

Libertas Academy

Course Catalog



RAF Lakenheath
Professional Development Center
Cultivating Growth – Shaping the Force – Securing the Future



CAO 22 Nov 2024

Table of Contents

Purpose Statement and Business Rules.....	3
Professional Development Center & Stakeholders.....	3
No-Show Policy.....	4
Awards Program.....	4
Awards Program Breakdown.....	5
Quarterly Battle Rhythm.....	6
Active Course Catalog.....	7
Liberty 5/6 Courses.....	11
M&FRC Courses.....	13
In-Active Course Catalog.....	16
Instructor’s Vetting Requirements.....	30
Venues.....	31

Purpose Statement & Business Rules

1. The Professional Development Center is an organization solely interested in the deliberate development of every service member and civilian assigned to the 48th Fighter Wing. Our mission is to partner with entities across the Wing (to include Units, Squadrons, Private Organizations, etc.) to bring valuable course material (altered to suite the facilitator's experience, temperament, and tone along with the audience's need) to students assigned to RAF Lakenheath and our Geographically Separated Partners.
2. We do not limit our active course catalog as our stakeholders owning training courses, to include the Five Voices, The Corporate Training Material Catalog, and the entirety of the Dave Ramsey series. The catalog's open approach ensures we can satisfy all our customers.
3. If an organization requires facilitation of one of our courses, they will contact any member of the Professional Development Center three weeks prior to state their request. The Professional Development Center, through their stakeholders, will nominate a facilitator and provide them with course material and a location (if not already provided by the requesting organization) to ensure success.
4. If an organization is facilitating a course from this catalog within their unit, they need only submit a copy of their course syllabus and list of attendees to the Professional Development Center for vetting and accreditation. Credits will be awarded to those attending and successfully completing such courses.

Professional Development Center

Development Advisor (DA)....MSgt Valeria M. Feist, 48 FSS/FSDP, DSN: 26-2300

First Term Airmen Center (FTAC) NCOIC....TSgt Jeremy W. Dwyer, 48 FSS/FSDP, DSN: 226-2579

Professional Development Center (PDC) NCOIC....TSgt Bernard G. Moskalis, 48 FSS/FSDP, DSN 226-2502

Current Stakeholders

AD/AFR Recruiters	ACE Council	Chapel/Torchbearers
Chief's Group	Education Office	First Sgts
Liberty 5/6 Council	M&FRC	MRT
SAPR	Top 3	LRS A4L
CS A4L	LibertyWERX	JMLG
PES	SEL Symposium	Brown, Purple, Blue Books

If your organization/entity would like to become a stakeholder, please contact the PDC Office @ 48FW.CAA.PDCAdvertisements@us.af.mil or DSN 314-226-2502.

No-Show Policy

1. Students who sign up for a course and do not attend will be given a warning.
2. Students who repeat the offense three times will be given an emailed warning followed by a restriction to sign up for future courses until the following quarter.

Awards Program

1. The Awards Program...recognized in front of subordinates, peers, and leaders. Earn Wingman, Leader, and Warrior level of awards based on the Professional Development courses completed. Member must complete the minimum number of courses to be eligible for the Award Level. Once reviewed, feedback will be given and if approved, the performance level will be awarded.
2. Quarterly awards opportunity available for Instructors based on student feedback.
3. Credits/Hours are tracked by the PDC Team.
4. Course Catalog will be a living document. Courses and requirements are subject to quarterly updates.

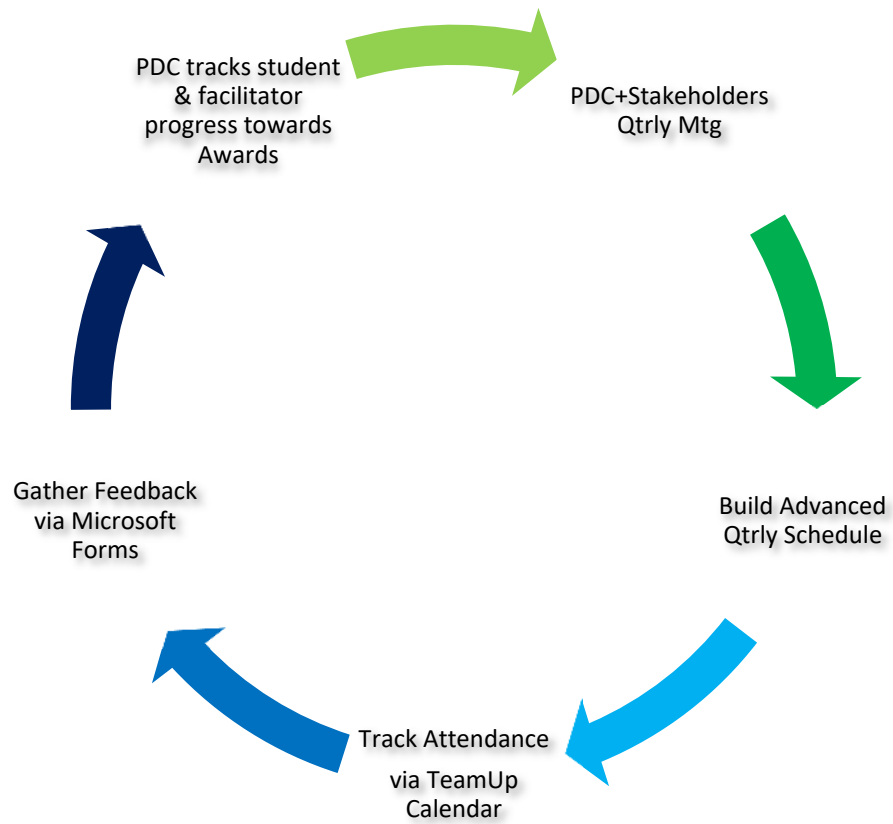
Additional Requirements

1. To be eligible for the Leader Award, students must be a vetted instructor and teach one class from most current Libertas University Catalog.
2. To be eligible for the Warrior Award, students must submit a "Personal Letter" utilizing formatting guidelines from the AFH 33-337, The Tongue and Quill. The content of the letter must answer the following question, "What is Professional Development and why is it important?" The Personal Letter will be addressed to and be graded by the (PLACEHOLDER).

Awards Program Breakdown

<i>Award Levels:</i>	<u><i>Wingman</i></u>	<u><i>Leader</i></u>	<u><i>Warrior</i></u>
<i>Classes:</i>	10 Credits	20 Credits + Teach 1 PDC	30 Credits + Teach 1 PDC + "Personal Letter"
<i>Award:</i>	Certificate	Certificate, 1.75" Gold-colored coin	Certificate, "Hall of Fame" entry, & name/date inscribed on Plaque
<i>Deadline:</i>	1 month prior to DEROS	1 month prior to DEROS	1 month prior to DEROS
<i>Presented By:</i>	Member's Unit	Top 3	Wing CC & CCM

Quarterly Battle Rhythm



Active Course Catalog

Units and POCs interested in teaching the following courses must coordinate with the PDC at:
48FW.CAA.PDCAdvertisements@us.af.mil.

Generation Gaps (Credits: 1)

Duration: 75 Minutes

POC: Lt Col Chad Killpack

This workshop will help you understand the various generations present at work and understand what motivates each of them and how to work together. Learning how to deal with the generation gap at work will help you become a better manager or co-worker.

Basics of Retraining (Credits: 1)

Duration: 60-120 Minutes

POC: MSgt Valeria Feist

This briefing provides you with the info you need to help you with retraining in the AF and possibly gain some knowledge about other career fields on the installation.

Brown, Purple, Blue Books PDC (Credits: 3)

Duration: 3 Lessons/60 Minutes

POC: SMSgt Adam Stadler & SMSgt Stephen Dubois

Junior Enlisted Airmen are critical to the 48th Fighter Wing's mission and are tasked to accomplish the mission in any environment. Students of this course will be more prepared to accomplish the mission with a clear understanding of our Profession of Arms. The course consists of three learning areas: A Profession of Arms: Our Core Values, The Enlisted Force Structure, and The Joint Team. Noncommissioned Officers & Senior Noncommissioned Officers deliver this course to Junior Enlisted Airmen.

Informed Decision Seminar (Credits: 1)

Duration: 180 Minutes

POC: MSgt Valeria Feist

This briefing provides you with the info you need to help you make that tough decision to stay in or separate from the AF. This is mandatory for First and Second Term Airmen who are within 12 - 15 months from their date of separation regardless of reenlistment intent. Optional for anyone contemplating leaving active-duty service.

Learn Any Language (Credits: 1)

Duration: 60 Minutes

POC: TSgt Benjamin Cohen

Learn from TSgt Benjamin Cohen, a USAF LEAP (Language Enabled Airmen Program) Scholar, on how to teach yourself any language of your choice. Topics will include Finding your language motivation, free DoD resources for language learning, free language applications, where to find great content, optional paid sources, time management for learning and information on the USAF's LEAP program.

Professional Development Course (PDC) Facilitator Training (Credits: 1)

Duration: TWO Days

POC: Matthies ALS

Facilitator Training Course - 2-day course instructed by certified PME Instructors to train and develop facilitators to conduct Wing Professional Development Courses. Training will cover learning preferences, adult learning styles, teaching methods and how to effectively facilitate a development course. Enhance your ability to speak publicly, build lesson plans for instruction, conduct classroom facilitation for higher learning.

Micro-Aggressions (Credits: 1)

Duration: 60 minutes

POC: SMSgt Tasia Pittman

The Professional Development Book Club offers a unique opportunity to take a deep dive into personal and leadership lessons through different books. These books are selected from the CMSAF Reading List and other sources. An open discussion for the book will take place at the end of the month. The first 25 individuals to sign-up will get a copy of the book for free.

Emotional Literacy (Credits: 1)

Duration: 60 minutes

POC: Capt Donnel Brown

This course goes a step further into emotional intelligence and provides the tools to become emotionally literate. Understand how to recognize, manage, and utilize emotion to strengthen leadership, relationships, and many aspects of your personal and professional life.

The Art of Public Speaking (Credits: 1)

Duration: 60 minutes

POC: Captain Donnel Brown

The Professional Development Book Club offers a unique opportunity to take a deep dive into personal and leadership lessons through different books. These books are selected from the CMSAF Reading List and other sources. An open discussion for the book will take place at the end of the month. The first 25 individuals to sign-up will get a copy of the book for free.

The Art of Public Speaking Part 2 (Credits: 1)

Duration: 60 minutes

POC: Capt Donnel Brown

For those that have attended Part 1, we will discuss how to take the skills and tools you learned and utilize them to become a great public speaker. We'll go more in depth into the science behind speaking and holding an audience's attention and incorporate some practical speaking skills in the moment.

Affective Communication (Credits: 1)

Duration: 60 minutes

POC: Capt Donnel Brown

No, that's not a typo. This course is meant to teach how to communicate in our daily interactions with coworkers, connect with subordinates and leadership, and make our words actually mean something. Affect someone. We'll also go over conflict management, celebrating success, and how to actually apologize. Even the smallest adjustment can affect change in how we interact.

Five Voices/Five Gears (Credits: 1)

Duration: 120 minutes

POC: MSgt Valeria Feist

Experience the power of the Leadership voices in this series of interactive workshops designed to be used within a team setting. Through them you will deepen relations trust, unlock your team's true potential and accelerate its performance. Topics include "Discover Your Leadership Voice", "The Power of Your Voice", "The Art of Collaboration", "Optimizing Team Performance", and "Team Kryptonite".

Habits PDC (Credits: 1)

Duration: 60 minutes

POC: SrA Gabriel Bentley

Are you looking to make a significant change in your life? Do you want to develop habits that propel you towards your goals effortlessly? This course is designed to help you do just that! Learn the science-backed strategies to build good habits and break the bad ones. Discover the power of small changes and how they can lead to remarkable results. This course will provide you with the tools and techniques to make habit formation a natural part of your daily life.

VA Claims 101 (Credits: 1)

Duration: 60 minutes

POC: Mr. Timothy Litherland

Are you nearing the end of your amazing military career and would like some extra assistance ensuring your disability claim is done correctly? That it's signed, sealed, and delivered BEFORE you enter the wonderful world of civilian life? Are you dreading having to deal with VA in the future by going back and forth fighting for what you believe you deserve?

Emotional Intelligence (Credits: 1)

Duration: 60 minutes

POC: MSgt Shawn Johnston

Emotional intelligence is the ability to recognize, understand, and manage your own emotions as well as being able to understand and influence the emotions of others. It involves being aware that emotions drive behaviors and impact people either positively or negatively.



Liberty 5/6 Courses

OPERATION GENESIS (Credits: 2)

Duration: 2-3 hours

Target Audience: E1-E6

This is a war-gaming exercise designed for E-5s and below but welcomes all ranks. It is focused on the application of Mission Command, developing leadership and decision-making skills by training junior enlisted members to operate autonomously with minimal guidance. The exercise can integrate local SOPs or TTPs, be fully customized to meet unit-specific needs, or utilize preset objectives provided by the program, offering a flexible and realistic training experience.

Adaptive Leadership (Credits: 1)

Duration: 30-60 Minutes

Target Audience: Open to All

This course introduces adaptive leadership principles and their importance in the military, focusing on flexibility, problem-solving, and the ability to respond effectively to change. Participants will learn how adaptive leadership strengthens team dynamics, enhances mission success, and promotes resilience.

Back to Basics (Credits: 1)

Duration: 30-60 Minutes

Target Audience: Open to All

This course emphasizes the importance of returning to the foundational military values, discipline, and standards that uphold mission success. Participants will explore how mastering the basics creates a stronger foundation for leadership, teamwork, and operational excellence.

Building a Culture of Accountability (Credits: 1)

Duration: 30-60 Minutes

Target Audience: Open to All

This session focuses on fostering personal and professional accountability at all levels within the unit, encouraging Airmen to take ownership of their actions and outcomes. The course will discuss strategies for creating a culture where feedback, transparency, and responsibility drive mission success.

Navigating Difficult Conversations (Credits: 1)

Duration: 30-60 Minutes

Target Audience: Open to All

This course equips participants with essential strategies for handling challenging workplace conversations effectively. Through role-playing, discussions, and practical exercises, Airmen will learn how to prepare for these conversations, manage emotions, and communicate clearly and empathetically. By building confidence in approaching sensitive topics and focusing on collaborative solutions, participants will enhance their professionalism and ability to resolve difficult interactions constructively.

Enhancing Professionalism in the Workplace (Credits: 1)

Duration: 30-60 Minutes

Target Audience: Open to All

This seminar covers key aspects of maintaining professionalism, such as effective communication, respect, and adherence to military standards. It aims to help Airmen navigate workplace challenges while upholding high levels of conduct and promoting a positive work environment.

John C. Maxwell: Leadership Gold (Credits: 1)

Duration: 20-60 Minutes

Target Audience: Open to All

This is a collection of insightful lessons drawn from Maxwell's extensive experience in leadership development. It distills key principles and strategies for effective leadership, emphasizing the importance of influence, personal growth, and the value of fostering relationships to achieve success.

Mission Command: Empowering Junior Leaders (Credits: 2)

Duration: 60 Minutes

Target Audience: E1-E6

This course introduces the fundamentals of Mission Command, focusing on how junior leaders can execute tasks with initiative and adaptability while aligning with their commander's intent. It empowers Airmen to take ownership of their roles, fostering quick decision-making and teamwork in dynamic environments.

Mission Command: Strategic Leadership (Credits: 2)

Duration: 60 Minutes

Target Audience: E6-O3

This advanced course delves into the strategic application of Mission Command, highlighting the importance of trust, delegation, and decentralized execution at senior leadership levels. SNCOs and officers will learn to provide clear intent, cultivate empowered teams, and effectively manage distributed operations while maintaining command oversight.

Risk Management: Mastering Principles for Operational Success (Credits: 1)

Duration: 30-60 Minutes

Target Audience: Open to All

This course equips Airmen with essential risk management principles, focusing on the identification, assessment, and mitigation of risks in military operations. Through interactive discussions and practical exercises, participants will learn how to apply these concepts effectively, fostering a culture of safety and accountability within their units.

Power Over, Power With, and Power To: Understanding Influence in Leadership (Credits: 1)

Duration: 30-60 Minutes

Target Audience: Open to All

This course explores the concepts of "Power Over," "Power With," and "Power To," highlighting their implications for effective military leadership. Participants will engage in discussions and activities designed to enhance their understanding of power dynamics, empowering them to foster collaboration, build stronger teams, and improve their leadership effectiveness.

M&FRC Courses

5 Gears *(Credits: 1)*

This workshop introduces you to five different gears, or mindsets, that carry you through various facets of your day. Shift into the right gear at the right time so you may grow in your relational intelligence and increase your influence

Bundles for Babies *(Credits: 1)*

This workshop is held bi-monthly to provide an overview of information and resources to expectant parents. Participants leave with a bundle (gift card) courtesy of the Air Force Aid Society.

Building Meaningful Connections *(Credits: 1)*

This workshop will help you overcome the unique military life challenges to develop social connections and maintain a support system.

Resume 101 *(Credits: 2)*

Duration: 120 Minutes

Participants can expect to learn the basics of resume writing including types of resumes, outlines, how to translate their military experience into civilian terms, and tips for quality assurance. Anyone is welcome to attend this workshop to build their resume, create an opportunity for a good first impression with employers, and enhance their brand.

LinkedIn *(Credits: 1)*

Duration: 60 Minutes

Partnered with the Department of Labor, this LinkedIn workshop helps participants create their brand or "Value Proposition" challenging them to showcase what makes them unique in a visual format. Both members and spouses are welcome to attend and expand their online knowledge, skills, confidence, and abilities while growing their network.

Interview Insights *(Credits: 1)*

Duration: 120 Minutes

Interview Insights provides ways to perfect your resume, prepare for your interview by exploring different interview styles, learn takeaway strategies to improve future interviews, and build your confidence during the interview process using evidence-based examples.

Home Buying 101 *(Credits: 1)*

Duration: 60 Minutes

This workshop includes information on renting versus buying, what the home buying process looks like from looking to closing, homeowners' insurance information, and resources to help you on the journey of home ownership.

The Anacondas of Life (Credits: 2)

Duration: 120 Minutes

Anacondas represent things in life, both in and around you, that keep you from moving forward. Anacondas strike to kill your hope, strangle your motivation, and eventually hinder your growth. This workshop will offer some tools to help you break the vicious cycle that plagues your progress; and will help to identify and defeat obstacles (anacondas) holding you back from achieving greatness.

Emotion Management (Credits: 1)

Duration: 60 Minutes

Emotion Management is a workshop that will educate participants on the physiology of stress and emotional responses, by understanding the role of the "Fight and Flight" dynamic as it relates to emotional reactivity. Participants will learn the importance of and techniques for managing emotions.

Four Lenses (Credits: 1)

Duration: 120 Minutes

The Four Lenses is an informative, interactive, and fun workshop that helps individuals establish a common language and value system for diverse perspectives and unique talent in the workplace, classroom, or simply in life. The information presented is based on the 4 Lenses Assessment™; a tool that identifies an individual's personality profile. By learning and applying the concepts, participants will gain a better understanding of others, increase communication strategies, and help create strong leadership abilities.

Base Resources (Credits: 1)

Duration: 60 Minutes

Base Resources provides an overview of the amenities offered on the RAF bases. Participants will be provided with basic knowledge and understanding of the resources that can be used for fun, food, support, and quality of life while living in the tri-base area. Each resource can help with connection, and adaptability to empower individuals to know where to go for any number of potential problems they may be facing.

Confidence is Power (Credits: 1)

Duration: 90 Minutes

This workshop is for individuals who wish to improve their nonverbal communication and build confidence. These evidence-based strategies will enable you to increase your self-awareness and confidence while enhancing your working relationships and communication skills.

Difficult Conversations Using Motivational Interviewing Techniques (Credits: 1)

Duration: 90 Minutes

This workshop is for leaders or potential leaders who wish to improve or become more comfortable with having difficult conversations. Not all conversations are considered easy and for when you need to have a conversation that is more difficult it can prove to be a bit challenging. With this person-centered

technique that is focused, and goal oriented you will become more adept at successfully conquering the difficult conversations.

Four Stages of Psychological Safety (Credits: 1)

Duration: 90 Minutes

This workshop will discuss how leaders can build psychological safety in their teams, creating an environment where all feel included, engaged, and encouraged to contribute their best efforts and ideas.

Travel 101 (Credits: 1)

Duration: 60 Minutes

It has been said that we travel when we're young to have fun, unwind and escape when we reach middle age, and learn new things when we're even older. Whatever your motivation to travel is, this workshop can help to narrow the overwhelming choices you have while stationed in the United Kingdom; and provides some helpful planning tips for your next adventure!

D.E.C.I.D.E. (Credits: 1)

Duration: 60 Minutes

We all have decisions to make. How do we efficiently and effectively do so? What if there is a simple solution? Please join in discovering the simplified D.E.C.I.D.E Model to sift through the course of action and plan for a relevant and impactful life decision.

The Art of Critical Thinking: "Listening" (Credits: 1)

Duration: 60 Minutes

Critical Thinking is a skill that is vastly important in day-to-day life, but not always utilized. This is part 1 in a four-part series where we look at the different types of listening styles and how to use them appropriately in our daily life at work and at home. Utilizing the Red Team Handbook, you will learn the different listening styles and practice concrete ways to implement those styles in your life. To grow in your communication expertise, you will need to understand and implement listening skills in your critical thinking toolbox.

Transition Assistance Program (TAP) (Credits: 1)

Duration: ONE WEEK

Description: The third step in the Transition Assistance Program is a full three days of information to prepare for the next phase of life. Learn about managing your transition, qualifying for your next career, identifying civilian equivalent income, navigating VA benefits, and employment fundamentals.

TSP Investing In Your Future (Credits: 1)

Duration: 60 Minutes

TSP-Investing In Your Future will educate participants on investing basics, TSP fund options, and how to sign up or make changes within TSP. Participants will gain a greater understanding of the importance of long-term financial planning.

In-Active Course Catalog (NEED POCs)

Federal Employment I: USA Jobs (Credits: 1)

Duration: 60 Minutes

Federal Employment I: USA Jobs is an informative workshop geared towards navigating the website and tips and tricks when interested in federal employment. Participants will gain in-depth knowledge of USA Jobs and build confidence in applying for federal positions.

Federal Employment II: Federal Resume (Credits: 1)

Duration: 60 Minutes

This workshop focuses on how a federal resume differs from a civilian resume and the best way to ensure your federal resume will not be passed over. Participants will learn how federal resumes are constructed and the information that is pertinent to be referred for a position. Participants will use self-awareness to critique their writing abilities and problem-solving strategies to dissect job descriptions to tailor their resume for a desired position.

Title: Mock AFOQT, Credit: Duration: 180 Minutes

POC:

Description: Mock Testing for AFOQT

Title: Project Enigma, Credit: Duration: FIVE-Days

POC:

Description: Join us to help develop adaptive communication skills for leaders. Project Enigma is a 1-week Fortify the Force course from CMSAF Bass that aims to strengthen the bonds between supervisors and their subordinates using emotional intelligence and other psychological skills. The target audience is supervisors of First Term Airmen, but the topics discussed would benefit anyone. This includes civilians, soon to be supervisors.

Title: Lean Process and Six Sigma, Credit: Duration: 60 Minutes

POC:

Description: Six Sigma is a data-driven approach for eliminating defects and waste in any business process. You can compare Six Sigma with turning your water faucet and experiencing the flow of clean, clear water. Reliable systems are in place to purify, treat, and pressure the water through the faucet. That is what Six Sigma does to business: it treats the processes in business so that they deliver their intended result. Our Lean Process and Six Sigma workshop will introduce this way of thinking that has changed so many corporations in the world. This workshop will give participants an overview of the Six Sigma methodology, and some of the tools required to deploy Six Sigma in their own organizations.

Title: Professional Development Center Book Club, Credit: Duration: 60 minutes

POC:

Description: The Professional Development Book Club offers a unique opportunity to take a deep dive into personal and leadership lessons through different books. These books are selected from the CMSAF

Reading List and other sources. An open discussion for the book will take place at the end of the month. The first 25 individuals to sign-up will get a copy of the book for free.

Title: Business Acumen, Credit: _____, Duration: 60 Minutes

POC:

Description: Through our Business Acumen workshop, your participants will improve their judgement and decisiveness skills. Business Acumen is all about seeing the big picture and recognizing that all decisions, no matter how small, can influence the bottom line. Your participants will increase their financial literacy and improve their business sense.

Business Acumen will give your participants an advantage everyone wishes they had. The workshop will help your participants recognize learning events, manage risk better, and increase their critical thinking. Business Acumen can influence your whole organization and provide that additional edge that will lead to success.

Title: Business Ethics, Credit: _____, Duration: 60 Minutes

POC: _____

Description: A company's ethics will determine its reputation. Good business ethics are essential for the long-term success of an organization. Implementing an ethical program will foster a successful company culture and increase profitability. Developing a Business Ethics program takes time and effort, but doing so will do more than improve business, it will change lives.

A company's ethics will have an influence on all levels of business. It will influence all who interact with the company including customers, employees, suppliers, competitors, etc. All these groups will influence the way a company's ethics are developed. It is a two-way street; the influence goes both ways, which makes understanding ethics a very important part of doing business today. Ethics is very important, as news can now spread faster and farther than ever before.

Title: Business Etiquette, Credit: _____, Duration: 60 Minutes

POC:

Description: This course examines the basics, most importantly to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and 'the handshake', conversation skills/small talk, cultural differences affecting international business opportunities, dealing with interruptions, and proper business email and telephone etiquette. Have you ever been in a situation where:

- You met someone important and had no idea what to say or do?
- You spilled soup all over yourself at an important business event?
- You showed up at an important meeting under or overdressed?

Let's face it: we've all had those embarrassing etiquette gaffes. Our Business Etiquette workshop will help your participants look and sound their best no matter what the situation.

Title: Business Succession Planning, Credit: _____, Duration: 60 Minutes

POC:

Description: The loss of valuable leadership can cripple a company. Business succession planning is essentially preparing successors to take on vital leadership roles when the need arises. It is essential to

the long-term survival of a company. Every company should have a form of succession planning in its portfolio as it is not the expected absences that can cripple a company, but the unexpected ones. Whether it is preparing someone to take over a position of leadership in a corporation, or the sole proprietor of a small business. Business Succession Planning will teach you the difference between succession planning and mere replacement planning. How you prepare people to take on the responsibilities of leadership so that the company thrives in the transition is just as important as picking the right person for the job.

Title: Business Writing, Credit: Duration: 60 Minutes

POC:

Description: Writing is a key method of communication for most people, and it's one that many people struggle with. Writing and communication skills have degraded with more and more people communicating through email and text messaging. Developing writing skills is still important in the business world as creating proper documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

The Business Writing workshop will give your participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents. These basic skills will provide your participants with that extra benefit in the business world that a lot of people are losing.

Title: Civility In the Workplace, Credit: Duration: 60 Minutes

POC:

Description: While a training program on workplace manners and courtesy may seem like overkill, the reality is: rudeness is an epidemic, costing industries millions a year. Indeed, what society seems to be gaining in terms of both knowledge and technological advancement, it's losing out on basic social values that directly impact the bottom line.

To address the growing problem of incivility in the work setting, this workshop introduces the concept of civility, its importance to a company, as well as its typical causes and effects. Skills needed to effectively practice civil behavior, as well as different ways organizations can systematize civility in the workplace will also be discussed. The benefits to Civility In The Workplace are countless and will pay off immensely in every aspect of your job.

Title: Coaching and Mentoring, Credit: Duration: 90 Minutes

POC:

Description: This workshop focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and setting goals. An easy-to-understand coaching model taught in this workshop will guide you through the process.

Title: Performance Management, Credit: Duration: 75 Minutes

POC:

Description: Performance Management is not a company's way of employing "micro-managing" techniques that stunt the professional growth of its employees. Whether at the organizational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner.

Title: Personal Productivity, Credit: Duration: 75 Minutes

POC:

Description: Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

Personal Productivity is a goal most of us have. Through this workshop your participants will be on the right track in achieving that goal. Some people blame everything that goes wrong in their life on something or someone else, but through this workshop your participants will take ownership and begin to lead a more productive life.

Title: Collaborative Business Writing, Credit: Duration: 60 Minutes

POC:

Description: Writing and communication skills have degraded with more and more people communicating through email and instant messaging. Developing writing skills is still important in the business world as is creating proper documents (such as proposals, reports, and agendas) giving you that extra edge in the workplace.

The Collaborative Business Writing workshop will give your participants the knowledge and skills to collaborate with others and create that important document. Your participants will touch on the types of collaboration, and ways to improve them through certain tools and processes. These basic skills will provide your participants with that extra benefit in the business world that a lot of people are losing.

Title: Communication Strategies, Credit: Duration: 60 Minutes

POC:

Description: For the better part of every day, we are communicating to and with others. Whether it's the speech you deliver in the boardroom, the level of attention you give your spouse when they are talking to you, or the look you give the cat, it all means something.

The Communication Strategies workshop will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.

Title: Conflict Resolution, Credit: Duration: 60 Minutes

POC:

Description: Wherever two or more people come together, there is the possibility of conflict.

This course will give participants a six-step process that they can use and modify to resolve conflicts of any size.

Title: Crisis Management, Credit: Duration: 60 Minutes

POC:

Description: Crisis management is as important as finance management, personnel management, etc.

Having a clear and effective program and plan for an event is critical not only to your survival, but critical to the profitability and possibly the survival of the organization.

Title: Customer Support, Credit: Duration: 60 Minutes

POC:

Description: Customer support used to mean a face-to-face conversation with a customer, or a phone call. Today, technology has changed how we approach customer support. It now encompasses the internet, websites, webchats, and even smart phone apps. The customer experience begins long before the purchase is made.

With our “Non-Telephone Customer Support” workshop, your participants will discover the new opportunities in customer support services via the internet, but also how to use these opportunities to their advantage.

Title: Delivering Constructive Criticism, Credit: Duration: 60 Minutes

POC:

Description: Delivering Constructive Criticism is one of the most challenging things for anyone. Through this workshop your participants will gain valuable knowledge and skills that will assist them with this challenging task. When an employee commits an action that requires feedback or criticism it needs to be handled in a very specific way.

Constructive Criticism if done correctly will provide great benefits to your organization. It provides the ability for management to nullify problematic behaviors and develop well rounded and productive employees.

Constructive feedback shows an employee that management cares about them and will invest time and effort into their careers.

Title: Developing Creativity, Credit: Duration: 60 Minutes

POC:

Description: Children have an innate creative ability when they are born, but for some reason adults can lose it along the way. Your participants will move out of the mundane, be more curious, engage, and explore new ideas. Recognize creativity and be ready when it happens.

With our Developing Creativity course your participants will learn how to remove barriers that block or limit their creativity. They will improve their imagination, divergent thinking, and mental flexibility.

Participants will learn mind mapping, individual brainstorming, and when to recognize and look for what inspires them to be more creative.

Title: Developing the Leader Within - John C. Maxwell, Credit: Duration: 60 Minutes

POC:

Description: John Maxwell teaches you in this course the basic principles of being a leader, the all-important Five Levels of Leadership, and provides practices and principles that you can apply instantly to improve your leadership skills.

Title: Employee Motivation, Credit: Duration: 60 Minutes

POC:

Description: This course is designed to show you the way to get the best out of a confident, motivated employees, and to show them how to motivate that group.

Title: Employee Recognition, Credit: Duration: 60 Minutes

POC:

Description: To a business, an employee recognition program is not a luxury, it is a necessity. With a well-built employee recognition program, companies can improve job retention, employee engagement, team work, reinforcing company values, and more.

Title: Event Planning, Credit: Duration: 60 Minutes

POC:

Description: This course is designed to familiarize students with the basics of running an event at the squadron, group, or wing level. Key ideas are project management, preparing information, working with the base protocol office, and e-invite system.

Title: Five Dysfunctions of a Team, Credit: Duration: 60 Minutes

POC:

Description: The Five Dysfunctions of a Team model (above) was developed by Patrick Lencioni, author of the best-selling book of the same name and founder and president of The Table Group, a US-based management consulting firm.

The model, drawn from Lencioni's experiences in executive team development, identifies those attributes that tend to be apparent in less cohesive and effective teams – that is, the five dysfunctions of a team.

Title: Five Levels of Leadership, Credit: Duration: 60 Minutes

POC:

Description: The 5 Levels of Leadership is a blueprint for developing a leadership culture.

- Infuse a basic leadership language the entire organization can speak and understand.
- Quickly shift the culture from positional and title-driven to relational and influence-driven.
- Develop a framework for consistently reproducing leaders.

Title: Goal Setting and Getting Things Done, Credit: Duration: 75 Minutes

POC:

Description: Goal Setting is one of the most basic and essential skills someone can develop. What makes a good goal? We touch on goal characteristics, time management, making a to do list, and what to do when setbacks occur. This workshop will provide the knowledge and skills for your participants to complete more tasks and get things done.

Our Goal Setting and Getting Things Done workshop will cover strategies to help your participants overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. Your participants will learn the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals.

Title: Hiring Strategies, Credit: Duration: 60 Minutes

POC:

Description: Successful companies are made up of great employees, so why not hire great employees? Hiring and training employees is an expensive venture. Be sure to hire the right person for the right position. Hiring the right person is more about skills and abilities; it is about finding the right combination of skills, attitude, and fit for your organization's culture.

Hiring Strategies will save your company time and money as you will be recruiting and hiring the right candidates. Your hiring department will benefit from this workshop as it prepares them to seek out that great candidate and make sure they are a fit for your company. Your participants will obtain the necessary tools required in finding that diamond in the rough.

Title: Human Resource Management, Credit: Duration: 60 Minutes

POC:

Description: The Human Resource Management workshop will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. This workshop will provide your participants those skills and assist them with certain Human Resource situations.

Title: Increasing Your Happiness, Credit: Duration: 60 Minutes

POC:

Description: Increasing ones happiness can be done through the power of positive thinking. That is one skill that this workshop will touch on to teach your participants how to be happier. Happiness will spread throughout your organization and have a positive effect on everyone.

With our Increasing Your Happiness workshop your participants will engage in unique and helpful ways to increase their happiness. This will have a robust effect on their professional and personal lives. It will improve their communication skills, increase productivity, and lesson absenteeism.

Title: Improving Mindfulness, Credit: Duration: 60 Minutes

POC:

Description: Mindfulness is a term that is frequently used but rarely defined. Practicing true mindfulness encourages living in the present while it addresses the danger of distorted thinking, staying in tune both mentally and emotionally improves perspective to enhance personal a professional success. With our Improving Mindfulness workshop, your participants will begin to identify their own patterns of thinking. As they learn to practice mindfulness, they will cultivate positive emotions that will have a dramatic effect on the work environment.

Title: Improving Self-Awareness, Credit: Duration: 60 Minutes,

POC:

Description: A vital way of becoming more effective in both business and life is by becoming more self-aware. If you can become aware of your self – your strengths and your weaknesses – then, you can become aware of the affects you create.

Title: Internet Marketing Fundamentals, Credit: Duration: 60 Minutes

POC:

Description: Marketing has changed dramatically over the last decade. Marketing is all about communicating, and the Internet has completely changed the way people communicate. The Internet is a marketer's dream come true, especially with social media, as you have a low cost marketing tool that can reach a large audience.

Internet Marketing Fundamentals will provide your participants with a great set of skills to market your business online. Content is the king of Internet marketing, and your participants will need to know how to utilize your

Title: *Job Search Skills*, **Credit:** **Duration:** 60 Minutes

POC:

Description: Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning resume and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? And most importantly, where do you find help when you need it?

The Job Search Skills workshop will give you the answers to all these questions, plus a plan to get you to a new job within a month. After completing this program, you'll be more than ready to start your search for your perfect job. Identifying the purpose for working and the assessment of skills can help determine the types of jobs your participants should apply for.

Title: *Leadership and Influence*, **Credit:** **Duration:** 120 Minutes

POC:

Description: Welcome to the Leadership and Influence workshop! They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born in the midst of adversity. Clearly, leadership potential exists within each of us. That potential can be triggered by outside events, or it can be learned by exploring ourselves from within. This training takes the latter approach. Once you learn the techniques of true leadership, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding. Influence is subtle, yet incredibly powerful. You can order someone to do a task, but you cannot order them to do their best. It simply does not work and usually has the opposite effect. You can influence people to do their best by providing a strong, motivating example in addition to positive reinforcement. Leadership addresses tasks, while influence addresses attitudes and awareness. Influence is the soul of leadership.

Title: *Learning to Become a Person of Influence - John C. Maxwell*, **Credit:** **Duration:** 120 Minutes

POC:

Description: America's leadership expert teaches that if your life in any way connects with other people, you are an influencer. Whatever your vocation or aspiration is, you can increase your impact with Maxwell's simple, insightful ways to interact more positively with others. Watch your personal and organizational success go off the charts!

Title: *Life Coaching Essentials*, **Credit:** **Duration:** 60 Minutes

POC:

Description: Many people often mistake a life coach for a mental health professional, such as a psychiatrist or a therapist. This misconception often leads people to believe they do not need a life coach since they feel as though nothing is wrong with their mental health. However, a life coach is designed to help improve a person's professional and personal life by working with them to achieve their goals.

With our Life Coaching Essentials workshop, your participants will discover the meaning of life coaching and how life coaching services can be utilized to achieve their goals.

Title: *Manager Management*, **Credit:** *Duration: 60 Minutes*

POC:

Description: With this course you will be able to provide the skills, guidance, and empowerment to your team of managers. They will then be better suited in leading and motivating their team and thus produce fantastic results. To be a successful manager means having a wide range of skills. Through this workshop you will be able to disperse your knowledge and experience throughout your leadership team. Manager Management takes a special type of leader. This workshop will expand your participant's knowledge and provide a way for them to teach and lead new and experienced managers. As every manager knows that learning never stops, this workshop will have something for everyone.

Title: *Managing Workplace Anxiety*, **Credit:** *Duration: 60 Minutes*

POC:

Description: The workplace is one of the leading locations where people experience stress and anxiety. Every employee will encounter it sometime during their career. Everyone should be aware of the signs of anxiety and the tools needed to cope and deal with it.

Our Managing Workplace Anxiety workshop will provide your participants the important skills and resources to recognize and manage workplace anxiety. By identifying these symptoms and coping skills employees and managers will be better suited in dealing with these common situations. Through this workshop your participants will be better suited to the challenges that the workplace can bring.

Title: *Marketing Basics*, **Credit:** *Duration: 60 Minutes*

POC:

Description: Marketing is an essential element for every business. It can be that one missing piece of the puzzle, and when it fits the big picture is revealed. Your participants will be introduced marketing and its benefits. If you are not marketing your business, you will not grow, and if you do not grow you will not succeed.

Marketing Basics will provide the basic knowledge to your participants and give them the ability to build and grow your business. Marketing has changed a lot recently and having a new perspective will give your participants the needed information to assist them in their marketing decisions. No matter what your product or service is, your business will benefit with a better understanding of marketing.

Title: *Measuring Results From Training*, **Credit:** *Duration: 60 Minutes*

POC:

Description: Although we all know that training can have many amazing benefits, sometimes it can be hard to prove those benefits and attach a dollar value to training. Some topics, like sales training or time

management, might have direct, tangible benefits. Other topics, like communication or leadership, might have benefits that you can't put a dollar value on.

Our Measuring Results from Training course, your participants will learn about the different ways to evaluate training progress, and how to use those results to demonstrate the results that training brings. Once the training has been evaluated the next step is to modify and updated the curriculum to create a content that is better suited for the participants.

Title: Media And Public Relations, Credit: Duration: 60 Minutes

POC:

Description: In this workshop, your participants will get knowledge they need to manage effectively their image and value by forming solid networks through strategic communication planning. Effective networking is essential for day-to-day business or for those times when you are actively pursuing job opportunities. This workshop is designed to provide practical and hands-on tools that will give your participants a skillset in dealing with the media and the public.

Media and Public Relations is the most successful method of communicating your value to those around you. Furthermore, good networking skills enable you to tap into those relationships you already have and increase the scope of your network. The larger the scope the more people know you and offers you opportunities.

Title: Meeting Management, Credit: Duration: 60 Minutes

POC:

Description: This workshop is designed to give your participants the basic tools you need to initiate and manage their meetings. They will learn planning and leading techniques that will give them the confidence to run a meeting that will engage the attendees and leave a positive and lasting impression. Through this workshop your participants will learn the needed skills in planning and implementing a successful meeting.

The Meeting Management workshop will explore how to reduce waste and make meetings more efficient. This is a hands-on workshop, and your participation will help make it a valuable experience. Use this time to begin the process of developing your skills along with other participants who share the same desire to improve their meeting management skills.

Title: Microsoft Office Credit: Duration: 90 Minutes

POC:

Description: In this training course, you will learn basic Word, Excel, and Outlook skills. You will learn how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize your email Inbox, and manage email automatically.

Today, employers across many industries and fields expect candidates to have Microsoft Office skills, as it is the most universally utilized software in business. Having these skills, even at a basic level, will help with your job prospects and increase your chances to be considered for most roles.

Title: Middle Manager, Credit: Duration: 90 Minutes

POC:

Description: Welcome to the Middle Manager workshop. Traditionally, middle managers make up the largest managerial layer in an organization. Middle managers are responsible to those above them and

those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in middle management be committed to the goals of the organization, and they understand how to effectively execute these goals.

Title: Motivating Your Sales Team, Credit: Duration: 60 Minutes

POC:

Description: Everyone can always use some inspiration and motivation. This workshop will help your participant's target the unique ways each team member is motivated. Finding the right incentive for each member of your sales team is important as motivation works best when it is developed internally. Harness this through better communication, mentoring, and developing the right incentives. Motivating Your Sales Team will help your participants create the right motivating environment that will shape and develop their sales team with right attitude and healthy competition. Instilling that unique seed which grows the motivation in your team will ensure an increase in performance and productivity. Have the best sales team you can have through better motivation.

Title: Multi-Level Marketing, Credit: Duration: 60 Minutes

POC:

Description: With our "Multi-Level Marketing" workshop, your participants will discover the specifics of how multi-level marketing works and how to effectively source agents. For many companies, it can prove to be a valuable tool for not only building revenue, but also for building their marketing and networking circles.

Title: National Defense Strategy (NDS), Credit: Duration: 60 Minutes

POC:

Description: Today, we are emerging from a period of strategic atrophy, aware that our competitive military advantage has been eroding. We are facing increased global disorder, characterized by decline in the long-standing rules-based international order—creating a security environment more complex and volatile than any we have experienced in recent memory. Inter-state strategic competition, not terrorism, is now the primary concern in U.S. national security. This course will provide a basic understanding of the NDS and its importance to Airmen stationed at Aviano.

Title: Nuclear Posture Review (NPR), Credit: Duration: 60 Minutes

POC:

Description: The President made clear that his priority is to protect the United States, allies, and partners. He also emphasized both the long-term goal of eliminating nuclear weapons and the requirement that the United States have modern, flexible, and resilient nuclear capabilities that are safe and secure until such a time as nuclear weapons can prudently be eliminated from the world. This course will cover the basics of the NPR and its importance to Airmen stationed at Aviano.

Title: Networking Within the Company, Credit: Duration: 60 Minutes

POC:

Description: Networking has become a crucial part of the world today. Most people are aware of external networking and primarily focus on that. It is important to pay extra attention to internal networking, or networking within the company. To be truly effective, internal networking must be utilized throughout the company.

With The Power of Networking (Within the Company) workshop your participants will learn how internal networking is changing the workforce. Through this workshop, your participants will gain a new perspective networking, and what benefits can come from fully utilizing and making connections with internal networking.

Title: Networking Outside the Company, Credit: Duration: 60 Minutes

POC:

Description: Networking – according to Merriam Webster is “the exchange of information or services among individuals, groups, or institutions; specifically: the cultivation of productive relationships for employment or business”. These and other events can become more easily managed with this great workshop.

With our Power of Networking (Outside the Company) workshop, your participants will begin to see how important it is to develop a core set of networking skills. By managing and looking at the way people interact and seeing things in a new light, your participants will improve on almost every aspect of their networking strategy.

Title: Organizational Skills, Credit: Duration: 60 Minutes

POC:

Description: Developing good Organizational Skill is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of your participants professional and personal lives. Throughout this workshop your participants will be given the tools necessary in developing better Organizational Skills.

Through Organizational Skills your participants will encounter improved productivity, better management, and an overall increase in professional growth. Every day people waste numerous amounts of time looking for items. So, stop looking for those important items, and start knowing where they are by getting organized.

Title: Shifting Your Culture, Credit: Duration: 60 Minutes

POC:

Description: Shifting Your Culture is a course designed to reinforce the power of culture. Specifically, it highlights what an individual can do to build and foster a lasting, positive environment in their work centers.

Title: Social Intelligence, Credit: Duration: 60 Minutes

POC:

Description: Social intelligence can seem like a complicated term and can make many of us feel nervous. But social intelligence is something we deal with every day, and it can help us navigate better experiences from our social environment. Whether we’re at home or at work, knowing how to be more aware of ourselves and our surroundings can help us make the best out of any social situation!

Title: Supervising Others, Credit: Duration: 75 Minutes

POC:

Description: Welcome to the Supervising Others workshop. Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and

complete tasks, and helping other supervisors, your day can fill up before you know it. This workshop will help supervisors become more efficient.

Title: Talent Management, Credit: Duration: 90 Minutes

POC:

Description: Talent management is essential to the success of any organization. Leaders need to recruit, train, and retain qualified employees. Providing incentives and developing individuals is the difference between engaging people and merely employing them. Investing in talent management will provide financial benefits as it improves the company's culture.

Title: Teamwork and Team Building, Credit: Duration: 90 Minutes

POC:

Description: For most of us, teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team. This workshop will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

Title: Turn the Ship Around, Credit: Duration: 60 Minutes

POC:

Description: A nuclear submarine might not sound like the most likely place to perform a social experiment with leadership, but that is just what happened aboard the USS Sante Fe. Capt David Marquet enacted a leadership approach that proved to be just what the crew aboard his ship need to change their course.

Title: Virtual Team Building and Management, Credit: Duration: 60 Minutes

POC:

Description: Virtual teams are growing in popularity since many companies continue to grow and expand in different areas. But sometimes learning to manage a team that we can't physically see every day can be difficult. When we learn how to manage our local teams, as well as our virtual teams, we can form a group that works together to increase productivity and provides a new perspective on any project.

Title: Wing Commander's Playbook, Credit: Duration: 60 Minutes

POC:

Description: This course gives an in-depth look at the Wing Commander's playbook. Students will be immersed in the 48th Fighter Wing's Mission, Vision, and Enduring Priorities.

Title: Workplace Diversity, Credit: Duration: 90 Minutes

POC:

Description: With the world becoming more mobile and diverse, diversity has taken on a new importance in the workplace. This workshop will help participants understand what diversity is all about, and how they can help create a more diverse world at work and at home.

Title: Workplace Harassment, Credit: Duration: 90 Minutes

POC:

Description: Workplace Harassment can be based on a variety of factors that differ from the one doing the harassment, such as race, sex and disability. This course will give you the tools necessary to recognize harassment in the workplace as well understand your rights and responsibilities under the law, regarding safety in the workplace.

Title: *National Security Strategy (NSS)* **Credit:** *60 Minutes*
POC:

Description: An America First National Security Strategy is based on American principles, a clear-eyed assessment of U.S. interests, and a determination to tackle the challenges that we face. It is a strategy of principled realism that is guided by outcomes, not ideology. It is based upon the view that peace, security, and prosperity depend on strong, sovereign nations that respect their citizens at home and cooperate to advance peace abroad. And it is grounded in the realization that American principles are a lasting force for good in the world.

Interested in Teaching?

We want you!

1. Libertas Academy needs instructors to teach the required Wingman, Leader, Warrior topics in order to better equip our 48th FW personnel the right tools they need to win the fight!
2. Libertas Academy's goal is to facilitate at least 8-9 courses monthly across the Wing from the Wingman, Leader, and Warrior topics lists.
3. One of the additional requirements for the Leader Award is to teach one course.

Interested in Teaching a course not on this list?

We still want you!

1. Libertas Academy is dedicated not only to your Professional, but Personal Development as well! If you or someone you know is interested in teaching something new, we want to know!
2. Please contact the 48th FW DA or PDC NCOIC for more details.

Instructor Vetting Requirements

1. To become a vetted instructor:
 - a. Applicant must complete a "Train the Trainer" Course w/ a UTM
 - b. Applicant must complete a Facilitator Course w/ any 8T2 (DA or ALS Instructor)
 - c. Applicant must coordinate with Course Subject Matter Expert (SME) or Office of Primary Responsibility (OPR)
 - i. i.e. (M&FRC is OPR for Finance, etc.)
2. SME's will develop instructor slides/guide for each course and provide to their vetted instructors.
3. To get started, please contact the 48th FW DA or PDC NCOIC for more details.

Venues

1. ***Professional Development Center (Bldg 948, Top Floor)***
 - a. Classrooms 300 and/or 305 (note: 305 is primarily reserved for FTEC)
 - b. 28 Seats Capacity for each
 - c. DSN 314-226-2300/2502/2579
2. ***Education Center (Bldg 948, 1st Floor)***
 - a. Classrooms 204 and 205
 - b. 28 Seats Capacity for each
 - c. DSN 314-226-1096
3. ***RAF Lakenheath Base Theatre***
 - a. During Duty Hours (DSN 314-226-4805)
 - b. Off-Duty Hours (Call AAFES)
 - c. Bring Your Own Equipment!
4. ***Strike Eagle Complex (SEC)***
 - a. DSN 314-226-4803
5. ***Eagle's Landing***
 - a. DSN 314-226-2489
6. ***Liberty Club***
 - a. DSN 314-226-2489
7. ***DODEA Lakenheath High School Auditorium***
 - a. DSN 314-226-3115

*If you want to schedule to teach a course during off-duty hours, please coordinate with venue POC! *

Questions?

Please contact the PDC Office @ 48FW.CAA.PDCAdvertisements@us.af.mil or DSN 314-226-2502.*