The NSPS has spent the last six weeks reworking that portion of the system, she said. Some whom NSPS will affect have expressed hesitation over changes it will bring, even if the changes are good

for them, Lacey said. She added that communication and training will help ease these fears.

"Conversations need to happen very, very frequently. Employees will be demanding more of supervisors' time. They'll be demanding more thoughtful conversations," she said. "If you find the time, while it's painful the first year, you will get paybacks forever."

One thing supervisors should be communicating to their employees is results.

"We're not just going to measure transactions," she said. "Transactions are interesting, but they're not necessarily something that compel us to action or the only thing that helps us achieve our [objective]."

Supervisors should also set and level expectations for employees, Lacey said. Employees need to realize not everyone is a star performer every year.

"When supervisors are giving their people feedback throughout the year, you need to talk in NSPS terms," she said. "A '3' is not a bad evaluation. That's a great, solid evaluation."

NSPS evaluation ratings are based on a scale of 1 to 5, with the former number being an unsuccessful evaluation and the latter a "role model" assessment.

Under NSPS, evaluations will determine an employee's compensation. The system's three pay bands allow flexibility to adjust salaries and compensation to be competitive with the civilian sector, Lacey said.

"It's an important flexibility that we think we need to have in the department," Lacey said. "But we need to watch it. It needs to be fair [and] we need to make sure that in the process of being fair we don't ... price ourselves out of business."

Also important is that employees feel the system is being applied fairly, she said, adding that feeling will come from continuous conversations with supervisors so that employees know what's expected. These conversations, and the formal evaluations, need to be conducted with a measure of sensitivity, she said.

"People's feelings are important in this," Lacey said. "The people are the appreciating assets in the Department of Defense."