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Personnel

AIR FORCE INTERN PROGRAM

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This instruction provides guidance for the implementation of AFPD 36-23, Military Education. It provides instruction on how to manage and administer the Air Force Intern Program (AFIP) as directed by the Air Force Chief of Staff and the Secretary of the Air Force. It applies to all personnel who manage, administer, operate, or support the program, all officers assigned to the program and all agencies that nominate or select officers for the program.

Section A—Vision

1. AFIP is a 24-month non-flying training program designed to develop young officers' understanding of air and space power and to broaden their perspectives through personal observation of senior DoD leaders making strategy and policy decisions. The program develops tomorrow's leaders by using a combination of hands-on experience working in the Office of the Secretary of Defense (OSD) or Joint Staff, and Secretariat or Air Staff during two distinct rotations. This practical experience is combined with academic graduate-level courses in leadership and management held at a local Washington, D.C. university, frequent professional development sessions with senior leadership, and a program on the history of airpower hosted by HQ USAF/HO.

Section B—Phases

2. The program consists of four phases.

2.1. Phase I - Orientation. This phase consists of in-processing; national, joint and Air Force doctrine and strategy briefings; a Planning, Programming, and Budgeting System (PPBS) overview course; and visits to governmental agencies. This phase begins 1 August and ends when the full-time graduate studies begin in late August.

2.2. Phase II - Graduate Study. This phase includes one semester of full-time graduate-level courses in leadership and management at an approved local Washington, DC university. The Air Force pays

for tuition, application and graduation fees, and books. This phase begins in late August and ends mid-December after final exams.

2.3. Phase III - Rotations. This is a year-long, work-and-learn phase emphasizing professional growth and active participation. Throughout this phase, Interns attend (minimum) monthly meetings, the *Air Power History Course*, and professional development seminars and tours. Eligible Interns may continue with optional part-time graduate study, funded by the Air Force, leading to a master's degree as defined by the Educational Services Agreement (ESA) with the approved university. This phase consists of two six-month rotations, defined as Phase IIIA and Phase IIIB, in the OSD or Joint Staff and Secretariat or Air Staff – one rotation per intern in each of these two program options. The first rotation (Phase IIIA) begins after completion of final exams in Phase II and ends on 30 June. The second rotation (Phase IIIB) begins on 1 July and ends on 31 December.

2.4. Phase IV - Three Options. Officers may elect one of three options: additional graduate study; a third rotation; or post-training assignment back to the field.

2.4.1. Graduate Study. Eligible Interns may complete a final semester of full-time graduate study, funded by the Air Force, leading to the award of a master's degree. This option begins on 1 January and ends in May (graduation).

2.4.2. Third Rotation. Interns may request a third six-month rotation in OSD, Joint Staff, Secretariat and/or Air Staff, based on Intern interests/desires and authorization from the Intern Program Director. This option begins on 1 January and ends 30 June.

2.4.3. Post-Training Assignment. Interns may decline graduate study or a third rotation and proceed directly to their post-training assignment.

Section C— Post-Training Assignment

3. Upon completion of the program, Interns are normally assigned back to wing-level or lower positions in their primary career field or to career broadening positions that focus on continued Officer Professional Development (OPD). OPD considerations may dictate assignments above wing level and will be considered on a case-by-case basis. Post-training assignments to the Office of the Secretary of Defense (to include adjunct agencies, like DIA, DLA, DISA, etc), Joint Staff, Secretariat, Air Staff, and Pentagon Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs) are generally prohibited (specific justification for these opportunities as follow-on assignments must be vetted and approved through the AFIP Program Director).

Section D— Eligibility Criteria

4. Captains (Line and Non-Line) have several opportunities to compete for the AFIP, generally during their fourth through seventh year of commissioned service. Eligibility year groups are defined as captains who have dates of rank in the same calendar year.

4.1. Chaplains must have served at least three years as an active duty chaplain. In addition, they must possess a regular commission or be granted conditional reserve status not later than the calendar year prior to an AFIP class start date.

4.2. Medical and Dental Corps officers are not eligible for this program.

4.3. Officers on CONUS or overseas long tours must have served at least 12 months time on station (TOS) as of the 30th day prior to the announced report no later than date (RNLTD). For overseas short tours, officers must have at least 10 months TOS as of the 30th day prior to the announced RNLTD. Officers who, because of the TOS limitation, were ineligible for consideration in their first year of AFIP eligibility, and who would otherwise again be ineligible in their second year of AFIP eligibility because of the TOS limitation, may be nominated provided they will have at least 180 days TOS or will qualify for overseas short tour credit as of the 30th day prior to the announced RNLTD. Senior raters should fully exploit local opportunities to meet professional development needs and use care in nominating officers who need TOS waivers.

Section E— Nomination Procedures

5. Senior raters may nominate up to 7 percent of their eligible captains who meet the announced eligibility criteria. Senior raters with at least one, but less than 10, eligible captains may nominate one. Rounding up is not permitted. For example, a senior rater with 15 eligible captains may nominate one. Each nominee must complete an AFIP-specific AF Form 3849, PME/AFIT/RTFB/Officer Worksheet. The AF Form 3849 will only be used for the AFIP selection board and will not be maintained in the Officer Selection Folder. All nominations and AF Forms 3849 will be forwarded to the appropriate management level (ML) that will, in turn, forward them to AFPC/DPAPE for consideration by the board.

Section F— Selection Procedures

6. Nominations will be reviewed by a central selection board conducted by AFPC/DPAPE. The board will select the 30 most highly qualified officers (from the line and eligible non-line competitive categories) and an appropriate number of alternates. The non-line competitive categories will compete with the line. If non-line candidates are not selected, the Board may augment line officer selections such that the total primary selection equals 30 officers. Selection for AFIP overrides other pending assignments.

Section G— Pre-Arrival Procedures

7. All Interns will report to the AFIP Support Office in the Pentagon as required by the AFPC release message. The arrival window announced in the AFPC release message will be adhered to (except for those who are overseas returnees) and will be used for the purpose of partial in-processing, household goods receipt, and NCR Orientation.

7.1. Narrative only PRFs are a program entrance requirement for all captains with two or more years time in grade. The PRF should be completed upon selection to the program.

Section H— Training Reports

8. Officers selected for this program are considered Air Force level training students, and in accordance with AFPAM 36-2404, Guide to the USAF Officer Evaluation System, will receive AF Forms 475, Education/Training Report. AFIP Interns receive letters of evaluation (LOEs) after each rotation and will be signed by the rotation Senior Rater of the Intern, normally a DCS or equivalent. This requirement is to ensure that the senior rater for the organization to which the Intern is assigned has at least some visibility of the duties performed by that Intern during his/her rotation. The final Education/Training Report will be

signed by the Director, Learning and Force Development (AF/DPL), Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Section I— Awards, Decorations, and Badges

9. AFIP Interns will not be nominated for, nor receive, any individual tour completion or meritorious service awards or badges for this training program. This is consistent with Air Force policy for officers in a training status. Exceptions to this policy include unit awards and citations, providing the Intern's rotation occurs within the specified time frame. Interns may also be awarded individual decorations for specific acts of heroism or significant accomplishment. Interns are not authorized to wear OSD or Joint Staff badges upon completion of their rotations. No exceptions to this policy will be granted as the AFIP is a formal training course and Air Force members are not authorized award of an individual or tour completion decoration while attending formal courses.

Section J— Program Completion

10. Interns incur a three-year ADSC upon completion of the program as described in AFI 36-2107, *Active Duty Service Commitments (ADSC)*. Interns complete the program one of three ways: successful completion of all training requirements; self-elimination from the program; or removal from the program for the good of the Air Force. HQ AFPC Officer assignment teams will consider Interns who self-eliminate from the program or are removed from the program for the good of the Air Force as force gains.

Section K— Professional Development

11. The AFIP Professional Development Program has four facets: Distinguished visitor presentations/discussions; Congressional visits, *Air Power History Course* and official functions. Interns are encouraged to sponsor luncheon seminars and tours for fellow Interns to enhance overall professional development of the class. Within reason, these Professional Development programs will take precedence over a "routine day" in the office to which an Intern is assigned for rotation.

11.1. AF/DP, by letter of designation, will assign each intern to an appropriate functional DCS (or equivalent) for purposes of mentoring. Once assigned, the DCS (or equivalent) will match each intern to a formal mentor (O-6 or flag rank) within his/her functional community to comply with the provisions and intent of Air Force Policy Directive 36-34 and AFI 36-3401, *Air Force Mentoring Program*.

Section L— Responsibilities

12. Director, Learning and Force Development, Deputy Chief of Staff/Personnel, Headquarters United States Air Force (HQ USAF/DPL).

12.1. Approves policy for the program.

12.2. Signature authority for Education/Training Reports.

13. Chief, Education Division, Directorate of Learning and Force Development, Deputy Chief of Staff/Personnel, Headquarters United States Air Force (HQ USAF/DPLE) serves as Director, Air Force Intern Program.

- 13.1. Develops Air Force policy for this program and maintains AFI currency.
- 13.2. Implements policy to manage and administer the program.
- 13.3. Exercises waiver authority for exceptions to policy.
- 13.4. Meets with supervisors from all organizations sponsoring Interns prior to Phases II, III, and IV to ensure supervisors understand their roles and responsibilities and the policies of the program. This is typically accomplished through a required briefing that new rotation supervisors must attend before being assigned an Intern.
- 13.5. Provides initial welcome to Interns at the start of Phase I.
- 13.6. Remains closely engaged with Interns and supervisors throughout the duration of the AFIP class, engaging to smooth aberrations that periodically happen during the course of the Program.
- 13.7. Designates the senior Line of the Air Force officer (or best-qualified officer) among the Interns to serve as Class Leader.
- 13.8. Solicits formal and informal feedback from Interns and Intern supervisors on a routine basis.

14. Chief, Military Education Policy Branch, Education Division, Directorate of Learning and Force Development, Deputy Chief of Staff/Personnel, Headquarters United States Air Force (HQ USAF/DPLEE) serves as Operations Officer, Air Force Intern Program.

- 14.1. Serves as the funding advocate for the program.
- 14.2. Identifies resource requirements for graduate education and orientation trips; addresses and advocates for them in the proper budget and programming documents.
- 14.3. Coordinates development of Educational Service Agreement (or contract) with the approved-university and 11th Wing Contracting Squadron.
- 14.4. Plans and supervises the graduate education to be provided by the approved university.
- 14.5. Ensures Air Force funded tuition, fees, and books are paid to the approved university.
- 14.6. Monitors Intern activities and ensures Interns accomplish required training and professional development objectives.

15. Director, Executive Services, Deputy Chief of Staff/Personnel, Headquarters United States Air Force (HQ USAF/DPZ) serves as Support Officer, Air Force Intern Program.

- 15.1. Compiles and prioritizes OSD, Joint Staff, Secretariat, and Air Staff requests for Interns.
- 15.2. Distributes Air Staff quotas to HQ AFPC/DPAPE designation board and acts as a board member.
- 15.3. Coordinates with agency POCs prior to Phase I to ensure POCs understand their responsibilities and the policies of the program.
- 15.4. Serves as Section Commander to whom the Interns report on professional and personal issues prior to going to the Program Director.
- 15.5. Prepares and distributes the rotation designation listing resulting from the AFPC designation board. Works with JCS and OSD POCs on internal rotation designations and training of supervisors.

- 15.6. Develops and maintains a Practical Guide for use by the supervisors and Interns.
- 15.7. Prepares mid-term and final training reports for Director, Learning and Force Development, signature.
- 15.8. Provides guidance to interns for proper coordination/routing of preference worksheets (PWs).

16. Staff, Executive Services, Deputy Chief of Staff/Personnel, Headquarters United States Air Force (HQ USAF/DPZ).

- 16.1. Collects Intern letters of evaluation and/or training reports, validates senior rater signatures, and forwards copies of them to the Military Personnel Flight (MPF) for inclusion in officers' Unit Personnel Records Group (UPRG) and sends the original directly to AFPC's Records office (AFPC/DPPB).
- 16.2. Functions as orderly room for Interns. Inprocess/Outprocess the Interns.
- 16.3. Maintains PC III/MILMOD connectivity and distributes relevant information to Interns throughout the entire program.
- 16.4. Manages and administers the AFIP Individual Newcomer Treatment and Orientation (INTRO) program.
- 16.5. Serves as the Security Manager for the Intern program. Works with the 11th SFS on security clearance issues. Forwards security clearance messages to agency POCs if required prior to Phase I.

17. Military Education Branch, Air Force Personnel Center (HQ AFPC/DPAPE).

- 17.1. Hosts board to select, designate and assign Interns.
- 17.2. Advertises program objectives and provides guidance to the field for nominations.
- 17.3. Advises ML and MPF personnel of correct procedures for nomination and public announcement of AFIP selections.
- 17.4. Conducts AFIP Selection Board to select a maximum of 30 Interns (total to include both line and non-line) each year, with an appropriate number of alternates.
- 17.5. Conducts AFIP Designation Board (in conjunction with AF/DPZ) to recommend assignment of Interns to specific rotations. All Interns will receive an OSD or Joint Staff rotation. One rotation of the two total rotations may be outside of the officer's primary Air Force Specialty Code (AFSC) area. Proximity to graduate courses, Intern class networking, and the number of unfilled DoD intern requests dictate that all rotations will be limited to DoD activities in or near the Pentagon. Under no circumstances will Interns be assigned outside DoD. Priority for Intern rotations follows:
 - 17.5.1. High profile offices including Deputy Secretary of Defense, Secretary of the Air Force's Staff Group (OSX), Office of the Chief of Staff (CCX), etc.
 - 17.5.2. OSD and Joint Staff rotations.
 - 17.5.3. Broad scope areas (SAF/LL, SAF/MR, SAF/PA, SAF/IG, SAF/FM, etc.).
 - 17.5.4. Deputy Chiefs of Staff (AF/XO, AF/XP, AF/IL, AF/DP, etc.).
 - 17.5.5. Other two-digit Secretariat and Air Staff offices.
- 17.6. Coordinates post-training assignments and ensures appropriate guidelines are followed.

18. Management Levels (MLs).

- 18.1. Provide guidance to senior raters.
- 18.2. Ensure senior raters do not exceed nomination quotas.
- 18.3. Update nominations in the Promotion Recommendation Inboard Support Management (PRISM) system after receipt of AF Forms 3849 from subordinate units.
- 18.4. Forward AF Forms 3849 to AFPC/DPAPE in a timely manner.
- 18.5. Ensures senior rater signs narrative-only PRFs on officers with two or more years time in grade prior to departure for AFIP.

19. Military Personnel Flights (MPFs).

- 19.1. Query PRISM to determine eligible officers (upon notification of upcoming selection board) and advise AFPC/DPAPE if PRISM contains inaccurate information.
- 19.2. Advise senior raters of eligible officers and nomination procedures.
- 19.3. Forward nominees to appropriate ML.
- 19.4. Ensure ML updates PRISM information.
- 19.5. Notify senior raters upon receipt of program information from higher headquarters.
- 19.6. Ensures requirement of narrative-only PRFs is completed on those Interns with two or more years TIG. Ensure PRF originals are sent to AFPC for the member's records and a copy to the individual.

20. Sponsoring agencies designate a single POC from OSD, Joint Staff, Secretariat, and every two-digit Air Staff organization to act as a liaison with HQ USAF/DPZ.

- 20.1. Annually compiles and prioritizes agency requests for Intern rotations and submits requests to HQ USAF/DPZ per email notification to the POC.
- 20.2. Notifies their divisions of arriving Interns.
- 20.3. Coordinates with the Support Officer prior to the start of Phase I on all questions/concerns regarding the designations and supervisor training.
- 20.4. Designates a supervisor (and provides written notification to HQ USAF/DPZ of this designation) for each Intern assigned.
- 20.5. Collects the Letters of Evaluation (LOE) from the supervisors during the last two weeks of the rotations. Suspense will be sent from AFIP Support Office via email. Seeks two-digit signature on LOE and sends original to the HQ USAF/DPZ.

21. Intern Supervisor (Air Staff/Secretariat, JCS and OSD).

- 21.1. Develops, implements, and forwards copy of training plans to HQ USAF/DPZ to ensure Interns meet the training requirements and objectives of the program. Training plans should describe how Interns can learn about and actively participate in organizational activities while allowing time for interns to meet other program training requirements.

- 21.2. Provides informal feedback to Interns, as needed.
- 21.3. Completes letters of evaluation and/or training reports as required due to HQ USAF/DPZ within five days of rotation completion. Letters/reports should be signed by the first Senior Rater in the chain.
- 21.4. Ensures Interns have adequate workspace, connectivity and computer equipment.
- 21.5. Attends supervisor training to discuss the policies and procedures of the program with HQ USAF/DPLE prior to the start of Phases II, III and IV.
- 21.6. Grants leave to Interns as needed, keeping in mind that extended periods of leave may detract from the goals of the program.
- 21.7. Refrains from assigning additional duties to Interns. Unit copier, slide maker, snack bar manager, and others are examples of inappropriate duties for an Intern.
- 21.8. Manages security issues more restrictive than Top Secret clearance (e.g. special compartmentalized information billets or special programs access required for Interns.)
- 21.9. Provides formal and informal feedback to HQ USAF/DPLE and HQ USAF/DPZ as needed.
- 21.10. Ensures compliance with prohibition of nomination for end-of-tour decorations and awards.

22. Class Leader.

- 22.1. Serves as the primary liaison between the Intern class, HQ USAF/DPZ and HQ USAF/DPLE.
- 22.2. Ensures the class establishes a formal organizational structure.
- 22.3. Ensures class activities meet the training and professional development objectives of the program.
- 22.4. Provides the Director and Operations Officer with a quarterly report of previous class activities and a quarterly plan of future class activities.
- 22.5. Maintains continuity book(s) for use by future classes.
- 22.6. Collects feedback and end-of-tour reports from the class and presents them to HQ USAF/DPZ and HQ USAF/DPLE.
- 22.7. Develops and implements the AFIP Orientation Program. Assists HQ USAF/DPZ with the INTRO program and assignment of sponsors for the incoming class members.
- 22.8. Designates an Intern to maintain an official class recall roster. Sends updates as required to HQ USAF/DPZ and HQ USAF/DPLE.

23. Interns.

- 23.1. Complete all training and professional development requirements.
- 23.2. Accomplish all actions required to gain admittance to the approved university prior to the end of Phase I.
- 23.3. Establish an organizational structure by the end of Phase I. Organizational sub-elements or teams should include academics and professional development areas, at a minimum.

- 23.4. Request informal feedback to clarify supervisor expectations as necessary.
- 23.5. Attain security clearance required by sponsoring agencies in a timely manner. Interns must work with security managers at home and gaining units to upgrade security clearances if required. Officers selected for AFIP will apply for Top Secret security clearance upon acceptance of an AFIP assignment.
- 23.6. Sponsor the incoming class of Interns. Works with HQ USAF/DPZ on the in-processing of the new class.
- 23.7. Complete an end-of-tour report at the end of Phase IV.
- 23.8. Submit feedback and end-of-tour reports on their AFIP experience. The reports will be used by HQ USAF/DPLE, HQ USAF/DPZ, and the sponsoring agencies to evaluate and improve the program. Interns will also prepare PWs and submit them to HQ AFPC/DPA for review.
- 23.9. Maintain continuity books as needed for use by future classes.
- 23.10. Maintain a high level of integrity in complying with the intent of the program concerning award and decoration nominations.

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

AFPD 36-23, Military Education

AFI 36-2107, Active Duty Service Commitments (ADSC)

AFPAM 36-2404, Guide to the USAF Officer Evaluation System

Abbreviations and Acronyms

AAD—Advanced Academic Degree

ADSC—Active Duty Service Commitment

AFIP—Air Force Intern Program

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

AMS—Assignment Management System

DOR—Date of Rank

ESA—Education Services Agreement

ML—Management Level

MPF—Military Personnel Flight

OPR—Officer Performance Report

PPBS—Planning, Programming, and Budgeting System

PRISM—Promotion Recommendation Inboard Support Management

RNLTD—Report Not Later Than Date

TAFCS—Total Active Federal Commissioned Service

TOS—Time on Station

UPRG—Unit Personnel Record Group