

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

AIR FORCE INSTRUCTION 36-2639

1 NOVEMBER 2018



Personnel

**EDUCATION WITH INDUSTRY
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/AQH

Certified by: AF/A1
(Lt. Gen. Brian T. Kelly)

Supersedes: AFI36-2639, 22 May 2009

Pages: 13

This publication implements AFD 36-26, *Total Force Development*. This instruction also implements DoDI 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and Grants for DOD Personnel*. This instruction provides guidance on the management and administration of the Air Force Education With Industry (EWI) program, known within the Department of Defense (DoD) as Training With Industry (TWI). It provides guidance and procedures on the EWI program; the official Air Force program authorized through the Air Force Education Review Board. Used in tandem with the Education With Industry Handbook, this instruction applies to Air Force Active Duty uniformed personnel as well as Air Force civilian employees and to all personnel who manage, administer, operate, or support the program, all students assigned to the program and all agencies that nominate or select students for the program. This publication may be supplemented at any level, but all supplements are routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. The use of the

name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Added provisions for enlisted participation, added tiering, updated requirements for all levels including students and career fields, updated application process, references to applicable regulations and instructions. The language of this publication has been simplified, jargon eliminated and abbreviations minimized to enhance readability.

1. Overview.

1.1. This instruction provides guidance on the management and administration of the Air Force Education With Industry program. The Education With Industry program is a career development program designed to improve the management abilities and the technical and professional competencies of participating students by partnering with industry (corporations, foundations, funds, or educational institutions, hereafter referred to as “industry”) to accomplish career-specific desired learning objectives established by career field managers (further discussed in section 18). The USAF derives benefit from first-person insight into the philosophy, procedures and practices of industry. The students fully examine industry policies and processes, as well as how industry addresses issues. In doing so, students acquire the ability to interpret the needs of the USAF in industry terms. By studying the best practices of industry, students are able to improve their performance, enhance mutual understanding of their missions, and develop competencies, skills, knowledge and abilities to build, sustain and retain a mission-ready workforce. These personnel will have the capability to use the best modern practices and techniques to integrate into diverse operational environments and enhance performance of present and future mission-related functions. This direct insight and experience are unavailable elsewhere in the USAF. In turn, the company benefits by receiving the student’s Air Force experience and perspective.

1.2. The Air Force Education With Industry program is a highly selective, competitive non-degree educational assignment within an industry associated with the student’s career field. The program is a 10-month Secretary of the Air Force/Acquisition-sponsored, Air Force education program that specializes in corporate partnerships with defense and non-defense related industry leaders throughout the continental United States. Students selected for this program are considered Air Force-level students in accordance with AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

1.3. The Education With Industry Handbook is the best resource to use for detailed, up-to-date guidance for the Education With Industry program. Interested parties can acquire the Education With Industry Handbook from the Air Force Institute of Technology Education With Industry webpage at <https://documents.afit.edu/cip/ewi.cfm>.

1.4. The officer and civilian opportunities are released annually by the AFPC Message/Nomination Call. For civilians, AFPC will seek Education With Industry applicants in the Civilian Developmental Education Call. **(T-1)**. Officers will respond to the Advanced Academic Degree and Special Experience Exchange Duties Selection Call. **(T-2)**. Both Calls are typically released in the spring. Participating military and civilian career

fields are noted in the annual Nomination Call. Enlisted nomination calls will be announced through the Career Field Managers. **(T-1)**.

1.5. As part of the program, uniformed students normally PCS to and from the company location. Civilians are assigned to companies near their current duty location without a PCS cost to the government, remaining encumbered on their current duty position. Vicinity travel is not authorized. By exception, a civilian employee can serve an Education With Industry tour in a temporary duty status with approval by the Education With Industry program manager.

2. Roles and Responsibilities.

2.1. SAF/AQH shall:

2.1.1. Serve as the Office of Primary Responsibility (OPR) for the Education With Industry program. **(T-1)**.

2.1.2. Provide overall policy and guidance for the Education With Industry program. **(T-1)**.

2.1.3. Appoint the Education With Industry Program Manager. **(T-1)**.

2.1.4. Participate and advocate for the Education With Industry program on the Air Force Education Requirements Board. **(T-1)**.

2.1.5. Keep career field managers apprised of Education With Industry updates. **(T-1)**.

2.1.6. Meet with each Education With Industry participant, individually or in a group, a minimum of once during the ten-month program to discuss issues and provide career mentoring. **(T-1)**.

2.1.7. Identify a central organization to plan, program, and budget for Education With Industry requirements. **(T-1)**.

2.1.8. Provide funding to meet Education With Industry training and travel requirements. **(T-1)**.

2.1.9. Grant waivers for the program. **(T-1)**.

2.1.10. Annually review the career field desired learning objectives for adequacy. **(T-1)**.

2.1.11. Coordinate with participating career fields to judge and score student Insight to Industry final papers and select the top paper. **(T-1)**.

2.2. The Education With Industry Program Manager shall:

2.2.1. Develop policy for SAF/AQ's approval and make programmatic recommendations. **(T-1)**.

2.2.2. Implement policy to manage and administer the program. **(T-1)**.

2.2.3. Ensure students are trained on ethical and code of conduct standards for the program (see paragraph 20). **(T-1)**.

2.2.4. Manage day-to-day program administration functions. **(T-1)**.

2.2.5. Maintain a program timeline and communication plan. **(T-1)**.

- 2.2.6. Maintain/Update the Education With Industry Handbook. **(T-1)**.
 - 2.2.7. Establish student Personnel Accounting Symbol codes for each company location. **(T-1)**.
 - 2.2.8. Establish programs with private sector companies/agencies to meet specific Air Force professional specialty requirements. **(T-1)**.
 - 2.2.9. Assign students to the appropriate company/agency according to the options available and the student's background, with the concurrence of the sponsoring company/agency. **(T-1)**.
 - 2.2.10. Maintain liaisons through visits and correspondence with the company coordinators and other officials of host companies/agencies. **(T-1)**.
 - 2.2.11. Manage student travel requirements necessary to support the programs. **(T-1)**.
 - 2.2.12. Monitor student progress through periodic student reports. **(T-1)**.
 - 2.2.13. Arrange required Air Force and industry program meetings to assess quality of overall program. **(T-1)**.
 - 2.2.14. Host program orientation at beginning of assignment for new program participants, company representatives, and career field manager teams. **(T-1)**.
 - 2.2.15. Convene and chair the annual Education With Industry program review. **(T-1)**.
 - 2.2.16. Serve as liaison between HQ USAF organizations and AFPC. **(T-1)**.
 - 2.2.17. Monitor termination dates so reassignment actions can be initiated. **(T-1)**.
 - 2.2.18. Write all military student training reports or evaluations and as requested, provide civilian student feedback reports to civilian supervisors at program completion. **(T-1)**.
- 2.3. The Career Field Managers shall:
- 2.3.1. Annually prepare/review their career field's desired learning objectives for adequacy. **(T-1)**.
 - 2.3.2. Coach students in the development/review/utilization of Education With Industry project ideas for their final Insight to Industry paper. **(T-1)**.
 - 2.3.3. Mentor students in their career field development during their Education With Industry program. **(T-1)**.
 - 2.3.4. Coordinate with Headquarters AFPC on student's subsequent assignment at program completion. **(T-1)**.
 - 2.3.5. Provide scoring to SAF/AQH on Insight to Industry papers. **(T-1)**.
- 2.4. AFPC shall:
- 2.4.1. Manage the selection process. **(T-1)**.
 - 2.4.2. Host Developmental Teams to vector students. **(T-1)**.
 - 2.4.3. Provide names of the nominees and pertinent background information to the Education With Industry Program Manager. **(T-1)**.

2.4.4. Coordinate subsequent utilization assignments for military at completion of program. **(T-1)**.

2.4.5. Be responsible for the nomination of centrally-managed civilian employees. **(T-1)**.

2.5. Education With Industry Students shall:

2.5.1. Keep company coordinator informed of progress and accomplishments. **(T-2)**.

2.5.2. Notify the Education With Industry Program Manager of any changes in duty phone, office symbol, and Temporary Duty prior to departure, so accurate rosters can be maintained. **(T-2)**.

2.5.3. Attend program orientation, meetings, and annual program review. **(T-2)**.

2.5.4. Complete training requirements to include student reports, projects and a final Insight to Industry paper. **(T-2)**.

2.5.5. Comply with all policies and instructions provided by the Education With Industry Program Manager and the company coordinator. **(T-2)**. This includes timely and complete submission of all requirements levied by the Education With Industry Program Office, such as work and travel plans, travel requests, Temporary Duty expense reports, student reports and projects.

2.5.6. Be present for duty to include a minimum 40-hour work week, in alignment with company/agency standards. **(T-2)**. With the exception of official military business, students are expected to be in place at the company/agency at all times.

2.5.7. Accomplish all military business electronically, by phone or mail, unless stationed near the servicing Military Personnel Section. **(T-2)**.

2.5.8. Act as a sponsor for their replacement student. **(T-2)**. The Education With Industry Program Manager will provide guidance.

3. Eligibility Criteria.

3.1. Officers in the grades of captain and major, and civilians in the grades of GS-11 through GS-13 (or equivalent) in eligible career fields have the opportunity to compete for the Education With Industry program. A bachelor's degree is necessary. A master's degree and Level II Acquisition Professional Development Program certification are desired for acquisition Air Force Specialty Codes.

3.2. Officers and enlisted must be fully qualified in one of the eligible core Air Force Specialty Codes. **(T-2)**.

3.3. Officers must meet applicable time-on-station requirements as specified in the annual release message. **(T-2)**.

3.4. Officers should consider promotion board and Intermediate Developmental Education timing in applying for the program.

3.5. Civilians must have been in the applicable career field, or in a centrally-managed program, for at least 5 years and have no more than 14 years of total federal service. **(T-2)**. Civilian members can submit a service time waiver to their Air Force Personnel Center

Career Field Team for consideration of approval by the Civilian Developmental Team and SAF/AQH office.

3.6. Enlisted in the grades of SSgt through SMSgt are eligible on a limited basis by exception, to be determined by SAF/AQH, and subject to grade restrictions as determined by the enlisted Career Field Manager. Enlisted members must meet applicable time-on-station and retainability requirements. **(T-2)**.

4. Officer Nomination Procedures.

4.1. Senior raters may nominate any officer who meets the eligibility criteria and demonstrates a history of superior performance and potential for promotion to senior-level positions.

4.2. Each nominee must submit an application as specified by AFPC **(T-2)**. Additional documentation, such as letters of recommendation, should not be included in the application package. Nominees must also complete an Airmen Development Plan indicating their desire to participate in the program. **(T-2)**.

4.3. All nominations and required paperwork are forwarded to the officers' AFPC assignment team. Nominations are reviewed by career field Development Teams. The Development Teams will forward recommended individuals for Education With Industry to an Air Force Personnel Center competitive selection board.

4.4. Board-specific information, such as application procedures, is announced annually in a board notification message from AFPC.

5. Civilian Nomination Procedures.

5.1. Civilian requirements are made available annually through an AFPC Civilian Developmental Education Nomination Call.

5.2. Civilians apply through their respective Career Field Teams by submitting an AF Form 4059, Air Force Civilian Competitive Development Nomination Form, and a signed Continuing Service Agreement, page 4 of the Standard Form (SF) 182, *Authorization, Agreement and Certification of Training*, consistent with the requirements of AFI 36-401, *Civilian Training, Education, and Professional Development*.

6. Enlisted Nomination Procedures.

6.1. Career Field Managers who have validated requirements will solicit nominations coordinated through unit leadership based on desired learning objectives and eligibility criteria.

6.2. Career Field Managers will select candidates based on merit and needs of the Air Force.

6.3. All nominations will be forwarded to the enlisted HQ AFPC assignment teams.

6.4. Board-specific information, such as application procedures, will be announced annually through the Career Field Managers.

7. Assignment Notification and Company Assignment Process.

7.1. AFPC will forward the list of students selected to the Education With Industry Program Office. **(T-1)**. Senior raters are notified of selection by message release for military and by the career field team for civilian nominees.

7.2. The Education With Industry Program Office will contact the students to begin the company placement process. The Education With Industry Program Manager, in coordination with AFPC and the selected students' career field manager, will match the students to their company assignments and location.

8. Prior to Leaving Current Duty Station.

8.1. Uniformed students will ensure their performance reports and any award submissions have been completed prior to their departure. **(T-1)**.

8.2. Officers in the promotion zone for major or lieutenant colonel during their Education With Industry tour are required to have a narrative-only AF Form 709, Promotion Recommendation completed prior to departure from their losing base. **(T-1)**. Promotion eligible enlisted members will compete for Forced Distribution within the organization in which they are assigned as of the promotion eligibility cutoff date. Further guidance is in AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

9. Student Standards.

9.1. Students must conduct themselves as ambassadors of the USAF.

9.2. All students will adhere to the dress standards for the company they are assigned. **(T-2)**. Enlisted students are eligible for civilian clothing allowance. Uniformed students will adhere to applicable standards within AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **(T-1)**.

9.3. Uniformed students are required to maintain physical fitness standards in accordance with AFI 36-2905, *Fitness Program*, and coordinate testing location and date with program coordinator and nearest testing facility well in advance of any fitness test deadlines.

10. Evaluations.

10.1. In accordance with AFI 36-2406, *Officer and Enlisted Evaluation Systems*, officers receive an AF Form 475, Education/Training Report. The Education With Industry Program Manager will accomplish the report upon the officer's completion of the program. Evaluations are completed IAW AFI 36-2406. Any enlisted members will receive an Enlisted Performance Report (AF Form 910 or AF Form 911, as appropriate).

10.2. Civilian students will provide copies of their student reports to the Education With Industry Program Manager; the Education With Industry Program Manager can provide the report to each student's supervisor for annual appraisals upon request. **(T-2)**.

11. Awards and Decorations.

11.1. The program is considered a career development course and Air Force members are not authorized award of an individual or tour completion decoration while attending such courses per AFI 36-2803, *The Air Force Awards and Decorations Program*.

11.2. The Education With Industry Insight to Industry award recognizes the Education With Industry student who wrote the most outstanding final paper. The papers are evaluated based

on relevance to the Air Force, quality of analysis, persuasiveness of the argument, and publishability of the paper (grammar, clarity, concise, etc.). (See paragraph 2.5.4)

12. Promotion.

12.1. Officer students are considered for and promoted in accordance with established criteria identified in AFI 36-2501, *Officer Promotions and Selective Continuation*.

12.2. Civilian students may continue to be considered for promotion through the merit promotion program.

12.3. Enlisted personnel will be considered for promotion and are responsible for knowing if they are eligible for promotion testing. The member must make appropriate arrangements with the nearest Military Personnel Squadron to test if eligible.

13. Post-Training Assignment.

13.1. Officers should complete their Airman Development Plan at the start of the Education With Industry assignment in coordination with their Assignment Team. **(T-2)**. This ensures the Development Team has up-to-date information on the officer.

13.1.1. Upon completion of the program, whenever possible, officers are assigned to positions in their primary career field or to career broadening positions focusing on utilizing their Education With Industry experience and continued officer development. If officers are not immediately placed in a utilization assignment, they are placed in a future assignment that utilizes their Education With Industry-gained skills and experience.

13.1.2. Post-Education With Industry officer assignments are received through the normal assignment process, with the involvement of the officer's Development Team and assignment team.

13.2. Civilian Education With Industry graduates are vectored by their Development Team to maximize use of the Education With Industry experience.

13.2.1. Upon completion of the program, whenever possible, civilians are assigned to positions in their primary career field or to career broadening positions focusing on utilizing their Education With Industry experience and continued professional development. If civilians cannot immediately be placed in a utilization assignment, the Development Team will vector to a future assignment that utilizes their Education With Industry skills and experience.

14. Program Completion.

14.1. Military members who complete the Education With Industry program incur a three-year service commitment in accordance with AFI 36-2107, *Active Duty Service Commitments*.

14.2. Civilian members who complete the Education With Industry program incur a 30-month commitment in accordance with the SF 182 Civilian Continued Service Agreement.

14.3. Students conclude the program one of three ways: successful completion of all training requirements; self-elimination from the program; or removal.

14.3.1. Termination of program participation. After consultation with SAF/AQH, the Education With Industry Program Manager may, at any time at his/her discretion,

terminate a student's participation in the Education With Industry program for deficiency in conduct, performance or other merit-based reasons.

14.3.2. Students who self-eliminate or are removed from the program prior to arriving at the program location return to their core Air Force Specialty Code/career field without receiving training credit.

14.3.3. Students who self-eliminate or are removed from the program after arriving at the program location return to their core Air Force Specialty Code/career field without receiving training credit and incur a service commitment as determined by the Education With Industry Program Manager in consultation with SAF/AQH, consistent with the period of time spent in the program and the basis for the withdrawal. Whether to enforce the service commitment is dependent on the circumstances.

15. Accrual of Time in Core Air Force Specialty Code and for Acquisition Professional Development Program Certification.

15.1. During the Education With Industry tour, students continue to accrue time in their core Air Force Specialty Code/career field. SAF/AQH will ensure acquisition workforce students accrue Acquisition Professional Development Program experience for the program, aligned to the appropriate acquisition functional area of their Education With Industry assignment.

16. Absence.

16.1. In order to maximize the 10-month Education With Industry tour experience, students should limit the amount of time they take away from the program. While a civilian employee cannot be removed from the program due to a medical condition, more than two weeks of duty time absent is highly discouraged (whether for sickness or annual leave, or a combination) and could result in a student's removal from the program. For further guidance, refer to the Education With Industry Handbook.

16.2. Students unable to report to work because of illness are required to notify the Education With Industry Program Manager and the company coordinator. **(T-2)**.

17. Holidays and Company Down Days.

17.1. Civilians must report to their home unit on company down days that are not legal holidays or take leave in accordance with AFI 36-815, *Absence and Leave*. **(T-1)**. Civilian employees should refer to AFI 36-815 for guidance on chargeable leave.

17.2. On company down days that are not Public Holidays, uniformed students must take leave or passes granted by the Education With Industry Program Manager, in accordance with AFI 36-3003, *Military Leave Program*. Uniformed students should refer to AFI 36-3003 for guidance on chargeable leave policy.

17.3. All students are permitted to substitute time off on an alternate day in accordance with their Education With Industry company's policy for legal/public holidays the company does not routinely observe. For example, if a company does not observe a Federal holiday (e.g. Veterans Day) but has another down day that does not correspond to a Federal holiday (e.g. the day after Thanksgiving), then the student may take the day the company has off in exchange for its missed holiday. Refer to the Education With Industry Handbook for specific details. Students can direct questions to the Education With Industry Program Office for clarification.

18. Civilian Timecards.

18.1. Home unit supervisors manage civilian student timecards during the Education With Industry tour. Students should continue to report any required information to their USAF supervisors.

19. Program Requirements.

19.1. Education With Industry desired learning objectives are reviewed annually by the career field managers to ensure career field Education With Industry requirements are adequately updated, documented, and fulfilled.

19.2. Students are tasked to provide the Education With Industry Program Office with a work plan, which includes a schedule of programmed activities, the general scope of each activity, the planned sequencing, and anticipated learning outcomes. Each plan should reflect activities scheduled to meet the overall objectives of the program, career field desired learning objectives and interests of the student as they pertain to specific Education With Industry company programs.

19.2.1. Students will seek the advice and guidance of the company coordinator to develop the work plan. When possible, the company should permit the student to rotate through various departments and participate in activities that provide the basic elements of education, experience, and environment necessary to meet the desired learning objectives.

19.3. Students are required to submit individual reports as outlined in the Education With Industry Handbook (e.g. trip reports, quarterly reports, projects). **(T-1)**. The reports are maintained by the Education With Industry Program Office and forwarded to the USAF agencies responsible for establishing/monitoring educational requirements, and the appropriate personnel resource manager at AFPC.

19.4. Students must submit a trip report for all trips formatted in accordance with the Education With Industry Handbook. **(T-1)**. Trip reports are submitted as an attachment to each student report within the corresponding time period.

19.5. Students are required to complete and submit an Insight to Industry paper. **(T-2)**. The paper is an opportunity for the student to convince Air Force leadership how adopting an aspect of industry may help the Air Force execute its mission. Specific requirements for the paper are outlined in the Education With Industry Handbook.

20. Communications.

20.1. All program specific questions should be directed to the Education With Industry Program Office and all company/agency related questions should be directed to the company coordinator.

20.2. All questions or problems relating to personnel matters should be directed to the student's servicing Military or Civilian Personnel Section. In the event the Military or Civilian Personnel Section cannot answer the students' question, the student should contact the Education With Industry Program Manager.

20.3. Students are required to read the Education With Industry Handbook to ensure they receive and understand the most updated Education With Industry program information. (T-2). Reference paragraph 1.3.

21. Ethics and Standards of Conduct.

21.1. Students are required to adhere to the USAF's Core Values and DoD 5500.07-R, *Joint Ethics Regulation*. (T-0). Officer and enlisted personnel are also subject to the Uniform Code of Military Justice. All students are expected to comply with company policies applicable to their scope of duties while participating in Education With Industry. Students need to be sensitive to conflicts of interest between the financial interests of their assigned company and their official duties. For purposes of determining conflicts of interest under 18 USC 208, students will be presumed to have a financial interest in their assigned company. If there is a conflict between any of these sources of guidance, the student must comply with the most stringent and contact the Education With Industry Program Office for further guidance as required. Reference the Education With Industry Handbook for additional information.

21.1.1. An Ethics and Standards of Conduct briefing must be provided to and completed by all Education With Industry students as part of their program orientation.

WILLIAM B. ROPER, JR.
Assistant Secretary of the Air Force
(Acquisition, Technology & Logistics)

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

DoDI 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and grants for DOD Personnel*, 15 November 2007

DOD 5000.07-R, *The Joint Ethics Regulation (JER)*, including Changes 1-6, Aug 1993

AFPD 36-26, *Total Force Development*, 27 September 2011

AFH 33-337, *The Tongue and Quill*, 27 May 2015

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 August 2010

AFI 36-401, *Employee Training and Development*, 28 June 2002

AFI 36-815, *Absence and Leave*, 5 September 2002

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 30 April 2012

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 02 January 2013

AFI 36-2501, *Officers Promotions and Selective Continuation*, 16 June 2004

AFI 36-2803, *The Air Force Awards and Decoration Program*, 18 December 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFMAN 33-363, *Management of Records*, 1 March 2008

AFRIMS RDS, https://afrims.amc.af.mil/rds_series.cfm

EWI Handbook, Contact Education With Industry Program Manager via email (enel.ewi@afit.edu)

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 475, *Education/Training Report*

AF Form 709, *Promotion Recommendation*

AF Form 3849, *PME/AFIT/RTFB/Officer Worksheet*

AF Form 4059, *Air Force Civilian competitive Development Nomination Form*

AF Form 847, *Recommendation for Change of Publication*

SF 182, *Authorization, Agreement and Certification of Training*

Abbreviations and Acronyms

AFH—Air Force Handbook

ADSC—Active Duty Service Commitment

AF—Air Force

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

DoD—Department of Defense

JER—Joint Ethics Regulation

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

SF—Standard Form

USAF—United States Air Force

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).