
AFPC/DPIDC
International Affairs Career Field Management Team
(IACFMT)

Transition-Civilian Development
Plan (T-CDP) Guide

October 2007

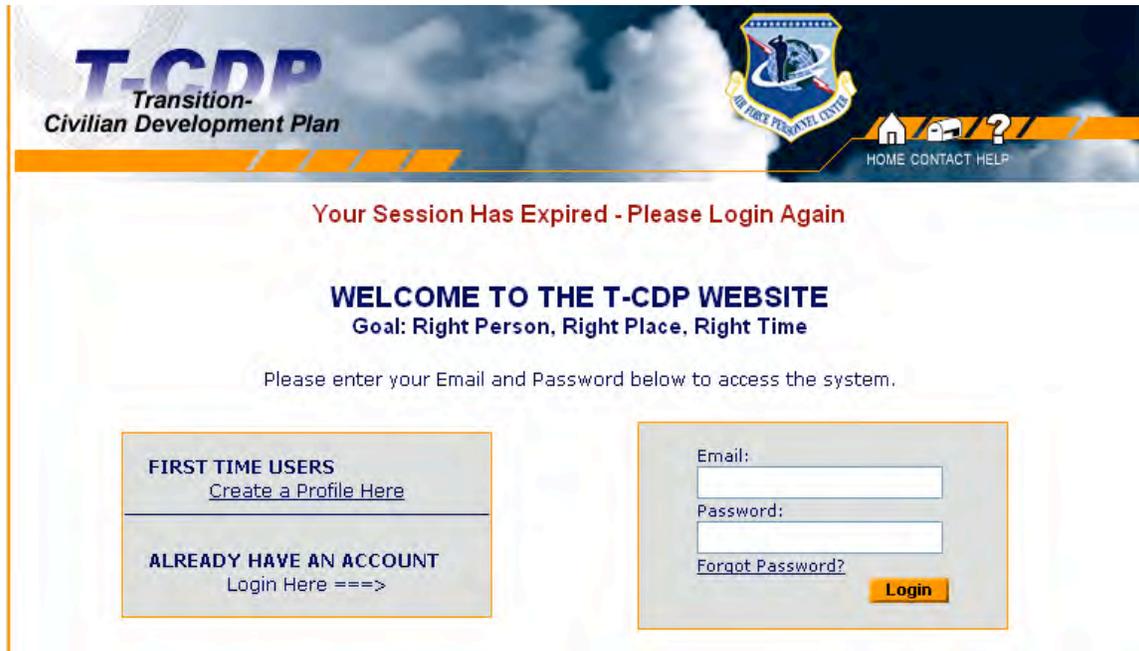
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View This Instruction Guide Before Starting T-CDP

Requesting a User Account

1. Go to <https://www.t-cdp.hq.af.mil>. **NOTE: You cannot log into T-CDP until you have successfully created an Employee profile in the system.**
2. **NOTE: If you will be accessing T-CDP as a SUPERVISOR or ENDORSER, DO NOT create or modify user profile. Your profile is established by the system at the time an Employee submits a completed T-CDP to you for review. [Go to "Supervisor Assessment" section, Page 18; "Endorsement (Designated Endorser)" section, Page 25]**



T-CDP
Transition-
Civilian Development Plan

AF FORCE PERSONNEL CENTER

HOME CONTACT HELP

Your Session Has Expired - Please Login Again

WELCOME TO THE T-CDP WEBSITE
Goal: Right Person, Right Place, Right Time

Please enter your Email and Password below to access the system.

FIRST TIME USERS
[Create a Profile Here](#)

ALREADY HAVE AN ACCOUNT
[Login Here ==>](#)

Email:

Password:

[Forgot Password?](#)

Login

3. a. "First Time Users": click on "Create Profile Here." Follow the instructions found on page 5, "Creating Your User Profile," of this document. When you have filled in all the mandatory fields, indicated with a "*", press the "Submit" button. You will view the "Confirmation: Create a User Profile" page containing your temporary password. See page 6. Press the "Continue" button and sign-in. Please note this password is temporary, and you will be requested to change the password.

T-CDP
Transition-Civilian Development Plan

Complete T-CDP Update Profile

HOME CONTACT HELP LOGOUT

• Your password has expired, please change it

Change Password

Your password must contain at least one of each of the following items:

- upper case letter
- lower case letter
 - number
 - symbol

Your password must be at least 8 characters long.
Your password can not match a password you have used in the last six months.

* Old Password

* New Password

* Confirm New Password

Submit

COMPLETE T-CDP UPDATE PROFILE

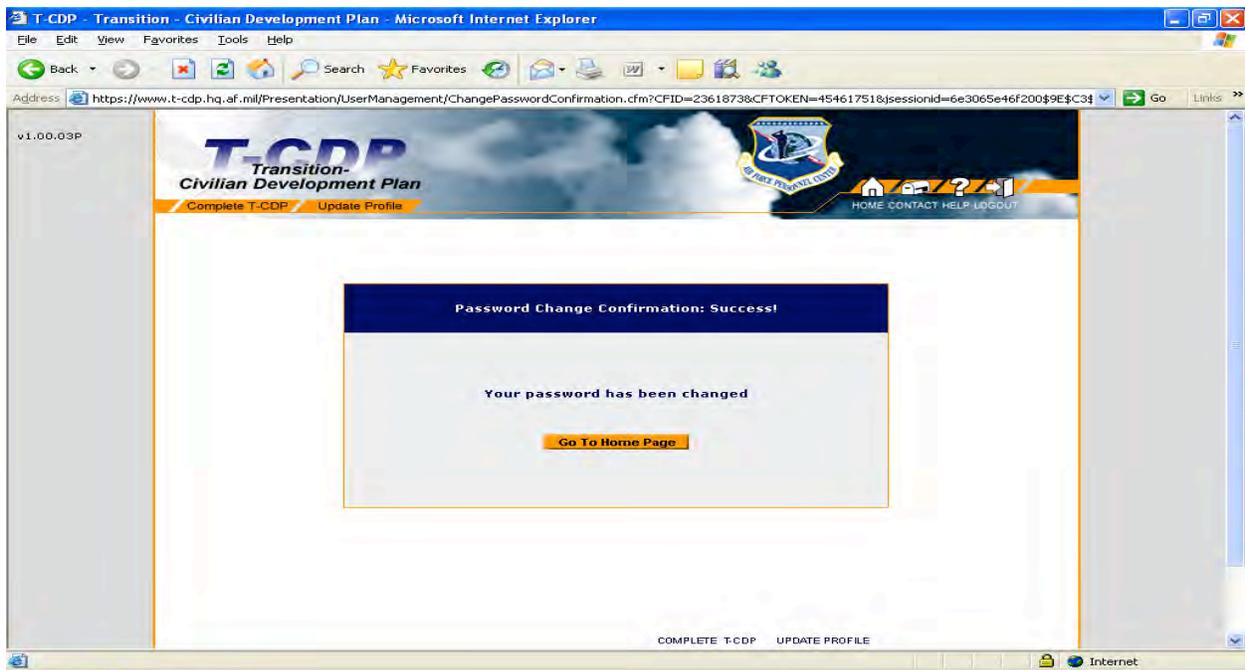
HOME CONTACT HELP LOGOUT

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When you have updated your password, you will receive confirmation your password has been updated as shown below.

b. "Already Have an Account": click on "Login Here" to complete your T-CDP.



4. If your account exists, you will receive this note.



- User robert.floyd2@randolph.af.mil already exists.

5. After you have changed your password you will be returned here:

T-CDP
Transition-Civilian Development Plan

Complete T-CDP Update Profile

HOME CONTACT HELP LOGOUT

Welcome to T-CDP!

T-CDP User Options

[Complete T-CDP](#)

[Print T-CDP](#)

To Update your Profile Information, select Update Profile option below.

[Update Profile](#)

T-CDP Info

Welcome. T-CDP was developed to give each employee an opportunity for feedback from senior leaders. These leaders, the Development Team (DT) Board, meet several times each year to review civilian records, recommend employees for education opportunities/leadership positions, or provide feedback for career progression. DTs have a major influence in the deliberate development of employees. Participation is an opportunity to reinforce communication between employees & supervisors, as well as show accomplishments to senior leaders. Supervisors/Endorsers are encouraged to provide honest & meaningful feedback to help you achieve your career goals.

Please direct questions/comments to your AFPC Career Field Management Team. Click the 'Contact' icon below or find the DSN/email address on the initial announcement you received. ALWAYS contact career field for functional questions first.

Terry Sims
Force Development

CAREER FIELD	PRIMARY	DSN
Civil Engineering	Mikos, Scott	665-2799 (alt Cyr C)
Comm & Info	Craig, Erica	665-1652 (alt Travis M)
Contracting	Phipps, Colleen	665-4507
Finance	Bain, Vince	665-2687
Historian	Gumm, Cheryl	665-4508/1844 (alt Mooney, C.)
Intel	Bennett, Barry	665-4587 (alt Lopez-Neuman, C.)
Intl Affairs	Floyd, Bob	665-1758
Legal	Kinlin, Joseph	665-1794
Logistics	Perez, Antonio	665-2365
Manpwr/Personnel	Christenson, Melanie	665-4056
OSI	Unsell, Sigrid	665-2796
Prog Mgt	Morgan, Jim	665-4129 (alt Trammel, G)
Public Affairs	VACANT	665-1806/1844 (alt Mooney, C)
Safety	Morrow, William	665-1698/1844 (alt Mooney, C)
Science & Eng	Creekmore, Rick	665-2252 (alt Miner, J)
Security	Swift, Mary	665-1552
Services	Coulter, Martin	665-4055
Force Dev/Sys POC	Sims, Terry	665-2997

COMPLETE T-CDP UPDATE PROFILE

HOME CONTACT HELP LOGOUT

Reminder: Frequently click on the "Save and Continue" button as You Proceed to Ensure Data is Saved

Although there is a 2-hour timeout feature in this T-CDP tool, entered data is saved only when a function is performed (e.g., click "Save and Continue") allowing server interface.

In General

Overview

The Transition-Civilian Development Plan (T-CDP) is a Privacy Act and Secure web-based tool that enables Air Force civilians to identify their future career goals and development opportunity preferences. An employee uses the Plan in this system to open a dialogue about her/his future career with her/his supervisor and endorser. The AFPC Career Field

Management Team uses the results of your T-CDP to assist International Affairs leaders with your succession planning. Your functional Development Team (DT) reviews the T-CDP as part of the International Affairs workforce developmental assessment and vectoring process.

Navigation

Each page has:

- ∞ Tabs taking you to the major T-CDP functions;
- ∞ Icons at the top right and bottom of the page that open:
 - ∞ The Home Page, represented by a house;
 - ∞ A point of contact, phone number, and email address for your AFPC Career Field Management Team T-CDP Program Manager, represented by a mailbox;
 - ∞ A help file represented by a question mark;
 - ∞ An arrow pointing through an open door for Logout; and
- ∞ Underlined text links at the foot of the page taking you to the same functions listed above.

The screenshot shows the T-CDP website interface. At the top left, the title "T-CDP Transition-Civilian Development Plan" is displayed. To the right is the Air Force Personnel Center logo. Below the logo are navigation icons: a house (Home), a mailbox (Contact), a question mark (Help), and an arrow through a door (Logout). A horizontal bar contains two tabs: "Complete T-CDP" and "Update Profile". The main content area is titled "Welcome to T-CDP!". On the left, a box titled "T-CDP User Options" contains buttons for "Complete T-CDP", "Print T-CDP", and "Update Profile". The "Update Profile" button is highlighted with a red box and a callout: "To Update your Profile Information, select Update Profile option below." In the center, "T-CDP Info" includes a "Welcome to..." message box with a callout: "Message to users". Below this are links for "Link to Privacy Statement" and "Link to security message". At the bottom, there are two rows of navigation links: "COMPLETE T-CDP UPDATE PROFILE" and "HOME CONTACT HELP LOGOUT". A red box highlights the bottom row with a callout: "Click here to go to the Home page, system point of contact, and online help file or to log out." At the bottom left, a disclaimer states: "This site is intended for the use of Air Force only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner and your unit public affairs office. Please read Privacy and Security Notice." At the bottom right, a "Section 508 message" states: "This site is compliant with 508 Rehabilitation Act as of 2005" with a 508 icon.

Internet Explorer Reminder: Before starting your T-CDP, check your desktop PC to ensure Cookies are enabled in your Internet Explorer Browser. You can check Internet Explorer set-up by following these simple steps:

- ∞ From the Internet Explorer toolbar click "**Tools**"
- ∞ Click "**Internet Options**"
- ∞ Click "**Privacy**"
- ∞ Click "**Advanced**"
- ∞ Click "**OK**"

Proper Cookies setting in Internet Explorer Browser



T-CDP Navigation Elements

To see instructions about using T-CDP, click the **“Help”** icon at the top or the label at the bottom right of the screen. If you still have problems, click on the **“Contact”** icon at the top right or bottom of the page to find the AFPC Career Field Management Team T-CDP Program Manager for assistance.

T-CDP displays a security message from the Air Force identifying the owner of the web page and the legitimate uses to which you can put the information on these pages. T-CDP also displays a link to the Privacy Act statement at the bottom of each page.

Modifying Your Profile

Click the **“Update Profile”** button or the Manage Profile tab to review or correct the data that identifies you to the system. All users must enter data in the fields preceded by an asterisk (*). All ‘Employee’ users must also enter data in those fields preceded by a pound sign (#). T-CDP will display the screen shown below.

User Profile Data

If any of the data is incorrect, type over them or select a replacement from the appropriate drop-down menu. When you are satisfied, click **“Submit”**. This will update your profile data as verified by a Confirmation screen. Then click on the **“Continue”** button to return to the Home Page.

Completing the T-CDP: 4-Step Employee Process

To successfully complete your T-CDP, you will accomplish the following four sequential steps. **Note:** You must begin with Step 1 of 4 and proceed to the next step in order (Step 2 of 4; Step 3 of 4; Step 4 of 4).

- ∞ Step 1 of 4: List (up to 10) previous [Assignments](#),
- ∞ Step 2 of 4: Fill out a Development [Plan](#),
- ∞ Step 3 of 4: Upload a copy of your [Career Brief](#) from the AFPC secure website,
- ∞ Step 4 of 4: Transmit the T-CDP to your [Supervisor](#) for review and assessment

Step 1 of 4, Experience History: Describing an Assignment

Reminder: Recommend you click on the **“Save and Continue”** button after entering each Assignment to ensure the data is properly saved to the system. This action may also prevent you from being kicked out of the page and sent back to the T-CDP Log-In screen with no data saved. **You may log-out of T-CDP at any time; however, ensure you click the “Save and Continue” button before exiting to save entered data.**

T-GDP
Transition-Civilian Development Plan

Complete T.CDP Update Profile

HOME CONTACT HELP LOGOUT

You are in:
Complete T.CDP
Step 1 of 4

EXPERIENCE HISTORY

List your experience history, in chronological order, beginning with your most recent assignment (*do not include your current job.*)

Experience History for: ROBERT FLOYD

Add Assignment

Save & Continue **Print** **Cancel**

COMPLETE T.CDP UPDATE PROFILE

HOME CONTACT HELP LOGOUT

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This site is compliant with 508 Rehabilitation Act as of 2005

- ∞ You must add at least one Assignment in Step 1 of 4, Experience History. A maximum of 10 assignments may be entered.
- ∞ Type in the appropriate data or select from a drop-down menu. You are able to type-in specific comments within each assignment.
- ∞ The purpose of this optional type-in field is to identify only those concise achievements or noteworthy attributes associated with the specific position and experience; not a full-blown resume. **There is a 1,000 character limit. You will not be able to proceed until the field content is 1,000 or fewer total characters.** An error message will appear when you have entered over 1,000 characters. You may enter Assignments in any order.
- ∞ Use the “**Move Up**” and “**Move Down**” buttons to arrange the list of assignments in the preferred order. Use the “**Remove**” button to delete an assignment record.

Note: Do not include assignment data for the position you presently occupy; that data was collected when you created your user profile. Begin with the most recent (your last) assignment and work back in chronological order, up to 10 total assignments.

T-CDP - Transition - Civilian Development Plan

You are in:
Complete T-CDP
Step 1 of 4

EXPERIENCE HISTORY

List your experience history, in chronological order, beginning with your most recent assignment (*do not include your current job.*)

Experience History for: Ima Ready

ASSIGNMENT 1

* Pay Plan/Series/Grade: GS-1750-13

* Organization & Office Symbol: AFSAT/FT

* Geographic Location: Randolph AFB, TX

* Type Experience: O1 - Training/Security Assistance Program Manager

* Supervisory Experience: B-Non-Supervisory

* Working Duty Title: Security Assistance Program Manager

* MAJCOM: AETC - Air Education & Training Command

* Level Experience: I-Squadron/Base Tenant

* Years/Months in Position: 3 / 2

Assignment Specific Comments (1000 character limit):
Sponsor: SAPM for Dedicated Flying Sq, Luke AFB F-16 FMS Case value \$68M and McConnell KC 135 FMS Case valued at \$83M, and Case Manager for Dedicated Flying Sq, Cannon AFB F-16 FMS Case valued at \$98M. AFSAT POC for Security Assistance Manpower

Buttons: Add Assignment, Save & Continue, Print, Cancel

Navigation: COMPLETE T-CDP, UPDATE PROFILE, HOME, CONTACT, HELP, LOGOUT

1,000 Character Maximum Limit

Fully Describe the Duty Title (in International Affairs)

Once you are satisfied with the number of Assignments, content and order, click on the **“Save and Continue”** button to save the data. This will take you to T-CDP Step 2 of 4. The Step 2 of 4 screen will display an “Experience History Updated” message at the top of the page.

Step 2 of 4, Plan Preferences: Career Goal and Projections

Your profile and current assignment data is displayed in the box in the upper left side of the page. A confirmation message, "Experience History Updated," will appear at the top of the Step 2 of 4 page.

Your Profile & Current Position Data

Name: Robert L. Floyd
 Assignment: Chief, International Affairs
 SSN: 111-1-3333
 Email: robert.floyd2@randolph.af.mil
 Career Field ID: International Affairs
 Occupational Series: 0301- Misc Admin & Program Mgt
 MAJCOM: AFPC
 Address: 555 E Street West Suite 01
 City State, Zip: Randolph AFB, TX 78150
 Last Promotion Date: December 1, 2002
 Current Position Start Date: March 1, 2006

Experience History Updated

You are in:
 Complete T-CDP
 Step 2 of 4

CAREER PROJECTIONS/RETIREMENT PLANNING

What is Your Long-Term Career Goal?

* Earliest Retirement Date:

* Estimated Retirement Date:

* Certainty: Flexible Certain

* Are you Mobile/Willing to Relocate? Yes No

* Are You Willing to Deploy? Yes No N/A

* When do you expect to vacate your current position?

* Do you wish to Opt Out this DT Cycle? (If yes, provide reason) Yes No

PREFERENCES

You may make up to three separate career plans. Unless you wish to opt out of this DT cycle, select at least a near-term preference under Plan 1. The beginning date will automatically equal the date on which you expect to vacate your current position. You must make a near-term entry in any plan to make a mid-range one, and so on. Each beginning date for the next period will correspond to the end date of the previous period.

Time	Begin	End	Experience Level	Assignment	Geographic Location
NEAR	N/A	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
MID	N/A	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

You must make entries in all fields with an asterisk (*) in front of the field names. These are mandatory/required entries and must be completed to successfully complete Step 2 of 4. Enter the appropriate information or select from the drop-down menus.

Note: You may need to scroll page right to bring all fields into viewing.

To file a T-CDP you must:

- ∞ **(Mandatory)** Identify a Long-Term Career Goal by selecting from the drop-down menu.
- ∞ Select the earliest month and year at which you are eligible to retire.
- ∞ Select the month and year at which you expect (estimate) to retire.
- ∞ Indicate whether the date on which you expect to retire is Flexible or Certain.
- ∞ Indicate whether you are Mobile/Willing to move to another job location. **Note: The date you enter in "When Do You Expect to Vacate Your Current Position?" also indicates when you would be mobile/willing to relocate (local or geographic).**
- ∞ Select the month and year at which you expect to vacate your current position.

Opt-In or Opt-Out of This Development Team (DT) Cycle. At this point in T-CDP, you have the choice to continue completing the remainder of the T-CDP by selecting "No" to the question "Do You Wish to Opt-Out This DT Cycle?" OR you may elect to not continue T-CDP completion by selecting "Yes" to the question.

Note: You are highly encouraged to "Opt-In" by fully completing a T-CDP and submitting it forward to your supervisor. Doing so ensures your T-CDP, along with supervisor and endorser assessments, will be viewed by the IACF DT.

Opt-Out Procedures

- ∞ Select the "Yes" button for the question: "Do You Wish to Opt-Out This DT Cycle?"
- ∞ Enter a short reason for electing to opt-out this DT cycle.
- ∞ **DO NOT ATTEMPT TO COMPLETE THE REMAINDER OF STEP 2 OF 4. AS YOU HAVE ELECTED TO OPT-OUT, THE SYSTEM WILL NOT ALLOW YOU TO COMPLETE FURTHER ENTRIES.**
- ∞ Scroll to the bottom of the page. You may click the "Print" button to print this page for your records. Click the "Save and Continue" button. This will take you to Step 3 of 4 screen page, Upload Career Brief.
- ∞ At Step 3 of 4, simply click the "Logout" button (arrow pointing through an open door) in the toolbar located at the top of the page.
- ∞ You have successfully opted-out this DT cycle and are now finished with T-CDP. No further action is required.

Opt-Out Fields (required)
 Proceed to Page Bottom and Click "Save and Continue" Button
 You may also "Print" this page

PROFILE
 Name: Robert L Floyd
 Assignment: Chief, International Affairs
 SSN: 111-22-3333
 Email: robert.floyd2@randolph.af.mil
 Career Field ID: International Affairs
 Occupational Series: 0301- Misc Admin & Program Mgt
 MAJCOM: AFPC
 Address: 555 E Street West Suite 01
 City State, Zip: Randolph AFB, TX 78150
 Last Promotion Date: December 1, 2002
 Current Position Start Date: March 1, 2006

CAREER PROJECTIONS/RETIREMENT PLANNING
 What is Your Long-Term Career Goal? [Select]
 * Earliest Retirement Date: Jun 2007
 * Estimated Retirement Date: Jun 2007
 * Certainty: Flexible Certain
 * Are you Mobile/Willing to Relocate? Yes No
 * Are You Willing to Deploy? Yes No N/A
 * When do you expect to vacate your current position? Jun 2007
 * Do you wish to Opt Out this DT Cycle? (If yes, provide reason)
 Yes No
 I plan to retire June 2007

PREFERENCES
 You may make a date on which you correspond to the

Time	Begin	Assignment	Geographic Location
NEAR	N/A	Select	Select
MID	N/A	Select	Select

Reminder: Frequently click on the "Save and Continue" button as You Proceed to Ensure Data is Saved

Although there is a 2-hour timeout feature in this T-CDP tool, entered data is saved only when a function is performed (e.g., click "Save and Continue") allowing server interface.

Opt-In Procedures

- ∞ Select the "No" button for the question: "Do You Wish to Opt-Out This DT Cycle?" Clicking the "No" button indicates that you have elected to Opt-In.
- ∞ Verify the month and year that you entered in the field "When Do You Expect to Vacate Your Current Position?"
- ∞ You will now proceed to entering career planning preferences by completing up to three (3) Plans. Each Plan allows you to identify a Near, Mid, and Far developmental opportunity. **NOTE: You must, at a minimum, enter a Near assignment in Plan 1.**

Listing Your Developmental Opportunity (Assignment) Preferences

- ∞ List preferences (near, mid, far) within each Plan. You may make up to three separate Plans. Plan 1 should reflect your most desired preferences; Plans 2 and 3 should reflect those desires you would like to pursue should Plan 1 not be available, and so on.
- ∞ The beginning date of the Near preference will automatically equal the date you entered in "When Do You Expect to Vacate Your Current Position?" You must make a near-term entry in any Plan to make a Mid-range one, and so on.
- ∞ Select the "Experience Level" from the drop-down menu. This field indicates the organizational level at which the experience will be gained.
- ∞ Select one of the available "Assignments" from the drop-down menu. **NOTE: The drop-down menu lists Assignments; Education (e.g., PME, Civilian Development Education); Long-Term Full-Time Training**
- ∞ Select a "Geographic Location" from the drop-down menu.
- ∞ **REQUIRED ENTRY:** Direct correlation with your response to the question "Are You Mobile/Willing to Relocate?" In the "Career Projection Plan Comments" field (at the bottom of the page) type in **ONE** of the following Developmental Mobility Types (exactly as listed) as your first entry: "Mobility: Organizational"; "Mobility: Occupational"; "Mobility: Functional"; "Mobility: Series". See Attachment to this Guide to view the four Developmental Mobility Type definitions.
- ∞ Use the remainder of the "Career Projection Plan Comments" field to type-in supporting rationale tied to your Plan preferences, as desired.
- ∞ When you are satisfied with your Career Plan(s), click the "**Save and Continue**" button at the bottom of the page. This will take you to Step 3 of 4 screen page, Upload Career Brief. A confirmation message "T-CDP Updated" will appear at the top of the Step 3 of 4 page.

Reminder: Frequently click on the "Save and Continue" button as You Proceed to Ensure Data is Saved

Although there is a 2-hour timeout feature in this T-CDP tool, entered data is saved only when a function is performed (e.g., click "Save and Continue") allowing server interface.

Sample of Completed Step 2 of 4, Plan Preferences: Career Goal and Projections

PREFERENCES

You may make up to three separate career plans. Unless you wish to opt out of this DT cycle, select at least a near-term preference under Plan 1. The beginning date will automatically set on which you expect to vacate your current position. You must make a near-term entry in any plan to make a mid-range one, and so on. Each beginning date for the next period will correspond to the end date of the previous period.

PLAN 1						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
NEAR	Mar/2009	Mar 2011	F-Squadron/Base-Host	1G - AFSAT	Randolph AFB, TX	
MID	Mar/2011	Apr 2013	5-MAJCOM	12 - MAJCOM	San Antonio, TX	
FAR	N/A	Select	Select	Select	Select	

PLAN 2						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
NEAR	N/A	Select	Select	Select	Select	
MID	N/A	Select	Select	Select	Select	
FAR	N/A	Select	Select	Select	Select	

PLAN 3						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
NEAR	N/A	Select	Select	Select	Select	
MID	N/A	Select	Select	Select	Select	
FAR	N/A	Select	Select	Select	Select	

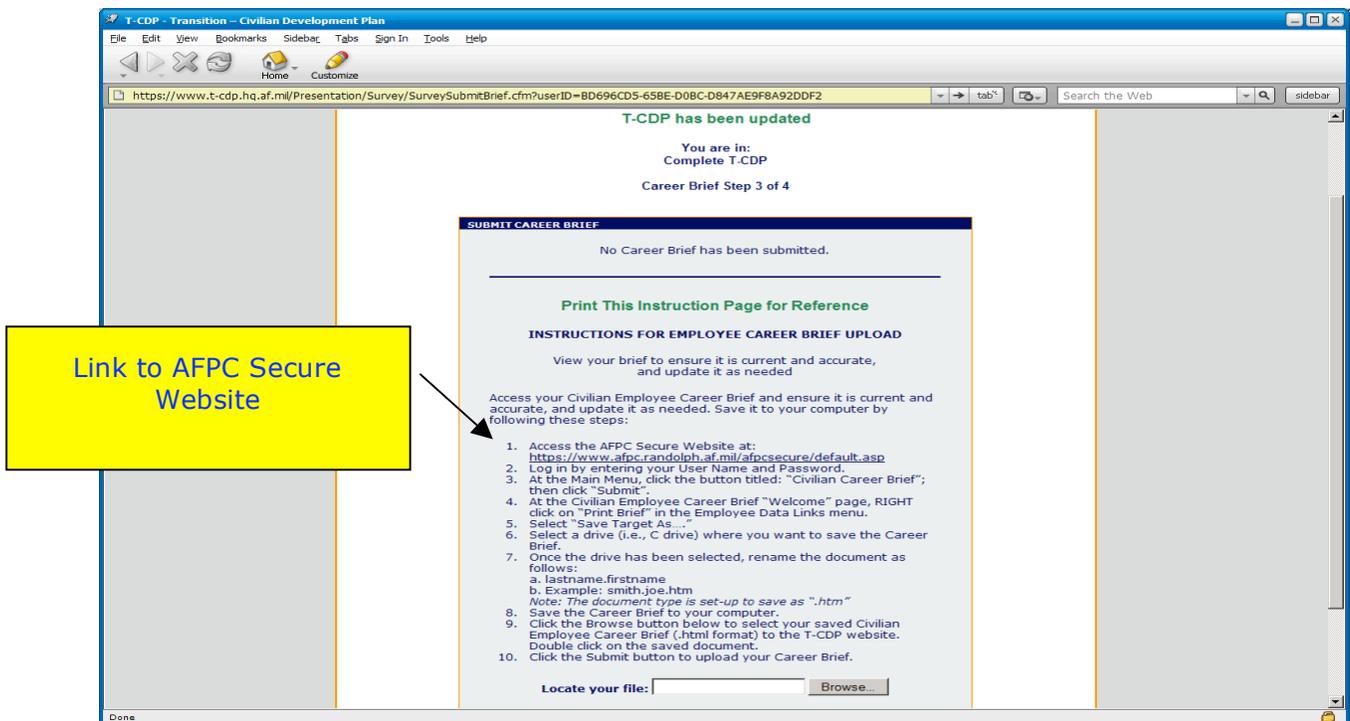
Enter Mobility Type preference first. Follow with comments to career plan(s)

CAREER PROJECTION PLAN COMMENTS:

As part of my Plan 1 Near Assignment, I would like to return to AFSAT as the Deputy Director.

Step 3 of 4, Upload Career Brief

- ∞ When you are ready to upload your Career Brief to the T-CDP tool, you will find it easiest to print out the instructions on the screen first and follow them exactly. View the screen on the next page.
- ∞ Click on the link provided in the instructions to access the AFPC Secure Website.
NOTE: You may be required to use your CAC Card in order to securely access the website.
- ∞ Click the "**Submit**" button at the bottom of the page to upload the Career Brief. The file name you saved the Career Brief under will display towards the top of the page.
- ∞ You can replace a previously uploaded Career Brief by following the same steps provided in the instructions.
- ∞ Once you are satisfied with the Career Brief you uploaded, click the "**Continue**" button. This will take you Step 4 of 4.
- ∞ **NOTE: In the event the AFPC Secure Website is unavailable at the time you are completing your T-CDP, the system allows you to bypass Step 3 of 4, Upload Career Brief, and proceed to Step 4 of 4. BYPASSING THE CAREER BRIEF UPLOAD IS BY EXCEPTION ONLY! YOUR SUPERVISOR AND T-CDP ENDORSER WILL NEED TO VIEW YOUR BRIEF.**



Reminder: Frequently click on the "Save and Continue" button as You Proceed to Ensure Data is Saved

Step 4 of 4: Identifying Your Supervisor

Select the rank or grade of your immediate Supervisor. **NOTE: You must make entries in those fields with an asterisk (*).** Enter her or his first name, middle initial, last name, a suffix if any, and the Supervisor's correct .mil email address.

NOTE: Be careful to ensure the email address is exact, and that there are no misspellings or spaces. The T-CDP system is .mil address oriented.

T-CDP
Transition-Civilian Development Plan

Complete T-CDP Update Profile

AIR FORCE PERSONNEL CENTER

HOME CONTACT HELP LOGOUT

You are in:
Complete T-CDP
Step 4 of 4

SUPERVISOR INFO

* Supervisor Rank/Grade:

* Supervisor First Name:

Supervisor Middle Initial:

* Supervisor Last Name:

Supervisor Suffix:

* Supervisor Email:

Submit to Supervisor **Save (Do Not Submit)** **Cancel**

COMPLETE T-CDP UPDATE PROFILE

HOME CONTACT HELP LOGOUT

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You can either click **“Submit to Supervisor”** which will send your completed T-CDP to the Supervisor you have identified; OR you can click **“Save (Do Not Submit)”** to retain it to review and submit later. Click **“Cancel”** to return to the Complete T-CDP page - data entered in this Step 4 of 4 will not be saved.

When you click **“Submit to Supervisor”** your completed T-CDP will be available in the system for Supervisor review and assessment. The T-CDP system will send her or him an email indicating that your T-CDP is ready for their action. You will view the following confirmation screen:

T-CDP
Transition-Civilian Development Plan

Manage T-CDP / Manage Profile / Manage Content / Notifications / Generate Report

HOME CONTACT HELP LOGOUT

You are in:
Complete T-CDP

T-CDP Submitted to Supervisor

Your T-CDP has been submitted to your supervisor.
An email has been sent to your supervisor at "robert.floyd2@randolph.af.mil".
If you would like to make additional changes to the T-CDP, either use the button below or go back to the home page and click "Recall T-CDP".

[Recall T-CDP](#) [Continue](#)

MANAGE T-CDP / MANAGE PROFILE / MANAGE CONTENT / NOTIFICATIONS / GENERATE REPORT

HOME CONTACT HELP LOGOUT

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This site is compliant with 508 Rehabilitation Act as of 2005

Click the "Continue" button, which will direct you to the "Complete T-CDP" page. From this page you may perform the following functions: [Recall T-CDP](#) or [Print T-CDP](#). You may also logout from this page.

T-CDP
Transition-Civilian Development Plan

Complete T-CDP / Update Profile

HOME CONTACT HELP LOGOUT

Welcome to T-CDP!

T-CDP User Options

[Recall T-CDP](#)
[Print T-CDP](#)

To Update your Profile Information, select Update Profile option below.
[Update Profile](#)

T-CDP Info

Welcome to the Transition-Civilian Development Plan (T-CDP). Please provide any comments to your AFPC/DPK Career Field Management Team (CFMT) Program Manager. Click the 'Contact' icon to contact your CFMT POC.

COMPLETE T-CDP / UPDATE PROFILE
HOME CONTACT HELP LOGOUT

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NOTE: Should the Supervisor disagree with your Career Plan(s), your T-CDP will be returned to you for correction and resubmission. The T-CDP system will send you an email indicating the Supervisor disagrees, and instructs you to contact the Supervisor to discuss/resolve the disagreement, and correct the T-CDP BEFORE you resubmit.

Recalling a T-CDP

If you have submitted a T-CDP to your supervisor (successfully completed Step 4 of 4) and wish to make changes to it, you can recall it by clicking on the "**Recall T-CDP**" button. The system will ask you to confirm; click "**Continue**" to do so. You will not lose the information you have saved.

The system will return you to the home page and send an email to your supervisor advising that you have withdrawn your T-CDP for reconsideration.

NOTE: You can recall your T-CDP as many times as needed; HOWEVER, you will not be able to recall T-CDP once the Supervisor you identified in Step 4 of 4 has begun her/his assessment.

Re-Submitting a T-CDP That Was Supervisor Disapproved

- ∞ Log into T-CDP using your .mil email address and your password.
- ∞ Access the T-CDP Step that you intend to modify based on discussions with your Supervisor when she/he disapproved the original T-CDP you submitted. The data you previously entered will have been saved in the system.
- ∞ Make necessary edits to your T-CDP. **Reminder: Frequently click on the "Save" or "Save and Continue" button as You Proceed to Ensure the New Data is Saved.**
- ∞ Once you are satisfied with your edits, proceed to Step 4 of 4 and click "**Submit to Supervisor**". This action sends the Supervisor an email advising that you have submitted the modified/updated T-CDP for review.

Supervisor Assessment

Logging-In

Follow the instructions below to review and assess an Employee's T-CDP:

- ∞ When an Employee identifies you as her or his Supervisor, the T-CDP system creates your user profile and will automatically send you an email saying that a T-CDP is ready for your review and assessment. The email will contain a hyperlink to the T-CDP webpage and a temporary log-in password.
- ∞ **Note: Do not create a user profile. Your profile was already input to the system when the Employee submitted their T-CDP.**
- ∞ Enter your .mil email address and the temporary password to log in. The system will require you to change your password; do so, and make sure you remember it before you leave the Change Password page.
- ∞ When you have finished logging in, you will be directed to the 'Manage T-CDP' page which lists the T-CDP(s) that are ready for your review, the Employee's name, the date on which the last action was taken, the status of each, and the icons associated with the parts of the Employee's T-CDP.

**You are in
Manage T-CDP**

Welcome to the Transition-Civilian Development Plan (T-CDP) system.

Your employee has requested your assessment of the civilian development plan he/she has prepared. As the supervisor you are the first to review/assess it, followed by review by the endorser and senior leaders on the Development Team (DT) Board.

Please take this opportunity to review your employee's individual development plan and determine if the plans are indicative of the path that they may best be suited for and/or are trying to achieve. Take this time to discuss with them your view of their plan, whether they appear to be on the right track, what can be done to help them achieve their goals, etc--an overall assessment of the plan. Please provide an honest and meaningful assessment that can help the employee achieve their goals.

Use this opportunity to mentor your staff and to help build camaraderie within your team. After your assessment is completed, please forward to the endorser for his/her comments. If you elect to return it to the employee instead, you must take the time to discuss your decision with the employee and come to a resolution if needed.

Please provide any questions/comments to your AFPC/DPI Career Field Management Team (CFMT) Program Manager. Click the 'Contact' icon to contact your CFMT POC.

Terry Sims
Force Development Support Office
DSN 665-1807

REVIEW T-CDPS						
Employee	Last Update	Status	View Exp History	View T-CDP	View Career Brief	Complete Assmt
FLOYD, ROBERT GS-13	11/06/06	Submitted				

Review a T-CDP

Click on the **"Complete Assmt"** icon (represented by a thumbs-up hand). This will open the "Complete Assessment" page where you will enter your assessment and comment on the Employee's plan. You can view the Employee's profile and current position data, and can click on all other Employee information needed to complete the assessment from this page:

- ∞ Click employee's T-CDP (profile, career goals and plans),
- ∞ Click employee's career/experience brief,
- ∞ Click employee's experience (assignment) history

Note: Do not click on or use the "Modify Profile" button. Your Supervisor profile was entered into the system when the Employee submitted their T-CDP to you. No further profile data is required.

The screenshot shows the T-CDP web application interface. At the top, there is a navigation bar with the following items: Manage T-CDP, Manage Profile, Manage Content, Notifications, Generate Report, HOME, CONTACT, HELP, LOGOUT. The main content area is titled "You are in Complete Assessment" and includes a "Go To: Profile -- T-CDP" link. Below this, there are three main sections: 1. EMPLOYEE PROFILE --: This section displays employee details for Robert L. Floyd, including Name, Grade, E-mail, SSN, Duty Title, Office Symbol, and Address. It includes buttons for "View T-CDP" and "View Experience History". 2. ASSESSMENT --: This section contains a "SUPERVISOR PROFILE" for Robert L. Floyd and a "SUPERVISOR'S RECOMMENDATION" section with a list of instructions for supervisors. 3. Callout boxes: Three yellow boxes with arrows point to specific parts of the interface: "Employee's profile and current position data" points to the Employee Profile section; "Employee's T-CDP (career goals and plans)" points to the "View T-CDP" button; "Employee's Career Brief Employee's Experience History" points to the "View Experience History" button.

Employee's profile and current position data

Employee's T-CDP (career goals and plans)

**Employee's Career Brief
Employee's Experience History**

T-CDP
Transition-Civilian Development Plan

Manage T-CDP Manage Profile Manage Content Notifications Generate Report HOME CONTACT HELP LOGOUT

You are in Complete Assessment

Go To: Profile -- T-CDP

EMPLOYEE PROFILE --

Name: GS-13 Robert L Floyd **Duty Title:** Chief, International Affairs **View T-CDP**

Grade: GS-13 **Office Symbol:** DPIDC

E-mail: robert.floyd2@randolph.af.mil **Address:** 555 E Street West Suite 01 **View Experience History**

SSN: 111-22-3333 **Address:** Randolph AFB, TX 78150

ASSESSMENT --

SUPERVISOR PROFILE **Modify Profile**

GS-13 Robert L Floyd **AFPC/DPIDC**

robert.floyd2@randolph.af.mil **Chief, International Affairs**

Randolph AFB, TX 78150

SUPERVISOR'S RECOMMENDATION

- Review the attached member's T-CDP.
- Select a Developmental Assessment. Evaluate the employee's performance and assess his or her potential using the definitions below. Provide an accurate, unbiased assessment free from considerations of race, sex, ethnic origin, age, religion, marital status, physical or mental handicap, or political affiliation.
- A short narrative justification is required.
- Provide the employee with constructive feedback within 30 days of receiving the Development Team assessment.
- Agree or disagree and comment on the Employee's T-CDP Information below.

Complete Supervisor Assessment

The screenshot shows a web browser window titled "T-CDP - Transition - Civilian Development Plan". The URL is "https://www.t-cdp.hq.af.mil/Presentation/Survey/SurveyApprove.cfm?userID=BD696CD5-658E-D08C-D847AE9F8A92DDF2". The form contains several sections:

- Considerations of race, sex, ethnic origin, age, religion, marital status, physical or mental handicap, or political affiliation.**
- Developmental Assessment:**
 - READY**: Ready now to assume greater responsibility in a more challenging position at the same or higher grade than currently held.
 - GROOM**: Demonstrated growth potential (employee would benefit by an assignment in a related specialty or different organizational level). Ready now for new developmental opportunities.
 - ON-TRACK**: Needs further development at current assignment, but has growth potential and may be ready for developmental position or greater responsibility in the future.
 - CURRENT ASSIGNMENT**: Stay in current assignment (required for specific expertise or announced retirement, etc.)
- In-Residence Civilian Development Education (CDE) as Next Assignment/Development Opportunity
- Supervisor's Assessment:**
 - I AGREE** with the plan(s) provided by GS-13, Mr. Ima B Ready. Comments, if any, are in the area below.
 - I DISAGREE** with the plan(s) provided by GS-13, Mr. Ima B Ready -- See my comments below.
- Supervisor's Justification:** (A text input field)
- Comments:** (A text input field)

Yellow callout boxes with arrows point to the following elements:

- "Select ONE developmental (readiness) assessment" points to the Developmental Assessment radio buttons.
- "In-residence CDE recommendation" points to the checkbox for In-Residence Civilian Development Education.
- "Select 'Agree' or 'Disagree'" points to the Supervisor's Assessment radio buttons.
- "Justification (comments are mandatory)" points to the Supervisor's Justification text field.
- "Comments are optional if 'I Agree' Comments are mandatory if 'I Disagree'" points to the Comments text field.

At the bottom of the form are buttons for "Save", "Submit", "Print", and "Cancel".

Note: You must complete those required fields with an asterisk (*).

- ∞ You must select a Developmental (readiness) Assessment (Ready, Groom, On-Track, or Current Assignment) for the employee, based on the provided definitions. You are assessing where the employee is currently at in their career, and their potential to assume increased responsibility and leadership experiences. **Note: You are required to enter a justification, for the selected Developmental Assessment, in the 'Supervisor's Justification' field.**
- ∞ You may (optional) recommend In-residence Civilian Development Education (CDE) as the employee's next development opportunity. Checking this block provides the Endorser and the International Affairs DT a clear message that you highly recommend the employee apply during the next CDE annual call cycle.
- ∞ You must 'Agree' or 'Disagree' with the employee's career plan(s). **Note: You are required to enter comments if you Disagree with the employee's plan(s). Comments are optional if you Agree.**
- ∞ When you disagree with the Employee's T-CDP, click the "**Submit**" button. This action sends an email to the Employee informing her/him that you disagree with the plan(s), and requests the Employee make contact with you to resolve the disagreement. Once you and the Employee resolve the differences, the Employee will correct/edit the plan(s) and resubmit for your review and final Assessment. See section titled, 'Reviewing a T-CDP'.

Sample: Supervisor Agree

* Developmental Assessment:	<input type="radio"/> READY Ready now to assume greater responsibility in a more challenging position at the same or higher grade than currently held.
	<input checked="" type="radio"/> GROOM Demonstrated growth potential (employee would benefit by an assignment in a related specialty or different organizational level). Ready now for new developmental opportunities.
	<input type="radio"/> ON-TRACK Needs further development at current assignment, but has growth potential and may be ready for developmental position or greater responsibility in the future.
	<input type="radio"/> CURRENT ASSIGNMENT Stay in current assignment (required for specific expertise or announced retirement, etc.)
	<input type="checkbox"/> In-Residence Civilian Development Education (CDE) as Next Assignment/Development Opportunity
* Supervisor's Assessment:	<input checked="" type="radio"/> I AGREE with the plan(s) provided by GS-13 Robert L Floyd . Comments, if any, are in the area below.
	<input type="radio"/> I DISAGREE with the plan(s) provided by GS-13 Robert L Floyd -- See my comments below.
* Supervisor's Justification:	Robert is ready to Groom at this time. Agree with seeking a career broadening assignment to gain technical breadth as preparation for increased responsibility.
Comments:	

Save

Submit

Print

Cancel

Sample: Supervisor Disagree

*** Developmental Assessment:**

READY
Ready now to assume greater responsibility in a more challenging position at the same or higher grade than currently held.

GROOM
Demonstrated growth potential (employee would benefit by an assignment in a related specialty or different organizational level). Ready now for new developmental opportunities.

ON-TRACK
Needs further development at current assignment, but has growth potential and may be ready for developmental position or greater responsibility in the future.

CURRENT ASSIGNMENT
Stay in current assignment (required for specific expertise or announced retirement, etc.)

In-Residence Civilian Development Education (CDE) as Next Assignment/Development Opportunity

*** Supervisor's Assessment:**

I AGREE with the plan(s) provided by GS-13 Robert L Floyd .
Comments, if any, are in the area below.

I DISAGREE with the plan(s) provided by GS-13 Robert L Floyd -- See my comments below.

*** Supervisor's Justification:**

Comments: Robert should reconsider the plan to better align with gaining needed technical depth in the area of International Program Management. As a first priority

Save **Submit** **Print** **Cancel**

- ∞ Click the **"Print"** button to create a printer-friendly version of the employee's assignments and T-CDP and your own Assessment of it. To print a copy of the employee's Career Brief, open it and click the printer icon on your browser toolbar or File/Print. Click the  in the upper right corner of the browser to close the window.
- ∞ Click the **"Cancel"** button to leave the page without saving data. Click the **"Save"** button to retain the data until you are ready to send it.

Identify an Endorser

When you are satisfied with your final Assessment, click "**Submit**" to forward the Assessment to Endorser. This brings you to a screen where you will enter the Endorser information. The message "Assessment has been saved" appears near the top:

T-CDP
Transition-Civilian Development Plan

Complete T-CDP Update Profile

AIR FORCE PERSONNEL CENTER

HOME CONTACT HELP LOGOUT

You are in:
Complete T-CDP
Step 4 of 4

SUPERVISOR INFO

* Supervisor Rank/Grade: GS-13

* Supervisor First Name: ROBERT

Supervisor Middle Initial: L

* Supervisor Last Name: FLOYD

Supervisor Suffix: JR

* Supervisor Email: ROBERT.FLOYD2@RANDOLPH.A

Submit to Supervisor Save (Do Not Submit) Cancel

COMPLETE T-CDP UPDATE PROFILE

HOME CONTACT HELP LOGOUT

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IMPORTANT: THE ENDORSER IS THE SENIOR INTERNATIONAL AFFAIRS OFFICIAL ONE LEVEL ABOUT YOUR SUPERVISOR

- ∞ **NOTE: You must make entries in those fields with an asterisk (*).** Select the Endorser's rank or grade. Enter her or his first name, middle initial, last name, a suffix if any, and the Endorser's correct .mil email address. **NOTE: Be careful to ensure the email address is exact, and that there are no misspellings or spaces. The T-CDP system is .mil address oriented.**
- ∞ You can either click "**Submit to Endorser**" which will send your Assessment to the Endorser you have identified; OR you can click "**Save (Do Not Submit)**" to retain it to review and submit later. Click "**Cancel**" to return to the Complete T-CDP page - data entered in this step may not be saved.
- ∞ When you click "**Submit to Endorser**" your completed Supervisor Assessment will be available in the system for Endorser review. The T-CDP system will send her or him an email indicating that your T-CDP is ready for their action. You will view the following confirmation screen:

T-CDP
Transition-Civilian Development Plan

Manage T-CDP / Manage Profile

HOME CONTACT HELP LOGOUT

Assessment Complete
E-mail sent to Endorser at ROBERT.FLOYD2@RANDOLPH.AF.MIL

You are in
Manage T-CDP

REVIEW T-CDPS								
Employee	Supervisor	Last Update	Status	View Exp History	View T-CDP	View Career Brief	View Assmt	Complete Endrsmt
FLOYD, ROBERT GS-13	FLOYD, ROBERT GS-13	11/06/06	To Endorser					

MANAGE T-CDP / MANAGE PROFILE

HOME CONTACT HELP LOGOUT

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Endorsement (Designated Endorser)

Follow the instructions below to complete the Endorsement. As endorser, you will assess both the Employee's T-CDP (plans) and the Supervisor Assessment.

- ∞ When the Supervisor identifies you as the Endorser, the T-CDP system will automatically send you an email notifying you that a T-CDP is ready for your review. It will contain a hyperlink to the T-CDP webpage and a temporary log-in password.
- ∞ Enter your .mil email address and the temporary password. The system will require you to change your password; do so and make sure you remember it before you leave the Change Password page.
- ∞ When you have successfully logged in, you will be directed to the 'Manage T-CDP' page which list those T-CDPs that are ready for your review, the date on which the last action was taken, and the status of each. Sample screen shot follows:



You are in Manage T-CDP

Welcome to the Transition-Civilian Development Plan (T-CDP).

Your employees are requesting feedback from their senior leaders regarding their individual career goals and development needs via this T-CDP tool. The employee is submitting their CDP, via their supervisor, to you for your endorsement. Please provide an honest and meaningful endorsement that can help the employee achieve their goals. This will then also be provided to the Development Team (DT) for their review and feedback summary to the employee.

Please provide any comments to your AFPC/DPI Career Field Management Team (CFMT) Program Manager. Click the 'Contact' icon to contact your CFMT POC.

Thank you.

Terry Sims
Force Development Support Office
HQ AFPC/DPIF

Welcome to the Transition-Civilian Development Plan (T-CDP) system.

Your employee has requested your assessment of the civilian development plan he/she has prepared. As the supervisor you are the first to review/assess it, followed by review by the endorser and senior leaders on the Development Team (DT) Board.

Please take this opportunity to review your employee's individual development plan and determine if the plans are indicative of the path that they may best be suited for and/or are trying to achieve. Take this time to discuss with them your view of their plan, whether they appear to be on the right track, what can be done to help them achieve their goals, etc--an overall assessment of the plan. Please provide an honest and meaningful assessment that can help the employee achieve their goals.

Use this opportunity to mentor your staff and to help build camaraderie within your team. After your assessment is completed, please forward to the endorser for his/her comments. If you elect to return it to the employee instead, you must take the time to discuss your decision with the employee and come to a resolution if needed.

Please provide any questions/comments to your AFPC/DPI Career Field Management Team (CFMT) Program Manager. Click the 'Contact' icon to contact your CFMT POC.

Terry Sims
Force Development Support Office
DSN 665-1807

REVIEW T-CDPS									
Employee	Supervisor	Last Update	Status	View Exp History	View T-CDP	View Career Brief	View Assmt	Complete	Endrsmt
FLOYD, ROBERT GS-13	FLOYD, ROBERT GS-13	11/06/06	To Endorser						

MANAGE T-CDP MANAGE PROFILE

HOME CONTACT HELP LOGOUT

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Complete Endorsement

Click on the “**Complete Endrsmt**” icon (represented by a thumbs-up hand). This will open the “Complete Endorsement” page where you will enter your endorsement and comment on both the Employee’s plan and Supervisor’s assessment. You can view the Employee’s profile and current position data, and view the Supervisor’s assessment. Click on all other Employee information needed to complete the assessment from this page:

- ∞ Click employee’s T-CDP (profile, career goals and plans),
- ∞ Click employee’s career/experience brief,
- ∞ Click employee’s experience (assignment) history

Note: Do not click on or use the “Modify Profile” button. Your Endorser profile was entered into the system when the Supervisor submitted their assessment to you. No further profile data is required.

The screenshot shows the 'Review Endorsement' page. At the top, it says 'You are in Review Endorsement' and 'Go To: Profile -- T-CDP -- Endorsement'. The page is divided into three main sections: 'EMPLOYEE PROFILE --', 'ASSESSMENT --', and 'SUPERVISOR'S RECOMMENDATION'. Callouts on the left and right point to specific parts of the page:

- Employee's profile and current position data:** Points to the 'EMPLOYEE PROFILE --' section, which includes:
 - Name: GS-13, Mr. ROBERT L FLOYD JR
 - Duty Title: Career Field Administration
 - Grade: GS-13
 - Office Symbol: AFPC/DPIDC
 - E-mail: ROBERT.FLOYD3@RANDOLPH.AF.MIL
 - Address: 550 C STREET WEST RANDOLPH AFB, TX 78150
 - SSN: 111-22-3333
- Supervisor Data:** Points to the 'SUPERVISOR PROFILE' section, which includes:
 - GS-13 ROBERT L FLOYD JR
 - ROBERT.FLOYD2@RANDOLPH.AF.MIL
- Supervisor Assessment:** Points to the 'SUPERVISOR'S RECOMMENDATION' section, which includes:
 - View Assessment** button
 - Developmental Assessment:** GROOM. Demonstrated growth potential (employee would benefit by an assignment in a related specialty or different organizational level). Ready now for new developmental opportunities.
 - In-Residence Civilian Development Education (CDE) as Next Assignment/Development Opportunity
 - Supervisor's Assessment:** I AGREE with the plan(s) provided by GS-13, Mr. ROBERT L FLOYD JR. Comments, if any, are in the area below.
 - Supervisor's Justification:** Robert is Groom at this time. Agree with seeking a career broadening assignment to gain technical breadth as preparaton for increased responsibility.
 - Comments:** adsfadfs
- Employee's T-CDP (career goals and plans):** Points to the 'View T-CDP' button.
- Employee's Career Brief Experience (assignment) History:** Points to the 'View Experience History' button.

Enter Endorsement

Supervisor's Assessment: I AGREE with the plan(s) provided by GS-13 Robert L Floyd . Comments, if any, are in the area below.

Supervisor's Justification: Robert is ready to Groom at this time. Agree with seeking a career broadening assignment to gain technical breadth as preparation for increased responsibility.

Comments:

ENDORSEMENT --

ENDORSER PROFILE [Modify Profile](#)

GS-13 Robert L Floyd AFPC -- DPIDC
robert.floyd2@randolph.af.mil Chief, International Affairs
Randolph AFB, TX 78150

ENDORSEMENT

* **Employee's Plan Endorsement:** I AGREE
 I DISAGREE with the Employee's T-CDP

Comments:

* **Assessment Endorsement:** I AGREE
 I DISAGREE with the Supervisor's Assessment

Comments:

[Save](#) [Submit](#) [Print](#) [Cancel](#)

[MANAGE T-CDP](#) [MANAGE PROFILE](#) [MANAGE CONTENT](#) [NOTIFICATIONS](#) [GENERATE REPORT](#)

[HOME](#) [CONTACT](#) [HELP](#) [LOGOUT](#)

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Note: You must complete those required fields with an asterisk (*).

- ∞ Indicate whether you 'Agree' or 'Disagree' with the employee's development plan(s). **Note: If you Disagree, you are required to provide comments.**
- ∞ Indicate whether you 'Agree' or 'Disagree' with the Supervisor's assessment. **Note: If you Disagree, you are required to provide comments.**
- ∞ Click the "**Print**" button to create a printer-friendly version of the employee's assignments and T-CDP and your own Assessment of it. To print a copy of the employee's Career Brief, open it and click the printer icon on your browser toolbar or File/Print. Click the  in the upper right corner of the browser to close the window.
- ∞ Click the "**Cancel**" button to leave the page without saving data. Click the "**Save**" button to retain the data until you are ready to send it.

Sample: Endorser Agree

Supervisor's Justification: Robert is ready to Groom at this time. Agree with seeking a career broadening assignment to gain technical breadth as preparation for increased responsibility.

Comments:

ENDORSEMENT --

ENDORSER PROFILE [Modify Profile](#)

GS-13 Robert L Floyd
robert.floyd2@randolph.af.mil
Randolph AFB, TX 78150

AFPC -- DPIDC
Chief, International Affairs

ENDORSEMENT

* **Employee's Plan Endorsement:** I AGREE
 I DISAGREE with the Employee's T-CDP

Comments:

* **Assessment Endorsement:** I AGREE
 I DISAGREE with the Supervisor's Assessment

Comments:

[Save](#) [Submit](#) [Print](#) [Cancel](#)

[MANAGE T-CDP](#) [MANAGE PROFILE](#) [MANAGE CONTENT](#) [NOTIFICATIONS](#) [GENERATE REPORT](#)

[HOME](#) [CONTACT](#) [HELP](#) [LOGOUT](#)

Sample: Endorser Disagree

Supervisor's Assessment: I AGREE with the plan(s) provided by GS-13 Robert L Floyd .
Comments, if any, are in the area below.

Supervisor's Justification: Robert is ready to Groom at this time. Agree with seeking a career broadening assignment to gain technical breadth as preparation for increased responsibility.

Comments:

ENDORSEMENT --

ENDORSER PROFILE [Modify Profile](#)

GS-13 Robert L Floyd **AFPC -- DPIDC**
robert.floyd2@randolph.af.mil **Chief, International Affairs**
Randolph AFB, TX 78150

ENDORSEMENT

* **Employee's Plan Endorsement:** I AGREE
 I DISAGREE with the Employee's T-CDP

Comments: Employee's plan is not realistic based on lack of technical depth experience as recorded in the Career Brief. Recommend Employee revisit the International Affairs Civilian Development Plan

* **Assessment Endorsement:** I AGREE
 I DISAGREE with the Supervisor's Assessment

Comments: See my Employee comments above. Recommend Supervisor dialogue with Employee to remap career development plan.]

[Save](#) [Submit](#) [Print](#) [Cancel](#)

[MANAGE T-CDP](#) [MANAGE PROFILE](#) [MANAGE CONTENT](#) [NOTIFICATIONS](#) [GENERATE REPORT](#)

[HOME](#) [CONTACT](#) [HELP](#) [LOGOUT](#)

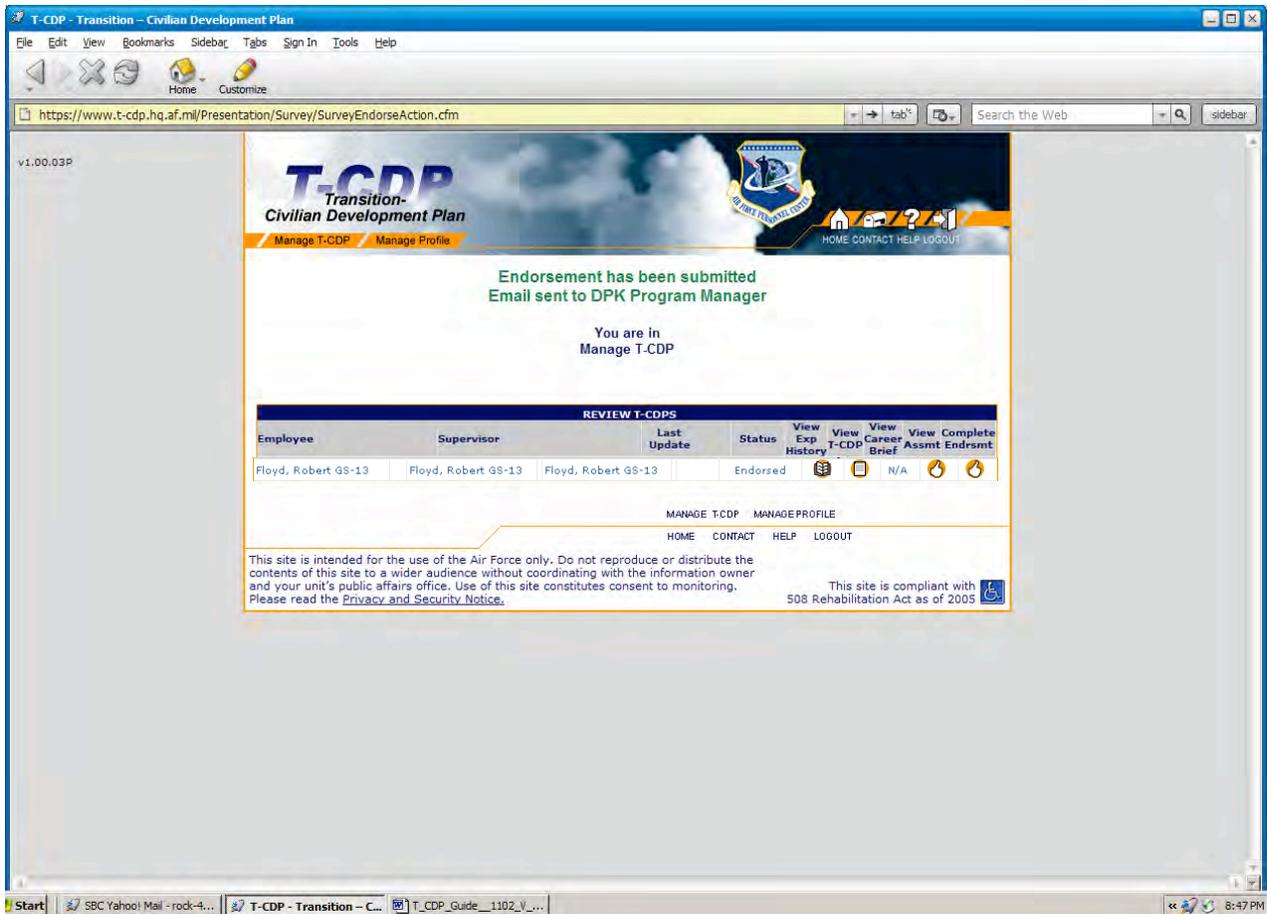
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Comments mandatory if 'Disagree' is selected

Submit Endorsement

- ∞ When you are satisfied with your Endorsement, click "**Submit**".
- ∞ The endorsed T-CDP is forwarded by the system to the AFPC International Affairs Career Field Management Team. The message "Endorsement has been submitted" appears near the top. You will view the following confirmation screen:



- ∞ You may now log out of the system, or click **“Complete Endrsmnt”** to begin your endorsement of the next T-CDP (employee) listed, as applicable.

ATTACHMENT A

Types of Developmental Mobility

Career Mobility

Effective Air Force management depends upon filling high-level positions with highly qualified employees who have a variety of work experiences. These varied experiences will broaden an employee's perspective by providing a range of challenges and demands that may not be experienced in a single type of position or at only one installation or organizational level. The career-minded employee should seek such work experiences in more than one location or organization. The depth and breadth of experience an employee will gain in this way may be the factor which postures the employee/candidate as the best qualified for a particular position. Employees seeking positions of increased responsibility and leadership should remain available for reassignment to fulfill Air Force mission needs.

Definitions: Types of Developmental Mobility

There are four types of developmental mobility which will prepare employees for more positions of increased responsibility and leadership potential.

Organizational Mobility Organizational mobility is movement between organizations or between elements of an organization; between the Air Force and other branches of government; between MAJCOMs and comparable organizations and other major subdivisions within the Air Force, and within a MAJCOM or its subdivisions.

Occupational Mobility Occupational mobility is a significant change in the kind of work performed, such as (1) major occupational change which requires substantially different qualifications, or (2) related occupational change in which the required qualifications and skills are an extension of complexity or scope of the previous occupation. This type of mobility does not result in a change in classification series.

Functional Mobility Functional mobility is movement between specialties or functions within or between major organizational segments.

Series Mobility Series mobility is movement from one occupational job series to another which is accompanied by a significant change in duties performed. Classification corrections without change of major duties do not fit this category.

Note: Each of the above types of developmental mobility may or may not involve geographic mobility, since a variety of assignments are possible within the same geographic area without changing a place of residence. Geographic mobility is a change in permanent duty assignment from one location to another which requires the employee to change place of residence.

Refer to Pages 13-14 of this Guide

REQUIRED ENTRY: Reference T-CDP Step 2 of 4, "Are You Mobile/Willing to Relocate?" In the "Career Projection Plan Comments" field type in **ONE** of the Developmental Mobility Types (exactly as listed) as your first entry: "Mobility: Organizational"; "Mobility: Occupational"; "Mobility: Functional"; "Mobility: Series".

ATTACHMENT B

Create Your Profile

You are in:
Create Profile

To Create this User Profile, please complete information below

User Account * Denotes Required Fields
Required For Employees Only

Email/User ID: ROBERT.FLOYD3@RANDOLPH.AF.MIL

* Role: Employee

Rank / Grade: GS-13 Title: Select

* First Name: ROBERT Middle Initial: L

* Last Name: FLOYD Suffix: JR

* Career Field: 4 - International Affairs

* Current Working Duty Title: CAREER FIELD ADMINISTRATOR * Occupational Series: 0301- Misc Admin & Program Mgt

* MA1COM: AETC - Air Education & Training Command * Office Symbol: AFPC/DPIDC

* Address: 550 C STREET WEST

* City / Base: RANDOLPH AFB * State: TX

Postal Code: 78150

Comm Phone: (210) 565-1758 * DSN: 665

(with dashes): 111-22-3333

Last Promotion Date: Dec 2002 # Current Position Start Date: Apr 2006

Submit **Cancel**

You Must Select "4 - International Affairs" from the *Career Field drop-down menu

Fully Describe the Duty Title (in the International Affairs Career Field)

Creating Your User Profile

1. **Note:** You must make entries in all fields with an asterisk (*) or a pound sign (#) in front of the field names. These are mandatory/required entries and must be completed to successfully create a user profile. Enter the appropriate information or select from the drop down menus.
2. Enter your .mil email address in the "* Email/User ID" field. A given email address can be attached to one and only one account. If you try to save an email address already associated with another T-CDP account, the system will reject the information. **NOTE: Be careful to ensure the email address is exact, and that there are no misspellings or spaces. The T-CDP system is .mil address oriented.**
3. **IMPORTANT:** In *Career Field: you must select "4 - International Affairs."
4. When you are finished completing all required fields, click "**Submit**".
5. If you have omitted essential (mandatory) information, the T-CDP screen will display a message telling you which fields need entries. Add them and click "**Submit**" again. T-CDP will save the record and display a message showing your username (which will be your email address) and the temporary password you will use to initially enter the T-CDP tool.

The screenshot shows the T-CDP (Transition-Civilian Development Plan) website interface. At the top left, the logo reads "T-CDP Transition-Civilian Development Plan". To the right is the Air Force Personnel Center logo. A navigation bar contains icons for Home, Contact, and Help. The main content area is titled "Manage Profiles" and displays a confirmation message in a white box with a blue header: "Confirmation: Create a User Profile". The message states: "User Profile: robert.floyd3@randolph.af.mil has been added with password: Aim_High_1 Please make note of this user's password!". A yellow "Continue" button is at the bottom of the message box. Below the message box, a navigation bar includes links for HOME, CONTACT, HELP, and LOGOUT. At the bottom of the page, there is a disclaimer: "This site is intended for the use of the Air Force only. Do not reproduce or distribute the contents of this site to a wider audience without coordinating with the information owner and your unit's public affairs office. Use of this site constitutes consent to monitoring. Please read the [Consent to Monitoring Notice](#) and [Privacy Act Statement](#)." To the right of the disclaimer, it states: "This site is compliant with 508 Rehabilitation Act as of 2005" with a small accessibility icon.

6. *Make a note of the temporary password and click the "Continue" button. T-CDP will return you to the Login screen. The first time you log in using the temporary password, the system will ask you to change the temporary password to a personal (unique) password. See [Changing Your Password](#). **Note: You are given 3 attempts to successfully enter the username (email address) and temporary password. After the 3rd failed attempt, you will be locked out of your account. Click on the "Contact" icon (mailbox) from the toolbar at the top of the page to reach your AFPC Career Field Management Team T-CDP Program Manager for assistance.***

Login

Your username is your .mil email address. If you have forgotten your password, click on "Forgot Password" and the webmaster will send you a new one. The password you create is valid for 90 days, after which time you will be prompted to change your password. Note: Your account will be "Disabled" after 60 continuous days of no T-CDP activity. See [Changing Your Password](#).

ATTACHMENT C

Changing Your Password

The T-CDP system will allow you to enter once with a temporary password and immediately require you to change it. Follow the directions below.

1. Enter your username (your .mil email address) and the temporary password. T-CDP will ask you to create a replacement password.
2. **Passwords must be at least eight letters long and contain at least one upper case letter, lower case letter, number, and symbol.** Enter your new password (twice) and click "**Submit**".

T-CDP
Transition-Civilian Development Plan

Complete T-CDP Update Profile

HOME CONTACT HELP LOGOUT

• Your password has expired, please change it

Change Password

Your password must contain at least one of each of the following items:

- upper case letter
- lower case letter
 - number
 - symbol

Your password must be at least 8 characters long.
Your password can not match a password you have used in the last six months.

* Old Password
.....

* New Password
.....

* Confirm New Password
.....

Submit

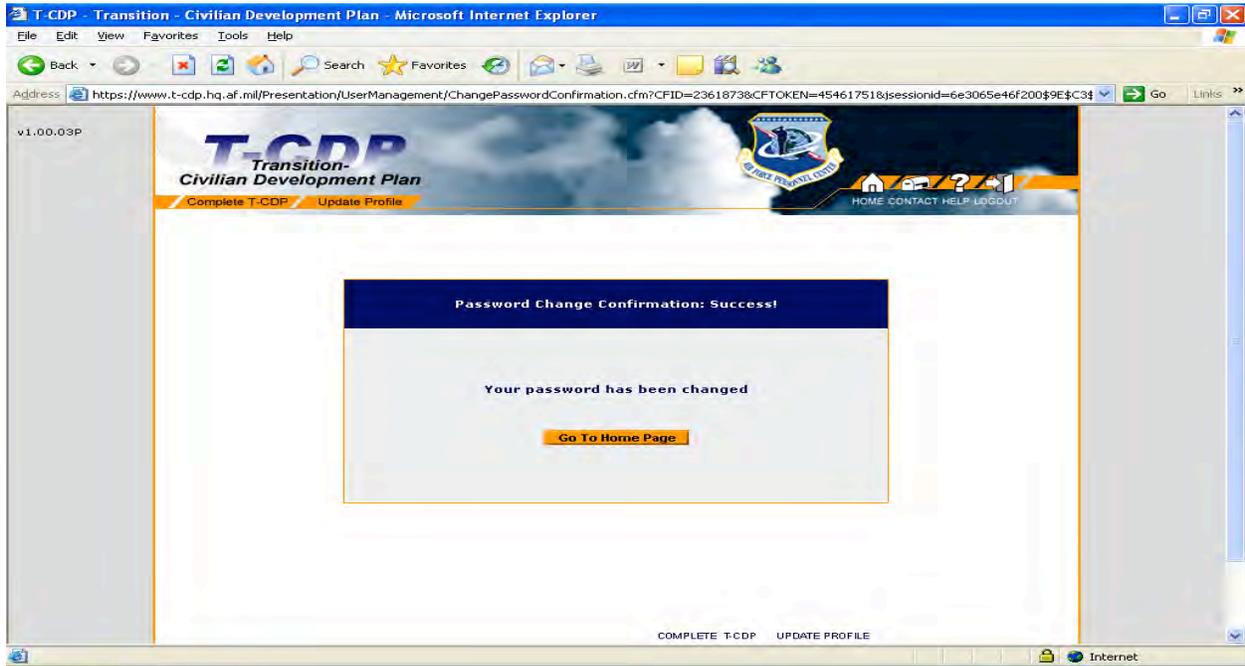
COMPLETE T-CDP UPDATE PROFILE

HOME CONTACT HELP LOGOUT

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This site is compliant with 508 Rehabilitation Act as of 2005

3. T-CDP will inform you that your password has been changed and offer you a button taking you to the "Home Page". Make sure you remember your newly created password before you click on it. **Note: You are given 3 attempts to successfully enter the username (.mil email address) and unique password. After the 3rd failed attempt, you will be locked out of your account. Click on the "Contact" icon (mailbox) from the toolbar at the top of the page to reach your Air Force Personnel Center (AFPC) Career Field Management Team T-CDP Program Manager for assistance.**



Congratulations! You have successfully created a user profile and are now ready to begin filling out your T-CDP.