

Civilian Automated Training Input Program (CATNIP)

Guidance

The Department of the Air Force (DAF) has transitioned from myPers/RNT to the Air Force Virtual Education Center (AFVEC)/Air Force Automated Education Management System (AFAEMS) platform for the processing of all centrally-funded civilian functional training, Force Renewal training, and civilian development requirements. The move to AFAEMS is an initiative to modernize the AFPC infrastructure to better meet the needs of their customers and programs. This transition highlights a collaborative and innovative approach to managing education, training, and funding, while maximizing efficiency through streamlining processes. Although tuition assistance programs have been utilizing the AFVEC/AFAEMS system for some time, this platform is new for training and civilian development. Effective 3 April 2024, SF182 for CONUS training and civilian development (listed below) are now processed in the AFVEC/AFAEMS.

This change applies to courses entered during the AFPC/DPCZL Civilian Automated Training Input Program (CATNIP) Annual Data Call. The SF 182 requests for training are managed, reviewed, and approved by the following offices:

- Civilian Leadership Development (CD) (AFPC/DPCZLE)
- Civilian Functional Training and Education (AFPC/DPCZLF)
- Career Field Teams (CFT) (AFPC/DPCZ)
- Employee Development Specialist (EDS) (CONUS)

Note: This change does not apply to OCONUS Functional Training CATNIP submissions or unit-funded training courses.

All DAF civilians are encouraged to register for an AFVEC account and create a profile. Register for an AFVEC account by going to <https://afvec.us.af.mil/afvec/account/login>, click "Register" (this will utilize your CAC), and create a profile. Submit any approved CATNIP requests at this time by utilizing the AFVEC system (now live). Also, do not submit any training that is off-the-shelf training. Again, this is only for processing CATNIP SF182 submissions now that the system is final released.

Effective 3 April 2023, DAF civilians that have an approved Priority 1 (CATNIP) training will click "Education Goal" and select "Training" to request approval of SF182. The SF-182 will be auto-populated within AFAEMS and will no longer require manual completion and upload. Training and development requests will be managed within AFAEMS, where the CD team, Civilian Functional Training and Education team, CFT members, EDS, and Financial Management (AFPC/FMY) will monitor and review requests, funding, and certification of completion.

For any questions or concerns, please reach out to your servicing EDS (list of POCs).

Training Resources

Prior to submitting training requirements through the Civilian Automated Training Input Program (CATNIP) SharePoint website, units and EDSs will ensure the training is not readily available from a no-cost or low-cost source. This ensures the delivery of quality training while maximizing resources. No-cost or low-cost sources include, but are not limited to, the following:

Resource	Link
Air University	https://www.airuniversity.af.edu
Cornerstone On Demand	www.cornerstoneondemand.com
Cyberspace Support Squadron	https://cyss.us.af.mil/cyss/CertifiedWorkForce/index.cfm
Defense Acquisition University	https://acqnow.atrrs.army.mil
Federal Virtual Training Environment	https://fedvte.usalearning.gov/register.php
Defense Equal Opportunity Management	https://www.deomi.org/edu-training/e-learning.cfm
Defense Resources Management Institute	https://my.nps.edu/web/drmi
Air Force E-Learning	https://usafprod.skillport.com/skillportfe/main.action
Joint Knowledge Online	https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf
DoD Financial Management Online	https://fmonline.ousdc.osd.mil/
National Defense University	https://www.ndu.edu/Academics/Programs-and-Courses/
Office of Personnel Management	https://leadership.opm.gov/courses.aspx
Treasury Executive Institute	https://home.tei.treasury.gov/

Prioritizing Training Needs

Managers and supervisors play a critical role in determining training priorities. After the training needs have been properly determined and validated that a no-cost/low-cost alternative exists, supervisors/managers will categorize the requirements and assign the training category priority. [DAFI 36-2687, CIVILIAN DEVELOPMENT](#), Table 5.1. defines priority categories for civilian functional training as:

4.1. Priority 1: Priority Indicator Classification - “Critical/Mandated”

Definition: Required by Public Law, Executive Order, or DoD Directive (to include Occupational Certification & Licensing, as defined in position description as a condition for continued employment).

- 4.1.1. **Licensing:** The process by which an agency of the government (Federal, State, or local) grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency.
- 4.1.2. **Certification:** The recognition to individuals who have met predetermined qualifications set by a federal or state government agency, an industry, or a profession. There are some positions where specific qualifications are required because a person cannot perform successfully without such qualifications. When individuals are required to renew such occupational licensure/certification, and are performing at a satisfactory level, it is appropriate to submit the requirement during the annual Data Call. **To be considered and/or valid, it must be identified on the position description and/or enforced as a condition of employment. To be considered for funding, licenses and certification exams must be offered as part of a training course.**

4.2. Priority 2: Priority Indicator Classification – “Essential”

Definition: Maintains/develops critical occupational/functional competencies identified by Air Force publications or other guidance.

- Competency – Behavior or set of behaviors that describes required performance in a particular work context (*e.g.* job role or group of jobs, function, or whole organization). Functional or occupational competencies are related to specific areas of expertise that enable individuals to successfully perform their unique duties. These competencies tend to be more dependent on technology: tools, processes, and equipment to accomplish the organizational mission.

4.3. Priority 3: Priority Indicator Classification – “Recommended”

Definition: Maintains/develops critical occupational/functional competencies as directed or identified by AF MAJCOM (*e.g.*, publications, memorandum).

4.4. Priority 4: Priority 3: Priority Indicator Classification – “Recommended”

Definition: Maintains/develops critical occupational/functional competencies as directed or identified by AF Installation (*e.g.*, publications, memorandum).

4.5. After requirements have been prioritized, they must be submitted into CATNIP to either be approved or disapproved.

Authorized Use of PE 88751 Funds

5.1.1. PE 88751F funds are for civilian functional training when other training options cannot meet mission requirements (*i.e.*, on the job, unit, mobile, ancillary, mission readiness training or training funded by other respective functional areas).

5.1.2. The government purchase card (GPC) will be used as the payment method for non- government and/or government off-the-shelf (vendor) training and education up to \$25,000 for an individual event or planned series of the same training event, activity, service, or course material.

5.1.3. Off-the-shelf training is defined as training products and services regularly available to the general public and/or government personnel.

1. The term includes training offered in catalogs or other printed material by a college, university, professional association, consultant firm, or organization.
- 2. It does not include training specifically developed, designed, or purchased to meet the requirement unique to an organization and/or program (*e.g.*, organic).**
3. When Federal government entities cannot meet a training need, the EDS may arrange training with a non- government entity (*e.g.*, contractor/vendor) to provide the needed training.

5.1.4. Leadership Development Courses/Seminars

- NOTE: AFPC/DP2-Civ is responsible for entering leadership and institutional training via CATNIP.
- Leadership courses are essential to the Air Force Civilian Leadership Development Continuum.
- Career Field Teams are responsible for identifying both Member Leadership Training and PALACE Acquire (PAQ) & COPPER CAP (COP) functional and leadership training for the respective career field via CATNIP. Career field specific information can be found on [myPers](#).

5.1.5. Civilian Tuition Assistance Program (CTAP): Per AFI 36-2687, *Civilian Development*, CTAP includes “courses that employees desire to attend for their self- development at accredited institutions of their choice on a voluntary basis.” Civilian employees may obtain additional information on [myFSS Knowledge Article# 09236, Civilian Tuition Assistance Program \(CTAP\) Request Process](#).

Unauthorized Use of PE 88751 Funds

The following types of training **are not** funded through AFPC/DP2ZLF Civilian Functional Training Section:

- Mandatory Supervisor and Manager Training

To meet the 5 CFR Part 412 requirement, training is centrally-funded and provided by the USAF Personnel Professional Development School at no-cost to supervisors and/or managers of civilians. Refer to the virtual Force Development Center ([vFDC](#)) **within the Air Force Portal** for current fact sheets.

- USAF New Supervisors Course
- USAF Experienced Supervisors Course
- USAF New Manager Course
- Military Personnel Management Course (MPMC)
- Retirement Planning or Financial Literacy Courses/Seminars



Employee Development Specialist (EDS) POCs



Respective EDS by FSS

Kenneth Carr / Ranjit Edwards	Stacy LaMoy / Rudolpho Luna	Patricia Robinson / Karen Pereira	Wayne McCray / Rochelle Lucas	Vacant / Steven Klunk
<p>Joint Base Andrews Organizations</p> <p>Andrews 316th Andrews 316 CES Andrews 316 FSS</p> <p>Andrews AFDW/IG Andrews AFDW/FM Andrews AFDW/PK Andrews AFDW/SG Andrews AFDW/A1</p>	<p>AFAA</p>	<p>HAF/A1D</p> <p>HAF/A1SOC</p>	<p>Bolling 11 FSS</p>	<p>Pentagon 811 FSS</p> <p>SAF/AAR</p> <p>SAF/FM</p>

Contact the respective EDS for questions.