

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-602**

**25 JULY 1994**



**Personnel**

**CIVILIAN INTERN PROGRAMS**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: AFPCMC/DPOR (Ms Sharon L. Wyatt)  
Supersedes AFR 40-110, Volume I, 14 March  
1989, and Volume X, Section F, 20  
November 1989

Certified by: HQ USAF/DPC (Mr John R. Graham)  
Pages: 31  
Distribution: F

---

This instruction implements AFR 36-6, *Civilian Career Management*, by providing requirements for civilian intern programs, and interfaces with Air Force Instruction 36-601, *Air Force Civilian Career Program Management*, and Air Force Manual 36-606, *Air Force Civilian Career Program Management*, Volumes I and II. It does not apply to Air National Guard Title 32 Technicians.

### **SUMMARY OF REVISIONS**

This instruction supersedes the policies and procedures addressed in Air Force Regulation 40-110, Volume I, *Civilian Career Intern Programs*, and Volume X, Section F, *Contracting and Manufacturing Civilian Career Program (CMCCP)*. It also realigns program management responsibilities, and defines the responsibilities of program participants. AF Form 2620 is prescribed in AFMAN 36-606.

<b>Chapter 1—GENERAL INFORMATION</b>	<b>4</b>
1.1. Scope. ....	4
1.2. Objectives. ....	4
1.3. Structure. ....	4
1.4. Responsibilities. ....	4
<b>Chapter 2—PALACE ACQUIRE (PAQ)</b>	<b>5</b>
Section 2A Structure	5
2.1. PAQ Intern Program. ....	5
2.2. PAQ Cooperative Fellowship Program (PAQ Fellowship). ....	5
2.3. Training, Security, and Mobility Requirements. ....	6
2.4. Affirmative Action. ....	6
Section 2B Responsibilities	6
2.5. Air Force Personnel Operations Agency (AFPOA)/DP. ....	6
2.6. Director, Air Force Civilian Personnel Management Center (AFCMPC/DR). ....	7
2.7. Career Management Division (AFCPMC/DPC). ....	7
2.8. Operations Support Division (AFCPMC/DPO). ....	7
2.9. Recruiting Unit (AFCPMC/DPOR). ....	7
2.10. Personnel Support Unit (AFCPMC/DPOX). ....	8
2.11. PALACE Team (AFCPMC/DPC). ....	8
2.12. Designated Functional Recruiter. ....	9
2.13. MAJCOM, FOA, or DRU. ....	9
2.14. CPF. ....	10
2.15. Supervisors. ....	11
2.16. PAQ Interns or Fellows. ....	11
Section 2C Program Operations	12
2.17. Position Descriptions. ....	12
2.18. Preparing T&D Plans. ....	12
2.19. Conducting Orientation. ....	12
2.20. Conducting Training. ....	13
2.21. Managing Overtime. ....	14
2.22. Setting Pay. ....	14

2.23. Performance Management. ....	14
2.24. Managing the Probationary Period. ....	14
2.25. Evaluating Performance. ....	15
2.26. Recognizing Successful Performance. ....	15
2.27. Placing PAQ Interns. ....	15
<b>Section 2D Internal Reviews and Evaluations</b>	<b>16</b>
2.28. Purpose and Scope. ....	16
<b>Chapter 3—COPPER CAP</b>	<b>17</b>
3.1. General. ....	17
3.2. Funding COPPER CAP. ....	17
3.3. Allocating Positions. ....	17
3.4. Structure. ....	17
3.5. Recruiting Candidates. ....	18
3.6. Conditions of Employment. ....	19
3.7. Security. ....	19
3.8. Training. ....	20
3.9. Appraisals and Evaluations. ....	20
3.10. Promotions. ....	21
3.11. Overtime. ....	21
3.12. Counseling and Terminations. ....	21
3.13. Conversions to Permanent Positions. ....	22
<b>Chapter 4—PALACE KNIGHT</b>	<b>23</b>
4.1. General. ....	23
4.2. Purpose. ....	23
4.3. Program Definition. ....	23
4.4. Selecting Candidates. ....	24
4.5. Employment. ....	24
4.6. Training. ....	25
4.7. Responsibilities. ....	28
<b>Attachment 1—CONDITIONS OF EMPLOYMENT AGREEMENT</b>	<b>31</b>

## Chapter 1

### GENERAL INFORMATION

**1.1. Scope.** The Air Force has three centrally managed and funded intern programs:

- PALACE Acquire (PAQ).
- PALACE Knight.
- COPPER CAP.

**1.2. Objectives.** These programs aim to attract high potential men and women to careers as Federal employees with the United States Air Force. To meet this objective, the Air Force:

- Recruits and selects high-caliber candidates.
- Trains them to become competent, effective, and productive employees in a variety of occupational areas.
- Provides them with the opportunity to gain the knowledges, skills, and abilities (KSA) that ensure successful performance.
- Provides promotion opportunities for those interns who successfully complete all required training and developmental assignments.

**1.3. Structure.** HQ USAF administers and manages intern authorizations. The distribution of authorizations among career programs varies each year, depending upon:

- Changes in missions.
- Projected manpower increases or reductions.
- Skill requirements.
- Funding constraints.
- Other operational considerations.

**1.4. Responsibilities.**

1.4.1. Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPCC) establishes policy.

1.4.2. The Director, Air Force Personnel Operations Agency (AFPOA/DP) shares responsibility with the Director, Air Force Civilian Personnel Management Center (AFCPMC/DR) for budget development and central salary and training funds management.

1.4.3. AFCPMC, Career Management Division (DPC), and the Operations Support Division (DPO), manage:

- Recruitment and training budgets.
- Recruitment activities.
- Training and development.
- Program guidance.

## Chapter 2

### PALACE ACQUIRE (PAQ)

#### *Section 2A—Structure*

#### **2.1. PAQ Intern Program.**

**2.1.1. Length of Training.** PAQ internships last for a period of 2 to 3 years, depending on:

- The entry and target grades of the position.
- Special qualification requirements.

**2.1.2. Types of Positions.** AFCPMC sets up PAQ intern positions:

- In the administrative, professional, and technical career fields.
- At the target grades of GS-9 or GS-11.

*EXCEPTION:* Auditor, scientist, and some engineer positions have target grades of GS-12.

2.1.2.1. Management places PAQ interns in permanent, locally-funded positions either by reassignment or promotion when they have satisfactorily completed training.

#### **2.1.3. Appointment Authorities.**

2.1.3.1. Management selects interns for competitive appointment:

- Under the Office of Personnel Management's (OPM) special hiring program for outstanding scholars.
- By conversion of current Air Force cooperative education students under OPM's Schedule B authority, 5 CFR 213.3202(a) and (b).
- From appropriate OPM registers.

2.1.3.2. Management may promote a competitive appointee to the target grade without further competition.

2.1.3.3. Management hires criminal investigators in accordance with OPM's Schedule A authority, 5 CFR 213.3109(f)(1), and may promote them to the target grade without further competition.

2.1.3.4. Management may hire persons with severe disabilities in accordance with OPM's Schedule A authority, 5 CFR 213.3102(u), and may noncompetitively convert them to competitive status in accordance with Executive Order 12125 after 2 years of successful performance.

#### **2.2. PAQ Cooperative Fellowship Program (PAQ Fellowship).**

2.2.1. Management competitively selects and hires PAQ fellows in accordance with OPM's Cooperative Education Program authority, Schedule B, 5 CFR 213.3202(a) or (b), for approximately 2 years or until the PAQ fellow has completed the current degree.

2.2.1.1. Management hires PAQ fellows at the college junior or graduate level.

2.2.1.2. The juniors enter the program at the beginning of or during the junior year at the GS-4 level.

2.2.1.3. Graduate students enter at the beginning of their graduate program at the GS-5 or GS-7 level, depending upon their qualifications.

2.2.1.4. A PAQ fellow must be able to complete the required number of work hours before graduation in order to be eligible for noncompetitive conversion into the PAQ Intern Program in accordance with Executive Order 12125.

2.2.1.5. A PAQ fellow converting to a PAQ intern position is exempt from the Department of Defense (DoD) Priority Placement Program (PPP) Stopper List.

2.2.2. PAQ fellows may work either:

- Full-time, alternating academic terms of classroom study and periods of supervised employment.
- Part-time with concurrent periods of classroom study.

2.2.2.1. Management may assign two students to one position at the same location to work full-time alternating schedules, provided both students are not working at the same time.

2.2.2.2. The PALACE Team determines the work schedule by considering the needs of the organization, the student, and the institution.

2.2.3. AFPOA/DP notifies AFCPMC/DR of available funding for tuition, academic fees, and books at state-supported schools (SSS).

2.2.3.1. PALACE Teams:

- Administer the funding.
- Pay full tuition to a non-SSS only if the required curriculum is not available at an SSS.
- Reimburse students for up to \$200 in books per semester or quarter.

2.2.3.2. HQ USAF policy regarding lifetime maximum tuition assistance does not apply to PAQ fellowships.

**2.3. Training, Security, and Mobility Requirements.** A PAQ intern or fellow accepting an offer of employment must sign a Conditions of Employment Agreement (**Attachment 1**). The agreement requires the PAQ intern or fellow to:

- Pursue the basic training objectives and activities in the training and development (T&D) plan.
- To relocate to other Air Force positions if the Air Force requires, both during and after completing the training program.

2.3.1. The agreement also states that failure to obtain a security clearance, if required, or to satisfy the training or mobility requirements, may result in separation from Air Force employment.

**2.4. Affirmative Action.** Management makes extensive efforts to recruit minorities, women, and disabled persons in accordance with affirmative action and Federal equal opportunity objectives by setting up a feeder group from which they fill top-level professional and managerial positions.

### ***Section 2B—Responsibilities***

**2.5. Air Force Personnel Operations Agency (AFPOA)/DP.**

2.5.1. Budgets for:

- Salaries.
- Training (tuition, travel, and per diem).
- Funds for first duty-station travel.

2.5.2. Determines funding requirements and funded authorizations based on Director, Air Force Civilian Personnel Management Center (AFCPMC/DR) work year plans.

**2.6. Director, Air Force Civilian Personnel Management Center (AFCPMC/DR).** AFCPMC/DR oversees implementation of program policies and directives.

**2.7. Career Management Division (AFCPMC/DPC).**

2.7.1. Directs PALACE Teams as they recruit, develop, and integrate PAQ interns and fellows into the Air Force.

2.7.2. Distributes and monitors PALACE Team PAQ training budgets.

2.7.3. Works with AFCPMC, Operations Support Division (DPO), to conduct periodic internal reviews of PAQ policies and procedures, and evaluates program effectiveness.

**2.8. Operations Support Division (AFCPMC/DPO).**

2.8.1. Determines the general direction of the program and approves proposed operational policies and procedures with a significant impact on program direction and effectiveness.

2.8.2. Works with AFCPMC/DPC to conduct periodic internal reviews of PAQ policies and procedures, and evaluates program effectiveness.

**2.9. Recruiting Unit (AFCPMC/DPOR).**

2.9.1. Solicits annual PAQ requirements for the upcoming fiscal year from Major Commands (MAJ-COM), Field Operating Agency (FOA), and Direct Reporting Unit (DRU), and compiles requirements for PALACE Teams.

2.9.2. Distributes funded PAQ authorizations to PALACE Teams based upon work force analysis.

2.9.3. Determines recruiting strategy and sources of recruitment.

2.9.4. Develops criteria and guidelines for identifying, selecting, and scheduling colleges and universities for campus interviews and job fairs.

2.9.5. Trains recruiters or ensures training is provided.

2.9.6. Establishes Cooperative Education Working Agreements with colleges and universities and notifies PALACE Teams.

2.9.7. Determines the qualifications of job applicants and notifies PALACE Teams of candidates' eligibility.

2.9.8. Monitors the DoD Automated Stopper and Referral System (ASARS), and takes appropriate actions as required.

2.9.9. Prepares written offers of employment to selected candidates.

- 2.9.10. Prepares appointment packages and sends them to the appropriate Civilian Personnel Flights (CPF) for appointing interns and fellows.
- 2.9.11. Reviews and approves PAQ intern training extension requests submitted by PALACE Teams, and reports approved training extensions to AFPOA/DPM.
- 2.9.12. Prepares periodic and specially required reports for HQ USAF, AFPOA, and the OPM on recruitment activities.
- 2.9.13. Provides feedback to schools and universities on recruitment success.

## **2.10. Personnel Support Unit (AFCPMC/DPOX).**

- 2.10.1. Classifies positions and evaluates the adequacy of T&D plans developed by PALACE Teams.
- 2.10.2. Advises PALACE Teams on:
  - T&D requirements.
  - Budget preparation and techniques.
  - Resolving individual funding and reimbursement problems.

## **2.11. PALACE Team (AFCPMC/DPC).**

- 2.11.1. Coordinates with functional counterparts at MAJCOMs, FOAs, and DRUs to identify functional recruiters as directed by Policy Council.
- 2.11.2. Prioritizes MAJCOM, FOA, and DRU PAQ requirements and sends them to AFCPMC/DPOR.
- 2.11.3. Prepares formal T&D plans and position descriptions for entry, intermediate, and target levels.
- 2.11.4. In conjunction with AFCPMC/DPOR, identifies, selects, and schedules college and university campuses for recruitment.
- 2.11.5. Prepares and provides recruitment literature to:
  - Scheduled colleges and universities.
  - Recruiters.
- 2.11.6. Requests temporary duty (TDY) fund cite authorization for recruiters.
- 2.11.7. Follows AFCPMC/DPOR recruitment and selection guidelines and informs recruiters of any policy or procedural changes.
- 2.11.8. Prepares and submits proposed training budgets to AFCPMC/DPC based on the cost analyses of training in formal T&D plans and adjusts training requirements based on budget allowances.
- 2.11.9. Prepares written placement offers for PAQ interns when permanent placement is at a location other than the current training site.
- 2.11.10. Identifies and schedules PAQ training within budget allowances.
- 2.11.11. Authorizes the release of training and tuition fund citations.
- 2.11.12. Maintains obligation and expense registers.



2.11.13. Provides 60-day advance notice to CPFs to process TDY orders and Department of Defense (DD) Forms 1556, **Request, Authorization, Agreement, Certification of Training, and Reimbursement**, for AFCPMC-funded training and to submit timely course evaluations.

2.11.14. Approves formal training course substitutions when the CPF proposes them.

2.11.15. Monitors training requirements and course substitutions, cancellations, and completions in the Defense Civilian Personnel Data System (DCPDS).

2.11.16. Conducts field visits to:

- Evaluate PAQ intern training.
- Identify problem areas.

2.11.17. Monitors the progress of PAQ interns and fellows through:

- Supervisors.
- Periodic progress reports.

2.11.18. Continuously monitors the DCPDS to ensure that CPFs properly code appointment, training, promotion, and placement action information..

2.11.19. Ensures placement of PAQ interns in permanent, locally funded positions when the MAJCOM, FOA, or DRU, after exhausting all possibilities, is unable to place them.

2.11.20. Submits a written extension request to AFCPMC/DPOR at least 14 days before the PAQ intern's scheduled training completion date if placement in a locally funded position cannot take place as scheduled.

2.11.21. Provides intern a *USAF Civilian Intern Program Certificate of Completion*, AF Form 3518, upon successful completion of the program.

## **2.12. Designated Functional Recruiter.**

2.12.1. Attends formal recruiter training as required and participates in assigned recruiting activities as a PALACE Team representative. Uses AF Forms 1743, *Interview Evaluation*, and 1744, *PALACE Acquire Intern Interview Rating*, in the recruiting process.

2.12.2. Follows AFCPMC/DPOR guidance concerning pre- and post-recruitment activities.

2.12.3. Visits and evaluates colleges and universities, attends other recruiting events, and provides feedback to PALACE Teams.

## **2.13. MAJCOM, FOA, or DRU.**

### **2.13.1. Functional Staff:**

2.13.1.1. Surveys field activities to determine mission requirements and identifies organizations and supervisors offering the greatest training and placement potential.

2.13.1.2. Submits prioritized fiscal year PAQ requirements to the MAJCOM/DPC (or the responsible office within the FOA or DRU) with a commitment to place interns in locally funded authorizations when training is complete.

2.13.1.3. Ensures that supervisors understand and commit fully to their assigned responsibilities and cooperate with servicing CPFs and PALACE Teams.

2.13.1.4. Advises the MAJCOM/DPC (or the responsible office within the FOA or DRU) and PALACE Team at least 60 days before scheduled training when management cannot place the PAQ intern at the current training site.

**2.13.2. DPC (or Responsible Office):**

2.13.2.1. Requests the MAJCOM, FOA, or DRU functional staff to conduct an annual PAQ requirements survey and to submit the results to them.

2.13.2.2. Assesses PAQ requirements for future placement before endorsing the consolidated requirements list and sending it to AFCPMC/DPOR.

2.13.2.3. Monitors the timeliness of placement actions.

**2.14. CPF.**

2.14.1. Assists functional staff conduct the annual PAQ requirements survey.

2.14.2. Complies with AFCPMC/DPOR guidance for appointing PAQ interns and fellows and maintaining accurate coding in the DCPDS.

2.14.3. Advises AFCPMC/DPOR immediately if:

- A selectee declines a job offer.
- A selectee fails to report for duty.
- The entrance-on-duty date changes.

2.14.4. Assists the supervisor implement and adapt PAQ T&D plans.

2.14.5. Sends changes or supplements to T&D plans to the appropriate PALACE Team for approval.

2.14.6. Enters formal course requirements in the DCPDS.

2.14.7. Receives course notice, fund citation, and TDY processing instructions from the PALACE Team and helps the supervisor prepare documentation.

2.14.8. Monitors training progress and enters formal course completions in the DCPDS.

2.14.9. Counsels PAQ interns and fellows as needed.

2.14.10. Recommends formal training course substitutions that might be more cost-advantageous.

2.14.11. Reports training problems to:

- The supervisor.
- The PALACE Team.

2.14.12. Creates internal due dates for:

- Periodic training evaluations.
- Probationary periods.
- Performance appraisals.
- Promotions.

- Placement actions.
- 2.14.13. Issues a 90-day and 180-day progress Report on Individual Personnel (RIP) Training Evaluation (T-EVAL) to the supervisor.
- 2.14.14. Advises the supervisor of:
- Training certification requirements.
  - Periodic training evaluations.
- 2.14.15. Issues the RIP to the supervisor of record during the ninth month of training to help the supervisor assess the retention of a PAQ intern or fellow before completion of the probationary period.
- 2.14.16. Advises the supervisor on preparing Standard Form (SF) 52, **Request for Personnel Action**, for promotions and reassignments.
- 2.14.17. Provides copies to AFCEMC/DPOR of SFs 50, **Notification of Personnel Actions**, concerning interns or fellows.
- 2.14.18. Works with the MAJCOM/DPC (or responsible office within the FOA or DRU) and gaining CPF to complete PCS actions.

## 2.15. Supervisors.

- 2.15.1. Coordinate with the CPF on the selectee's EOD date and appoint a sponsor.
- 2.15.2. Notify the CPF if:
- The selectee declines an offer.
  - The selectee fails to report for duty.
  - The reporting date changes.
- 2.15.3. Provide training according to the T&D plan and submit a supplemental plan or changes to the initial plan to the PALACE Team for approval.
- 2.15.4. Develop performance plans, evaluate performance, and send a copy of the annual performance evaluation to the PALACE Team.
- 2.15.5. Evaluate training progress using the DCPDS Report on Individual Personnel (RIP) Training Evaluation (T-EVAL):
- At 90- and 180-day intervals during the first year.
  - Semiannually for the remainder of the training period.
- 2.15.5.1. Provide copies of the T-EVAL to the PALACE Team.
- 2.15.6. Complete a Career Promotion (CARPRO) RIP following the normal quarterly evaluation and return it to the CPF with SF 52 requesting promotion action.
- 2.15.7. Serve as mentors or work with assigned mentors.
- 2.15.8. Discuss a PAQ fellow's progress with the cooperative education coordinator at the college or university where enrolled.

## 2.16. PAQ Interns or Fellows.

2.16.1. Participate in all planned developmental activities.

2.16.2. Prepare and submit a training program evaluation to the PALACE Team at the time a promotion is due, or annually, whichever is sooner. The evaluation includes:

- Name, grade, series.
- Evaluation period.
- Statement indicating whether or not the training completed provided the necessary KSAs
- Recommended changes or comments about the training program.

2.16.3. Work effectively with peers and supervisors.

2.16.4. Notify the supervisor and school cooperative education coordinator of changes in status.

**Note: PAQ fellows only provide this notification.**

### ***Section 2C—Program Operations***

**2.17. Position Descriptions.** Position descriptions include KSAs required for successful progression to the target position.

**2.18. Preparing T&D Plans.** PALACE Teams develop standardized T&D plans for occupational series and grade levels. T&D plans serve as primary documents for developmental activities.

2.18.1. Supervisors may supplement T&D plans (with approval by PALACE Teams) to provide for specific MAJCOM, FOA, or DRU and local base needs.

2.18.2. T&D plans include:

- An orientation by the supervisor on the job responsibilities for which the participant is about to receive training.
- A description of assigned duties, training objectives, supervisor expectations, and administrative and personnel matters.
- Formal classroom instruction to provide essential KSAs.
- On-the-job training (OJT) to develop the KSAs required for satisfactory completion of all program requirements.
- Rotational assignments (optional) for periods of 2 to 6 months to enhance the learning experience through exposure to other functional areas within the organization.
- Administrative and managerial developmental assignments to demonstrate gained knowledge and skills.

### **2.19. Conducting Orientation.**

**2.19.1. PAQ Interns or Fellows.** Each PALACE Team develops, funds, and presents new PAQ interns and fellows with an orientation. The orientation covers:

- Program purpose.
- The Air Force mission and major programs.
- Related administrative program requirements and procedures.

**2.19.2. Supervisors of Record.** Newly appointed PAQ supervisors participate in supervisor orientations, which PALACE Teams may conduct with PAQ intern or fellow orientations. The supervisors' orientations address:

- Training requests and evaluations.
- Counseling and performance evaluations.
- Promotion procedures.

**2.19.3. Rotational Assignment Supervisor.** The supervisor of record provides each rotational assignment supervisor with:

- A general overview of the PAQ Program.
- The purpose of the rotational assignment.
- Expectations for the PAQ intern or fellow.
- Evaluation responsibilities.

## **2.20. Conducting Training.**

**2.20.1. Funding.** USAF formal schools (HQ, Air Education and Training Command [AETC], Air University [AU], Air Force Institute of Technology [AFIT]), and AFCPMC PALACE Teams fund travel and per diem for Air Force-sponsored courses when they are part of the approved T&D plan.

2.20.1.1. PALACE Teams fund other training that USAF formal schools do not sponsor but form part of the T&D plan.

2.20.1.2. The organization in which the PAQ intern or fellow receives training may also fund training that the T&D plan doesn't require.

2.20.1.3. For USAF formal schools, PALACE Teams prepare a RIP, Allocation of Training Quota (QUOTA1), which notifies the PAQ intern's or fellow's servicing CPF of the scheduled training and the appropriate fund citation.

2.20.1.4. The PALACE Team provides the fund citation by message for AFCPMC-funded training.

**2.20.2. Requirements.** During the annual training survey, PALACE Teams:

- Identify requirements in the Training Management System (TMS) by using the Training Request Quota Indicator (TRQI) at AFCPMC.
- Request waivers as necessary.
- Schedule AFCPMC-funded courses that the TMS does not cover, if the courses are part of the T&D plan.

**2.20.3. Quotas.** As PALACE Teams receive quotas, they allocate them through the TMS by the Name-Sub-Allocation process and provide information and fund citations by message to the servicing CPF training office when needed.

2.20.3.1. The servicing CPF training office obtains and processes DD Form 1556, **Request, Authorization, Agreement, Certification of Training and Reimbursement**, when PALACE Teams allocate the quotas.

**2.20.4. Extension Course Institute (ECI) and Correspondence Courses.** The supervisor and servicing CPF follow local procedures in obtaining these courses, which the PALACE Team funds.

## **2.21. Managing Overtime.**

2.21.1. Supervisors approve on-site overtime only in unusual situations and after they have exhausted other alternatives to complete the work.

2.21.2. The supervisor requests agreement from the PALACE Team by telephone in advance for the overtime work.

2.21.2.1. If the PALACE Team approves, the supervisor submits:

- A request for overtime in accordance with local CPF procedures.
- AF Form 896, **Personnel Loaned or Borrowed by Cost Center**, in order to charge the overtime to the appropriate local organization cost center.

2.21.2.2. The CPF sends a copy of the approved request to the PALACE Team.

2.21.3. AFCPMC does not fund on-site overtime.

2.21.4. AFCPMC funds TDY overtime for PAQ interns who must travel during non-duty hours to attend training or if overtime is required for training while at the TDY location.

2.21.4.1. The PAQ intern's supervisor submits a request for such overtime in advance on AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, through normal servicing CPF channels for approval by the PALACE Team.

2.21.4.2. The PALACE Team reports the actual overtime hours that interns have worked to AFCPMC/DPOR within 2 weeks following completion of the TDY.

**2.22. Setting Pay.** PAQ interns and fellows entering the Federal service for the first time start in step 1 of a grade level under the appropriate pay scale for that position.

2.22.1. For current Federal employees or those with prior Federal service, CPFs determine the pay rate in accordance with local pay policy and highest-previous-rate rules.

2.22.2. Pay retention applies if a selectee's current pay exceeds step 10 of a grade, and no break in service has occurred.

**2.23. Performance Management.** The Air Force Performance Management Program covers PAQ interns and fellows.

**2.24. Managing the Probationary Period.** The first year of employment serves as the probationary period during which the supervisor closely monitors performance and conduct to determine if the PAQ intern or fellow should continue in the program.

2.24.1. If poor job performance, scholastic deficiency, poor training progress, or conduct and discipline problems appear, the supervisor immediately contacts the servicing CPF Employee-Management Relations (EMR) or Employee Development (ED) Specialist and the PALACE Team.

2.24.2. The supervisor and the EMR or ED Specialist provide counseling to the intern or fellow.

2.24.3. If the PAQ intern or fellow fails to respond to the counseling, the supervisor notifies the PALACE Team before separating the PAQ intern or fellow from Air Force employment.

## **2.25. Evaluating Performance.**

2.25.1. The initial supervisor of record serves as the rating official during the entire training program. *EXCEPTION:* PAQ interns or fellows who receive reassignments or promotions to another organization receive a new supervisor of record.

2.25.2. The supervisor of record develops a performance plan using the position description and the T&D plan as a reference, and solicits input from the PAQ intern or fellow and other assignment supervisors who will participate during the rating period.

2.25.3. After discussing the performance plan with the PAQ intern or fellow, the supervisor of record provides copies of the performance plan to the assignment supervisors.

2.25.4. The supervisor of record conducts the initial 90-day and annual performance appraisals in accordance with standard Air Force procedures based on personal observation and input from assignment supervisors instructors.

2.25.4.1. The second-level supervisor serves as the reviewing official.

2.25.5. The supervisor of record follows Air Force procedures when preparing a less than fully successful performance appraisal and advises the PALACE Team.

**2.26. Recognizing Successful Performance.** Because PAQ interns and fellows receive recommendations for promotion based partly on the quality of their performance, a performance rating of "excellent" or "superior" normally is considered to be adequate recognition.

2.26.1. Monetary awards are not usually warranted.

2.26.1.1. If a supervisor considers a monetary award to be appropriate, the local activity recommending the award:

- Must provide the funds.
- Get approval from local management and the PALACE Team.

**2.27. Placing PAQ Interns.** Management promotes or reassigns a PAQ intern to a permanent, locally funded position, normally within the same MAJCOM, FOA, or DRU in which the training occurred upon completion of training.

2.27.1. Management may place interns up to 12 months before the scheduled training completion date, if the intern meets all the training and regulatory requirements.

2.27.1.1. Management must coordinate such actions in advance with the PALACE Team and, if applicable, with the gaining and losing CPFs and MAJCOMs, FOAs, or DRUs.

2.27.2. The PALACE Team gives the PAQ intern the placement offer in writing when a PCS action is involved.

2.27.2.1. If the PAQ intern is within 90 days of completing training or management has extended the training period until identifying a locally funded position, the placement offer letter must

inform the intern that declining the offer will result in separation from Air Force employment in accordance with the mobility agreement signed when the offer of employment was accepted.

2.27.2.2. When necessary, the PALACE Team notifies the CPF to begin separation action.

### ***Section 2D—Internal Reviews and Evaluations***

**2.28. Purpose and Scope.** AFCPMC/DPC and DPO conduct an annual review of the program to determine program effectiveness through feedback from MAJCOMs, FOAs, DRUs, CPFs, supervisors, PALACE Teams, recruiters, PAQ interns and fellows, and AFCPMC/DPOR.



## Chapter 3

### COPPER CAP

**3.1. General.** The COPPER CAP program is an intern program designed to develop well-qualified, high-potential, and highly motivated individuals to occupy full performance level positions in the contracting career field.

3.1.1. The Policy Council of the Contracting and Manufacturing Civilian Career Program (CMCCP) determines the scope and direction of the program and maintains policy oversight with authority to allocate COPPER CAP GS-1102 intern positions to the MAJCOMs.

3.1.2. General policies and procedures prescribed for the PALACE Acquire (PAQ) intern program as described in **Chapter 1** and **Chapter 2** of this Air Force Instruction may apply to COPPER CAP. The PALACE Team answers questions regarding applicability.

3.1.3. COPPER CAP interns are in a formal training program and are in separate competitive levels from the general work force in the event of a reduction in force (RIF).

3.1.4. The PALACE Team monitors MAJCOM management of COPPER CAP positions and makes an annual report to the Policy Council concerning:

- Adherence to training plans.
- Formal training accomplishments.
- Overall program usage and effectiveness.

**3.2. Funding COPPER CAP.** The PALACE Team centrally manages COPPER CAP funds provided by the Air Force Personnel Operations Agency (AFPOA/DP) for the Policy Council

3.2.1. Candidates accepting COPPER CAP positions, whether they are current Federal or new Air Force employees, pay their own initial travel and transportation expenses to the first duty location.

3.2.2. AFPOA funds first-duty-station travel to high-cost areas, such as to Andrews AFB, MD; Hanscom AFB, MA; and Los Angeles AFB, CA.

3.2.3. AFPOA funds management-initiated permanent changes of station (PCS).

3.2.4. All COPPER CAP positions are assigned Functional Account Code (FAC) 1259. *Note: The manpower authorization documents identify COPPER CAP positions as separate and distinct from any other centrally funded positions.*

**3.3. Allocating Positions.** The Policy Council Chair allocates positions to the MAJCOM functional managers, who assure installations fill the positions with high-quality individuals. MAJCOMs in turn allocate their positions to their installations.

3.3.1. MAJCOM functional managers issue directives in enough detail to operate an effective program that provides appropriate training and final placement for each intern.

**3.4. Structure.** COPPER CAP consists of basic and advanced phases, depending on the needs of the MAJCOMs.

**3.4.1. Basic Phase.** The entry level for the basic phase begins at GS-05 or GS-07. The target grade ranges from GS-09 to GS-12, as determined by the MAJCOM. The minimum training period is normally three years. *EXCEPTIONS:* The minimum training period is two years if the entry level is GS-07 and the target position is GS-09. The maximum training period is five years when the entry level is GS-05 and the target position is GS-12.

**3.4.2. Advanced Phase.** Positions in the advanced phase concentrate on developing future managers or specialized skills. Entry level for the advanced phase begins at the GS-09 or GS-11 level. The target grade may be either GS-11 or GS-12, depending upon the length of training (1 to 2 years). The maximum training period for a GS-12 is one year.

3.4.2.1. Extension beyond the maximum training period requires Policy Council Chair approval.

**3.5. Recruiting Candidates.** Potential candidates should be highly qualified, well-motivated persons who have demonstrated, through their academic background and/or their job experience, the aptitude and capability to develop into successful civilian contracting leaders.

3.5.1. The servicing Civilian Personnel Flight (CPF) classifies the Position Descriptions (PDs) for each grade level .

3.5.1.1. The selecting official submits a written request to the PALACE Team to fill a vacant COPPER CAP position. The selecting official coordinates the request through the MAJCOM and formally advises whether the basic or advanced level is being requested. The package to the PALACE TEAM includes:

- Copy of the Intern Training Plan (ITP).
- PDs for the applicable grade levels involved.
- SF 52, **Request for Personnel Action**, for each vacancy.

**3.5.2. Basic Phase.** With approval of the PALACE Team, functional managers may fill basic phase positions from either external or internal sources.

**3.5.2.1. External Recruitment.** Selecting officials may use one of two external recruitment options: the Outstanding Scholar Program or the OPM Administrative Careers With America (ACWA) examination.

**3.5.2.1.1. Outstanding Scholar Program.** Graduates and candidates for graduation from an accredited college or university with a 3.45 or higher undergraduate grade point average (on a 4.0 scale), or a ranking in the upper 10 percent of their college or major university subdivision; e.g., School of Business or School Of Arts and Sciences, are eligible under the provisions of the Outstanding Scholar program.

3.5.2.1.1.1. The PALACE Team conducts on-campus recruiting under the provisions of the Outstanding Scholar program. Alternately, the PALACE Team may authorize a selecting official to conduct on-campus recruiting at a local educational institution under special circumstances.

3.5.2.1.1.2. The PALACE Team refers eligible candidate(s) for placement.

**3.5.2.1.2. OPM Administrative Careers With America (ACWA) Examination.** After approval of the PALACE Team, the selecting official may request a certificate of eligible can-

didates directly from the Staffing Service Center Examining Office, Office of Personnel Management, PO Box 9035, Macon GA 31297-6899.

3.5.2.1.2.1. The selecting official notifies the PALACE Team of the selection made. The PALACE Team makes an offer to the candidate named by the selecting official.

**3.5.2.2. Internal Recruitment.** The selecting official may hire qualified individuals using established local merit promotion procedures and a Promotion Evaluation Plan (PEP) approved by the PALACE Team.

3.5.2.2.1. In addition to the documents required in **3.5.1.1.** paragraph 3.5.1.1. above, the selecting official submits a proposed Promotion Evaluation Pattern (PEP) for approval by the PALACE Team.

3.5.2.2.2. The selecting official notifies the PALACE Team of the selection made prior to making an offer.

**3.5.3. Advanced Phase.** The selecting official must obtain MAJCOM and Policy Council approval to fill a COPPER CAP vacancy through the advanced phase intern program.

3.5.3.1. All eligible, qualified, and interested Air Force employees may compete for advanced phase COPPER CAP positions.

3.5.3.2. The PALACE Team issues an Air Force-wide announcement for a vacancy in response to a request for a certificate of candidates for an advanced COPPER CAP position.

3.5.3.3. The PALACE Team issues a certificate to the selecting official (SO) upon receiving applications from interested candidates responding to the announcement. The PALACE Team prepares the certificate in accordance with an approved rating and ranking plan.

3.5.3.4. The selecting official makes a selection and returns the certificate within 30 calendar days. The selecting official makes the offer to the candidate in accordance with any selection guidance procedures provided.

**3.6. Conditions of Employment.** The intern executes a Conditions of Employment Agreement at the time an offer of employment is made, but no later than at the time of appointment. This agreement is furnished by the PALACE Team.

3.6.1. The servicing CPF ensures a copy of this agreement is provided to the PALACE Team after execution by all parties.

3.6.2. Under the Conditions of Employment Agreement ( **Attachment 1**), the intern agrees to be mobile, to pursue the basic training objectives and activities in the ITP, and to obtain any required security clearances.

3.6.3. Interns who fail to relocate when necessary may be separated from Air Force employment (see paragraph **3.12.**).

**3.7. Security.** Unless an organization specifies otherwise, entry-level trainee positions are noncritical and nonsensitive.

3.7.1. The appropriate security clearance must be obtained if an intern requires access to classified information on a regular or recurring basis.

3.7.2. Interns who fail to satisfy the requirements for a security clearance may be separated from Air Force employment (see paragraph 3.12.).

**3.8. Training.** Because training is crucial to the development of COPPER CAP interns, MAJCOMs must carefully develop ITPs reflecting appropriate rotational on-the-job training (OJT) assignments. The intern, servicing CPF, organization COPPER CAP intern monitor (intern monitor), supervisor, and PALACE Team receive copies of the ITP. The CPF files a copy of the ITP in the intern's Official Personnel File (OPF). MAJCOMs keep copies of each ITP and review them periodically for currency. MAJCOMs distribute changes or new plans according to the same procedures.

3.8.1. The PALACE Team reviews each ITP for conformity with the appropriate master development plan (MDP). The intern monitor, supervisor, and intern use the ITP to identify formal training requirements for the intern, to measure intern performance against the performance plan, and to serve as a guide to career development and progression. The supervisor reviews the ITP with the intern at least annually during the annual performance appraisal.

3.8.2. The intern monitor or supervisor identifies all formal schooling set forth in the ITP in the Required Training Area (RTA) of the Career Enhancement Plan (CEP). The supervisor consults the ITP during the annual training survey to identify formal school requirements for the year. The intern monitor reports any difficulties in obtaining necessary formal school quotas to the MAJCOM COPPER CAP intern monitor.

3.8.3. Supervisors will follow the rotational assignments and OJT requirements set forth in the ITP. Some flexibility in assignments based on mission requirements is acceptable; however, supervisors must immediately report significant deviations from the ITP to the MAJCOM COPPER CAP intern monitor and to the PALACE Team.

3.8.4. MAJCOMs track intern progress according to the ITP and ensure documentation of all completed training on the ITP.

**3.9. Appraisals and Evaluations.** COPPER CAP interns receive initial 90-day appraisals, quarterly evaluations (semiannual after the first year), and annual appraisals.

**3.9.1. Initial 90-Day Appraisal.** Using AF Form 860, **Civilian Performance and Promotion Appraisal - Performance Plan**, and input from the immediate supervisor, the supervisor of record conducts an initial 90-day appraisal by completing AF Form 860A, **Civilian Performance and Promotion Appraisal - Performance Rating**. The supervisor of record sends a copy of the intern's AF Form 860A to AFCPMC/DPCQ.

**3.9.2. Annual Appraisals.** Using AF Form 860 and input from rotational immediate supervisors, the supervisor of record conducts an annual appraisal by completing AF Form 860A. *Note: The appraisal period is from 1 July through 30 June of each year.* The supervisor of record sends a copy of the intern's AF Form 860A to AFCPMC/DPCQ.

**3.9.3. Periodic Evaluations.** The intern and the supervisor submit evaluations to AFCPMC/DPCQ on a quarterly basis during the first year, and semiannually thereafter.

3.9.3.1. Interns provide these periodic evaluations of their training program directly to AFCPMC/DPCQ. The PALACE Team provides the format.

3.9.3.2. Supervisors provide these periodic evaluations to the PALACE Team using a DCPDS-generated Report on Individual Personnel (RIP). Supervisors evaluate intern performance and the adequacy of the ITP. Supervisors may make changes to the ITP at this time. The PALACE Team, servicing CPF, and intern receive copies of the completed evaluation.

**3.10. Promotions.** Promotions are based on meeting the time-in-grade requirement, satisfactory or better performance on the job, successful progress as prescribed in the ITP, and a recommendation by the supervisor of record.

3.10.1. The servicing CPF submits a PD for the next higher grade level and career promotion (CARPRO) RIP to the supervisor of record at least 90 days before the intern is eligible for promotion. The supervisor of record completes the CARPRO RIP and returns it to the servicing CPF.

3.10.2. When the intern has met all promotion requirements, the supervisor of record sends a copy of the SF 50, **Notification of Personnel Action**, and a signed copy of the CARPRO RIP to AFCPMC/DPCQ.

3.10.3. When the intern has not met all promotion requirements, the supervisor of record consults with the servicing CPF Employee Management Relations (EMR) or Employee Development (ED) Specialist to take appropriate action.

3.10.4. The supervisor notifies the PALACE Team when the intern has not met all promotion requirements. This notification must be given no later than 120 days before the promotion is scheduled. The supervisor sends a copy of all supporting documentation to AFCPMC/DPCQ. The supervisor submits AF Form 971, **Supervisor's Employee Brief**, entries, quarterly reports, and annual appraisals with the documentation.

3.10.5. If an opportunity period to improve performance was granted, and the intern fails to improve to at least the fully successful performance level, the supervisor of record will initiate action to remove the intern from the program (see paragraph **3.12.**).

**3.11. Overtime.** Supervisors approve on-site overtime only in unusual situations and after they have exhausted all other alternatives to complete the work. The policies and procedures regarding overtime as prescribed for the PAQ intern program in **Chapter 2**, paragraph **2.21.** of this Instruction apply to the COPPER CAP intern program.

**3.12. Counseling and Terminations.** The supervisor of record will use the first year of employment in the intern program to determine if the intern should continue in the program. The supervisor closely monitors the intern's progress in the training program and performance under the ITP and determines, before the end of the first year, if such progress and performance are satisfactory.

3.12.1. If an intern is not performing to the required program and ITP standards or exhibits behavior requiring corrective action, the supervisor of record is responsible for counseling the intern. The supervisor of record will involve the EMR or ED Specialist as required.

3.12.2. The supervisor of record documents problems on AF Form 971.

3.12.3. If the intern fails to respond to counseling, the supervisor of record notifies the PALACE Team before separating the intern from Air Force employment.

3.12.3.1. The Air Force may separate an intern who fails to receive a required security clearance, who fails to perform satisfactorily under the ITP, who fails to progress through the training program satisfactorily, or who fails to relocate when necessary under the Mobility Agreement.

**3.13. Conversions to Permanent Positions.** MAJCOMs place interns onto permanent, locally-funded positions. MAJCOMs identify a permanent, locally-funded position for interns within six months of the intern's projected graduation date. The MAJCOM COPPER CAP intern monitor first places those interns closest to or past their projected graduation dates.

3.13.1. MAJCOMs who anticipate placement problems notify the PALACE Team at least 120 days before the projected graduation date, or as soon as they become aware of the problem. MAJCOMs may request a program extension for an intern not to exceed six months from the projected graduation date.

3.13.1.1. MAJCOMs must formally justify a request for extension of a training program. If a permanent, locally-funded position is not available at the training location, the Air Force may exercise the Mobility Agreement.

3.13.2. MAJCOMs may request approval for early placement from AFCPMC/DPCQ if the intern has completed all training objectives (that is, all formal courses and OJT rotational assignments), has reached the target grade, and is within six months of the projected graduation date.

3.13.2.1. The supervisor of record prepares an SF 52 to assign the intern to a permanent, locally-funded position. The supervisor provides AFCPMC/DPCQ with a copy of the SF 50 assigning the intern to the permanent, locally-funded position.

3.13.3. The PALACE Team issues AF 3518, **USAF Civilian Intern Program Certificate of Completion**, to all interns who successfully complete training. The PALACE Team issues the certificates of completion to the MAJCOMs for presentation at an appropriate ceremony by the senior field functional official.

## Chapter 4

### PALACE KNIGHT

**4.1. General.** PALACE Knight (PKN) is an Air Force-wide, centrally-funded trainee program administered by the Air Force Civilian Personnel Management Center (AFCPMC), through the Scientists and Engineer Career Program (SECP), at Randolph AFB TX. The PKN staff includes a program administrator, who operates the program, and two personnel assistants for program support.

**4.2. Purpose.** PKN aims to increase the doctoral level of scientist and engineering personnel throughout the Air Force, particularly in the laboratory environment. The Air Force meets this objective by recruiting top-quality technical talent and offering a combination of graduate education and work experience.

**4.2.1. Managing Positions.** AFPOA/AFCPMC administers and manages PKN authorizations. The distribution of authorizations may vary each year depending upon changes in mission, projected manpower increases or reductions, skill requirements, funding constraints, and other operational considerations. Although PKN is an Air Force-wide program, laboratories with the greatest need for advanced degrees receive priority. MAJCOMs submit all requests to participate through the SECP (AFCPMC/DPCW), to the Air Force Chief Scientists and Technical Director Panel for review and approval. The panel consists of chief scientists and technical directors from participating MAJCOMs. The panel ensures that distribution of spaces are fair across the Air Force.

**4.2.2. Funding.** AFPOA funds PKN positions for salary and moving expenses, relative to training, for 7 years or until completion of the Ph.D., whichever comes first. HQ Air Force Materiel Command funds academic costs (tuition, books, and fees) for all participants within the command. SECP funds academic costs for participants from other MAJCOMs.

**4.2.3. Types of Positions.** The Air Force sets up PKN positions in the scientific and engineering career fields. Positions are in the competitive service and the Air Force fills them at the GS-07 or GS-09 level with a target grade of GS-13. Upon completing the Ph.D. and meeting time-in-grade requirements, participants may be promoted into a locally funded GS-13 target position.

### **4.3. Program Definition.**

4.3.1. PKN entry level GS-07 allows bachelor of science graduates and current master of science candidates to proceed directly to an Air Force-funded advanced studies program for a 12- to 18-month period. Advanced studies are continuous and not interrupted by a work period. Students pursuing advanced studies must complete degree requirements within 18 months from the time of employment. After completing degree requirements, students relocate to the home base twelve to thirty months of work experience.. After this segment of training is completed, they return to the same university or one that the Air Force has determined is in its best interest for additional (Ph.D.) training. Participants complete this phase of training within 3 years.

4.3.1.1. PKN combined M.S. and Ph.D. entry level GS-07 allows bachelor degree graduates to begin the program by working at least one year in the home base before enrolling. After the work experience, the participant proceeds to a university with an established four year M.S. and Ph.D. program. Participants use this option mainly in the scientific fields in which colleges and universities don't normally grant a master's degree.

4.3.1.2. SENIOR Knight program entry level GS-9 allows individuals with completed master's degrees or Ph.D. studies in progress to be selected. Selectees with a completed master's degree begin with work experience in the home base for at least one year. After one year or more, participants proceed to a university to begin Ph.D. studies. Participants may spend one to three years in advanced studies, depending on the academic status of the participant at the time of employment. Selectees currently enrolled in a Ph.D. program may continue pursuing studies.

4.3.1.3. Regardless of past academic and work experience, selecting officials may not hire:

- PKN selectees at any higher grade than a GS-07.
- SENIOR Knight selectees above the GS-09 level.

#### **4.4. Selecting Candidates.**

4.4.1. A team of personnel from participating organizations and led by a SECP representative recruits candidates primarily through college recruitment during the fall only. Each year the PKN staff targets a certain number of nonminority universities as well as an equal number of minority universities for on-campus visits. Air Force laboratories and organizations conduct independent recruitment at universities having unique academic disciplines or those where Air Force research is being accomplished. The PKN staff sends applications to nonrecruited schools and makes them available through the placement office and departments.

4.4.2. Only US citizens able to obtain and maintain security clearances may be selected. Baccalaureate applicants must be within six months of graduation and have applied to or been accepted by an accredited university for graduate studies. Applicants with completed Master of Science degrees or master's or Ph.D. studies in progress may also apply. The Air Force seeks at least a 3.25 Grade Point Average (on a 4.0 scale) in undergraduate studies. Candidates must take the Graduate Record Examination (GRE). The Air Force seeks at least a combined score (verbal and quantitative) of 1000. Current Ph.D. candidates (not precandidates) who have not previously taken the GRE do not need to do so.

4.4.3. Applicants must submit a completed SF 171, **Application for Federal Employment**, all college transcripts (may be unofficial at the time of application), GRE results, and, if applicable, DD Form 214, **Certificate of Release or Discharge from Active Duty**. Selecting officials contact faculty members whom the applicant identifies on the SF 171 as references, regarding the Ph.D. potential of the applicant. PKN staff rates applicants as eligible or ineligible according to current OPM instructions and procedures, and refers eligible applicants to the primary and secondary laboratory identified on the SF 171 for on-site interviewing.

4.4.4. Selecting officials recommend applicants for selection according to evidence of ability, including: academic records, GRE scores, faculty recommendations, and academic specialty in the major field of study for an M.S. or Ph.D. A panel of scientists and engineers review applications and recommend selection based on individual laboratory or organization needs. The Chief Scientist of the Air Force grants final approval for selection. The PKN staff notifies applicants by letter of selection or nonselection.

#### **4.5. Employment.**



4.5.1. Participants enter the program as Air Force civilian employees and must comply with the rules and regulations of civil service employment. Each participant is assigned a mentor and a supervisor within their organization.

4.5.2. Before entering duty, applicants read and sign an agreement as a condition of employment. This agreement states that the applicant:

- Must complete training as outlined in a structured training and development plan.
- Continue employment with the Air Force for three times the length of the total training period.
- Be able to secure and maintain an appropriate security clearance.
- Be geographically mobile.

Participants also agree that the selection of the university or college for advanced studies and course work takes place in coordination with their mentor or supervisor and is in the best interests of the Air Force.

4.5.3. Employment in the program begins on the day before classes start at the university, or, if the participant is beginning the program with work experience, on the first day of work at an Air Force base.

4.5.4. Participants do not receive promotion to the GS-13 level until after they have received the Ph.D., satisfied regulatory requirements, and the supervisor, in coordination with the mentor, recommends the promotion. The supervisor outlines performance and training requirements in a formal training and development plan.

4.5.5. The Air Force pays for designated first-duty-station travel from the selectee's residence at the time of selection to their first duty station or place of assignment (university). The CPF servicing the organization prepares travel orders and advises the selectee of allowances for current and future travel.

## **4.6. Training.**

**4.6.1. General.** Participants follow a structured training plan that outlines work/study progression and requirements. Participants receive training from a major university. The PKN staff documents all training and obligated time (payback for training) on DD Form 1556, **Request, Authorization, Agreement, Certification of Training, and Reimbursement**.

**4.6.2. Training and Development Plans.** The supervisor of record works with the assigned mentor to prepare the training and development plan for the PKN participant. The supervisor and mentor develop training plans for each grade level and incorporate, if appropriate, both the academic period and the work period. The training plan outlines work or study progression and requirements and expectations that the Air Force will use with performance plans, appraisals, and evaluations. Mentors or supervisors discuss training and development plans with participants before or at the time they enter on duty.

**4.6.3. Selecting Schools for Advanced Studies.** Part of the preselection process includes the university or college to which the applicant has applied or been accepted. Applicants must have applied or been accepted to an accredited university, recognized in the field of the specialty they are pursuing, before applying for the PKN. In turn, the applicant's specialty field must relate to the Air Force position being filled. In selecting an applicant, the selection board must approve the school to which the

applicant has applied or been accepted. Failure to gain acceptance into the university designated on the offer letter may result in termination from the program. The selection board may select an applicant contingent on acceptance into a particular school. The selection of the school must be in the best interests of the Air Force. B.S. applicants planning to enroll in a continuous M.S. or Ph.D. program must begin work before enrolling and thus delay advanced studies for one year.

**4.6.4. Education Plan.** Participants must provide an education plan prior to enrolling in graduate studies. Each participant lists all courses for each semester or quarter from the beginning of enrollment to the completion of degree requirements based on available course information. The education plan also indicates a projected degree completion date. The participant coordinates this date with the faculty advisor and mentor. The PKN staff uses the date to obligate funds for salaries and academic costs.

**4.6.5. Course Load.** Participants schedule a full course load for each academic term. For regular terms, 12 semester hours or the equivalent is considered a full load. Studies will be continuous and not interrupted with a work period until after the participant meets each degree requirement. Therefore, participants must use the summer terms as fully as possible in order to keep their program length to a minimum. For the summer terms, participants must carry at least 3 hours in a 5-week term, 6 hours in an 8-week term, or 12 hours in a full summer session. If the university does not provide required courses during the summer term(s), the mentor works with the faculty advisor to assign research or special projects during this time period. If this is not possible, the mentor, together with appropriate management officials, may consider having the participant relocate to the home base during the summer to do research or gain work experience. Participants follow the full course load requirement even though the university may require less. Participants must receive approval for any deviation to the above in advance.

**4.6.6. Research.** Most advanced academic degree programs require research. Where an option exists, participants select the research option. If research is selected, careful planning is essential. Participants must consider and coordinate with the assigned mentor the selection of an advisor and the committee, availability of data and research facilities, and other pertinent factors. Participants supplement research when required courses do not fulfill the academic load requirement rather than register for nonrequired courses. Participants may also use summer terms for research when required courses are not available. However, the total number of research credits scheduled should not exceed the minimum number of credits that the institution requires for award of the degree. Once participants have met all course requirements, they do not need to register for a full load of formal research credits, as long as the total program is not lengthened and the research is full-time. If the research is not full-time, mentors may require the participant to take electives that have been determined to benefit the program. Participants must carefully check university policies on continuous registration, number of research "credits" required for the degree sought, availability of university facilities (library, computers, etc.) to students not formally registered, and coordinate with their mentors before choosing not to register for a term or registering for a reduced load.

**4.6.7. Selection of Courses.** Participants schedule required and core courses as early as possible. Research credits may be used to fulfill the academic load requirement once course requirements are completed. If participants enroll in a non-thesis program or cannot meet the full load requirement for a particular term, they may select designated electives within the academic major with advisor or mentor approval. Participants do not schedule nonrequired courses just to satisfy the full load requirement. Participants follow their mentor's guidance in planning their academic programs.

**4.6.8. Audit/Retake Courses.** Participants may audit courses, or retake courses for which they have previously received credit with the approval of the mentor and upon the recommendation of the academic advisor. However, they must take such courses in addition to the minimum course load. Participants pay for audits or courses they retake.

**4.6.9. Course Changes.** When they anticipate a course change, participants contact their mentor for approval. Participants who drop, add, or change a course to audit without approval of their mentor may have to pay for the course. The Air Force and the participant set up the obligation of payment when they implement DD Form 1556 before enrollment. By deviating from the initial planned course of study without approval, participants are obligating Government funds without authorization and risk disciplinary action.

**4.6.10. Grade Reports.** Participants submit grade reports to the PKN staff and their mentors at the end of each term. For documentation purposes and calculation of the service commitment, participants must submit a final transcript indicating award of a degree to the PKN staff 30 days after they have met degree requirements. Participants pay all costs related to grade reports and transcripts.

**4.6.11. Academic Recognition.** Participants receiving recognition for outstanding academic achievement or election to membership in honorary fraternities or societies notify their mentors. If the recognition includes monetary award, the participant must request, by letter to the PKN staff, permission to accept the compensation. This request includes copies of documents that clearly describe the intent and value of the compensation and a statement from the participant indicating how the compensation will be used. In no case may the participant accept and use compensation without approval. Participants are encouraged to partake in such activities when academic programs permit.

**4.6.12. Academic Difficulties.** If participants encounter academic difficulty, they must consult with their advisor or professors, seek the aid of other students, or hire a private tutor (at the participant's expense). Above all, participants must advise their mentor whose goal it is to ensure they successfully complete their programs and who will work with them to help alleviate difficult situations.

**4.6.13. Academic Probation.** Supervisors and/or faculty place participants on probation when they fail to meet minimum academic standards as outlined in their training and development plan or university requirements. This action represents a warning that failure to improve may result in removal from the PKN.

**4.6.14. Clearance of Articles and Speeches.** Participants must get permission from their mentors before releasing material for publication or oral presentation (books, magazine articles, technical papers, news releases, speeches, etc.).

**4.6.15. Patent Applications.** The Air Force encourages inventive talent while aiming to protect the rights of both the Government and the inventor. Participants considering patent application consult with their mentor or supervisor concerning their rights, responsibilities, and applicable procedures.

**4.6.16. Attendance at Conferences and Seminars.** Employees on full-time training may take part in activities and meetings of nongovernmental associations, to include technical, scientific, and professional societies. Funding and approval authorities differ depending on the purpose of the meeting. Supervisors may use government funds when the purpose for attendance clearly meets a training objectives. If travel at Government expense is not authorized and the employee agrees to travel at his or her own expense, supervisors decide whether to carry the employee in a duty status (if attendance is in the interest of the Air Force). In that situation, supervisors issue permissive TDY orders. These orders allow individuals to be away from their permanent duty station without being charged leave. If

attendance is solely for the purpose of representing the university, the participant gets approval from the supervisor to attend. If the supervisor approves, the university or the participant pays for all expenses connected to the meeting. For time and attendance purposes, supervisors record the participant as being on annual leave or LWOP, as appropriate.

**4.6.17. Tuition and Required Fee Payment.** Participants provide information relating to tuition and required fee costs to the PKN staff. The university bursar's office, upon authorization, bills the Air Force directly for these charges. Required fees are fees that are applicable to all students pursuing the same or a similar curriculum. The Air Force does not pay fees such as waivable health fees, parking fees, charges for personal services (food, housing, laundry, utilities, and telephone), or school supplies. Telephone calls to the home organization are not reimbursable; nor are collect calls permissible. Participants must get advance approval for fees that the university does not identify in the university bulletin and does not bill through the bursar's office, but which a department imposes, and are unique to that department or the university. The Air Force doesn't pay for thesis and dissertation fees or related costs for typing, binding, microfilming, using computers, etc.

**4.6.18. Textbook Allowances.** The Air Force reimburses participants for required textbooks. Participants submit SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, which includes copies of all textbook receipts, signed by the vendor.

**4.6.19. Contributions.** Participants in the PKN are not eligible to receive any contributions, awards, grants, fellowships, assistantships, or payments in connection with this training.

**4.6.20. Degree Completion Dates.** In nonresearch master's programs, the completion date is normally the last day of final examinations of the term during which the student completes all degree requirements. In doctoral and thesis master's programs, the completion date is normally the date the student submits the thesis or dissertation in final approved form. Participants coordinate exceptions with their mentors (such as in the case of a dissertation being completed away from school in compliance with university requirements and the participant's training and development plan). Participants must notify the PKN staff 60 days in advance of the completion date so that they may prepare the participant's travel orders back to the home base.

**4.6.21. Academic Extensions.** The Air Force uses the degree completion date on the participant's education plan to obligate funds for academic costs, salaries, and moving expenses. The participant, mentor, and supervisor must ensure the participant can meet degree completion dates on or before the designated time frame. The participant justifies in writing, requests for an extension beyond the date on the education plan to the mentor and supervisor 90 days before the previous approved date. If the mentor and supervisor approve, they send the request through the laboratory chief scientist and commander to HQ AFMC/ST and HQ AF/ST for agreement. Recent limitations on funding make it unlikely that any request for extension will be approved. Therefore, failure to complete degree requirements in the time designated by contract may result in placing the individual in a leave without pay (LWOP) status until the individual meets the degree requirements.

## **4.7. Responsibilities.**

**4.7.1. SECP.** Administers the PKN in the following areas:

**4.7.1.1. Recruiting.** Develops and disseminates recruiting materials and schedules and conducts centralized recruiting trips.

**4.7.1.2. Personnel Administration.** Develops program policies, procedures, and guidelines for Air Force-wide implementation, develops rating and ranking criteria for eligibility determination, screens applications for pre-employment, prepares job offers, and plans and conducts new employee orientation. Notifies the designated CPF on selection and effective date of employment. Provides each participant with an employee handbook describing program guidelines and policies, civil service employment, benefits, training requirements, and the participant's responsibilities.

**4.7.1.3. Training and Development.** Coordinates the development of nontraditional training plans and agreements, tracks education progress, prepares training budgets, and monitors and pays all academic expenses.

**4.7.1.4. Management Advisory Services.** Arranges for mentor and supervisor training on program guidelines and responsibilities and advises and counsels supervisors on appraisals, promotions, progress reports, and the completion of probation periods.

**4.7.1.5. Reports.** Provides overall statistical reports on program history and progression and tracks education and work experience intervals and service obligation.

**4.7.2. CPF.** CPF that services the gaining home base processes PKN appointments and maintains personnel records. The hiring process will be conducted by mail for those participants who will begin employment by attending school. The CPF:

- Arranges for the participant to take the Oath of Office at the nearest Federal location to the university one day prior to the start of classes.
- Counsels participants on benefits and entitlements and instructions on preparing routine paperwork for entering on duty.
- Provides managerial assistance according to Air Force regulatory guidelines and procedures.

**4.7.3. Mentors.** Mentors, having technical expertise in the area of specialization the participant will be pursuing in graduate studies, provide advice, guidance, and support during the entire program period. The mentor reviews academic progress and grades, approves selection of courses and course load for each term, semester, or quarter before the start of classes. Mentors coordinate the participant's academic program and progress and research work with the assigned faculty advisor and conducts periodic trips to the university. The mentor works with the supervisor on the participant's training requirements and recommendations for promotion.

**4.7.4. Supervisors.** The supervisor of record, who is the functional manager in the area in which the participant will be assigned, performs personnel management duties. Specifically, the supervisor develops performance plans, appraises performance, evaluates training plans and progression, and determines the completion or failure of the probationary period. Before recommending promotion to the next higher grade level, the supervisor ensures that the participant has satisfactorily completed all training and work assignments. The supervisor accurately documents time and attendance, especially while the participant is attending classes and not physically located on base.

**4.7.5. SECP Policy Council.** The SECP Policy Council, through its working group, oversees the PKN. The working group, chaired by the Air Force Chief Scientist, meets annually, or as required, to assess the program.

BILLY J. BOLES, Lt General, USAF  
DCS/Personnel

**Attachment 1**

**CONDITIONS OF EMPLOYMENT AGREEMENT**

1. The U. S. Air Force Civilian Intern and Cooperative Fellowship Programs offer excellent education, training, promotions, and enhanced opportunities to pursue career goals after completion of required training. Career opportunities, generally speaking, are much better than those extended to other employees because Air Force trainee programs are designed to produce employees who will be future civilian Air Force leaders. Therefore, the Air Force trainee programs require each selected individual to sign a mobility agreement.

a. Management must be able to assign the best qualified civilian employees to meet critical manning needs for key managerial positions, or to provide employees with exposure to a variety of work experiences to complete their development for assumption of future senior level positions. Therefore, during your career with the Air Force, you may be required to accept assignments to other positions at the same or higher grades, including assignment to different geographic locations. Normally, these moves will be at government expense.

b. Consideration will be given to your geographic and assignment preferences upon completion of your training, but they cannot always be guaranteed. Your agreement to relocate when necessary remains in effect until the effective date of placement in a position following completion of training. Failure to relocate when necessary is cause for separation from Air Force employment. During your training program, you may only receive consideration for other Air Force positions having a higher target grade than your current position.

2. You will be required to complete your training program and meet the objectives of your training plan, unless prevented for reasons beyond your control. The training plan can be modified by appropriate Air Force management officials at any time to meet the needs of the Air Force. Failure to make satisfactory progress in the training program is cause for removal from the program and may result in separation from Air Force employment.

3. Many trainee positions, and most management positions, require a security clearance. If your position requires a security clearance and you are unable to be granted or maintain the appropriate clearance, you may be separated from Air Force employment.

I UNDERSTAND THE PRECEDING REQUIREMENTS ON GEOGRAPHIC MOBILITY, TRAINING COMPLETION, AND SECURITY CLEARANCE, AND AGREE TO THEM AS CONDITIONS OF EMPLOYMENT.

\_\_\_\_\_  
EMPLOYEE  
CIVILIAN PERSONNEL REPRESENTATIVE

\_\_\_\_\_  
DATE  
DATE