

FAQ for CPDP:

1. **What Is CPDP?** The Civilian Professional Development Program (CPDP) is designed to be an investment in one of our greatest resources--our civilian workforce. It emphasizes the importance of the Air Force Core Values and demonstrates the portrayal of these values in daily interactions with others. Although it is not accredited, it does achieve two purposes: fulfilling a gap in structured training and providing an opportunity for civilian leaders to help other civilian members embody integrity, service and excellence. CPDP trains a select number of civilians from each base (selected by wing leadership) and equips them with the skills needed to develop and execute a local professionalism development program targeted towards the civilian workforce. If you have further questions regarding this program, please contact the CPDP manager, Ms Quency Henson at 210-652-4260 (DSN 487) or quency.henson@us.af.mil.
2. **How do I participate and receive the training for CPDP?** Notify your wing commander's representative and provide your name as a volunteer to be a part of the core team. The wing commander's representative will decide which volunteers will be participating. The 3 participants' names will be forwarded to Ms. Quency Henson (quency.henson@us.af.mil). Dates for the course will be provided and the 3 participants will agree upon which date will accommodate them best. All participants must attend the same course dates. Once the dates are selected, the participants will be added to the roster. Participants will receive a welcome letter with further instructions. Participants attend the 4 day Facilitation Workshop at JBSA-Randolph.
3. **Who pays for the training to attend the course?** Three civilian personnel will be funded by PACE to attend a four-day TDY at JBSA-Randolph. TDY funding includes travel to and from home station, lodging and per diem. One rental car is allowed for the team. Base transportation available.
4. **Do I receive a certificate for attending the course?** Yes, upon completion of the 4 day workshop, you will receive a certificate signed by the Director of the Profession of Arms Center of Excellence.
5. **Is CPDP accredited?** No CPDP is not an accredited course.
6. **What is expected of me after attending the course?** We expect your team to return and conduct an initial event at your wing utilizing the skills and tools taught at the workshop. Recruitment of volunteers to assist with the program will be paramount. After recruiting volunteers to serve as facilitators, your team will train them and begin to schedule 1 event per month as feasible. We expect for this program to be used to satisfy the needs of your wing.
7. **How long is one event?** That is your team's call, based on the needs of the wing. Typically, an even is 6 hours with a lunch break. You can decide that lunch and learns work best or half day sessions.
8. **Will the Assessments Team require information from me?** The PACE assessments team will contact the program advisor approximately 6 months after completion of the CPDP Facilitator's Workshop. We request that you provide information that will be used to assess the benefits of the course to your wing.
9. **Is my wing limited to only 3 seats at the training or can I bring more people?**
On a case by case basis, your wing may be allowed to send more than 3 participants to the course, however, your wing will be responsible for the TDY cost for additional members beyond the 3 core team members.

10. **Will PACE train my wing's facilitators too?** The CPDP Facilitator's workshop is intended to provide training so that the core team members can return to their respective wings and train volunteer facilitators. On a case by case basis, if your team needs assistance we may be able to help.
11. **If my wing has problems getting started, will PACE assist?** After you complete the Facilitator's Workshop, PACE wants to stay in touch with you to see how your program is progressing and if there are any questions we can answer. Please feel free to contact us at any time. The PACE Assessments' team will also be in touch with you after 6 months. We will request the Program Advisor complete a survey which will help us learn more about your specific victories or areas that need assistance.
12. **What AFIs touch the program?**
Answer: AFI 1-2 Commander's Responsibilities - 3.2 Lead People - Paragraph 3.2.4
Development states: 3.2.4. Development. Commanders will support the professional and personal development of subordinates. Professional development includes formal mentoring, professional military education, academic opportunities, and other broadening opportunities. Personal development strengthens physical, mental, social and spiritual resiliency in an effort to build well-rounded Airmen. It is worthy to note also that this is an item on the IG inspection list. A Commander is responsible for developing his people including his/her civilian force.
13. **Does PACE have any extra kits/books to loan for training purposes?** In addition to the PACE developed materials, PACE provides one set of curriculum to each wing and does not have additional sets to loan out. If additional materials are required, the wing will be responsible for purchasing these items.
14. **Do I need to turn in anything to PACE after I complete the TDY?** Yes. We request a copy of your completed voucher so that we can balance our budget books. Please send your sign voucher to quency.henson@us.af.mil.
15. **Can I use other civilian curriculum other than the curriculum PACE provides?** Absolutely. This is your program and we want you to make it your own. Your Program Advisor will be the approving authority for the curriculum your team provides and purchases.
16. **Is there a specific group the events should be targeted towards?** The curriculum should be geared towards making people better people, therefore it is for everyone. Your team may find it useful to have sessions for particular groups. Sometimes having senior leaders or supervisors in the same session as employees may stifle the flow of conversation.