

Headquarters U. S. Air Force

Integrity - Service - Excellence

Storing your PLDP on MyEDP

April 1, 2012



U.S. AIR FORCE



U.S. AIR FORCE

Getting started in MyEDP

The screenshot shows the AF Portal interface. At the top, there is a navigation bar with tabs: HOME, PERSONAL SPACE, AIR FORCE, BASES-ORGS-FUNCTIONAL AREAS, LIFE & CAREER, and LIBRARY. A red arrow points from a yellow callout box to the 'LIFE & CAREER' tab. Below this, a blue box highlights a dropdown menu with the following items: Career, Health, Life Matters, Money - Finance Central, Force Development (FD), Travel, and Legal. A red arrow points from the 'Force Development (FD)' link to the yellow callout box.

Finding MyEDP

MyEDP is available on the Air Force portal's **Life & Career** tab, **Force Development** link.



U.S. AIR FORCE

MyEDP

The screenshot shows the AF Portal website interface. At the top, there is a navigation bar with links for HOME, PERSONAL SPACE, AIR FORCE, BASES-ORGS-FUNCTIONAL AREAS, etc., LIFE & CAREER, and LIBRARY. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled "FORCE DEVELOPMENT (FD)" and includes a sub-header "Life and Career : Force Development (FD)". A red arrow points to a yellow box containing the text "Click on MyEDP", which is positioned over the "MyEDP MyODP" link in the "Featured Items" section. The main content area also features a news article titled "FORCE DEVELOPMENT CONTENT NOW ON MYDP" with a sub-header "AF selects officers, civilians for developmental education". The right sidebar contains an "Alerts" section with links for "Urgent", "Notices (0)", and "My Inbox (88)", and an "Air Force Indexes A-Z" section with links for "Applications", "Bases", "Common Operating Pictures", "Functional Areas", "MAJCOM", "Organizations", and "Topics".



U.S. AIR FORCE

My Account



Staff and Technical Sergeant Home

* My Enlisted Development Plan

3M0X1-Services: SERVICES CRAFTSMAN

Welcome!

JOEL A. ANDERSON
[Log Out](#)

My Development Plan

- Staff and Technical Sergeant Home
- Events
- Forums
- Library
- News
- Education
- Civilian Education
- Training
- Experience

Staff and Technical Sergeant Home

Air Force Institutional Air Reserve Component

My Account

Includes "My Folder" where the PLDP will be stored.

Congratulations! You are now a Non-Commissioned Officer (NCO) and will continue on your journey in your Air Force Enlisted Development Plan (EDP) is designed to be a tool to help you develop your career; regardless of your rank (RegAF) or Air Reserve Component (ARC) status. When appropriate, the EDP will provide applicable information below the basic information. Hopefully this tract of the EDP will be useful in preparing you for the challenges you'll encounter as a Staff Sergeant and Technical Sergeant. By no means does this EDP guarantee success; it simply provides suggestions based on experiences of your fellow enlisted airmen. However, no two careers in the Air Force are the identical and yours will likely vary from what is contained in this EDP.

We hope you have attained many of the goals you have set so far in your career. In this tract, we will continue to help you set goals and prepare a plan of attack to accomplish them. The road to success might present some bumps along the way, but they are nothing you can't handle.

Don't despair if you don't seem to have all the answers to your questions. This EDP is designed to help you develop those answers. As you go through this SSgt - TSgt rank tract, we encourage you to click on the MSgt tab to look ahead and begin to prepare for yourself for the next rank tract. Even look ahead to SMSgt and CMSgt tracks; what you do now could affect your ability to make those ranks! We wish you

My Alerts

- 1 [Mentee Request Pending!](#)
- 1 [Journal entries do not have an end date and/or an achievement date has expired! More...](#)
- 2 [Journal entries have an achievement date that are set to expire within 14 days! More...](#)

My Development Plan Tools

- » [Enlisted Career Path](#)
- » [My EPR Bullet Tracker](#)
- » [MyEDP Summary](#)
- » [eRecords](#)

My Account

- » [Profile](#)
- » [My Journal and Goals](#)
- » [My Folder](#)
- » [My Links](#)
- » [My Mentee Network](#)



U.S. AIR FORCE

My Folder Under My Account



Junior Enlisted Airman

Staff & Technical Sergeant

Master Sergeant

Senior Master Sergeant

Chief Master Sergeant

* My Enlisted Development Plan

3M0X1-Services: SERVICES CRAFTSMAN

Welcome!



JOEL A. ANDERSON
Log Out

My Development Plan

Staff and Technical Sergeant Home

- Events
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- Library
- News
- Education
 - Overview
 - NCO Academy (NCOA)
- Civilian Education
 - Civilian Degree Program
 - CCAF Degree

My Journal and Goals

The purpose of this journal is to record anything that you want. You can write notes about professional development or simply document events that occurred in a day that impacted you or your attitude. An example could be your comptroller congratulates you on the great job you are doing because he/she has received several positive customer comments or surveys. Another example might be that you stayed late to ensure the daily DJMS update was sent because of computer downtime during the day.

Create New Journal Entry

Journal Items

Type	Title	Estimated Achievement Date	Start Date	End Date	
7 Skill Level (7) Journal Item	Take Final Test	03/21/2010	03/03/2010		

My Alerts

- 1 Mentee Request Pending!
- 1 Journal entries have an achievement date that are set to expire within 14 days![More...](#)

Click "My Folder"
This is where you will store your PLDP

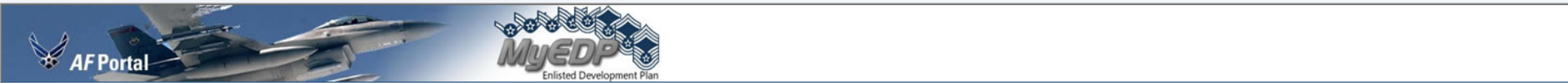
My Account

- Profile
- My Journal and Goals
- My Folder**
- My Links
- Mentor Network



U.S. AIR FORCE

Add PLDP to My Folder



* My Enlisted Development Plan

3D0000-Cyber Operations Manager: USAF EPME INSTR SYST DESIGNER

Welcome!

RICKY E. HIGBY
Log Out

- My Development Plan**
- Master Sergeant Home
 - Career Field News and Information
 - Forums
 - Calendar
 - Library
 - Force Development Essentials
 - Force Development (FD) Governance
 - Council Information
 - Development Teams
 - FD Construct
 - Occupational Competencies
 - Institutional Competencies
 - Civ Ldrshp Dev Continuum
 - Civilian Development Course Catalogs
 - Development Teams (DTs)
 - Diversity
 - Mentoring
 - Mentor Resources
 - Language, Region and Culture (LRC)
 - Training
 - Ancillary Training (ADLS)
 - Supervisor Resource Center
 - WAPS Catalog
 - Help
 - Tutorials
 - Release Notes
 - FAQs

My Folder

The purpose of the folder is to upload anything you want that's related to your development plan. This is a good place to store items that you can use later for awards and recognition. You are limited to 20 Megabytes of storage in your development plan.

[Add New Folder Item](#)

Click Add New Folder Item

Uploaded Documents

Folder Size: 36 of 20480 KB. *Only files that are less than 8 MB (8192 KB) can be uploaded at one time.

File	Size	Date Posted	Posted By	Delete Option
R Higby Top III Vision Statement.docx	13 KB	07/05/2011 12:07:56	RICKY E. HIGBY	
Higby Canon	10 KB	07/05/2011 12:12:05	RICKY E. HIGBY	
SNCO Higby Stratification Information.xlsx	13 KB	02/15/2012 08:34:18	RICKY E. HIGBY	

My Alerts

2 Journal entries do not have an end date and/or an achievement date has expired! [More...](#)

My Development Plan Tools

- Enlisted Career Path
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U.S. AIR FORCE

Save PLDP

Air Force Portal - MyXDP

AF Portal MyEDP Enlisted Development Plan

Junior Enlisted Airman Staff & Technical Sergeant Master Sergeant Senior Master Sergeant Chief Master Sergeant

* My Enlisted Development Plan

3D000-Cyber Operations Manager: USAF EPME INSTR SYST DESIGNER

Welcome! RICKY E. HIGBY Log Out

My Development Plan

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Add New Folder Item

Uploaded Documents

Folder Size: 36 of 20480 KB. *Only files that are less than 8 MB (8192 KB) can be uploaded at one time.

File
R Higby Top III Vision Statement.docx
Higby Canon
SNCO Higby Stratification Information.xlsx

Document Window

Document Name: (Optional)

Document Description: (Optional)

File Location to Upload: Browse...

Save Cancel

Posted By	Delete Option
RICKY E. HIGBY	⊖
RICKY E. HIGBY	⊖
RICKY E. HIGBY	⊖

My Development Plan Tools

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Insert PLDP Document Name Using the Following Format/Example:

PLDP_School_Class_Last Name_First Middle Initial_Student Number
PLDP_NCOA_12-2_HIGBY_RICKY_E_C13

Browse for and Save PLDP



U.S. AIR FORCE

Ensure PLDP is Saved



3D000-Cyber Operations Manager: USAF EPME INSTR SYST DESIGNER

Welcome!

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My Folder

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[Add New Folder Item](#)

Uploaded Documents

Folder Size: 54 of 20480 KB. *Only files that are less than 8 MB (8192 KB) can be uploaded at one time.

File	Size	Date Posted	Posted By	Delete Option
R Higby Top III Vision Statement.docx	13 KB	07/05/2011 12:07:56	RICKY E. HIGBY	
Higby Canon	10 KB	07/05/2011 12:12:05	RICKY E. HIGBY	
SNCO Higby Stratification Information.xlsx	13 KB	02/15/2012 08:34:18	RICKY E. HIGBY	
PLDP_NCOA_12-2_HIGBY_RICKY_E_C13	18 KB	02/17/2012 10:24:00	RICKY E. HIGBY	

Validate PLDP Saved

My Alerts

2 Journal entries do not have achievement date has expired

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U.S. AIR FORCE

Inviting Mentors to Review your PLDP

AF Portal **MyEDP**
Enlisted Development Plan

Junior Enlisted Airman | Staff & Technical Sergeant | Master Sergeant | Senior Master Sergeant | Chief Master Sergeant

* My Enlisted Development Plan

3M0X1-Services: SERVICES CRAFTSMAN

Welcome!
JOEL A. ANDERSON
Log Out

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 - CCAF Degree

Mentor Networking

You can share out your Development Plan to other people such as a mentor or supervisor. Your development plan will be shared in the same format as your own, allowing that individual to view and must be protected.

To add someone to your network list, they must be registered and have an active plan of their own.

[Add Mentors](#) | [Current Mentors](#) | [Pending Mentors](#) | [Current Mentees](#) | [Mentee Requests](#) | [Mentor Activity Log](#) | [Mentor Reports](#)

Current Mentors

These are the members you have granted access to your MyEDP. You can also view your [Mentor activity log](#) to see who has recently accessed your development plan.

Last Name	First Name	Middle Name	Type	Email	Is Supervisor	Delete Mentor
HILL	DONALD		Enlisted	donald.hill@ang.af.mil	False	Delete Mentor

My Alerts

1 Mentee Request Pending!

My Development Plan Tools

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Mentor Network:
You can grant permission for mentors to view your record in MyEDP, to include your PLDP. There is no limit to the number of mentors you can have.