

1 APRIL 1999

Personnel

LEADERSHIP DEVELOPMENT CATALOG



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This Catalog summarizes the conferences and seminars HQ AFSPC will host for the next calendar year. Capturing all the major events into one catalog allows advanced planning to maximize attendance opportunities and enables the host wing and Command Protocol to manage limited resources for competing events.

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Chapter 1

GENERAL INFORMANTION – LEADERSHIP

1.1. Leadership Development Catalog. The Leadership Development Program Catalog is divided into two categories: conferences and seminars. A conference is a gathering involving general officers from the field or wing/group commanders. A seminar is a gathering involving Directors or commanders below group level.

1.1.1. Use the following guidelines when planning conferences or seminars:

1.1.1.1. Include any Reserve or Guard units within AFSPC as appropriate.

1.1.1.2. Begin all AFSPC conferences and seminars with an Icebreaker no earlier than Monday evening and conclude no later than Friday morning to preclude travel on weekends. Obtain Command Section approval for any exceptions.

1.1.2. The functional Director conducting the conference or seminar should host an Icebreaker on the evening before the conference or seminar beginning at approximately 1730. The Icebreaker should be a casual atmosphere that encourages interaction between the AFSPC Staff Directors and the conferees. Therefore, all Directors or their Deputies should attend. Attire is informal. Uniform of the Day is acceptable.

1.1.3. Start the business session on Tuesday morning with a general officer welcome followed by the Command briefing. If the CC and CV are not available during your conference or seminar, use the next senior general officer that is available to present the AFSPC Command and Quality leadership briefings. Also reserve time for other Directorates to make presentations, as appropriate. Schedule the Large or Small Conference Room for the Command and Quality leadership briefing. If your audience is too large for these rooms, use the auditorium.

1.1.4. Conferences and seminars should be hosted at Peterson AFB. They should not be held off base or at another base in the area. Use base facilities for billeting, socials and meetings, unless they're not available.

1.1.5. To minimize conflicts, plan on only one conference or seminar a week. Do not host a function concurrent with the Squadron Commander's Course. The Command Section will approve exceptions. Reserve your facilities early!

1.1.6. For more details, reference [AFSPCHOI36-22](#), *Leadership Development Program*.

1.1.7. For inclusion into the next version of this catalog, forward to HQ AFSPC/DSA, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4020, a description of your conference or seminar, target population, scheduled dates, location and OPR by 16 August 1999 for CY00. Catalog will be updated by 30 October 1999.

Chapter 2

AFSPC LEADERSHIP DEVELOPMENT CONFERENCES

2.1. AFSPC Commanders' Conference (CC):

2.1.1. Description. Provides the AFSPC Commander and staff an opportunity to discuss policy, procedures, problems and a wide variety of issues with AFSPC Commanders down through wing level to include group commanders who are wing equivalents. The 3-day conference of approximately 15 commanders is conducted semiannually.

2.1.2. Target Population. AFSPC Commander and staff; 14 AF/CC, 20 AF/CC, 21 SW/CC, 30 SW/CC, 45 SW/CC, 50 SW/CC, 90 SW/CC, 91 SW/CC, 341 SW/CC, SWC/CC, NASA Liaison and 381 TG/CC

2.1.3. Scheduled Dates. 12 – 16 April 1999 and 30 August – 3 September 1999.

2.1.4. Location. Peterson AFB CO, Leadership Development Center, Large Conference Rm.

2.1.5. OPR. HQ AFSPC/DSA, POC: Lt Col Lucas, DSN: 692-2624.

2.2. Command Chaplain's Conference (HC):

2.2.1. Description. Conference with representatives from all AFSPC bases to discuss Chaplain issues.

2.2.2. Target Population. Wing Chaplains and NCOICs

2.2.3. Scheduled Dates. 3 – 7 May 1999

2.2.4. Location. Peterson AFB CO

2.2.5. OPR. HQ AFSPC/HC, POC: Ch, Lt Col Gary L. Carlson, DSN: 692-3610.

2.3. Support Commanders' Conference (FS):

2.3.1. Description. This 3-day conference provides a forum for open discussion of key subjects of mutual concern to support commanders and the AFSPC staff. It provides updates on policies, initiatives and issues across the support spectrum. The conference focuses on quality and teamwork necessary for effective support mission accomplishment.

2.3.2. Target Population. Support commanders: 21 SPTG/CC (Peterson AFB), 30 SPTG/CC (Vandenberg AFB), 45 SPTG/CC (Patrick AFB), 50 SPTG/CC (Schriever AFB), 90 SPTG/CC (F. E. Warren AFB), 91 MW/DS (Minot AFB), 341 SPTG/CC (Malmstrom AFB), 721 SPTG/CC (Cheyenne Mountain AS), 750 SG/CC (Onizuka AS) and 821 SG/CC (Buckley ANGB).

2.3.3. Scheduled Dates. 14 - 18 June 1999 and 13 - 15 October 1999.

2.3.4. Location. Peterson AFB CO.

2.3.5. OPR. HQ AFSPC/DS, POC: Capt Clearwater, DSN: 692-8328.

2.4. Historians' Conference (HO):

2.4.1. Description. Provides AFSPC historians and museum curators with an opportunity to improve their professional knowledge and skills through a biennial conference geared to their specific needs. The focus is on creating a forum that allows historians and museum curators to interact and exchange ideas with their peers; to identify issues of mutual concern; and to develop possible solutions to common problems. The conference also serves as a vehicle to inform historians of changes in the Air Force history program and to reinforce the objectives of the AFSPC history and museum program.

2.4.2. Target Population. Historians at the space and missile wings, NAFs and AFSPC museum curators. The Air Force Historian is co-sponsor of the conference. In addition, representatives from the USAF Historical Research Center and AF Museum are also invited to attend.

2.4.3. Scheduled Dates. 4 – 8 October 1999

2.4.4. Location. Peterson AFB CO

2.4.5. OPR. HQ AFSPC/HO, POC: Mr. George Bradley, DSN: 692-3081.

2.5. Legal (JA):

2.5.1. Staff Judge Advocate/Law Office Manager/Reserve Component Conference (JA):

2.5.1.1. Description. A gathering of the senior leadership within AFSPC JA community to discuss trends, new developments and other issues of importance to the legal field. It also offers the opportunity to review quality goals, initiatives and indicators.

2.5.1.2. Target Population. All AFSPC SJAs, Law Office Managers and senior reservists.

2.5.1.3. Scheduled Dates. 15 - 19 November 1999.

2.5.1.4. Location. Peterson AFB CO.

2.5.1.5. OPR. HQ AFSPC/JA, POC: Maj Johnson, DSN: 692-3916.

2.5.2. Space Law and Policy Conference (JA)

2.5.2.1. Description. A biennial meeting of senior military and civilian administrators and attorneys to address critical issues impacting space operations. This includes information and issues requiring SCI access. The conference is co-sponsored by the Secretary of the Air Force General Counsel and The Judge Advocate General.

2.5.2.2. Target Population. Space Law policy experts from federal offices involved in Space activities.

2.5.2.3. Scheduled Dates. 18 – 22 October 1999.

2.5.2.4. Location. Peterson AFB CO.

2.5.2.5. OPR. HQ AFSPC/JA, POC: Maj Johnson, DSN: 692-3916.

2.6. Logistics Leadership Development Conference (LG):

2.6.1. Description. Provides a forum for open discussion of subjects of mutual interest to AFSPC Logistics Group Commanders. Conferees receive briefings and updates on new policies. Promotes interaction between AFSPC Logistics Group Commanders, NAFs and MAJCOM staff.

2.6.2. Target Population. Logistics Group Commanders.

2.6.3. Scheduled Dates: 17 - 21 May 1999.

2.6.4. Location. Peterson AFB CO.

2.6.5. OPR. HQ AFSPC/LG, POC: Capt Tew, DSN: 692-3460.

2.7. Medical Group Staff Conference (SG):

2.7.1. Description. Three-day forum to discuss health care issues, trends, problems and outline objectives of the AF Medical Service. Agenda includes formal presentations by HQ AFSPC/SG functional staff and round-table discussion. Medical Group Commanders may be asked to present briefings on successful programs at their facilities.

2.7.2. Target Population. Incumbent AFSPC Medical Group Commanders and their executive staffs.

2.7.3. Scheduled Dates. 25 - 29 January 1999.

2.7.4. Location. Peterson AFB CO.

2.7.5. OPR. HQ AFSPC/SGAS, POC: SMSgt Cobos, DSN: 692-3313.

2.8. Operations Group Commanders' Conference (DO):

2.8.1. Description. A semiannual conference to provide AFSPC operations group commanders with information on issues affecting unit missions. It also provides a forum for group commanders to air concerns, share experiences, discuss command philosophy, receive AFSPC senior officer perspectives and consider solutions to problems.

2.8.2. Target Population. OG/CCs, MG/CDs, SG/CCs, NAF/DOs and other agencies as requested. The number of TDY personnel for this event is 18.

2.8.3. Scheduled Dates. 23 - 26 February 1999 and 13 - 17 September 1999.

2.8.4. Location. Peterson AFB CO.

2.8.5. OPR. HQ AFSPC/DOTT, POC: Maj Riordan, DSN: 692-2451.

Chapter 3

AFSPC LEADERSHIP DEVELOPMENT SEMINARS

3.1. Civil Engineering Seminar (CE):

3.1.1. Description. This 3-day seminar provides current information to AFSPC base civil engineers on the latest Command policies and provides a forum for exchange of ideas and solutions to common base-level management problems. In addition, it provides critical crossfeed among civil engineering commanders and the HQ AFSPC/CE staff on accomplishment of Command goals and objectives. The seminar also provides a forum to discuss the results of the Air Force-sponsored, worldwide CE conference.

3.1.2. Target Population. Incumbent base-level civil engineers.

3.1.3. Scheduled Dates. 22 – 26 March 1999.

3.1.4. Location. Peterson AFB CO.

3.1.5. OPR. HQ AFSPC/CEF, POC: Capt Elizabeth Sydow, DSN: 692-5149.

3.2. Communications and Information Seminar (SC):

3.2.1. Description. Meeting of AFSPC senior communications and information personnel for exchange of information to improve customer support.

3.2.2. Target Population. Key Communications and Information personnel from the headquarters, numbered air forces, wings, groups and squadrons in Air Force Space Command.

3.2.3. Scheduled Dates. 24 - 28 May 1999 and 15 - 19 November 1999.

3.2.4. Location. Peterson AFB CO.

3.2.5. OPR. HQ AFSPC/SCXD, POC: Capt Roth, DSN: 692-2668.

3.3. Comptroller's Seminar (FM):

3.3.1. Description. Identifies, discusses and resolves Comptroller issues as they affect AFSPC. The financial status is updated for field comptrollers through the presentations of guest speakers from SAF/FM, DFAS, AFPC and interaction with the AFSPC Comptroller staff. This annual seminar is a 3-day event with a projected attendance of 30-35 people, including guest speakers.

3.3.2. Target Population. AFSPC Comptroller and Division Chiefs, Wing/Group Comptrollers and Financial Analysis Officers.

3.3.3. Tentative Dates. 1 - 5 November 1999.

3.3.4. Location. Peterson AFB CO.

3.3.5. OPR. HQ AFSPC/FMFF, POC: Capt Kleinschmidt, DSN: 692-3792.

3.4. Intelligence Seminar (DO):

3.4.1. Description. Brings Headquarters, NAF and Wing intelligence staff personnel together to discuss a wide range of issues and concerns relating to current and future intelligence support of the cus-

tomer and to promote interaction and cross-feed among the Headquarters staff and NAF and Wing intelligence staffs. Agenda includes formal presentations by Headquarters functional staff and “round-table” discussions. NAF/Wing INs may be asked to present briefings on intelligence activities and programs at their units. The 3-day seminar is conducted annually with a projected attendance of 20-30, including guest speakers, and is unit-funded.

3.4.2. Target Population. AFSPC NAF and Wing intelligence staffs.

3.4.3. Scheduled Dates. 11 - 13 May 1999.

3.4.4. Location. Peterson AFB CO.

3.4.5. OPR. HQ AFSPC/DOIU, POC: Patsy Williams, DSN: 692-2432.

3.5. Personnel (DP):

3.5.1. Squadron Commanders’ Course (DP):

3.5.1.1. Description. Air Force Chief of Staff-directed mandatory, pre-command training. This is a joint AFSPC and United States Air Force Academy (USAFA) course designed to expand the knowledge of squadron commanders in all aspects of their day-to-day activities with an emphasis on leadership, accountability, personnel programs and functional areas. Directorates, wing commanders and functional managers are directly involved in presentation of the core curriculum. AFSPC/CC and USAFA/CC are co-hosts for the course and their involvement includes the Commander’s Welcome, Leadership Address, Icebreaker, Executive Session and hosting two social events. The forum promotes interaction and “crossfeed” among AFSPC and USAFA squadron commanders and the respective staffs. The 2-week course is conducted five times a year with approximately 22 attendees per class.

3.5.1.2. Target Population. Officers selected to fill squadron commander positions

3.5.1.3. Scheduled Dates. 1 - 11 February, 5 - 15 April, 21 June – 1 Jul, 9 - 19 August and 18 - 28 October 1999.

3.5.1.4. Location. Peterson AFB CO.

3.5.1.5. OPR. HQ AFSPC/DPI, POC: Lt Col Burrows, DSN: 692-4084.

3.5.2. Equal Opportunity Seminar (DP):

3.5.2.1. Description. Identifies, discusses and resolves Social Action and Equal Employment Opportunity issues as they affect AFSPC. Provides up-to-date briefings on current EEO and EOT issues, policies, procedures and philosophy from both a command and Air Force perspective. Provides an open forum to discuss ideas on how to manage equal opportunity programs for both civilian and military personnel.

3.5.2.2. Target Population. AFSPC Chiefs of Social Actions and AFSPC Chief EEO Counselors.

3.5.2.3. Scheduled Dates. 2 - 6 November 1999.

3.5.2.4. Location. Peterson AFB CO.

3.5.2.5. OPR. HQ AFSPC/DPCH, POC: Capt Delores Verrett, DSN: 692-3317.

3.5.3. Civilian Personnel Flight (CPO) Chief Seminar (DP):

3.5.3.1. Description. Expands the knowledge of CPO Chiefs in all aspects of civilian personnel. Provides up-to-date briefings on current personnel issues, policies, procedures, and philosophy from both a Command and Air Force perspective. Provides an open forum to discuss quality ideas on how to initiate/manage various personnel related programs. Seminar attendees are provided a briefing on topics covered during the annual world MAJCOM/DPC leadership workshop. The seminar promotes interaction/crossfeed among AFSPC CPOs and the HQ AFSPC/DP staff.

3.5.3.2. Target Population. Current CPOs.

3.5.3.3. Scheduled Dates. 2 - 6 August 1999.

3.5.3.4. Location. Peterson AFB CO.

3.5.3.5. OPR. HQ AFSPC/DPC, POC: John King, DSN: 692-3481

3.5.4. Quality of Life Seminar (DP):

3.5.4.1. Description. Conference with representatives from all AFSPC bases, including wings, groups, etc., to discuss current quality of life issues with the Commander.

3.5.4.2. Target Population. Invited representatives.

3.5.4.3. Scheduled Dates. 23 - 25 February 1999.

3.5.4.4. Location. Peterson AFB CO.

3.5.4.5. OPR. HQ AFSPC/DPI, POC: Lt Col Burrows, DSN: 692-4084.

3.5.5. Spouses Orientation Video Teleconference:

3.5.5.1. Description. Provides spouses of key wing/group/squadron personnel with information about important family programs and quality of life issues via video teleconference. Provides up-to-date briefings on issues, policies and philosophies from a command perspective. Allows interaction with spouses and provides the opportunity to address questions from the field.

3.5.5.2. Target Population. Spouses of squadron commanders, first sergeants, senior enlisted advisors and key wing/group personnel at all Air Force Space Command bases.

3.5.5.3. Scheduled Dates. 16 - 18 March and 14 - 16 September 1999.

3.5.5.4. Location. Peterson AFB CO.

3.5.5.5. OPR. HQ AFSPC/DPPS, POC: Lt Col Burrows, DSN 692-4084.

3.6. Public Affairs and Base Newspaper Seminar (PA):

3.6.1. Description. A 3-day seminar to discuss AFSPC goals, objectives and themes; identify and solve public affairs issues; provide advanced PA training; and discuss/improve quality metrics. Approximately 20 personnel to attend.

3.6.2. Target Population. AFSPC chiefs of Public Affairs offices. Office superintendents/NCOICs and environmental PA specialists also will be invited as well as Public Affairs chiefs of bases where missile groups are located.

3.6.3. Scheduled Dates. 17 – 21 May 1999.

3.6.4. Location. Peterson AFB CO.

3.6.5. OPR. HQ AFSPC/PAD, POC: MSgt Boykin, DSN: 692-5176.

3.7. Safety Seminar (SE):

3.7.1. Description. Meeting of AFSPC Chiefs of Safety and safety staff members to exchange information pertaining to the variety of safety disciplines found in AFSPC. Identifies, discusses, and resolves safety issues common to AFSPC. Provides current information to AFSPC, NAF, and base safety personnel on the latest command policies and provides a forum for exchange of ideas and solutions to common base level management problems.

3.7.2. Target Population. AFSPC Safety personnel including chiefs of safety, flight safety officers, and weapons, space and ground safety managers.

3.7.3. Tentative Dates. 10 - 12 March 1999.

3.7.4. Location. Peterson AFB CO.

3.7.5. OPR. HQ AFSPC/SEG, POC: Kathy Thomas, DSN 692-5810.

3.8. Security Forces Symposium (SF):

3.8.1. Description. Serves as a tailored forum for AFSPC Chiefs of Security Forces, Security Forces Superintendents and the HQ AFSPC/SF staff. Provides a unique three-day opportunity that includes presentations by security forces officials and policy-makers who address the problems and challenges confronting security professionals. Attendees receive briefings on multiple issues ranging from information and industrial security to safeguarding space assets and intercontinental ballistic missiles. Forum is designed to build strong, continuing interaction between base and MAJCOM-level security professionals by introducing participants to the decision making factors applicable in all security programs. Conducted annually.

3.8.2. Target Population. AFSPC Chiefs of Security Forces and Security Forces Superintendents.

3.8.3. Scheduled Dates. 7 - 11 June 1999.

3.8.4. Location. Peterson AFB CO.

3.8.5. OPR. HQ AFSPC/SF, POC: Maj Papen, DSN: 692-3914.

3.9. Command Chief Master Sergeant's/Chief Master Sergeants' Orientation Seminar (CCM):

3.9.1. Description. This orientation will allow for the exchange of information and ideas with chiefs and chief selectees within AFSPC. Briefings will be given from DP, HC, FM, SV and many more to provide the chief selectees with a well-rounded orientation.

3.9.2. Target Population. All AFSPC Chief Master Sergeant selectees.

3.9.3. Scheduled Dates. 20 - 22 January 1999.

3.9.4. Location. Peterson AFB CO.

3.9.5. OPR. HQ AFSPC/CCC, POC: MSgt Angle, DSN: 692-5836.

3.10. Services Squadron Commanders' Seminar (SV):

3.10.1. Description. Identifies, discusses and resolves Services issues as they affect AFSPC. Attendees receive briefings and updates on new policy, share program ideas and refine Services goals, objectives, initiatives and metrics, all with the emphasis on improving SV programs and maximizing efficiency. This semi-annual seminar is a 3-day event (Tuesday - Thursday) with a projected attendance of 20 people, including guest speakers.

3.10.2. Target Population. AFSPC Services Commanders and Chiefs.

3.10.3. Scheduled Dates. 29 March – 2 April 1999.

3.10.4. Location. Peterson AFB CO.

3.10.5. OPR. HQ AFSPC/SVX, POC: Lt Col Renfro, DSN: 692-3162.

Chapter 4

AFSPC LEADERSHIP DEVELOPMENT PROGRAM CALENDAR

4.1. The calendar provides an easy one source format to determine the dates of conferences and seminars.

Table 4.1. Calendar.

January 1999			
Dates	Title of Event/OPR	Location	Paragraph
1	New Year's Day		
18	Martin Luther King Day		
20-22	Chiefs' Orientation Seminar (CCM)	Peterson AFB	3.9.
25-29	Medical Group Staff Conference (SG)	Peterson AFB	2.7.
February 1999			
1-11	Squadron Commanders' Course (DP)	Peterson AFB	3.5.1.
15	President's Day		
23 -25	Quality of Life Conference (DP)	Peterson AFB	3.5.4.
23-26	Operations Group Commanders' Conference (DO)	Peterson AFB	2.8.
March 1999			
10-12	Safety Seminar (SE)	Peterson AFB	3.7.
16-18	Spouses Orientation Video Teleconference (DP)	Peterson AFB	3.5.5
22-26	Civil Engineering Seminar (CE)	Peterson AFB	3.1.
29-2 Apr	Services Squadron Commanders' Seminar (SV)	Peterson AFB	3.10.
April 1999			
29 Mar - 2 Apr	Services Squadron Commanders' Seminar (SV)(cont.)	Peterson AFB	3.10.
4	Easter		
5-15	Squadron Commanders' Course (DP)	Peterson AFB	3.5.1.
12-16	AFSPC Commanders' Conference (CC)	Peterson AFB	2.1.
May 1999			
3-7	Command Chaplains Conference (HC)	Peterson AFB	2.2.
09	Mothers Day		
11-13	Intelligence Seminar (DO)	Peterson AFB	3.4.

17-21	Logistics Leadership Development Conference (LG)	Peterson AFB	2.6.
17-21	Public Affairs and Base Newspaper Seminar (PA)	Peterson AFB	3.6.
24-28	Communications and Information Seminar (SC)	Peterson AFB	3.2.
31	Memorial Day		
June 1999			
7-11	Security Forces Symposium (SF)	Peterson AFB	3.8.
14-18	Support Commanders Conference (FS)	Peterson AFB	2.3.
21 June -1 Jul	Squadron Commanders' Course (DP)	Peterson AFB	3.5.1.
20	Fathers Day		
July 1999			
1	Squadron Commanders' Course (DP) (cont.)	Peterson AFB	3.5.1.
4	Fourth of July		
August 1999			
2-6	Civilian Personnel Flight Chief Seminar (DP)	Peterson AFB	3.5.3.
9-19	Squadron Commanders' Course (DP)	Peterson AFB	3.5.1.
30-3 Sep	Commanders' Conference (CC)	Peterson AFB	2.1.
September 1999			
1-3	Commanders' Conference (CC) (cont.)	Peterson AFB	2.1.
6	Labor Day		
10	Rosh Hashanah		
13-17	Operations Group Commanders' Conference (DO)	Peterson AFB	2.8.
14-16	Spouses Orientation Video Teleconference (DP)	Peterson AFB	3.5.5.
19	Yom Kippur		
October 1999			
4-8	Historians' Conference (HO)	Peterson AFB	2.4.
11	Columbus Day		

13-15	Support Commanders Conference (FS)	Peterson AFB	2.3.
18-22	Space Law and Policy Conference (JA)	Peterson AFB	2.5.2.
18-28	Squadron Commanders' Course (DP)	Peterson AFB	3.5.1.
November 1999			
1-5	Comptrollers' Seminar (FM)	Peterson AFB	3.3.
2-6	Equal Opportunity Seminar (DP)	Peterson AFB	3.5.2.
11	Veterans Day		
15-19	Staff Judge Advocate/Law Office Manager/Reserve Component Conference (JA)	Peterson AFB	2.5.1
15-19	Communication and Information Seminar (SC)	Peterson AFB	3.2.
25	Thanksgiving		
December 1999			
3	Hanukkah		
25	Christmas		

PATRICK J. CARR, Col, USAF
Director of Staff

Attachment 1

AFSPC LEADERSHIP DEVELOPMENT PROGRAM RECOMMENDED READING LIST

- Adair, John Eric. *Effective Leadership: A Self-Development Manual*. Gower, 1983.
- Air Force Quality Institute. *The Quality Approach: Helping You Achieve Success in Today's Air Force*. 2nd ed. 1994.
- Air Force Quality Institute. *Process Improvement Guide: Quality Tools for Today's Air Force*. 2nd ed. 1994.
- Air Force Space Command Guide to Quality Improvement. 1995.
- Air University. Air War College. *Associate Programs*. 1973-1985. Each chapter issued separately. See specific chapter listed below.
- Challenges To Leadership and Command*
- Command and Leadership*
- Command and Management Of Human Resources*
- Command Decision Making*
- Executive Decision Making*
- Military Leadership*
- Perspectives On Command*
- Perspectives On Leadership*
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- Campbell, David P. *If I'm In Charge Here Why Is Everybody Laughing?* 2nd ed. Center for Creative Leadership, 1984.
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