

**BY ORDER OF THE COMMANDER  
AIR FORCE RESEARCH LABORATORY  
(AFRL)**

**AIR FORCE RESEARCH LABORATORY  
INSTRUCTION 36-108**

**14 NOVEMBER 2013**



**Personnel**

**ACQUISITION REQUIREMENTS  
FOR BROADBAND MOVES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This operating instruction implements Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*, Public Law 101-510, Title XII, *Defense Acquisition Workforce Improvement Act*, Title 10, Chapter 87, section 1701-1764 of the United States Code, DoDD 5000.1, *The Defense Acquisition System*, DoDI 5000.2, *Operation of the Defense Acquisition System*, DoDD 5000.52, *Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*, DoDI 5000.66, *Operation of the Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program*, and DoD AT&L, *Workforce Desk Guide, Federal Register Notice*, November 27, 1996, Volume 61, Number 230, page 60400, and AFRL Manual 36-104, *Laboratory Personnel Demonstration Project*. This instruction establishes policy for the AFRL Laboratory Personnel Demonstration Project broadband moves for employees on acquisition coded positions. It applies to all AFRL organizations. This publication may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. Requests for waivers must be process through command channels to the publication OPR for consideration. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. Overview:** To be eligible for a broadband move, candidates must be qualified for their current position, which includes Position Certification, Continuous Learning Points (CLPs), and

if applicable, Acquisition Corps Membership. Candidates who do not meet requirements or have an approved waiver on file by 31 October will be ineligible to broadband move.

1.1. Position Certification: Candidates must meet all current Acquisition Professional Development Program (APDP) certification requirements and must be certified or have applied for their certification. All candidates must be certified or be on an approved waiver (if they exceed the 24 month grace period) by 31 October. If candidates are within the 24 month grace period and not certified or on a waiver, their record will be reviewed to ensure work toward certification requirements is being accomplished. If no progress is shown, candidate will be ineligible to broadband move. APDP requirements can be found in the Defense Acquisition University catalog: <http://catalog.dau.mil/>.

1.2. Continuous Learning Points: Each candidate's record must indicate the individual is current and on track. To be considered on track, an employee must have 10 CLP's for each quarter that they are in their 24 month requirement (8 quarters x 10 points = 80 CLP's). Candidates must achieve 80 CLPs every 2 years, with a goal to gain 40 points each year. If past the Continuous Learning (CL) suspense date without the required 80 CLPs, then candidates must gain 80 CLPs by 31 October in order to be considered for a broadband move.

For

CL

info:

<https://www.atrrs.army.mil/channels/acqnowcl/default.asp?page=main.asp>

1.3. Acquisition Corps Membership: Required when candidates will be broadband moving to a Critical Acquisition Position (CAP) or are currently on a CAP. Candidates must meet all Acquisition Corps requirements or have submitted a waiver to AFRL/DPDW by 31 October and must attain Acquisition Corps membership at the time of the broadband move. Candidates currently assigned to a CAP position must already be an Acquisition Corps Member or on a waiver, otherwise will be ineligible to broadband move. Acquisition Corps membership requirements and information can be found at this link: <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=1426270&channelPageId=-2061051&parentCategoryId=-2061067>

**2. Tenure Requirement:** Candidates who broadband move to a CAP are required to remain on the position for three years and must sign a tenure agreement (DD Form 2888). The Senior Personnel Advisor is responsible for initiating the DD Form 2888 and providing it to the servicing Civilian Personnel Office staffing specialist for the individual's signature and filing in the Official Personnel File.

THOMAS J. MASIELLO, Major General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES, FORMS, AND SUPPORTING INFORMATION**

***References***

AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, 23 July 2013

AFRLI Manual 36-104, *Laboratory Personnel Demonstration Project*, 1 September 2011

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**CLP**—Continuous Learning Points

**APDP**—Acquisition Professional Development Program

**CAP**—Critical Acquisition Position