



USAF

**AIRMEN DEVELOPMENT PLAN (ADP) - MEMBER  
FIELD TUTORIAL**

# FIELD TUTORIAL

*Title: Airmen Development Plan*  
*Subtitle: Member*

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For Training Purposes Only

## Purpose

This training is to help you understand:

- How to access ADP using the web
- How to navigate through each section of ADP
- How and when to complete a Development Plan including:
  - Assignment Preference Consideration (AP)
  - Vectoring (VT)
  - Command/Leadership Consideration (LO)
  - Career Broadening Consideration (CB)
  - Developmental Education Consideration (DE)
    - The DE tab will only be available to officers that are eligible
      - The tab will automatically be available during the DE cycle (normally March-April timeframe)
      - Note: the DE section is not currently available; the web-based 3849 will be used to apply for IDE/SDE, until further notice

**Note:** Your Senior Rater can only submit a Development Plan for “Command Consideration (LO) or “Developmental Education Consideration (DE)” to AFPC

- Your immediate commander may submit all other types of Development Plans

## Prerequisites

- Meet with your commander to get career counseling prior to starting ADP
  - After completing your Development Plan, review it carefully before submitting it to your reviewer
- To access the ADP application, you must have a CAC and PIN

## Menu Path

Use the following program to begin this task:

- AFPC Secure website

## References

- 24-hour technical support is available (DSN 665-5000/Comm 210-565-5000/1-800-525-0102)

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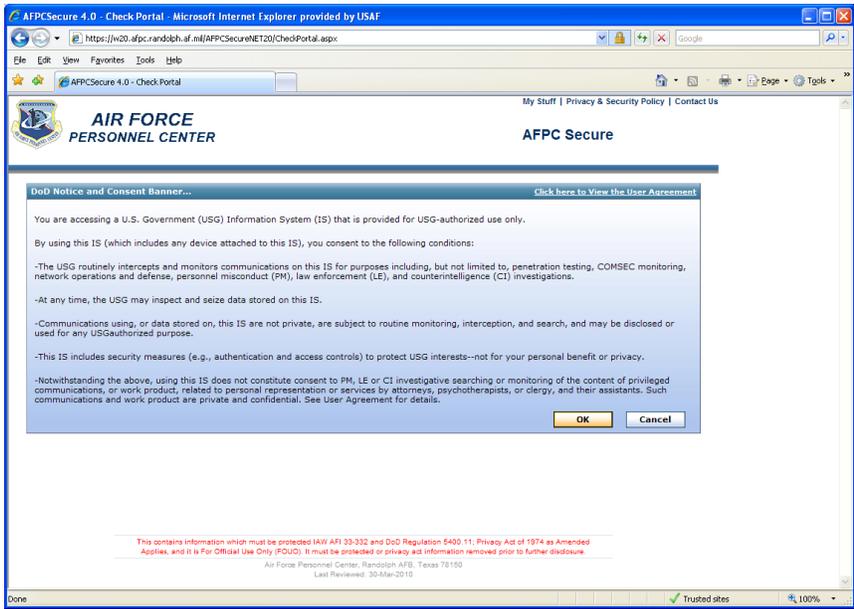
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## Procedure

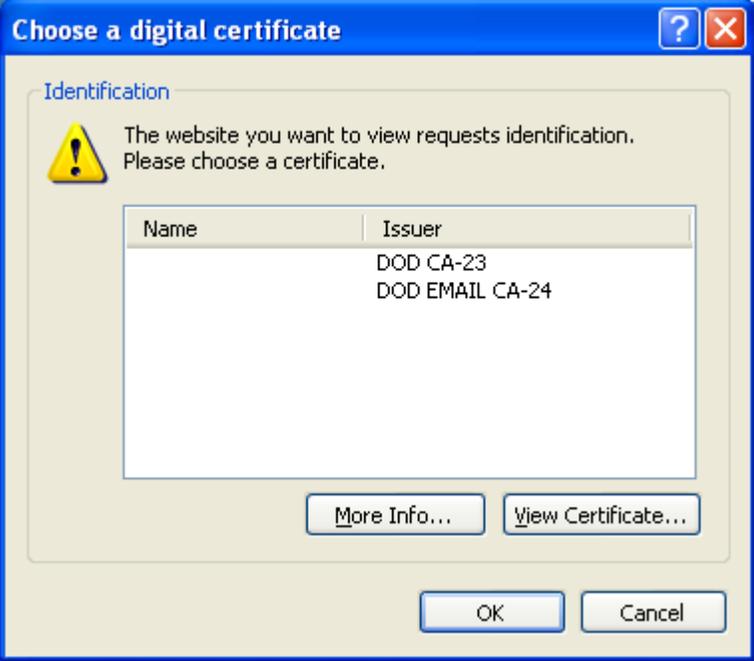
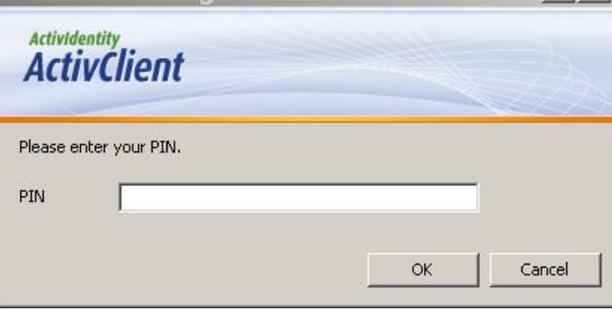
1.	Log into <b>AFPC Secure</b> at: <a href="https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx">https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx</a>
2.	 <p>Screen Displayed:</p>
3.	Click on 

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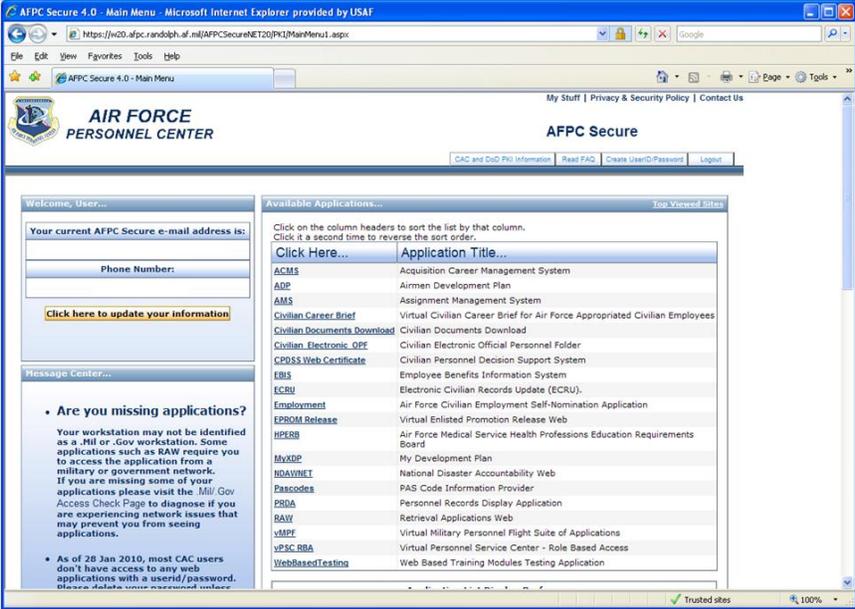
4.	Screen Displayed: 
5.	Click on 
6.	Screen Displayed: 
7.	Enter your CAC PIN and click on 

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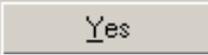
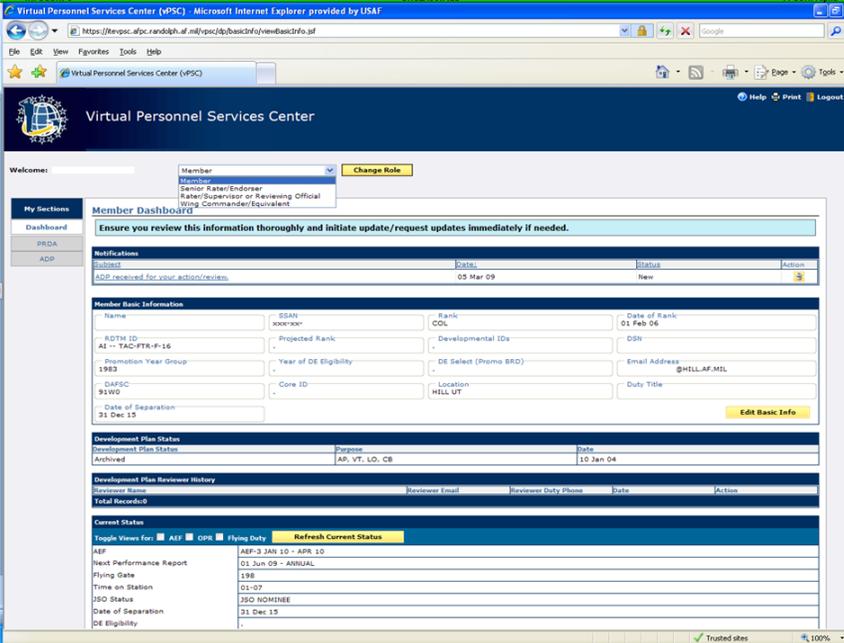
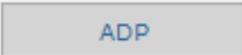
<p>8.</p>	<p>Screen Displayed:</p> 
<p>9.</p>	<p>Click on <a href="#">ADP</a> <span style="float: right;">Airmen Development Plan</span></p>
<p>10.</p>	<p>Screen Displayed:</p> 

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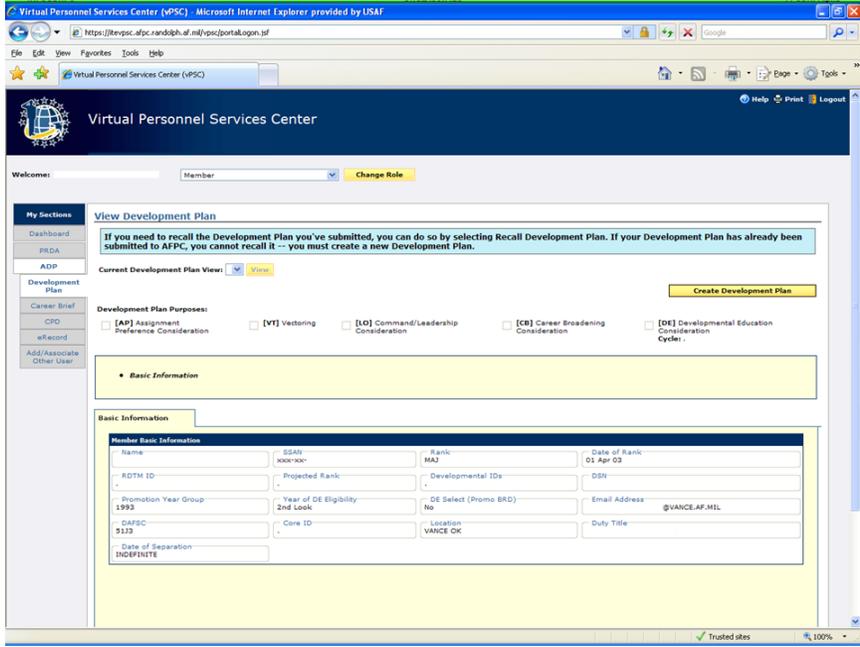
11.	Click on 
12.	<p>Screen Displayed:</p> 
13.	<p><b>Note:</b> You can update your duty phone and email by clicking </p>
14.	<p><b>Note:</b>  shows past/current location of your Development Plan</p>
15.	Click on 

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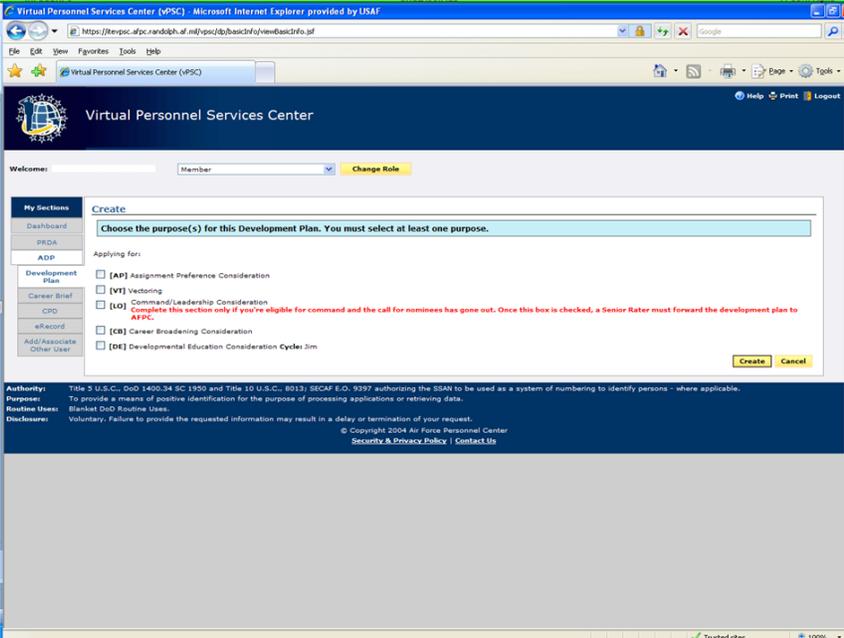
<p>16.</p>	<p>Screen Displayed:</p> 
<p>17.</p>	 <ul style="list-style-type: none"> <li>• <b>Development Plan:</b> used to create or edit your ADP</li> <li>• <b>Career Brief:</b> SURF</li> <li>• <b>CPD:</b> career planning diagram</li> <li>• <b>eRecord:</b> contains OPRs, Training Reports, and decorations</li> <li>• <b>Add/Associate Other User:</b> use to add raters/reviewer who are sister-service or DoD civilians. See the <i>Adding Sister Service Rater/Reviewing Official Field Tutorial</i> for more details.</li> </ul>

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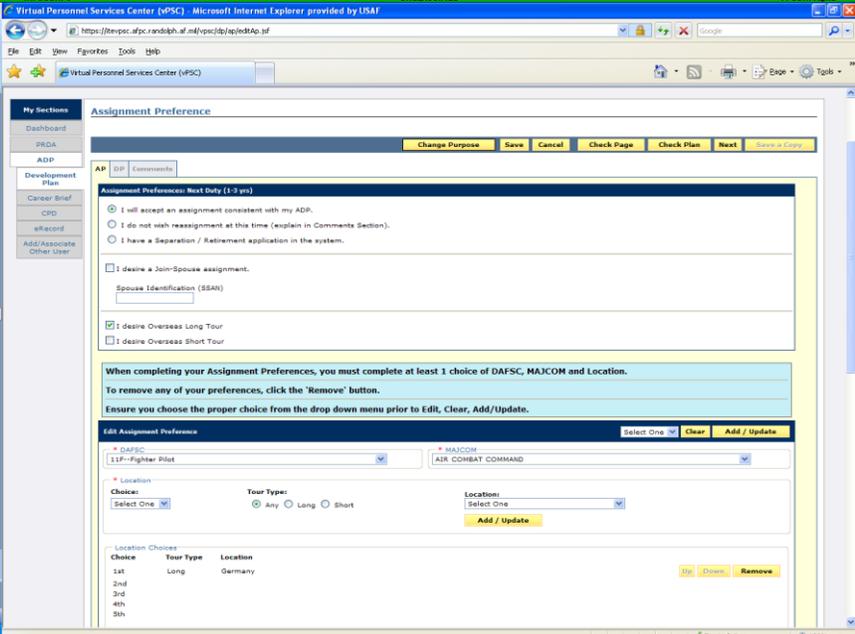
18.	<p>Click on <b>Create Development Plan</b> to create a new plan</p> <p><b>Note:</b> If you already have a Development Plan in draft or a previously archived one, you'll be able to review the last information entered on the screen.</p> <ul style="list-style-type: none"><li>• Use the drop down menu to select a draft or archived Development Plan to review, then click "View" to change the version to review.</li><li>• You can only edit and submit "draft" Development Plans to the reviewer.</li><li>• Once your Development Plan is submitted to AFPC, it is final.</li></ul>
19.	<p>Screen Displayed:</p> 

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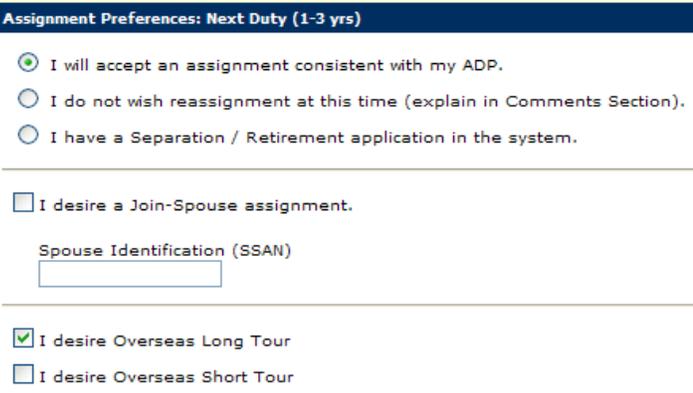
<p>20.</p>	<p>Select one or more of the following options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assignment Preference (<b>For this example, select this one</b>)</li> <li><input type="checkbox"/> Vectoring</li> <li><input type="checkbox"/> Command/Leadership</li> <li><input type="checkbox"/> Career Broadening</li> <li><input type="checkbox"/> Developmental Education</li> </ul> <p><b>Note:</b> Only choose “Command/Leadership” &amp;/or “Developmental Education” if you are <u>eligible</u> and there is a current call for nominations. These require your <u>Senior Rater</u> to forward your Development Plan to AFPC.</p>
<p>21.</p>	<p>Click on </p>
<p>22.</p>	<p>Screen Displayed: </p> <p><b>Note:</b> If you are a civilian, your first screen will be the Developmental Information tab. Here, you will self-identify your Core Career Field ID, which represents the Development Team that will review your ADP. You will indicate your retirement information and mobility preferences.</p>

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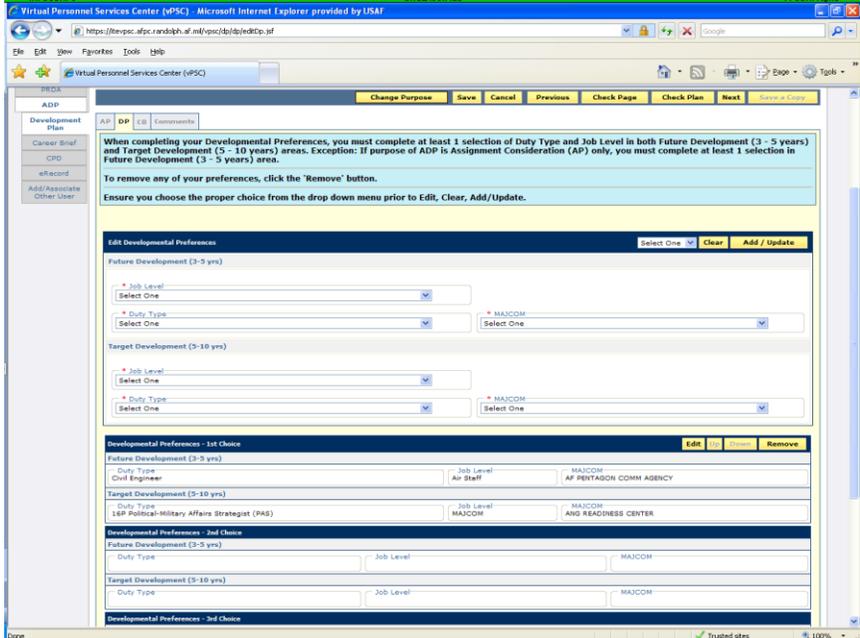
<p>23.</p>	 <p>Choose your intent statement(s)</p> <p><b>Note:</b> If you have a previous Development Plan, you can accept the defaulted selections by clicking on <b>Next</b></p>
<p>24.</p>	<p>Select DAFSC, MAJCOM, Choice #, Tour Type, &amp; Location.</p> <p><b>Note:</b> You may select up to 5 Location Preferences per DAFSC or career field position</p>
<p>25.</p>	<p>Click on <b>Add / Update</b> (found immediately below <b>Location</b>, your choices will appear)</p>
<p>26.</p>	<p>Select choice # <b>Select One</b> (to the left of the <b>Clear</b> button)</p>
<p>27.</p>	<p>Click on <b>Add / Update</b> (to the right of the <b>Clear</b> button). Your choices will populate below in the corresponding assignment preference area.</p> <p><b>Note:</b> You must complete one assignment preference but can add up to five.</p>
<p>28.</p>	<p>To change information, click on <b>Edit</b>, then <b>Select One</b> to change info. Use the Up, Down, Remove, &amp; Clear buttons to assist.</p>

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29.	Click on <b>Save</b>
30.	Click on <b>Next</b>
31.	Click on <b>AP DP CB Comments</b> tab to change to <b>Developmental Preferences</b>
32.	<p>Screen Displayed:</p> 
33.	Click on <b>Select One</b> to select choice #
34.	Select <b>Job Level, Duty Type &amp; MAJCOM</b> for Future Development (3-5 yrs--short term goals) & Target Development (5-10 yrs--long term goals)

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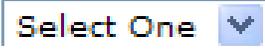
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35.	Click on  and your choices will populate down in the corresponding Developmental Preferences area  <b>Note:</b> You must complete one Developmental Preference for each, but can add up to three each
36.	Click on 
37.	Click on 
38.	To change information, click on  , then  . Use the Up, Down, Remove, & Clear buttons to assist.
39.	Click  tab to change to <b>Command/Leadership</b>  <b>Notes:</b> <ul style="list-style-type: none"><li>• Only individuals meeting a Sq/CC board should complete “Command/Leadership”</li><li>• Call for Candidates should be out</li><li>• Only Senior Raters can submit your Development Plan for command or civilian leadership opportunity such as the Civilian Strategic Leader Program (CSLP)</li></ul>

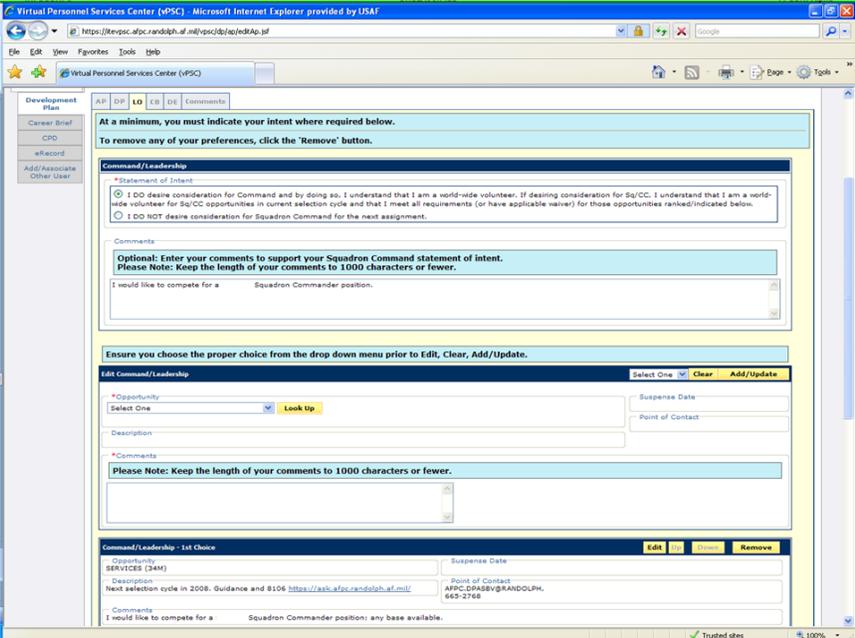
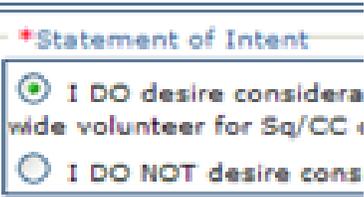
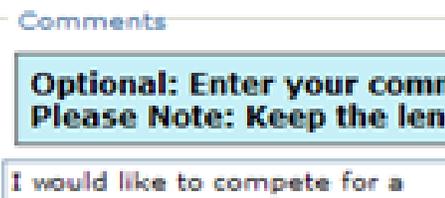
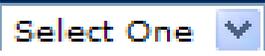
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<p>40.</p>	 <p>Screen Displayed:</p>
<p>41.</p>	 <p>Select the Statement of Intent that expresses your desire to compete for command (contingent upon your eligibility)</p>
<p>42.</p>	 <p>Enter Comments (whether you do, or do not desire consideration)</p>
<p>43.</p>	<p>Click on  to select choice #</p>
<p>44.</p>	<p>Select </p>

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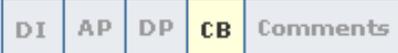
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45.	Click on <b>Look Up</b>
46.	 Enter your comments 
47.	Click on <b>Add / Update</b> and your choices will populate down in the corresponding Command/Leadership area <b>Note:</b> If you do desire consideration, you must complete 1 Command/Leadership preference, but can add up to 5
48.	Click on <b>Save</b>
49.	Click on <b>Next</b>
50.	To change information, click on <b>Edit</b> , then  . Use the Up, Down, Remove, & Clear buttons to assist.
51.	Click on  tab to change to <b>Career Broadening</b> <b>Notes:</b> <ul style="list-style-type: none"><li>• Career Broadening gives you the opportunity to volunteer for an assignment outside your primary AFSC or core career field</li><li>• There is an opportunity to choose “Functional” broadening, or “Cross-functional” broadening</li></ul>

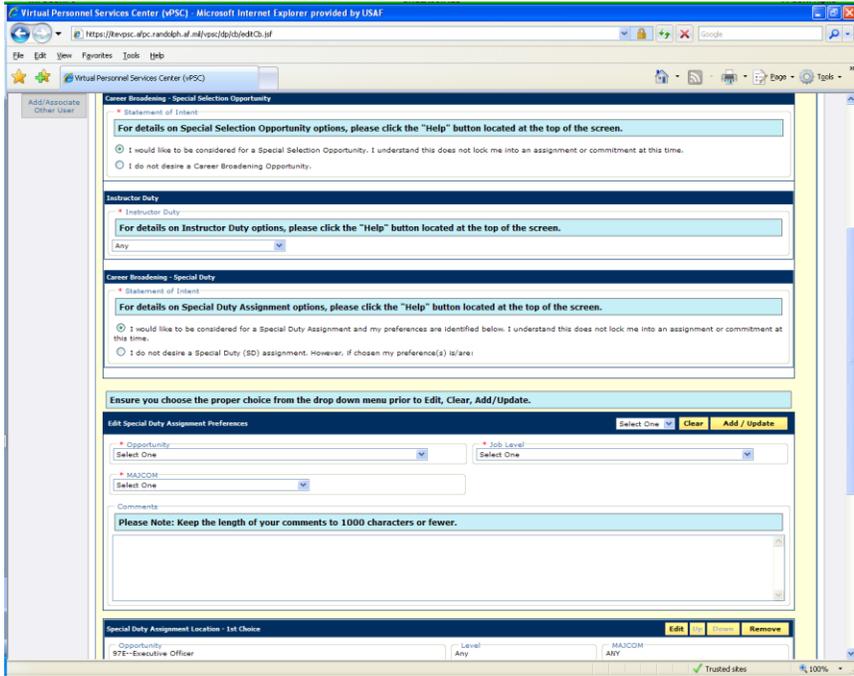
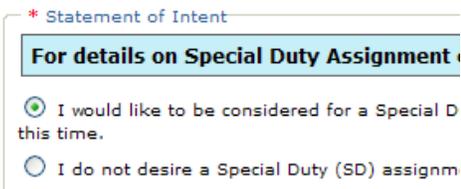
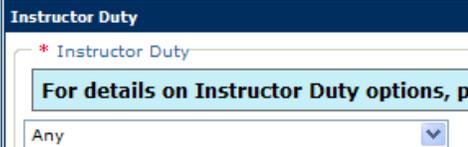
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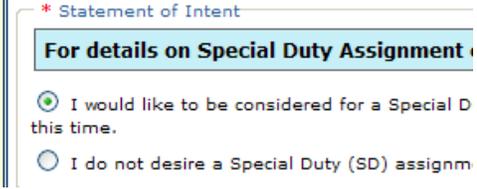
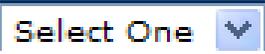
<p>52.</p>	 <p>Screen Displayed:</p>
<p>53.</p>	 <p><b>For officers only:</b> Select the Statement of Intent that expresses your desire to be considered for an Instructor Duty Career Broadening Assignments listed in the <b>Instructor Duty</b> area</p>
<p>54.</p>	 <p><b>For officers only:</b> Select your Instructor Duty preference (if desired)</p>

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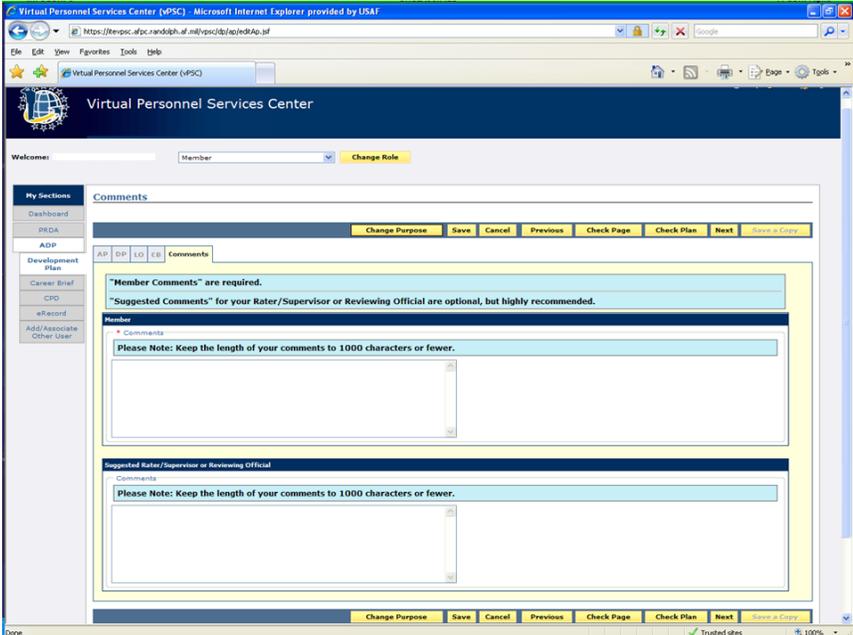
<p>55.</p>	 <p><b>For officers only:</b> Select the Statement of Intent that expresses your desire to be considered for a Special Duty Assignment listed in the “Special Duty” area</p>
<p>56.</p>	<p>Click on  to select choice # (left of the <b>Clear</b> button)</p>
<p>57.</p>	 <p>Select  and select the job level and MAJCOM</p>
<p>58.</p>	<p> Enter your comments</p>
<p>59.</p>	<p>Click on  (right of the <b>Clear</b> button) and your choices will populate down in the corresponding Assignment area</p> <p><b>Note:</b> If you do desire consideration, you must complete 1 Special Duty preference, but can add up to 3</p>
<p>60.</p>	<p>Click on </p>
<p>61.</p>	<p>Click on </p>
<p>62.</p>	<p>To change information, click on , then . Use the Up, Down, Remove, &amp; Clear buttons to assist.</p>

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63.	<p><b>Developmental Education:</b> This section is <u>not</u> currently available; the web-based 3849 will be used to apply for IDE/SDE for officers, and the AF Form 4059 will be used for civilians applying for CDE until further notice.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• Only individuals eligible for IDE/SDE or CDE will have the DE tab available to complete this section</li><li>• Call for Candidates must be out</li><li>• Only Senior Raters can submit your Development Plan for Developmental Education</li></ul>
64.	Click on  tab to change to <b>Comments</b>
65.	<p>Screen Displayed:</p> 

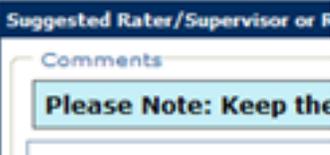
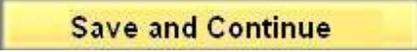
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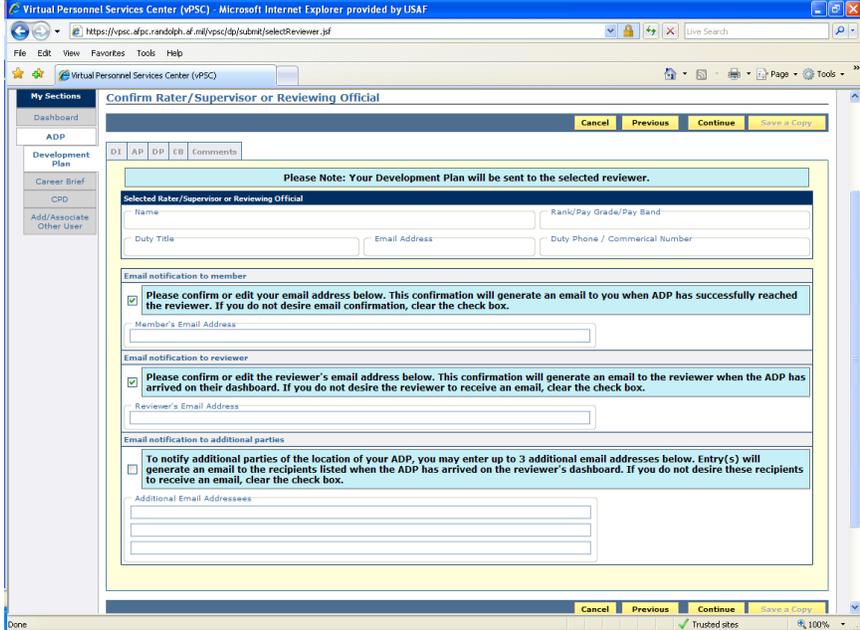
66.	 <p>Add comments to elaborate on previous selections and communicate information not addressed elsewhere (e.g. “I have completed 5 of 6 ACSC tests”)</p>
67.	 <p>You can fill out suggested comments (not mandatory) for your rater (e.g. send to Air Staff, then select for Sq/CC). Your rater will see these comments and can edit them</p>
68.	Click on 
69.	Click on 
70.	<p>Click on  after completing all sections.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If needed, make corrections (if you have skipped a mandatory field, directions will be listed in red at the top of the screen on what still needs to be done)</li> <li>• If you desire a printed copy, click “Print” at the top of the screen</li> </ul>
71.	Click on  after reviewing all data

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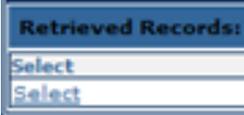
72.	 <p>Screen Displayed:</p>
73.	 <p>Click on the appropriate User Type, for the person that you want to send your Development Plan to, then click “Select”</p>

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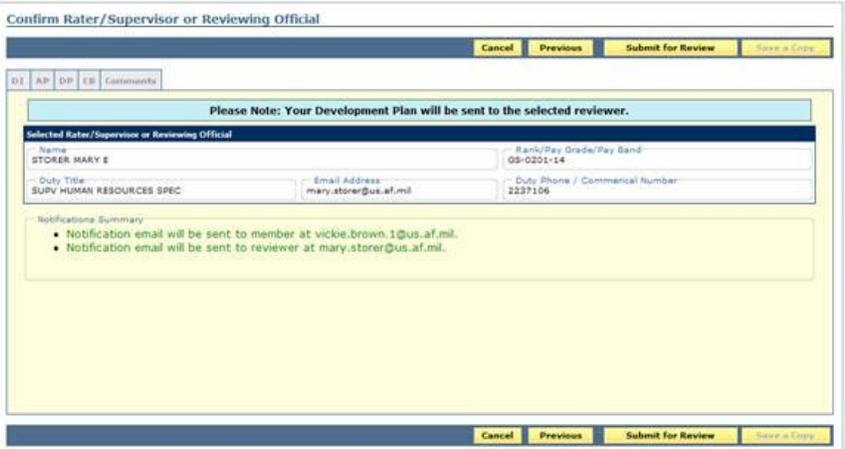
<p>74.</p>	 <p>Enter the last &amp; first name of the person that you want to send your Development Plan to &amp; click “Search”</p> <p><b>Note:</b> If the person that you want to send your Development Plan to is not active duty AF or civilian, click on  (follow the <i>Adding Sister Service Rater/Review Official Field Tutorial</i> for step-by-step directions)</p> <p><b>Note for civilians:</b> Your hierarchy from DCPDS should be displayed. If your supervisor in your hierarchy chain is incorrect, you can search for the correct supervisor using the search function. When searching, use the wildcard symbol % at the end of the last name to capture names that end in Jr., Sr., etc.; or after the first four letters of a name when you are unsure how to spell it. The individual who is labeled “Final Endorser” in the hierarchy list is the person who can forward your ADP to AFPC as final.</p>
<p>75.</p>	 <p>Click on  of the searched name</p>
<p>76.</p>	<p>Click on </p> <p><b>Note:</b> You and your reviewer will receive an email if you have chosen to confirm or edit the email addresses for email notification. You may also choose to notify other parties of the transfer of your development plan to your next rater. This same option is also given to your chain of command.</p>
<p>77.</p>	<p>Click the  button once you have made your changes.</p>

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<p>78.</p>	<p>Screen displayed:</p> 
<p>79.</p>	<p>You will be asked to confirm the person to whom you are sending your development plan, as well as who will receive an email notification.</p> <p>Click on </p>
<p>80.</p>	<p>If you need to make a change to your development plan click on </p> <p><b>Note:</b> If it has already been opened by your rater, it will not be returned to you; you will need to ask your rater to click “Release Development Plan to Member.” If it hasn’t been accessed, “Edit Draft Development Plan” button will appear allowing you to make changes. Once your development plan is forwarded to AFPC, it cannot be recalled.</p>
<p>81.</p>	<p>Click on <b>Current Development Plan View:</b>   to ensure your ADP has been submitted to AFPC. This Development Plan arrived at AFPC on 11 Mar 09.</p>
<p>82.</p>	<p><b>End of Procedure</b></p>

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