

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

**AIR FORCE INSTRUCTION 36-130**

**27 SEPTEMBER 2019**



**Personnel**

**CIVILIAN CAREER AND  
DEVELOPMENTAL PROGRAMS**

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This publication implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*; Title 5 United States Code (USC) Section 3402, *Establishment of part-time career employment programs*, current edition; Title 5, Code of Federal Regulations (CFR), Section 213.3402, *Entire executive civil service; Pathways Programs*; Title 5, Code of Federal Regulations, Part 362, *Pathways Programs*, current edition; and Title 5 United States Code Section 1402. It provides requirements for civilian Intern programs. It combines and rescinds Air Force Instruction (AFI) 36-601, *Air Force Civilian Career Program Management*, and AFI 36-602, *Civilian Intern Programs*. Additionally, it rescinds Air Force/DPF Memo, *Air Force Centrally-Managed Civilian Intern Policy*; Air Force Personnel Center (AFPC)/DPCS Memo, *Reduction in Force Assignment Rights for Centrally Funded Trainees*; and Air Force/A1P Memo, *Competitive Areas for Central Salary Account Employees*. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for civilian career and developmental programs. This publication may be supplemented at any level; all MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. It applies to civilian employees and uniformed members of the regular Air Force, Air National Guard and Air Force Reserve. It does not apply to Air Force Reserve Technicians performing duty in a Title 10 status or to Air National Guard Technicians performing duty in a Title 32 status. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, Secretary of the Air Force. The applicable SORN F036 AF A, Biographical Data

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### ***SUMMARY OF CHANGES***

This instruction has been substantially revised and must be completely reviewed. Major changes include: tiering authority and changing Civilian Force Policy Division (AF/A1PC) to Civilian Force Management Directorate (AF/A1C). It combines and rescinds AFI 36-601 and AFI 36-602. It establishes the authority to appoint, promote, train, and convert AF Pathways Program Interns, AF Pathways Program Interns Not-to-Exceed (NTE), and AF Pathways Program Recent Graduates. This instruction authorizes the continued use of the AF Central Salary Account-funded COPPER CAP (COP) and PALACE Acquire (PAQ) Force Renewal programs by the Air Force Personnel Center (AFPC) Career Field Teams (CFTs). It aligns Presidential Management Fellows’ appointments with the respective CFT’s PAQ/COP program structure. It eliminates the Student Career Experience Program and the Student Temporary Employment Program.

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Executive Resources Board (ERB) Certification Form**

## Chapter 1

### PROGRAM OVERVIEW

**1.1. Program Authority.** The Civil Service Reform Act (Public Law 95-454) requires executive management in the federal government to be the highest quality and to respond to the needs, policies, and goals of the Nation. The AF fulfills requirements through a series of functionally-oriented career field programs. In addition, the Office of Personnel Management requires systematic development of candidates for the Senior Executive Service (SES), the continuing development of senior executives, and strategic human capital and succession planning. AF civilian career and developmental programs manage the careers of officer-equivalent civilians. These career and developmental programs also serve as recruitment and placement tools which are used to attract and retain high caliber candidates into careers as Federal civilian employees. This helps maintain a diverse and effective civilian workforce, ready and capable of delivering the AF mission. 5 USC §1402, DoD Instruction (DoDI) 1430.02, *Civilian Career Management*, and 5 CFR Section 213.3402 assign responsibility for development and operation of civilian career programs and give AF the authority to set and develop the workforce.

#### **1.2. Administration.**

1.2.1. Each career field (CF) program is administered by a CFT located within AFPC. Civilian CFs will develop employees with strong professional, technical, managerial, and administrative competencies to meet current and future AF mission needs. **(T-1)**. The current force is assessed in relation to missions defined under the Quadrennial Defense Review and Department of Defense (DoD) and AF Human Capital Strategic Plans.

1.2.2. Administer programs without unlawful discrimination because of race, color, religion, sex (including pregnancy, gender identity or sexual orientation), national origin, age (40 or older), disability, genetic information, or prior Equal Opportunity activity. **(T-0)**.

#### **1.3. Structure.**

1.3.1. The AF Pathways Program and centrally funded Force Renewal Program (centrally funded Pathways and PAQ/COP) include the following programs: Pathways Interns; Pathways Interns Not-to-Exceed (NTE); Recent Graduates; Presidential Management Fellows; Premier College Intern Program (PCIP); Defense Civilian Intelligence Personnel System (DCIPS) Interns; PAQ/COP; and Scientific, Technology, Engineering, and Mathematics (STEM) Student Employment Program (SSEP).

1.3.2. Functional community leadership, with civilian personnel advice and oversight, designs the program and its operation. See [Attachment 2](#), Civilian Career Field Management Structure.

## Chapter 2

### PROGRAM ROLES AND RESPONSIBILITIES

#### 2.1. Director, Civilian Force Management (AF/A1C).

- 2.1.1. Directs development and implementation for civilian career field management and associated civilian mobility programs.
- 2.1.2. Integrates AF, DoD, and other government-wide CF program guidance.
- 2.1.3. Serves as the AF Component Integrator (CI) for development of DoD Civilian Strategic Workforce-related Plans.

#### 2.2. Director, Force Development (AF/A1D).

- 2.2.1. Provides regulatory guidance and direction pertaining to CF development and management assistance.
- 2.2.2. Provides regulatory guidance and procedural advice regarding diversity and inclusion, consistent with AFPD 36-70, *Diversity & Inclusion*.

**2.3. Director, Plans and Integration (AF/A1X).** AF/A1X shares responsibility for budget development and management of the Central Salary Account.

**2.4. Director, Equal Opportunity (AF/A1Q).** Provides regulatory guidance, direction, and advice to management, officials, other functional organizations, and customers regarding equal employment opportunity and affirmative employment.

#### 2.5. AF Pathways Program Coordinator.

- 2.5.1. Will provide oversight and assistance to MAJCOMs, COCOMs, and activities. **(T-1)**.
- 2.5.2. Will provide the DoD Pathways Program Officer a projection of program opportunities. **(T-0)**.

#### 2.6. Functional Advisory Council (FAC).

- 2.6.1. Prepares senior leaders with a comprehensive understanding of functional, cross-functional, and institutional personnel requirements as they pertain to particular career fields.
- 2.6.2. See AFI 36-2640, *Executing Total Force Development*, for additional information.

#### 2.7. Functional Career Field Development Teams.

- 2.7.1. Will manage force development of AF civilians. **(T-3)**.
- 2.7.2. See AFI 36-2640 for additional information.
- 2.7.3. Will determine the scope and direction of the centrally managed PAQ/COP positions. **(T-1)**.

#### 2.8. Functional Manager (FM).

- 2.8.1. Will establish criteria and provide direction to CFTs on career field centrally managed positions. **(T-1)**.
- 2.8.2. See AFI 36-2640 for additional information.

**2.9. Career Field Manager (CFM).**

2.9.1. Will provide day-to-day management for assigned functional community, addressing issues and coordinating specialty concerns across various staffs. **(T-1)**.

2.9.2. Will execute requirements in accordance with AFI 36-2640. **(T-1)**.

**2.10. Major Commands (MAJCOMs), Combatant Commands (COCOMS), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs).**

2.10.1. Will provide leadership and staff assistance to the command in support of CFs. **(T-1)**.

2.10.2. Will implement, oversee, and fund the locally-managed Pathways Program to support program hiring goals. **(T-1)**.

**2.11. Major Commands, Combatant Commands, Field Operating Agencies and Direct Reporting Units - Functional Staff.**

2.11.1. Will survey field activities to determine mission requirements and organizational needs for areas of functional (such as manpower, logistics, contracting) responsibility. **(T-2)**.

2.11.2. Will identify outplacement positions for centrally managed Pathways or Force Renewal program participants and, when applicable, will initiate the civilian mobility agreement for employees in their respective area of functional responsibility. **(T-2)**.

**2.12. Major Commands, Combatant Commands, Field Operating Activities, and Direct Reporting Units - Human Resources.** Ensure that staff:

2.12.1. Will provide advice and guidance to functional communities on the AF Pathways and Force Renewal Programs. **(T-3)**.

2.12.2. Will review, evaluate, and propose career management. **(T-3)**.

2.12.3. Will support and monitor workforce plan to support hiring goals. **(T-3)**.

2.12.4. Will ensure that Civilian Personnel Sections support CFs. **(T-3)**.

2.12.5. Will develop an internal process to encourage command support of career fields. **(T-3)**.

2.12.6. Will provide members for career field panels and working groups. **(T-3)**.

2.12.7. Will participate in developing and maintaining career patterns and standard assessments for positions covered by career fields. **(T-3)**.

2.12.8. Will provide input for Recent Graduates and Intern Programs' requirements. **(T-3)**.

2.12.9. Will input financial planning and budget data to support cyclical training in consonance with special budget instructions. **(T-3)**.

2.12.10. Will provide for appropriate endorsement of performance and promotion appraisals. **(T-3)**.

2.12.11. Will ensure identification of acquisition professionals conforms with Air Force requirements. **(T-0)**.



2.12.12. Will notify AFPC, AF/A1M, and the Air Force Manpower Agency (AFMA) of anticipated manpower changes, reductions-in-force (RIF), transfers of function, base closures, and other events that may impact CFs. **(T-2)**.

2.12.13. Will notify MAJCOMs and/or AFPC of appointment terminations due to internal circumstances such as budget constraints, misconduct, poor performance, and suitability. **(T-1)**.

2.12.14. Will approve and prioritize command training requirements. **(T-2)**.

2.12.15. Will monitor the Suspense Action Report to ensure conversion to competitive service when applicable. **(T-3)**.

2.12.16. Will coordinate public notification timelines for centrally funded positions with CFTs. **(T-2)**.

### **2.13. Major Command and AFPC Pathways Program Coordinators.**

2.13.1. Will serve as liaison to the AF Pathways Program Coordinator on updates, technical and programmatic issues, best practices and lessons learned, and submission of reports. **(T-2)**.

2.13.2. Will manage the AF Pathways Program. **(T-2)**.

2.13.3. Will ensure participant agreements are included with the in-processing documents at the servicing DP or CPS and are revised by organizational managers and supervisors yearly, or as needed. **(T-2)**.

### **2.14. Air Force Personnel Center (AFPC).**

2.14.1. Will implement civilian career field management programs through the respective CFTs. **(T-2)**.

2.14.2. Will integrate administration of CF initiatives and programs with DoD, government-wide, and similar programs. **(T-1)**.

2.14.3. Will set requirements for central control of allocation for personnel resources to support Recent Graduates and career field management development, education, and training programs. **(T-1)**.

2.14.4. Will administer salaries of the centrally managed positions in the Central Salary Account. **(T-1)**.

2.14.5. Will administer authorized unit manning document spaces for centrally managed positions, to include career broadening assignments, Civilian Senior Leadership Program, AF Wounded Warrior Program, training for Civilian Developmental Education (CDE), program support positions, enterprise support, and Recent Graduates and intern programs. **(T-1)**.

2.14.6. Will provide input to budget development and management of Central Salary Account. **(T-1)**.

### **2.15. AFPC Centrally Managed Program Office.**

2.15.1. Will oversee the management, monitoring, and administration of Central Salary Account Pathways, PAQ/COP programs, and Premier College Intern Program. **(T-3)**.

2.15.2. Will establish metrics to study the effectiveness of the centrally-funded Intern programs. **(T-3)**.

- 2.15.3. Will develop and monitor the Civilian Employment Plan to ensure force renewal and development. **(T-3)**.
- 2.15.4. Will administer centrally-funded CDE, career broadening, Recent Graduates, intern, and Air Force Wounded Warrior programs. **(T-3)**.
- 2.15.5. Will submit CF budget estimates and requirements for centrally-funded permanent change of station moves and training and development. **(T-3)**.
- 2.15.6. Will administer and approve recruitment and relocation incentive programs from the Central Salary Account. **(T-3)**.
- 2.15.7. Will track and report the usage of the AF relocation service contract. **(T-3)**.
- 2.15.8. Will administer the CF training budget, monitor financial planning and execution, request and provide training fund citations, and solicit nomination packages for long-term training programs. **(T-3)**.
- 2.15.9. Will assure career broadener and Recent Graduates and Intern requirements for CFs are defined and documented. **(T-3)**.
- 2.15.10. Will administer the career broadener, Recent Graduates, and Intern training programs consistent with the manpower and personnel plan and objectives for each function. **(T-3)**.
- 2.15.11. Will develop force renewal recruiting programs, including the Recent Graduates, Intern recruitment, and Air Force Wounded Warrior programs. **(T-3)**.
- 2.15.12. Will inform servicing Civilian Personnel Sections in a timely manner regarding all recruitment and referral actions of Recent Graduates and Intern positions. **(T-3)**.
- 2.15.13. Will administer the Civilian Developmental Education Programs. **(T-3)**.

## **2.16. AFPC Talent Management Division.**

- 2.16.1. Will execute civilian CF training and development programs that provide both technical breadth and depth and leadership preparation through experiential assignments, education, and training. **(T-1)**.
- 2.16.2. Will assist with the establishment of CFs. **(T-3)**.
- 2.16.3. Will assist Functional Advisory Councils in developing and implementing an Affirmative Employment Program. **(T-3)**.
- 2.16.4. Will assist in CF management through CFTs. **(T-3)**.
- 2.16.5. Will provide advice, guidance, and assistance to Functional Managers; ensure compliance with regulatory and statutory requirements in CF administration and appropriate consideration of underrepresentation. **(T-3)**.
- 2.16.6. Will provide input to appropriate officials on total force management requirements and force structuring or shaping. **(T-3)**.
- 2.16.7. Will evaluate civilian progression opportunities within the total force structure and recommend changes. **(T-3)**.

2.16.8. Will provide guidance to Functional Managers and Functional Advisory Councils on the implementation and administration of the Acquisition Professional Development Program (APDP). **(T-3)**.

2.16.9. Will ensure program administration conforms to appropriate directives and instructions for formal acquisition certification or filling of all acquisition positions. (Certification requirements apply to all acquisition positions, whether critical or not.). **(T-3)**.

2.16.10. Will provide documentation, support information, and recommended changes to AF/A1C for appropriate instruction updates and revisions. **(T-3)**.

2.16.11. Will hire, outplace, and manage CF centrally-managed personnel. **(T-3)**.

2.16.12. Will provide reasonable accommodations to interns with disabilities. **(T-3)**.

**2.17. Career Field Teams (CFTs).** The CFT lead will ensure that team members:

2.17.1. Will execute CF management responsibilities. **(T-3)**.

2.17.2. Will monitor and manage administration of the PAQ/COP Programs upon entrance on duty and throughout training and final outplacement. **(T-3)**.

2.17.3. Will identify, rank and/or prioritize permanent change of station requirements, and submit for budget estimation. **(T-3)**.

2.17.4. Will identify selected candidates and other employees who are eligible for the Department of Defense National Relocation Program. **(T-3)**.

2.17.5. Will serve as the executive secretary (CFT Chief) on the functional advisory council, as determined by the chairperson, support panel, and work group meetings. **(T-3)**.

2.17.6. Will identify centrally managed positions in conjunction with functional managers. **(T-3)**.

2.17.7. Will analyze program positions with functional management to determine required competencies and assist in preparing assessments. **(T-3)**.

2.17.8. Will counsel participants on career and developmental opportunities. **(T-3)**.

2.17.9. Will set up, publicize, and administer process for identifying exceptional performers and highly qualified employees. **(T-3)**.

2.17.10. Will provide guidance to employees concerning civilian mobility. **(T-3)**.

2.17.11. Will validate CF developmental requirements. **(T-3)**.

2.17.12. Will develop and submit Strategic Development Plan for centrally managed positions to the appropriate FAC for approval. **(T-3)**.

2.17.13. Will facilitate development team meetings, document recommendations, and provide feedback to CDE program applicants, selectees, and supervisors. **(T-3)**.

2.17.14. Will prepare and publish Development Team meeting minutes in accordance with AF/A1 guidance. **(T-3)**.

2.17.15. With CFMs, will develop and coordinate annual recruitment strategies, training plans, and budgets for recent graduates, interns, and hard-to-fill positions. **(T-3)**.

2.17.16. Will establish a review procedure to ensure CF requirements are met. **(T-3)**.

**2.18. Mentors.** Mentors will communicate regularly and provide constructive feedback to mentees regarding professional growth and development. **(T-1)**.

**2.19. AFPC Directorate of Personnel Operations, Civilian Staffing Operations Division.**

2.19.1. Will provide oversight to MAJCOMs, COCOMs, and specialized unit human resource teams providing transactional and non-transactional human resources for all assigned positions. **(T-3)**.

2.19.2. Will execute recruitment, placement, and sustainment of human resource operations in support of the civilian workforce. **(T-3)**.

**2.20. AFPC Directorate of Personnel Programs, Force Management Program.**

2.20.1. Will work closely with CFTs to develop AF Standard Core Personnel Documents for CF positions. **(T-3)**.

2.20.2. Will coordinate on position classification and position management guidance. **(T-3)**.

2.20.3. Will establish and maintain career patterns and ladders based on position analysis. **(T-3)**.

2.20.4. Will provide classification for centrally managed positions to include career broadening, Recent Graduates, and Intern programs. **(T-3)**.

**2.21. Civilian Force Integration Program Division.**

2.21.1. Will serve as the focal point to deliver, develop, and integrate the civilian workforce. **(T-3)**.

2.21.2. Will provide guidance and operational field assistance to Civilian Personnel Sections. **(T-3)**.

2.21.3. Will maintain oversight for civilian personnel program operation, reductions-in-force, priority placements, and human capital accountability assessments. **(T-3)**.

2.21.4. Will exercise Personnel Service Delivery (PSD) transformation initiatives. **(T-3)**.

**2.22. Civilian Personnel Section.** As required:

2.22.1. Will serve as office of primary responsibility for implementation and administration of base-level CF management. **(T-3)**.

2.22.2. Will ensure Employee Management Relations office provides related servicing for locally- and centrally-funded Pathways and Force Renewal employees. **(T-3)**.

2.22.3. Will ensure labor-management relations obligations with local union(s) are satisfied. **(T-3)**.

2.22.4. Will provide CF assistance to functional management. **(T-3)**.

2.22.5. Will provide advisory services to managers and employees concerning civilian mobility. **(T-3)**.

2.22.6. Will provide guidance to employees concerning CF opportunities. **(T-3)**.

2.22.7. At overseas locations, will counsel military spouse preference eligibles on submission of applications. (See AFMAN 36-606, *Civilian Career Field Management and Development*.) **(T-3)**.

2.22.8. Will verify and update the civilian personnel data system for acquisition-related data submitted by employees for acquisition certification or acquisition corps eligibility. **(T-3)**. Employees may update personal and career Human Resources information through MyBiz+ (Go to <https://mypers.af.mil> and click on “Access MyBiz+).

2.22.9. Will coordinate CF requirements with CFTs and functional management to ensure accomplishment of position and personnel actions. **(T-3)**.

2.22.10. Will assist managers in establishing and designing centrally-managed positions. **(T-3)**.

2.22.11. Will assist managers in applying standardized position descriptions. **(T-3)**.

2.22.12. Will advise CFTs of management-directed reassignments or priority placements affecting centrally managed positions. **(T-3)**.

2.22.13. Will report names of employees affected by reduction-in-force to CFTs. **(T-3)**.

2.22.14. Will input necessary data to the civilian personnel data system in support of CFs and related financial management requirements associated with an employee. **(T-3)**.

2.22.15. Will send all requests to fill centrally-managed positions to AFPC or Air Force Materiel Command (AFMC) Staffing Team. **(T-3)**.

2.22.16. Will counsel employees on development needs and career potential and ensure employees audit their career briefs and résumés periodically. **(T-3)**.

2.22.17. Will administer career development activities for employees in grades and occupations not centrally managed by a CF. **(T-3)**.

2.22.18. The gaining Civilian Personnel Section will ensure the employee signs any required mobility agreement and will include the signed mobility agreements in the employee’s onboarding documentation. **(T-3)**.

## **2.23. Supervisors.**

2.23.1. Will provide meaningful onboarding, orientation, training, and development opportunities.

2.23.2. Will ensure the assignment of mentors. **(T-3)**.

2.23.3. Will develop and review Individual Development Plans (IDP) to ensure training and development requirements are being met. **(T-3)**.

2.23.4. Will conduct workforce planning. **(T-3)**.

2.23.5. Will engage in continuous communication with program participants regarding work, accomplishments, and future goals. **(T-3)**.

2.23.6. When necessary for personnel issues arising in Force Renewal Programs, will coordinate with local Employee Management Relations and AFPC CFTs. **(T-3)**.

2.23.7. Will evaluate and rate employee performance. **(T-3)**.

2.23.8. Will assist employees with initiating an IDP and applying for vectoring. **(T-3)**.

2.23.9. Will encourage employees to assume responsibility for their career development and to take advantage of all CF information guidance. **(T-3)**.

2.23.10. Will make employees available for pre-validated training and development. **(T-3)**.

2.23.11. Will assist in identifying positions to appropriate career paths and in developing and maintaining career patterns. **(T-3)**.

2.23.12. Will serve, or release employees to serve, as members of panels, work groups, or other ad hoc meeting groups, to assist in various CF functions. **(T-3)**.

2.23.13. Will assist in identifying exceptional performers. **(T-3)**.

2.23.14. Prior to dispute resolution, management shall ensure that all career field managers impacted by the resolution concur with the proposed outcome. **(T-3)**.

2.23.15. Will respond to requests for reasonable accommodation in accordance with AF policy for providing reasonable accommodations. **(T-3)**.

#### **2.24. AF Pathways Programs and Force Renewal Programs Participants.**

2.24.1. Will adhere to program requirements as specified in the Participant Agreement and/or Conditions of Employment and IDP. **(T-2)**.

2.24.2. Will review, update, and verify accuracy of records. **(T-3)**.

2.24.3. Will establish career objectives based on career patterns, performance records, and other related information. **(T-3)**.

2.24.4. Will consider participation in respective CF Development Team (DT) vectoring process.

2.24.5. Will self-nominate for position vacancies of a higher grade or after successful completion of the formal training program, based upon DT vectoring. **(T-3)**.

2.24.6. Will participate in pre-validated formal training and development opportunities. **(T-3)**.

2.24.7. Will participate in self-development activities to promote career development. **(T-3)**.

## Chapter 3

### PATHWAYS AND FORCE RENEWAL PROGRAMS

**3.1. Program Administration.** The AF Pathways Programs will be executed in accordance with Title 5, Code of Federal Regulations, Section 362.203, *Filling Positions*; the Pathways Programs Memorandum of Understanding Between the Office of Personnel Management and the Department of Defense; and the Office of Personnel Management Pathways Handbook, <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/reference-materials/pathways-programs-handbook.pdf> (T-0). For more information, refer to the AF Pathways Program Guide at <https://mypers.af.mil/app/answers/list/kw/pathways/search/1> (T-0).

3.1.1. Qualifying Educational Institutions. Many types of academic entities qualify for the purposes of the Pathways Programs.

3.1.2. Qualifying secondary programs include a public high school whose curriculum has been approved by a State or local governing body, a private school that provides secondary education as determined under State law, or a homeschool that is allowed to operate in a State.

3.1.3. Qualifying post-secondary educational institutions or curricula must be accredited by an accrediting body recognized by the Secretary of the United States Department of Education. These include a technical or vocational school, a two-year or four-year college or university, a graduate or professional school (such as a law school or medical school), or a post-secondary homeschool curriculum.

### 3.2. Pathways Interns.

#### 3.2.1. Announcements.

3.2.1.1. All AF Pathways interns must adhere to public notice requirements in accordance with 5 CFR Section 362, *Pathways Programs*. The only allowable source for accepting applications is USAJOBS, <https://www.usajobs.gov/> (T-0).

3.2.1.2. AFPC may recruit Legal CF Interns for organizations that employ civilian attorneys (0905 occupational series) on a short-term, not-to-exceed basis by posting announcements on USAJOBS.

#### 3.2.2. Qualifications. The AF Qualification Standard for Schedule D, Pathways Internship Positions, will be used for all Pathways Intern positions. (T-0).

3.2.2.1. At a minimum, Central Salary Account Pathways Interns must be pursuing a baccalaureate degree (junior and/or senior year only), graduate, or professional degree and meet qualification standards of the position to include academic discipline as appropriate for the CF. (T-0).

3.2.2.2. Central Salary Account Pathways Interns must possess and maintain a 2.95 or higher cumulative grade point average. (T-0).

3.2.3. Participant Agreements. Participant agreements must be executed in accordance with 5 CFR Section 362.106. (T-0). See additional information in the AF Pathways Program Guide at <https://mypers.af.mil/app/answers/list/kw/pathways/search/1>.

3.2.4. Appointments. All appointments will be made in accordance with the Pathways Programs Memorandum of Understanding Between the Office of Personnel Management and the Department of Defense, 13 July 2018 using the Schedule D excepted service appointing authority provided in 5 CFR Section 213.3402(a). **(T-0)**.

3.2.4.1. Interns Not-to-Exceed (NTE).

3.2.4.1.1. Student trainees on temporary appointments not to exceed one year will not be used for subsequent non-competitive conversions to other Pathways appointments, unless the announcement states upfront they may be eligible and/or considered for conversion to other Pathways appointments.

3.2.4.1.2. Force Renewal Programs do not participate in the Pathways Intern (NTE) program.

3.2.4.2. Interns in appointments to last more than 1 year.

3.2.4.2.1. Must complete the educational program requirements and the internship program within a reasonable timeframe that does not extend beyond eight years. **(T-0)**.

3.2.4.2.2. Interns must have a program completion date annotated in the Participant's Agreement which is generally the intern's projected graduation date. **(T-0)**.

3.2.4.2.3. Interns may be appointed at any grade level for which they are qualified. The student's academic completion does not dictate the entry-grade level. The appointing organization and/or Central Salary Account office identifies the entry-grade level and will recruit accordingly. **(T-3)**.

3.2.4.2.4. Student trainees may be placed in a bargaining unit position and as such are included in the local bargaining unit. Orientations for student trainees identified as eligible bargaining unit employees will include any negotiated orientation requirements outlined in the applicable collective bargaining agreements. **(T-0)**.

3.2.5. Extensions of appointments.

3.2.5.1. Appointments of locally-funded interns not to exceed may be extended in accordance with 5 CFR Section 213.104(b)(3)(ii), provided they continue to meet program eligibility requirements. **(T-0)**.

3.2.5.2. Supervisors must submit a request for an extension to their servicing Civilian Personnel Section 45 days prior to the end of the initial NTE date. **(T-1)**.

3.2.6. Promotions.

3.2.6.1. Locally-funded interns selected under competitive procedures for a position with known promotion potential may be non-competitively promoted to an intervening targeted grade at management's request. However, the target grade must have been advertised on the initial vacancy announcement from which the intern applied and was selected. The intern must meet all eligibility requirements to include the required period of student work experience (i.e., 2 months or 320 hours) for promotion to the intervening grades, as well as any additional qualifying criteria, such as satisfactory completion of all training required at the current grade level (on the job training or formal). **(T-0)**. This provision does not confer entitlement to promotion. **(T-0)**.



3.2.6.2. Central Salary Account Pathways Interns:

3.2.6.2.1. Will not be placed on a targeted position. **(T-0)**.

3.2.6.2.2. May be promoted when the supervisor and CFT agree the intern has indicated readiness for promotion by showing an increase in duties and responsibilities.

3.2.6.2.3. Will not be promoted based on meeting academic requirements alone. **(T-0)**.

3.2.6.2.4. Are a pipeline into the PAQ/COP programs and therefore cannot be promoted to a grade higher than the PAQ/COP entry-grade levels. **(T-0)**.

3.2.6.3. Requests for exceptions must be submitted to the applicable CFT, AFPC Talent Management Division and Civilian Force Renewal and Development Section. **(T-1)**.

3.2.7. Funding. Interns may be either centrally or locally funded and managed.

3.2.7.1. For Central Salary Account-funded interns, only salary will be funded. **(T-1)**. The intern's training location may elect to fund training.

3.2.7.2. For Central Salary Account-funded interns, overtime and non-rating based awards will not be funded. **(T-0)**.

3.2.7.3. The local organization may provide funding for overtime and awards if locally approved.

3.2.7.4. Interns will count against full-time equivalent ceilings, pursuant to Office of Management and Budget Circular A-11, *Preparation, Submission, and Execution of the Budget*. **(T-0)**.

3.2.8. Work Schedules.

3.2.8.1. Intermittent schedules are not authorized. Students must work full- or part-time. **(T-0)**.

3.2.8.2. Interns are eligible for telework which may be granted and/or terminated at the supervisor's discretion at any time.

3.2.9. Individual Development Plans. Supervisors must establish an IDP for every intern. **(T-0)**. IDPs for centrally-funded Force Renewal employees will be accomplished by AFPC. **(T-2)**.

3.2.10. Trial Period. The entire period of service under the Pathways Intern Program counts as the participant's trial period. Upon conversion to competitive service, the time spent in the trial period is applied to the probationary period and career tenure requirement for the competitive service in accordance with Title 5 Code of Federal Regulations, Section 315.802(b), *Length of probationary period; crediting service*. **(T-0)**.

3.2.11. Breaks in the Program.

3.2.11.1. There is no prescribed limitation on the number of breaks that may occur throughout the duration of a Pathways appointment.

3.2.11.2. For centrally managed Pathways participants, the employing organization will request approval from the CFT to either approve or deny a break in the program. **(T-0)**.

3.2.11.3. Refer to the AF Pathways Program Guide for additional information.

3.2.12. Conversion to Competitive Service. See Title 5, Code of Federal Regulations, Section 362.204, *Conversion to the competitive service*; AFMAN 36-203, *Staffing Civilian Positions*; and the AF Pathways Program Guide.

3.2.13. Terminations.

3.2.13.1. Pathways Program interns who fail to maintain the eligibility requirements of the AF Pathways Program will be terminated from the program. **(T-1)**.

3.2.13.2. Organizations will notify their MAJCOM functional staff of anticipated terminations of interns who satisfactorily completed program requirements and would otherwise have been converted to the competitive service. **(T-3)**.

3.2.13.3. Interns who cannot be placed in another position within the AF may convert to another position within DoD as specified in the AF Pathways Guide.

3.2.13.4. Pathways Program interns are covered by Title 5, Code of Federal Regulations, Part 351, *Reduction in Force*, for purposes of reduction-in-force.

3.2.13.5. Pathways Program interns are afforded the same retention rights as excepted service employees and may be eligible for severance pay if involuntarily separated under Title 5 Code of Federal Regulations, Part 550, *Pay Administration (General)*, Subpart G.

3.2.14. Excepted Service Activities.

3.2.14.1. Excepted service activities such as DCIPS are not covered by the Pathways Program but may be included in the Force Renewal programs described in this Instruction.

3.2.14.2. Excepted activities not covered by the Pathways Program may develop similar programs to meet the needs of their organizations.

### **3.3. Recent Graduates Program.**

3.3.1. Position Funding. May be either centrally funded and managed or locally funded and managed. See the AF Central Salary Account Pathways Internship Program Guide at <https://mypers.af.mil/app/answers/list/kw/pathways/search/1> for guidance on Pathways Interns non-competitively converting into the PALACE Acquire/COPPER CAP programs.

3.3.2. Extensions. Organizations will submit requests to the Air Force Pathways Program Coordinator for final decision. **(T-3)**.

3.3.3. Work Schedules.

3.3.3.1. An intermittent schedule is prohibited under the Recent Graduates Program. **(T-0)**.

3.3.3.2. Recent Graduates are eligible for telework, in accordance with Department of Defense Instruction 1035.01\_Air Force Instruction 36-816, *Civilian Telework Program*. Telework may be granted and/or terminated at the discretion of the supervisor at any time.

3.3.4. Termination.

3.3.4.1. An appointment will expire at the end of the prescribed period, plus any approved extension, unless the participant is selected for non-competitive conversion. **(T-0)**.

3.3.4.2. Recent Graduates are covered by 5 CFR Part 351 for purposes of a reduction-in-force. **(T-0)**.

**3.4. AF Presidential Management Fellows.** Central Salary Account-funded Presidential Management Fellows shall be offered a position in accordance with the respective CFT's PAQ/COP program structure. **(T-1)**. (See Presidential Management Fellows at <https://pmf.gov/> for guidelines for applicants and federal organizations.)

3.4.1. Development and Certification of Presidential Management Fellows.

3.4.1.1. The Executive Resources Board oversees the development and certification of AF Presidential Management Fellows. **(T-1)**.

3.4.1.2. Upon program completion, the Executive Resources Board must evaluate each Fellow and determine whether it can certify in writing that the Fellow met all of the program requirements, including the performance and developmental expectations set forth in the individual's performance plan. **(T-0)**. The Executive Resources Board may consult the Fellow's mentor in reaching its determination. **(T-0)**.

3.4.1.3. The Executive Resources Board must notify the Fellow of its decision regarding certification of successful completion. **(T-1)**.

3.4.1.4. Executive Resources Board certifications must be forwarded to the Office of Personnel Management using the Office of Personnel Management Form 1303, *Presidential Management Fellows (PMF) Program Executive Resources Board (ERB) Certification Form*. (See **Attachment 3**.) **(T-0)**.

3.4.1.5. If the Executive Resources Board decides not to certify a Presidential Management Fellow, the Fellow may request reconsideration of that determination by the Director. Such reconsideration must be requested in writing, with appropriate documentation and justification, within 15 calendar days of the date of the Board's decision. The Director's decision on reconsideration is not subject to appeal. **(T-0)**.

3.4.1.6. The Fellow may continue in the program pending the outcome of his or her request for reconsideration. The AF must continue to provide appropriate developmental activities during this period. **(T-0)**.

3.4.2. Funding.

3.4.2.1. Presidential Management Fellows shall be either locally managed and funded or centrally managed and funded. **(T-1)**.

3.4.2.2. The Presidential Management Fellows positions will count against full-time equivalent ceilings, pursuant to OMB Circular A-11. **(T-0)**.

3.4.3. Conversion to the Competitive Service.

3.4.3.1. One extension of 120 days is permitted when timely completion of the fellowship is beyond the control of the participant or the organization. Circumstances such as death in the participant's immediate family, extended illness of the participant, or organization-directed furloughs may be the bases for approval. Extension requests shall be submitted by the organization to the AF Pathways Program Coordinator for final decision. **(T-1)**.

3.4.3.2. Presidential Management Fellows must be certified by the Executive Resources Board as a certified fellow to be converted. **(T-0)**.

3.4.4. Student Loan Repayment Program. Presidential Management Fellows may be eligible to participate in the Student Loan Repayment Program in accordance with Title 5, Code of Federal Regulations, Part 537, *Repayment of Student Loans*, current edition, which implements 5 USC § 5379.

3.4.5. Tuition Assistance and/or Reimbursement. Presidential Management Fellows are eligible for tuition and/or academic degree training reimbursement (Title 5, Code of Federal Regulations, Section 410.308, *Training to obtain an academic degree*). **(T-0)**. When the AF pays tuition and related college expenses, the Presidential Management Fellow will be required to sign a Continued Service Agreement to commit to work for a specified period of time as per the agreement. **(T-0)**. See AFI 36-401, *Civilian Training, Education, and Professional Development*.

3.4.6. Detail Assignments. Presidential Management Fellows may be detailed to other positions within the competitive service. (See Title 5 Code of Federal Regulations, Part 300, *Employment (General)*, § 301(b), and Title 5 United States Code Section 3341, *Details; within Executive or military departments*). **(T-0)**.

3.4.7. Terminations. If a Presidential Management Fellow withdraws or is terminated from the program by the agency for reasons that are related to misconduct, poor performance, or suitability, as determined by the AF:

3.4.7.1. The Presidential Management Fellow's appointment expires when certification for program completion is denied or when the Director denies the agency's request for an extension, unless the participant was selected for non-competitive conversion. **(T-0)**.

3.4.7.2. The Presidential Management Fellow will not be re-admitted to the AF Presidential Management Fellow Program at any time. **(T-1)**.

3.4.7.3. The AF must provide written notification to the Office of Personnel Management when a Fellow is terminated for any reason. **(T-0)**. The AF Executive Resources Board, or the senior agency official or officials who have been given responsibility for executive resources management and oversight by the agency head, must certify whether a Presidential Management Fellow has successfully completed the Program as outlined in 5 CFR Section 362.405 and is, therefore, responsible for making a notice of termination resulting in unsuccessful completion of the program. **(T-0)**.

## Chapter 4

### PALACE ACQUIRE (PAQ)/COPPER CAP (COP) FORCE RENEWAL PROGRAMS

**4.1. Program and Authorization Management.** Distribution of controlled authorizations varies each year depending upon assigned Central Salary Account work years, changes in mission, projected workforce increases or reductions, skill requirements, funding constraints, and other operational considerations. PAQs/COPs selected using Pathways authorities will comply with all Pathways Program requirements. **(T-1).**

#### **4.2. Entry Level.**

4.2.1. PAQ/COP employees are appointed to the entry-grade level established by the servicing classifier (or equivalent, excluding Acquisition Demonstration) of corresponding series designated by the CF and must meet all requirements of the position being filled. **(T-3).**

4.2.2. Target positions will be established at the grade level as determined by the servicing classification office. **(T-3).**

#### **4.3. Conditions of Employment.**

4.3.1. A PAQ/COP employee accepting an offer of employment will sign a Conditions of Employment Agreement, provided by the CFT, to ensure the participant has a thorough understanding of program requirements. **(T-1).**

4.3.2. A PAQ/COP reached through the AF Pathways Program will also sign a Pathways Participant Agreement, provided by the CFT, prior to entrance on duty. **(T-1).**

**4.4. Length of Program.** PAQs/COPs enter into a two-to-three year training and development program, depending on the entry and target grades of the position and Force Renewal qualification requirements. Minimum training usually requires two full years.

**4.5. Types of positions.** Positions are established in the administrative, professional, and technical CFs. As determined by civilian classification, targeted positions can be up to highest journeyman level earned. Classifiers shall not classify supervisory positions as developmental/targeted. **(T-3).**

4.5.1. Target positions for the PAQ/COP are established at the General Schedule (or equivalent) 9, 11, 12 and 13 levels. **Note:** Central Salary Account will only provide centralized funding for positions up to the GS-11 (equivalent) grade level.

4.5.2. Local installation will provide funding upon completion/outplacement of PAQ/COP program to the full performance level. **(T-3).**

4.5.3. Upon supervisory confirmation of successful performance and completion of training and regulatory requirements, PAQ/COP may be non-competitively promoted up to the targeted grade.

#### **4.6. Types of Appointments.**

4.6.1. PAQs/COPs appointed under excepted hiring authorities will be placed initially into the excepted service with the ability to be non-competitively converted into the competitive service when all regulatory requirements are met. These requirements include, but are not limited to, the following:

4.6.1.1. Pathways Recent Graduates will be appointed using the authorities outlined in **Chapter 4** of this instruction. **(T-0)**. Recent Graduates appointees shall serve a one- or two-year excepted appointment period. **(Note:** PAQs/COPs on a two-year excepted appointment are those identified in qualifying acquisition coded positions.) **(T-0)**.

4.6.1.2. Criminal Investigator PAQs are appointed under Title 5, Code of Federal Regulations, Part 213.3109, *Excepted Service; Consolidated Listing of Schedules A, B, and C Exceptions*, current edition. Appointees must serve a one-year trial period. Criminal Investigators will remain in the excepted service upon outplacement. **(T-1)**.

4.6.1.3. Intelligence Specialist PAQs are appointed under Title 10 United States Code Section 1601, *Civilian Intelligence personnel: general authority to establish excepted positions, appoint personnel, and fix rates of pay*. Appointees must serve a one-year trial period. The Intelligence Specialist will continue to remain in the excepted service upon outplacement. **(T-0)**.

4.6.1.4. Individuals with severe disabilities are appointed under Title 5, Code of Federal Regulations, Section 213.3102(u) (Schedule A), *Entire executive civil service: Appointment of persons with intellectual disabilities, severe physical disabilities, or psychiatric disabilities*. Appointees will serve a two-year trial period. At the end of the trial period appointees may be non-competitively converted into the competitive service after two years of successful performance under Title 5 Code of Federal Regulations, Section 315.709, *Appointment for Persons with Disabilities*, and promoted to the target grade without further competition. **(T-0)**.

4.6.2. PAQs/COPs eligible for non-competitive conversion into the competitive service include, but are not limited to:

4.6.2.1. Pathways Interns and Recent Graduates who may be non-competitively converted into the competitive service and continue to remain in the PAQ/COP Program to complete their formal training program if they meet the following requirements.

4.6.2.1.1. Interns who have completed their internship program and are selected for non-competitive conversion into a PAQ/COP opportunity.

4.6.2.1.2. Recent Graduates initially appointed into a PAQ/COP opportunity under the Pathways Recent Graduates appointing authority who have successfully completed their one- or two-year excepted appointment,

4.6.2.2. Upon initial appointment, those selected from appropriate competitive examining registers under Administrative Careers with America or under the non-competitive Acquisition Expedited Hiring Authority or Direct Hire Authority will be in the competitive service. **(T-0)**. Administrative Careers with America and/or Expedited Hiring Authority hires will be required to serve a two-year probationary period. **(T-0)**.

#### 4.7. Outplacement of PAQ/COP.

4.7.1. Program participants must follow all program guidance in **Chapters 3** and **4** of this instruction.

4.7.2. A PAQ/COP may be outplaced to a permanent, locally-funded position immediately following program completion. Upon completion of training, outplacement actions are frequently accomplished within the same MAJCOM, Field Operation Activity, or Direct

Reporting Unit in which the training occurred. If a position is unavailable where the training occurred, management will engage with the applicable CFT to identify an outplacement position as soon as possible. **(T-3)**. This may result in initiation of the mobility agreement.

4.7.3. Only in exceptional circumstances would a PAQ/COP be outplaced in an overseas base-level funded position immediately following program completion. Overseas outplacements are accomplished in accordance with Title 10 United States Code Section 1586 and Air Force Manual 36-204, *Overseas Employment*. CFTs shall receive approval from the AFPC Talent Management Division prior to placement of a PAQ/COP in an overseas area. **(T-0)**.

#### **4.8. Competitive Areas.**

4.8.1. Central Salary Account Pathways and other Central Salary Account Force Renewal positions are assigned to an AF-wide competitive area. **(T-1)**.

4.8.1.1. Employees in these positions will compete only with other Central Salary Account Force Renewal Program employees within the AF-wide competitive area. **(T-1)**.

4.8.1.2. Competition is subject to all laws, regulations, and policies governing equal employment opportunity.

4.8.2. These positions are assigned to a particular location solely for training purposes and are on manpower spaces that are centrally managed. Therefore, they shall not be considered as part of the installation competitive area(s) identified for reduction-in-force purposes. **(T-0)**.

#### **4.9. Consideration for Subsequent Centrally Funded Force Renewal Programs.**

4.9.1. PAQs/COPs who have completed one AF centrally-funded Force Renewal Program will not be selected for another Force Renewal Program position during their AF career without Career Field leadership approval. **(T-1)**.

4.9.2. Exceptions may be made with the advance approval of the respective CFM. Exceptions should be used rarely and only when in the best interest of the AF.

**4.10. Program Completion.** The CFT may provide a Certificate of Completion to individuals when they successfully finish the program.

## Chapter 5

### PREMIER COLLEGE INTERN PROGRAM (PCIP) (GENERAL SCHEDULE)

**5.1. Program Administration.** The AF PCIP will be executed in accordance with this instruction. The PCIP is designed to attract individuals currently enrolled full-time in college who are seeking a dynamic career with the AF Civilian Service. This objective is accomplished by recruiting and selecting high-caliber candidates and training them to become competent, effective, and productive employees. The focus is on hiring and recruiting summer interns utilizing a deliberate program with follow-on employment and supplemental training immediately upon graduation. Highly desirable skills include science, technology, engineering, and mathematics (STEM), Cyber, Acquisition, intelligence, and mission critical specialties. The PCIP provides interns the training and developmental opportunities necessary to gain the knowledge, skills, and abilities predictive of successful performance. Refer to the AF PCIP Guide at <https://mypers.af.mil/app/answers/list/kw/pcip/search/1> for additional information. (T-1).

**5.2. Program and Authorizations Management.** The AFPC Talent Management Division will administratively control and manage authorizations. (T-1). The distribution of controlled authorizations varies each year depending upon assigned Central Salary Account work years, changes in mission, projected workforce increases or reductions, skill requirements, funding constraints, and other operational considerations.

5.2.1. AFPC Talent Management Division and the CFTs will monitor and manage administration within their respective areas of responsibility when the Premier College Intern has begun his/her duty assignment. (T-1).

5.2.2. Duties and responsibilities described in the Core Personnel Documents (CPDs) should reflect the knowledge, skills, and abilities required for successful performance. The AFPC SCPD office classifies Premier College Intern CPDs for each grade level in which the employee will be trained; CPDs will be provided to the Civilian Personnel Section via the initial appointment RPA. (T-1).

**5.3. Funding.** Headquarters AF budgets for and provides central management and control of salaries.

**5.4. Permanent Change of Station Allowances.** Costs of moving to the internship location are not covered. As part of their annual recruitment strategy, the respective CFTs will determine whether they will offer paid First Duty moves as a recruitment incentive upon Premier College Intern graduation. (T-1).

**5.5. Participant Agreement.** Premier College Intern participants will sign a Participant Agreement provided by AFPC. (T-1). This agreement requires the intern to pursue and successfully complete the basic training objectives and activities in the training and development IDP, and to obtain and maintain a security clearance, as required. Failure to satisfy the terms of the Participant Agreement may result in separation.

**5.6. Recruiting.** The AFPC Talent Acquisition Division and CFTs are responsible for recruiting for AF organizations. Some hiring authorities require candidates to apply through USAJOBS at <https://www.usajobs.gov>. A referral certificate will be issued when a hiring authority option is used. (T-0).



**5.7. Waiver of Pre-Appointment Investigative Requirements.** In meeting the requirements of DoDMAN 5200.02\_AFMAN 16-1405, *Air Force Personnel Security Program*, failure to issue a pre-appointment waiver for Premier College Interns entering noncritical-sensitive or top secret positions may impact national security by limiting the organization's ability to perform its mission. The local AF commander, staff agency chief, or designee who has position-sensitivity-designation authority over the position may approve waivers. The investigative requirement cannot be waived for special sensitive positions, which means a waiver letter is not authorized. The training location must obtain the necessary security waiver memo and provide it to the Force Renewal and Development Section servicing team or operating location. Failure to obtain the waiver will result in delay of entrance on duty. **(T-1).**

**5.8. Entry-Level Grades for General Schedule (GS) and Wage Grade (WG).** Interns are classified to the appropriate General Schedule classification by the servicing classification office. **(T-1).** They may be non-competitively promoted based on the initial hiring authority, successful completion of required development and training competencies, successful performance as defined in the employee's annual performance plan, and meeting all regulatory requirements.

**5.9. Training and Development.** Premier College Interns attend a four-month (twelve-week) training and development program that occurs the summer after their junior year. The CFT and AFPC Talent Management Division may approve exceptions to allow the intern to enter into an eight-month part-time training, while remaining in full-time student status.

5.9.1. Each CFT, in conjunction with functional management, shall prepare standard IDPs for each Premier College Intern occupational series and grade level managed. **(T-1).**

5.9.2. The training plan must provide sufficient training in the target series to assure full performance at the target grade level. The IDPs must meet the requirements outlined in AFI 36-401. Plans prepared by the CFTs may be supplemented locally to provide for specific MAJCOM and base needs.

5.9.3. Locally-made changes or supplements to the basic IDP shall be submitted through the servicing training office to the appropriate CFT for approval. **(T-1).**

**5.10. Types of Positions.** Positions are established as blue collar, WG, administrative, professional, and technical career fields. Upon completion of the formalized training program and receipt of a Baccalaureate degree, Premier College Interns are placed in a permanent, locally-funded target position through promotion or PAQ/COP developmental opportunity. If hired under Pathways, the intern will complete 640 work hours of training prior to completion of degree/certification requirements. **(T-0).** WG positions may be established with approval from the AFPC Talent Management Division.

**5.11. Types of Appointments, Not Limited to the Following.**

5.11.1. Competitive Service-Term appointments to the competitive service for financial management expert are made under the Direct Hire Authority found in the National Defense Authorization Act for Fiscal Year 2017, Section 1106. **(T-1).**

5.11.2. Upon program completion, the Premier College Intern may be non-competitively converted to a career or career conditional appointment within 120 days.

5.11.3. All time served under a term appointment counts toward the appointee's probationary period in accordance with Title 5, Code of Federal Regulations, Section 315.802, *Length of Probationary Period: Crediting Service*. (T-1).

5.11.4. Excepted Service-Premier College Intern appointments under 5 CFR Part 362, Subparts A & C (Schedule D), count toward the appointee's trial period. (T-1).

5.11.5. Appointees may be non-competitively converted into the competitive service without further competition.

5.11.6. Excepted service appointments under Title 10 USC 1601, *Defense Civilian Intelligence Personnel System* and 5 CFR Section 213.3109(f)(1) (Schedule A), *Air Force Office of Special Investigation*. Appointments may be made temporary, term, or permanent. PCIPs hired under these authorities may be converted into new permanent PAQ/COP appointments utilizing the same authority and remain in the excepted service indefinitely.

**5.12. Orientation.** Each CFT will develop, fund, and present either a group or individual general orientation for all new Premier College Interns in person or via webcast. (T-3).

5.12.1. Orientation for Supervisors of Record. At least annually, each CFT will offer, either as a part of the orientation for the intern or separately, an orientation for supervisors of record. (T-3).

5.12.2. Orientation Symposium. The Talent Management Division will develop, fund, and present regionally located symposiums for all Premier College Interns to attend. (T-1).

**5.13. Telework.** Premier College Interns are not authorized to telework. (T-0).

**5.14. Probation or Trial Period.** Depending on type of appointment, the Premier College Intern will be required to serve either a two-year probationary period or trial period upon conversion. Service will be credited in accordance with 5 CFR Part 315.802. (T-1).

5.14.1. If poor job performance, poor progress in the employee's training plan, or conduct and discipline problems appear, the supervisor shall consult a Civilian Personnel Section Employee Management Relations Specialist immediately. (T-3).

5.14.2. The PCI's supervisor should make every effort to counsel the PCI concerning the problem and to document both observations and discussions held. Since Premier College Interns are in training for future leadership positions, those who lack potential for positions of responsibility and leadership should be terminated if warranted, preferably during the first four-month trial period.

5.14.3. The supervisor will conduct an evaluation to ensure that the Premier College Intern is closely monitored and appropriate action is taken during the trial period, if necessary. (T-1). CFTs will follow up with supervisors who fail to submit timely evaluation reports. (T-1).

**5.15. Relocating Trainees.** Occasionally, Premier College Interns may need to be relocated to another training site during their program, using the Premier College Intern authorization to which they are assigned. A decision to relocate a Central Salary Account trainee and the associated authorization shall be based on either a management requirement or a Premier College Intern's request for humanitarian reasons. (T-3). CFTs will first coordinate with the Talent Management Division before initiating any action based on humanitarian reasons. (T-3). Refer to AFI 36-2110, *Total Force Assignments*, and use it as a guide when submitting justification to the Talent

Management Division for reassignment based on humanitarian reasons. In addition, refer to the Premier College Intern Program Guide at <https://mypers.af.mil/app/answers/list/kw/pcip/search/1> (T-1).

#### **5.16. Non-Competitive Conversion.**

5.16.1. To be eligible for non-competitive conversion to a career or career-conditional permanent appointment, a Post-Secondary Student participant shall meet the following conditions:

5.16.1.1. Have successfully completed an academic course of study. (T-0).

5.16.1.2. Have completed an academic course of study from a qualifying institution. (T-0).

5.16.1.3. Have met the Office of Personnel Management Qualification Standard (including positive education requirement, if applicable) for the position to which converted. (T-0).

5.16.1.4. Have maintained acceptable performance under the agency's approved performance management system. (T-0).

5.16.1.5. Have received a favorable recommendation by an official of the agency (e.g., supervisor and applicable CFT). (T-0).

5.16.1.6. Have obtained the necessary security background checks/clearance. (T-0).

5.16.2. For GS/GG employees, conversion may occur into the AF formal civilian training programs PALACE Acquire and/or COPPER Cap or other position.

5.16.3. For WG employees (defined as appropriated and non-appropriated fund blue collar workers who are paid by the hour), conversion may occur into the AF WG civilian training program or other position.

**5.17. Termination.** PCIs (GS/GG) may be terminated for reasons related to misconduct, poor performance, or suitability. Supervisors should contact their servicing Civilian Personnel Section immediately for advice and assistance if performance or conduct problems occur. Whenever a PCI is discharged due to poor conduct or performance, officials will prepare adequate documentation outlining the facts leading to discharge and all counseling efforts made prior to discharge. (T-0). Supervisors shall consult their Employee Relations/Civilian Personnel Section prior to termination. (T-0).

SHON J. MANASCO  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 5 USC § 1402, *Authority and Functions of agency Chief Human Capital Officers*
- 5 USC § 3341, *Details; within Executive or military departments*, Current edition
- 5 USC § 3402, *Establishment of part-time career employment programs*
- Public Law 114-328, *National Defense Authorization Act for Fiscal Year 2017*, § 1106
- 10 USC § 1586, *Rotation of career-conditional and career employees assigned to duty outside the United States*
- 10 USC § 1601, *Civilian intelligence personnel: general authority to establish excepted 5 CFR positions, appoint personnel, and fix rates of pay*
- 5 CFR Part 351, *Reduction in Force*, current edition
- 5 CFR Section 213.104, *Special Provisions for temporary, time-limited, intermittent, or seasonal appointments in Schedule A, B, C, or D*, current edition
- 5 CFR Section 213.3102 (u) (Schedule A), *Entire executive civil service: Appointment of persons with intellectual disabilities, severe physical disabilities, or psychiatric disabilities*
- 5 CFR Section 213.3109(F)(1) (Schedule A), *Excepted Service; Consolidated Listing of Schedules A, B, and C Exceptions*
- 5 CFR Section 213.3402, *Entire Executive Civil Service; Pathways Programs*, current edition
- 5 CFR Part 300, *Employment General*, current edition
- 5 CFR Section 315.709, *Appointment for Persons with Disabilities*, current edition
- 5 CFR Section 315.802, *Length of Probationary Period: Crediting Service*, current edition
- 5 CFR Part 362, *Pathways Programs*, current edition
- 5 CFR Section 410.308, *Training to obtain an academic degree*, current edition
- 5 CFR Part 537, *Repayment of Student Loans*, current edition
- 5 CFR Part 550, *Pay Administration (General)*, current edition
- Public Law 95-454, *Civil Service Reform Act of 1978*, 13 October 1978
- Office of Personnel Management *Pathways for Student & Recent Graduates to Federal Careers Transition and Implementation Guidance*
- MOU-OPM/DOD, *Pathways Programs*, 18 July 2018
- OMB Circular No. A-11, *Preparation, Submission, and Execution of the Budget*, § 85, July 2016
- OPM Pathways Handbook, August 2016
- DoDD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007
- DoD 1035.01\_AFI 36-816, *Civilian Telework Program*, 29 October 2018

DoDI 1430.02, *Civilian Career Management*, 6 April 2006  
DoDM5200.02\_AFMAN16-1405, *Air Force Personnel Security Program*, 1 August 2018  
AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019  
AFPD 36-70, *Diversity & Inclusion*, 16 October 2018  
AFI 33-360, *Publications and Forms Management*, 1 December 2015  
AFI 36-401, *Civilian Training, Education, and Professional Development*, 31 May 2018  
AFI 36-2110, *Total Force Assignments*, 5 October 2018  
AFI 36-2640, *Executing Total Force Development*, 30 August 2018  
AFMAN 33-363, *Management of Records*, 1 March 2008  
AFMAN 36-203, *Staffing Civilian Positions*, 30 July 2019  
AFMAN 36-204, *Overseas Employment*, 25 March 2019  
AFMAN 36-606, *Civilian Career Field Management and Development*, 2 May 2016

### ***Adopted Forms***

**AF Form 679**, *Air Force Publication Compliance Item Waiver Request/Approval*  
**AF Form 847**, *Recommendation for Change of Publication*  
**OPM Form 1303**, *Presidential Management Fellows (PMF) Program Executive Resources Board (ERB) Certification Form*

### ***Abbreviations and Acronyms***

**AF**—Air Force  
**AFMA**—Air Force Manpower Agency  
**AFMC**—Air Force Materiel Command  
**AIP**—Directorate of Force Management Policy  
**AFPC**—Air Force Personnel Center  
**APDP**—Acquisition Professional Development Program  
**CDE**—Civilian Developmental Education  
**CF**—Career Field  
**CFM**—Career Field Manager  
**CFT**—Career Field Team  
**COCOM**—Combatant Command  
**CPS**—Civilian Personnel Section  
**DCIPS**—Defense Civilian Intelligence Personnel System  
**DCPDS**—Defense Civilian Personnel Data System

**DoD**—Department of Defense  
**DT**—Development Team  
**EEO**—Equal Employment Opportunity  
**FAC**—Functional Advisory Council  
**FM**—Functional Manager  
**GS**—General Schedule  
**IDP**—Individual Development Plan  
**LTT**—Long-Term Training  
**MAJCOM**—Major Command  
**NTE**—Not to Exceed  
**PCIP**—Premier College Intern Program  
**RIF**—Reduction-In-Force  
**WG**—Wage Grade

### *Terms*

**Acquisition Professional Development Program (APDP)**—The AF career development program for acquisition personnel, including officers, enlisted, and civilian personnel occupying acquisition positions. APDP fulfills the requirements of the Defense Acquisition Workforce Improvement Act. (For more information go to Career/APDP under Acquisition located on the Air Force Portal website.)

**Break in Program**—(Applies to Interns and Interns NTE) A period of time in which an intern is working, but unable to attend classes, or is neither attending classes nor working. While breaks in program are not common, they are permissible under certain circumstances.

**Career Field Manager (CFM)**—AF focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance. Must be appointed by the Functional Manager and hold the grade of O-6/GS-15 (or equivalent).

**Career Field Team (CFT)**—Functionally oriented teams that execute Force Development (FD) policy and programs for civilians.

**Career Recent Graduate and Intern Program**—An entry level program to prepare employees in various occupations for subsequent advancement in professional, administrative, and technological careers.

**Centrally Managed Position**—Positions managed by career field Functional Advisory Councils and functional Career Field Teams. Used to prepare employees for leadership positions by utilizing subsets such as career broadening, key career positions and civilian strategic leader positions. Individual Functional Advisory Councils determine the scope of program operations and identify positions that are centrally managed by the career field. Career fields also centrally manage Force Renewal positions, which represent planned force renewal efforts. Each career field establishes

and distributes specific criteria outlining the position categories, grade levels, and other pertinent points, to be centrally managed.

**Development Team (DT)**—Provides oversight of officer and civilian development to meet both functional and AF corporate leadership requirements. Development teams are the conduit between force development systems, frameworks, and policy and translate these into career vectors for individuals.

**Employment Agreement**—A written statement required by any of several statutes, signed by an employee or a person selected for appointment. It prescribes a required period of service and other conditions related to transportation allowances in conjunction with permanent duty travel.

**Executive Resources Board**—Appointed by the Secretary of the AF to fulfill 5 CFR statutory and regulatory requirements. Provides AF-wide leadership and policy direction on Civilian Senior Executive resources.

**Functional Advisory Council**—A forum of functional representatives that meets to determine how to best prepare senior leaders with a comprehensive understanding of the career field's particular functional, cross-functional, and institutional personnel requirements.

**Force Renewal**—Centrally funded and managed Pathways Program, PAQ, and COP employees.

**Individual Development Plan**—Employee development plan used to provide management officials with the employee's desired developmental path. The Manager and/or Supervisor reviews the plan and provides advice to employees on elements of their plan. Plans are reviewed by career field development teams to provide educational, experiential, and assignment vectors to employees.

**Long-Term Training (LTT)**—Off-the-job training of more than 120 consecutive duty days.

**Participant Agreement**—A written agreement between the AF and each Pathways participant identifying expectations and certified annually.

**Premier College Intern Program (PCIP)**—The PCIP is designed to attract individuals currently enrolled full-time in college who are seeking a dynamic career with the AF Civilian Service. This objective is accomplished by recruiting and selecting high-caliber candidates and training them to become competent, effective, and productive employees. The focus is on hiring and recruiting summer interns utilizing a deliberate program with follow-on employment and supplemental training immediately upon graduation. Highly desirable skills include science, technology, engineering, and mathematics (STEM), Cyber, Acquisition, intelligence, and mission critical specialties. The PCIP provides interns the training and developmental opportunities necessary to gain the knowledge, skills, and abilities predictive of successful performance.

**Student**—A participant who is enrolled or accepted for enrollment in a qualified educational institution.

**Qualifying Education Institution**—Many types of academic entities qualify for the purposes of the Pathways Programs, including; a public high school whose curriculum has been approved by a State or local governing body, a private school that provides secondary education as determined under State law, or a home-school that is allowed to operate because it is recognized by the State or local government oversight body. A post-secondary education institution or curricula is also considered to be qualifying if it is accredited by an accrediting body recognized by the Secretary of the United States Department of Education. Qualifying post-secondary institutions include:

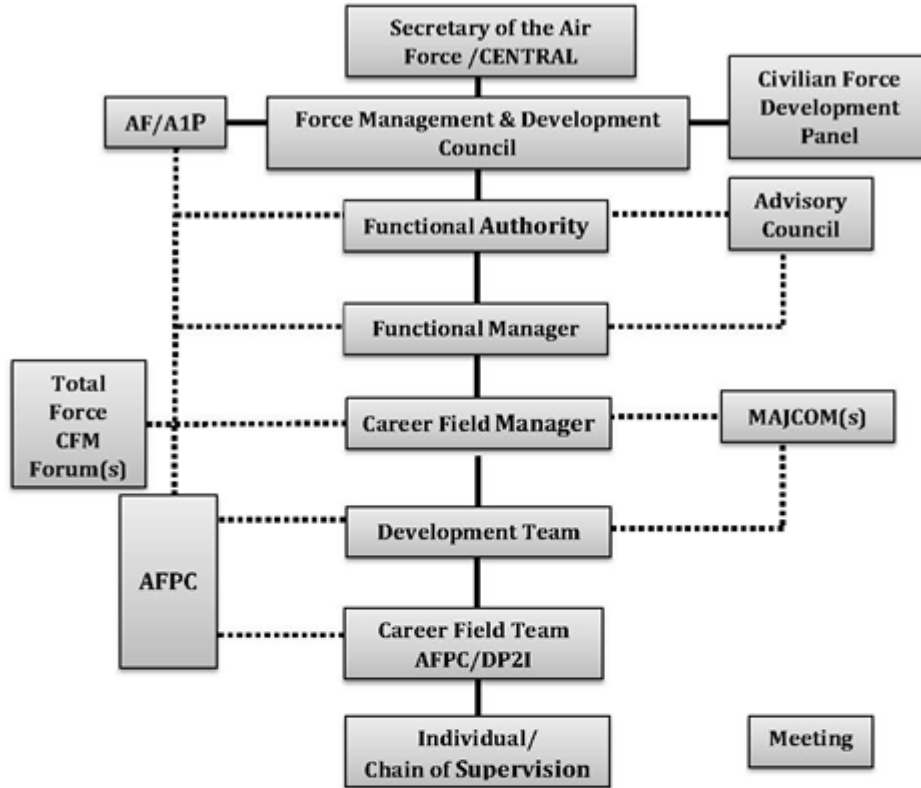
Technical or vocational schools, two-year or four-year colleges or universities, graduate or professional schools (such as: law school, medical school), or a post-secondary home-school curriculum.



**Attachment 2**

**CIVILIAN CAREER FIELD MANAGEMENT STRUCTURE (NOTIONAL)**

**Figure A2.1. CIVILIAN CAREER FIELD MANAGEMENT STRUCTURE (NOTIONAL).**



**Attachment 3**

**OPM FORM 1303, PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM -  
EXECUTIVE RESOURCES BOARD (ERB) CERTIFICATION FORM**

**Figure A3.1. OPM Form 1303, Presidential Management Fellows (PMF) Program -  
Executive Resources Board (ERB) Certification Form.**

<b>PART I – FELLOW:</b> This section should be filled out by the Fellow or the Agency PMF Coordinator, and submitted to the Fellow's Supervisor to fill out PART II. (NOTE: Check with the Agency PMF Coordinator for any agency-specific policies and procedures.)			
1. Full Name (last, first, middle initial):		2. Entry On Duty (EOD) (Start Date of Fellowship) (mm/dd/yyyy):	
3. PMF Class (year of becoming a Finalist):		4. Agency/Sub-Agency/ Office (do not abbreviate):	
5. Work Phone Number:		6. Fellow's Work Email Address:	
7. Title/Series/Grade (e.g., Program Analyst, GS-0343-09):		7a. At Initial Appointment:	
		7b. At Present:	
8. Before routing to Supervisor, Fellow is to attach copies of: <input type="checkbox"/> Individual Development Plan (IDP) <input type="checkbox"/> Performance evaluation/rating (for each year) <input type="checkbox"/> Other documentation (e.g., developmental assignment evaluations, training certificates, etc.)			

<b>PART II – FELLOW'S SUPERVISOR:</b> This section should be filled out by the Fellow's Supervisor and then submitted to the Agency PMF Coordinator to fill out PART III. Please indicate whether or not this PMF is a reappointment from another agency.			
1. Supervisor's Full Name, Title and Organization:		3. Supervisor's Email Address:	
2. Supervisor's Phone Number:			
4. Has this Fellow completed at least 160 hours of formal training, in accordance with 5 CFR 362.405(b)(2)? (See attached IDP)		<input type="checkbox"/> 4a. YES (training completed as indicated in attached IDP)	
		<input type="checkbox"/> 4b. TENTATIVE (will be completed prior to conversion date)	
		<input type="checkbox"/> 4c. NO (training hours have not been fully met)	
5. Has this Fellow completed at least one 4-6 month developmental assignment (not to be confused with rotations), in accordance with 5 CFR 362.405(b)(4)? (Developmental assignment(s) should be listed on Fellow's attached IDP.)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
6. Has this Fellow performed satisfactory or better during his/her fellowship? (See attached evaluation/rating.)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
7. Was this PMF reappointed from another agency? <input type="checkbox"/> NO <input type="checkbox"/> YES, if so indicate agency and original EOD.	7a. Original appointed agency/sub-agency (if reappointment occurred during fellowship):	7b. Verified Original Entry on Duty Date (Start Date of Fellowship) (mm/dd/yyyy):	
8. Indicate your <i>recommendation</i> for ERB certification or agency action, and submit to the Agency PMF Coordinator for next steps. Consult with your Agency PMF Coordinator for any questions.  Note: If an extension is needed, follow your agency's PMF extension procedures.		<input type="checkbox"/> 8a. RECOMMEND Certification (requirements completed satisfactorily)	
		<input type="checkbox"/> 8b. DO NOT RECOMMEND Certification (note reasons below)	
		<input type="checkbox"/> 8c. OTHER (note resignation, termination, or other information below)	
9. COMMENTS: If recommending against certification, provide the reason(s) to the right. Indicate date (mm/dd/yyyy) and GS Grade (or equivalent) that the Fellow resigned or was terminated, if applicable.			
10. If ERB certified, Fellow will be:	<input type="checkbox"/> 10a. CONVERTED, without a break in service, to a competitive service term or permanent appointment. <input type="checkbox"/> 10b. APPOINTED to a permanent position in an excepted service agency. <input type="checkbox"/> 10c. OTHER		
11a. Supervisor's Signature: .....		11b. Date: .....	

**Presidential Management Fellows (PMF) Program  
Executive Resources Board (ERB) Certification Form**

**PRIVACY ACT STATEMENT:**

**Authority:** 5 CFR 362.405 requires all Presidential Management Fellows to obtain ERB certification in meeting program requirements prior to conversion to the competitive service.

**Purpose:** The agency's ERB, or its equivalent, must certify whether a Presidential Management Fellow (PMF; Fellow) has successfully completed the Program as outlined in 5 CFR 362.405. For those agencies not required to have an ERB, equivalent means the senior agency official or officials who have been given responsibility for executive resources management and oversight by the agency head.

The ERB certification process was designed to protect the prestige and competitive nature of this Presidential program while reinforcing the agency's commitment to succession planning. Guidance in 5 CFR 362.405(d)(1) specifies that, upon a Fellow's completion of the Program, the appointing agency's ERB must evaluate each Fellow and determine whether it can certify in writing that the Fellow met all of the requirements of the Program, including the performance and developmental expectations set forth in the individual's performance plan and Individual Development Plan (IDP).

**Routine Uses:** The information will be used by the Fellow, his/her supervisor, and appropriate agency personnel to document and track the Fellow's program requirements. In addition, this form may be used to document the ERB's decision and used to authorize the Fellow's conversion to the competitive service.

**Disclosure:** Use of this form and furnishing this information is optional; agencies may utilize alternative formats. Failure to furnish this information may delay or prevent the certification and conversion of the Fellow.

**BACKGROUND AND INSTRUCTIONS FOR PREPARING THE ERB CERTIFICATION FORM:**

The agency must complete its evaluation, make a decision regarding certification of successful completion, and notify the Fellow, no later than 30 calendar days prior to the expiration of the Fellow's appointment in the Program. ERBs may also determine that a Fellow has not successfully completed the Program and will not be appointed upon completion.

The Fellow's appointment expires at the end of the 2-year fellowship period. At that time, if the Fellow has not been granted an extension or has not successfully completed the Program, the Fellow's appointment terminates.

According to 5 CFR 362.408, if an agency ERB does not certify successful completion of the program and as a result does not convert the Fellow at the end of the Program or extend the individual's initial appointment, the appointment expires when certification for Program completion is denied. The agency must provide written notification to OPM, via the PMF Program Office, when a Fellow is terminated for this or any reason.

Fellows must meet the agency's certification of program completion or they cannot be converted to the competitive service. Guidance in 5 CFR 362.405(d)(4)(i) and (ii) states that if the ERB decides not to certify a Fellow, the Fellow may request reconsideration of that determination by the OPM Director, or designee. Such reconsideration must be requested in writing, with appropriate documentation and justification, within 15 calendar days of the date of the agency's decision. The Fellow may continue in the Program pending the outcome of his or her request for reconsideration, and the agency must continue to provide appropriate developmental activities during this period. The determination of OPM shall be final and not subject to further review or appeal.

The agency ERB can establish its own procedures for conducting the review, but must consider whether: (1) the Fellow has met all of the requirements of the Program, as outlined in the Program regulations found at 5 CFR 362, (2) has demonstrated successful performance according to the individual's performance plan, and (3) has achieved the developmental expectations set forth in the Individual Development Plan (IDP). This may be conducted through a document review or other methods agreed upon by the ERB. The results of the ERB certification are to be forwarded to OPM (via the PMF Program Office) or recorded by the designated Agency PMF Coordinator in the PMF Program's Talent Acquisition System.

Fellows reappointed late in their tenure to a new agency or position, and/or needing additional time to satisfy developmental requirements for the target position, may require an extension. Agencies have the authority to extend a PMF appointment up to 120 days to give agencies greater flexibility to satisfy this certification obligation; however, rendering an ERB decision 30 days prior to the extended appointment still applies and extensions should be used for rare and unusual circumstances.

The Fellow, Fellow's Supervisor, Agency PMF Coordinator, and ERB Chairperson (or equivalent) should fill this form out. A Fellow's Mentor may be consulted as well.

<b>PART III – AGENCY PMF COORDINATOR:</b> This section should be filled out by the Agency PMF Coordinator and submitted with attached documentation to the ERB, or equivalent, for review and certification. The ERB Chairperson must notify the Fellow, Supervisor, Human Resources Office, and the Agency PMF Coordinator of its decision. The Agency PMF Coordinator must submit decision to OPM (via the PMF Program Office). Recording should be done in the PMF Program's Talent Acquisition System. Note deadlines for notifying Fellow of any actions.			
1. Coordinator's Name:		2. Coordinator Role:	<input type="checkbox"/> 2a. Agency-wide PMF Coordinator <input type="checkbox"/> 2b. Sub-Agency PMF Coordinator
3. Coordinator's Phone Number:		4. Coordinator's Email Address:	
5. Indicate your <i>recommendation</i> for ERB certification or agency action and submit to the ERB, or equivalent, as appropriate:		<input type="checkbox"/> 5a. RECOMMEND Certification (requirements completed satisfactorily) <input type="checkbox"/> 5b. DO NOT RECOMMEND Certification (note reasons below) <input type="checkbox"/> 5c. OTHER (note resignation, termination, or other information below) Note: If extension is needed, follow your agency's PMF extension procedures.	
6. COMMENTS: If recommending against certification, provide the reason(s) to the right. Indicate date (mm/dd/yyyy) and GS Grade (or equivalent) that the Fellow resigned, or was terminated, if applicable.			
7. Has the Fellow's agency processed and submitted appointment reimbursement to the PMF Program Office at OPM for this PMF appointment (reimbursement is due within 30-days upon a Fellow's initial appointment)?			<input type="checkbox"/> YES <input type="checkbox"/> NO
8a. Agency PMF Coordinator's Signature:		8b. Date (mm/dd/yyyy):	
.....		.....	

<b>PART IV – EXECUTIVE RESOURCES BOARD:</b> This section should be filled out by the agency's ERB Chairperson, or equivalent, to indicate results of ERB certification process. Upon decision, please forward to the Agency PMF Coordinator for further processing.			
1. ERB Chairperson's Full Name, Title and Organization:			
2. ERB Chairperson's Phone:		3. ERB Chairperson's Email Address:	
4. ERB Decision:		<input type="checkbox"/> 4a. CERTIFY Satisfactory Completion (5 CFR 362.405). The ERB has found this Fellow satisfactorily meets all program requirements, demonstrated successful performance, achieved the developmental expectations set forth in his/her attached Individual Development Plan, and is now certified to be converted to the competitive service. <input type="checkbox"/> 4b. DENY CERTIFICATION. The ERB has found that this Fellow has NOT satisfactorily met all program requirements, demonstrated successful performance, and/or achieved the developmental expectations set forth in his/her attached Individual development Plan and is NOT certified to be converted to the competitive service for the reasons below. Fellow will <u>not</u> be converted to the competitive service and the fellowship appointment will expire.	
5. COMMENTS: If recommending against certification, provide the reason(s) to the right.			
6a. ERB Chairperson's (or equivalent) Signature:		6b. ERB's Decision Date (mm/dd/yyyy):	
.....		.....	