



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC 20330

8 June 2004

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CV
DISTRIBUTION C

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

SUBJECT: Air Force Civilian Competitive Development Program (CCDP) Nominations
(SUSPENSE: 30 Jul 04)

The CCDP Selection Board will convene on 28 Sep 04 for the purpose of identifying high-potential civilian employees to participate in this key leadership development program. The program is designed to invest in promising employees in grades GS-12 through 15 and then realize a return on that investment through improved performance. All eligible employees are encouraged to apply. Commanders and managers are responsible for identifying and recommending quality candidates and ensuring they are competing for the appropriate schools. Your proactive participation is also needed to make certain diversity is reflected in your nominations for civilian professional development opportunities. Doing so during the nomination process optimizes our opportunity to grow leaders who reflect the diversity of our workforce. MAJCOM/CVs and HQ USAF/Secretariat (AF/SAF) two-letter offices are asked to consolidate and rank nominations for the CCDP and forward nomination packages to HQ AFPC/DPKD, 555 E Street West, Suite 1, Randolph AFB TX 78150-4530 by 30 Jul 04.

After you complete your ranking, nomination packages will be sorted by career field. Each functional development team will review nominations to validate the choice of schools and recommended follow-on assignment. Candidates for long-term training (Professional Military Education and graduate studies) must be prepared to accept a subsequent assignment designed to build on their school experience. Commanders are being asked to take an active role in identifying realistic outplacement proposals for their nominees.

The Air Force is committed to investing in the development of our future senior-level

managers and executives. Your personal involvement in nominating strong performers with exceptional potential is essential in meeting the long-term leadership needs of the Air Force.

//signed//

ROGER M. BLANCHARD
Assistant Deputy Chief of Staff,
Personnel

Attachments:

1. CCDP Information Sheet
2. CCDP Tentative Class Seats
3. List of CCDP WebPage Files

cc:

AF/DPL

AFPC/CD

ALMAJCOM/DP

AIR FORCE CIVILIAN COMPETITIVE DEVELOPMENT PROGRAM (CCDP)

CCDP offers a wide variety of opportunities and is designed to select the right person at the right time for the right training and then to put that training to work in appropriate follow-on assignments. Approximately 64 primary candidates and 34 alternates in grades GS-12 through 15 will be selected for the CCDP activities at Atch 2. Nominating procedures, program guidance, and tools to assist managers in identifying potential candidates may be found on the CCDP homepage located at <http://www.afpc.randolph.af.mil/cp/ccdp/default.htm>. Atch 3 lists all pertinent files on the CCDP webpage. CCDP selections for attendance in AY04-05 will be announced in October. For more information contact, AFPC/DPKD, DSN 665-2524 or Commercial (210) 565-2524.

**Air Force Civilian Competitive Development Program
Programs and Tentative Class Seats**

SCHOOL/COURSE	AY 05	
	PRI	ALT
INTERMEDIATE SERVICE SCHOOLS	17	8
Air Command and Staff College (ACSC)	16	7
AF Legislative Fellows Program (HILL)	1	1
SENIOR SERVICE SCHOOLS	19	16
Air War College (AWC)	7	4
National War College (NWC)	1	1
Industrial College of the Armed Forces (ICAF)	2	2
ICAF Senior Acquisition Course (ISAC)	7	7
RAND Fellowship Program (RAND)	2	2
ACADEMIC PROGRAMS	8	2
Harvard JFK School of Government (HARV)		
Alfred P. Sloan Fellows, MIT Sloan School of Management (MIT)		
Public Policy Program, Princeton Woodrow Wilson School of Public and International Affairs (PRIN)		
Stanford Sloan Program, Stanford Graduate School of Business (STAN)		
Air Force Institute of Technology (AFIT)		
EXPERIENTIAL PROGRAMS	20	8
Department of Defense Executive Leadership Development Program (ELDP)	11	5
Excellence in Government Fellows (EIG) and E- Government Fellows (E-GOV)	9	3
Sub Totals	64	34
Total	98	

Civilian Competitive Development Program (CCDP)

Webpage Reference Files for AY 2005 Nomination
<http://www.afpc.randolph.af.mil/cp/CCDP/Default.htm>.

CALL LETTER - HQ USAF/DP announced the call for top-down nominations to MAJCOM/CVs and HQ USAF/SAF two-letters.

NOMINATING PROCEDURES - Application procedures.

RESUME - A sample resume in Resumix format.

AF FORM 4059 - AF Civilian Competitive Development Program Nomination Form.

ENDORSEMENT PROCESS - Procedures please note: the endorsement process has been modified this year, requiring a concrete recommendation for a follow-on assignment and a statement indicating who they coordinated their recommendation with in the functional community.

2nd-LEVEL ENDORSEMENT - A sample 2nd-level endorsement letter from the MAJCOM or HQ USAF/SAF two-letter organization which reflect schools/programs in priority order.

CAREER BRIEF - HQ AFPC/DPKD will produce current career briefs for the selection board to review. They are not required as part of the nomination package.

NOMINATING CHECKLIST - Instructions to assist applicants and points of contact in preparing and submitting nomination package. The checklist must be completed and submitted with the nomination package.

TIMELINE - For CCDP announcement.

PROGRAM/SCHOOL AND CLASS SEATS - List of program/schools available and numbers of primary and alternate seats available.

PROGRAM/SCHOOLS TEMPLATES - Provides a reference guide summarizing the school or program objectives, basic eligibility, and ideal candidate.

SELECTION CRITERIA - Describes factors to be used in reviewing the applications.

AIR FORCE CIVILIAN LEADERSHIP FRAMEWORK - Recommends eligible candidates for the most appropriate development activity at this stage of their career.

BRIEFING - Provides program overview.