



**AIR FORCE CIVILIAN CAREER PROGRAM
MANAGEMENT**

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This manual outlines procedures and criteria for management and administration of civilian career programs. The Air Force manages the careers of officer-equivalent civilians through career programs. It applies to supervisors, managers, and employees; civilian personnel staffs; and civilian employees at joint service organizations where Air Force is the executive agent and to other Federal civilian employees and reinstatement eligibles. It does not apply to Air National Guard, Title 32 *Technicians*. This manual interfaces with Air Force Policy Directive 36-6, *Civilian Career Management*, and Air Force Instruction 36-601, *Air Force Civilian Career Program Management*. It is in two parts: Volume 1 - *Air Force Civilian Career Program Management* and Volume 2- *Air Force Civilian Career Planning*.

SUMMARY OF REVISIONS

This manual supersedes volumes of Air Force regulations on career program management and operations. It incorporates changes to policies and operational requirements that have been implemented since; consolidates program policies and operational requirements that apply to all career programs centrally managed by the Air Force (chapter 1); addresses unique policies and operational requirements, as well as specific information on each career program's Policy Council, panel composition and responsibilities,

position coverage, and program exceptions (chapters 1 through 2); and adds a list of acronyms, abbreviations, and terms (attachment 1).

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Chapter 1

CAREER PROGRAM OPERATIONS AND PROCEDURES

Section 1A—Career Program Covered Positions

1.1. General. Functional chiefs will establish criteria and provide direction to Policy Councils for the selection of positions to be filled by career programs. Normally, career program positions are either competitive or excepted service appropriated fund (APF) positions in the General Schedule (GS).

1.1.1. Filling Positions With Seasonal Work Schedule. The supervisor must request approval from the appropriate Policy Council Chair or designee before filling a career program position with a seasonal work schedule.

- The supervisor submits the written request, with justification, through the PALACE Team.
- Approved requests will result in a career program referral. If no registrant will accept a seasonal work schedule, the Civilian Personnel Flight (CPF) must request approval for local recruitment from the PALACE Team.
- Local management will not change an employee in a career program position from seasonal to full-time without prior approval of the Policy Council Chair or designee.

1.2. Coding of Career Program Positions. CPFs will identify career program covered positions by coding and keeping current DCPDS Data Identification Numbers (DIN) "JKC" - Career Program Position Identification; "JKA" - Career Program Type; and "JCA" - Mobility Required Reason. PALACE teams will continuously screen position coding and correct erroneous data in the DCPDS with subsequent flow to base-level. CPFs must check these DINs before filling any vacancies at the GS-09 grade level and above to ensure initiation of appropriate fill action.

- **Career Program Position Identification.** DCPDS Central Table 183 contains codes for DIN "JKC." These codes identify a position as covered by a specific career program.
- **Career Program Position Type.** DCPDS Central Table 184 contains appropriate codes for DIN "JKA." These codes identify a type of career program position, i.e., career broadening, intern, etc.
- **Mobility Required Reason.** DCPDS Central Table 186 contains appropriate codes for DIN "JCA." These codes identify mobility requirements for individuals who occupy the position. The code for "Not Applicable" must be used if other codes are inappropriate.

1.3. Position Classification. Normally, servicing CPFs will classify career program positions. When questions of consistency or standardization in classification arise, HQ USAF/DPCC will provide guidance and assistance to major command (MAJCOM) and comparable personnel activities and CPFs. Specific career program chapters address procedures concerning local CPF changes to career program positions.

- Air Force Civilian Personnel Management Center (AFCPMC), Director (DR), will assure administration of manpower spaces for centrally managed career broadening and intern positions.
- AFCPMC/DPOX will classify career broadening and intern positions and Financial Management Career Program GS-15 positions.

- AFCPMC/DPCY will classify Air Force Office of Special Investigations (AFOSI), GS-1811 positions.
- HQ USAF/DPCC will classify civilian personnel director/deputy director positions and civilian personnel officer/deputy positions.

1.4. Monitoring Positions:

1.4.1. The PALACE Team will use the civilian position control number (CPCN) to monitor career program covered positions. Servicing CPFs will advise the PALACE Team in writing of changes to the CPCN of any covered position.

1.4.2. When a CPF changes the classification, description of duties, skills coding, or establishes a new career program position, they will forward to the appropriate PALACE Team a current AF Form 1378, **Civilian Personnel Position Description**, or AF Form 1003, **PALACE Automate Core Document**, for each covered position. Revised position descriptions should cross-reference the original position description by referencing the former CPCN. The PALACE Team will review changes to series, grade, and skills codes for consistency across organizational and command lines and update Promotion Evaluation Pattern (PEP) documentation accordingly.

1.4.3. Servicing CPFs will advise the PALACE Team in writing when career program positions are canceled, downgraded, or reclassified to a series not covered by the career program.

1.4.4. Functional managers must provide written request with justification for exclusion of positions from coverage to the PALACE Team through the servicing CPF. The PALACE Team will make a recommendation to the appropriate panel or Policy Council Chair who will make a final decision.

1.5. Restructuring Positions. Normally, all career program covered positions are filled at the target grade. Supervisors must obtain approval from the respective Policy Council Chair through the PALACE Team before restructuring career program positions for developmental purposes. When a career program covered position is restructured, the servicing CPF will ensure the position is properly coded to reflect the full performance grade. The full performance grade is used when determining whether or not a position is covered by a career program. Individual career program chapters address exceptions to this procedure.

1.6. Skills Code Development and Definitions:

1.6.1. Career programs will develop skills codes and definitions. AFCPMC will approve career program skills codes and provide a skills code definition dictionary to CPFs for use in coding position skills and experience records. Career programs will use these skills codes and standardized definitions when developing PEPs. Definitions will reflect the skills and experiences typical to the occupational series (OCSRS) covered by the specific career program. Use of these definitions will result in a greater degree of uniformity Air Force-wide.

1.6.2. AFCPMC/DPC, through PALACE Teams, may direct the skills codes for career program covered positions.

1.7. Work-Force Analysis. Each Policy Council will identify the positions to be covered by the career program. The career program will determine long-term personnel requirements by identifying the number of Air Force employees eligible to compete for these positions and projecting annual vacancy rates using such data as projected retirement, historical turnover rate, mission changes, or anticipated workload

increases. Further analysis of work force composition, as it pertains to specific skill requirements and affirmative employment objectives, will assist in determining specific areas for marketing emphasis, targeted recruitment, or training needs.

1.8. Career Developmental Positions. There are two kinds of developmental positions: career broadening and career enhancing. Each will provide developmental work experiences intended to prepare employees for higher level supervisory and managerial positions.

1.8.1. Career Broadening Positions. Policy Councils assign career broadening positions to various HQ USAF, MAJCOM, and field operating activity (FOA) staffs to perform specific assignments or to accomplish particular objectives. Assignments may also be external to the Air Force under appropriate training agreements and directives; for example, other Department of Defense (DoD) components and Office of the Secretary of Defense (OSD). Career broadening assignments, although of a short-term nature, are sufficiently complex and demanding to serve and to increase and broaden experience. Assignments may be across career program lines, as well as within. Positions are also used to support employees in long-term training (LTT) or Professional Military Education (PME), allowing losing organizations to backfill behind the employee. Recruitment announcements for career broadening assignments can specify that the assignment may lead to a noncompetitive permanent promotion as a follow-on assignment, upon satisfactory completion of the career broadening. The PPP must be cleared before a permanent follow-on promotion. These positions typically:

- Are administered by the designated PALACE Team and AFCPMC/DPOX.
- Are against firm career broadening manpower authorizations and funded in the centrally-managed transient salary account.
- Are centrally serviced by HQ 11 SPTW/DPC (Pentagon).
- Are not on a local Unit Manning Document (UMD).
- Require a mobility agreement.
- Are limited in duration not to exceed 4 years.
- Are "special" assignments consisting of nonrecurring duties which are designed to provide specific career broadening experience for high potential mid-level managers.
- Are filled by reassignment, change to lower grade, or temporary promotion.
- Are exempt from the DoD Priority Placement Program (PPP) for entrance into the career broadening position and return to the prior owning activity and previous grade.
- Have a predetermined "take-back" or "follow-on" agreement signed prior to entering into the career broadening assignment.
- Require a training plan and periodic evaluation of training and development.
- Awards are paid from the centrally-managed transient account. Prior to discussion with employees and final approval of award, supervisors must coordinate proposed awards to career broadening employees with the appropriate PALACE Team Chief. Awards should be consistent with local guidelines such as percentage or dollar award.

1.8.2. Career Enhancing Positions. Career enhancing positions perform continuing work assignments which are Air Force-wide in scope, responsibility, and complexity. PALACE Team assignments are an example. Career enhancing positions typically:

- Are centrally or locally managed.
- Are locally owned and funded.
- Are authorized on a local UMD.
- May require a mobility agreement as determined by each career program.
- Have a limited duration of assignment.

Section 1B—Career Program Participation

1.9. Career Mobility. Effective Air Force management depends upon filling high-level positions with highly qualified employees who have a variety of work experiences. These varied experiences will broaden an employee's perspective by providing a range of challenges and demands that may not be experienced in a single type of position or at only one installation or organizational level. The career-minded employee should seek such work experiences in more than one location or organization. The depth and breadth of experience an employee will gain in this way may be the factor which makes a candidate the best qualified for referral. Employees seeking responsible positions should remain available for reassignment to fulfill Air Force mission needs. Air Force Instruction 36-202, *Civilian Mobility* provides additional guidance on mobility.

1.9.1. Types of Developmental Mobility. There are four types of developmental mobility which will prepare employees for more responsible positions.

1.9.1.1. Organizational Mobility. Organizational mobility is movement between organizations or between elements of an organization; between the Air Force and other branches of government; between MAJCOMs and comparable organizations and other major subdivisions within the Air Force, and within a MAJCOM or its subdivisions.

1.9.1.2. Occupational Mobility. Occupational mobility is a significant change in the kind of work performed, such as (1) major occupational change which requires substantially different qualifications, or (2) related occupational change in which the required qualifications and skills are an extension of complexity or scope of the previous occupation. This type of mobility does not result in a change in classification series.

1.9.1.3. Functional Mobility. Functional mobility is movement between specialties or functions within or between major organizational segments.

1.9.1.4. Series Mobility. Series mobility is movement from one occupational job series to another which is accompanied by a significant change in duties performed. Classification corrections without change of major duties do not fit this category.

1.9.2. Geographic Mobility. Each of the above types of developmental mobility may or may not involve geographic mobility, since a variety of assignments are possible within the same geographic area without changing a place of residence. Geographic mobility is a change in permanent duty assignment from one location to another which requires the employee to change place of residence. The AFPOA/DPM will centrally fund these moves, provide a fund citation, and authorize the losing organization to process permanent change of station (PCS) orders.

1.9.3. Mobility Requirements. When a mobility agreement is required, the employee and servicing CPF representative will sign a written statement of conditions as part of the application process or

before the assignment. (Sample mobility agreement at attachment 2). The following positions will require mobility as a condition of employment or assignment:

1.9.3.1. Career Program Interns. Reference Air Force Instruction 36-602, *Civilian Intern Programs*, for details on career program intern mobility.

1.9.3.2. Career Broadening. These positions require a mobility agreement as a condition of assignment to ensure the positions are vacated after a specified period and to continuously develop employees. Career programs may use a memorandum of agreement that stipulates mobility requirements as well as post-broadening placement procedures. The PALACE Team will prepare documents for career broadening assignments.

1.9.3.3. Long-Term Training (LTT). Before accepting an LTT assignment, an employee must sign a mobility agreement or an agreement describing placement at the end of the training. This may be to return to the job presently held, to a specific other job or location, or to placement Air Force-wide, depending on the policy and practice of the specific career program and development post-utilization plan for the individual.

1.9.3.4. Specific Key Positions. Individual Policy Councils may designate key managerial positions through which employees should rotate to enhance their careers. Before accepting these positions, employees must sign a statement of understanding or memorandum of agreement of their placement upon completion of the assignment.

1.9.3.5. Criminal Investigator Personnel. All AFOSI criminal investigator personnel are required to sign a mobility agreement as a condition of employment.

1.10. Registration Eligibility:

- 1.10.1 The following categories of employees are eligible to register in career programs:
- Permanent Air Force full-time, part-time, and intermittent employees serving on a competitive appointment.
- Permanent Air Force full-time, part-time, and intermittent employees in the excepted service, provided they are eligible for noncompetitive conversion to a competitive service appointment.
- Permanent Air Force full-time, part-time, and intermittent employees in the excepted service who have not held a competitive appointment are eligible for career program excepted service positions only.
- Term and temporary employees whose appointment immediately prior to the term appointment was career or career-conditional when there was no break in service between appointments.
- Employees in the Civilian Intelligence Personnel Management System (CIPMS) without competitive status who have 1 year of continuous CIPMS employment.
- Nonappropriated fund (NAF) employees for NAF career program and for appropriated fund positions available through the Career Program External Applicant System (CPEAS) if qualified under the Interchange Agreement.
- Family member applicants who meet requirements of Executive Order (EO) 12721 for competitive appointments based on 12 months excepted service overseas employment and who are in the continental United States (CONUS). These individuals who seek employment at installations outside the commuting area of their sponsor's duty location may register in CPEAS after their verified arrival in CONUS. These registrants are referred only after verified arrival in CONUS.

- Air Force employees accepting positions with the Department of Defense Dependent School (DoDDS) may, at their option, continue any career program registration they had prior to going to DoDDS.
- Other current Federal employees (registration accepted through CPEAS only).
- Individuals with reemployment eligibility based on prior competitive status (registration accepted through CPEAS only).
- Employees are eligible to register in a career program if they are within 12 months of meeting the Office of Personnel Management (OPM) minimum qualification standards and time-in-grade requirements (if applicable) for covered positions in that career program, regardless of the availability of a career program position at a given location. See individual career program chapters for specific eligibility requirements.

1.11. Registration Requirements & Qualifications:

1.11.1. Advantages. Registrants receive automatic consideration for vacant positions on an Air Force-wide basis. This will start them on a career path which may lead to a senior-level managerial position. Registrants also receive consideration for management training and developmental opportunities only available through career programs. Employees may register for up to six career programs. Registration is voluntary, however, employees must be registered to be considered for centrally-funded training opportunities or for centrally managed positions, including those at their current organizations or installations.

1.11.1.1. Qualifications. Employees must possess the amount of specialized experience at the required grade level in occupational series or skill codes identified for that career field in the *Air Force Career Program Quick Reference Guide*. This guide is published annually by AFCPMC and disseminated to servicing CPFs. Employees should consult their servicing CPF for registration criteria.

1.11.2. Procedures:

1.11.2.1. Air Force employees may register for career programs at any time once they are eligible. To register, Air Force employees complete and submit AF Form 2675, **Civilian Career Program Registration and Personal Availability** to their servicing CPF. Registrants indicate the lowest acceptable grade for which they desire consideration at each organization or geographic location. CPFs provide AF Form 2675, appropriate tables, and guidance to assist employees in the registration process. AF Form 2675 is also available as an electronic form.

1.11.2.2. CPEAS registrants must submit required application forms; a current and dated Optional Form 612, **Optional Application for Federal Employment**, resume, or other written format which provides all the information required on the Optional Application and in the Recruitment Bulletin; SF 171, **Application for Federal Employment**, will be accepted but not required; current signed and dated Optional Form 306, **Declaration for Federal Employment**, AF Form 1727, **Career Program External Applicant System (CPEAS) Registration and Personal Geographic Availability**; copy of most recent SF 50, **Notification of Personnel Action** (reflecting career status, Veteran's preference, service computation date, title, series and grade); SF 181, **Race and National Origin Identification**; SF 256, **Self-Identification of Reportable Handicap**; AF Form 860A, **Civilian Performance and Promotion Appraisal Performance Rating** (your agency appraisal cannot be substituted for this form); applicable awards documentation; and

a copy of signed transportation agreement if a Government PCS has occurred within the past 12 months. Registration must include CONUS locations. Applicants under an overseas restriction will not be allowed to register for overseas locations. Registration is valid for 1 year. Registration forms may be obtained from the nearest Air Force CPF or from AFCPMC/DPOX, 555 E Street West, Ste 1, Randolph AFB TX 78150-4530. Applicants will submit completed packages to this same address for eligibility determination and processing. Incomplete applications will be returned without action.

1.11.2.3. The CPF will review completed AF Form 2675, determine if the employee meets the OPM qualification standards or other criteria, and inform the employee. The CPF will code the career program data elements into the DCPDS (normally within 15 calendar days of receipt), provide an automated copy to the employee, and file a second copy. The CPF will follow AFM 30-130, Volume IV, *Base Level Personnel Data System Civilian* procedures carefully when registering employees to ensure the date of first registration in a specific career program entered in the DCPDS is accurate and retained permanently.

1.11.2.4. Employees may change or cancel their personal availability any time by submitting a new AF Form 2675 to the CPF. The DCPDS automatically deletes registrants' personal availability codes when they receive a promotion or reassignment with a change in appointing office to a career program covered position. Registrants must ensure their availability codes are always current and must update their personal availability codes whenever they are promoted or reassigned as described above.

1.11.2.5. An employee may use Personnel Concept III (PC-III) customer service terminals where available to submit a request for career program registration or maintain existing career program registration information. Specific instructions are included in AFMAN 36-2622, *Personnel Concept III (Civilian) End User's Manual*, Chapter 11, Orderly Room/CPF Customer Service Applications. All requests for initial registration and additions to current registration must be reviewed by the CPF before the transaction is processed. The CPF's instructions on processing incoming coordinations are included in AFM 36-2622, Chapter 3, *Office Automation*, Section A, paragraph 3.7. An employee's request to delete all or some of the current career program information data using a PC-III customer service terminal is processed without intervening review and coordination by the CPF.

Section 1C—Affirmative Employment Program Plan (AEPP)

1.12. Development and Reporting. Policy Councils will develop multi-year AEPPs and yearly accomplishment reports for career program covered positions. AEPPs cover placement, promotion, training, and development opportunities. In addition, AEPPs will consider concerns of persons with disabilities and disabled veterans according to higher level policy. PALACE Teams will assist respective Policy Councils in developing AEPPs and preparing annual progress reports. Individual program plans and reports will be consolidated and forwarded to HQ USAF/DPCH for inclusion in the overall Air Force annual plan and report. The Policy Council Chair or designee will monitor and report at each Policy Council meeting the progress toward affirmative employment and recruiting goals. National Civilian Labor Force (CLF) statistics are the basis for analysis and accomplishment of career program affirmative employment objectives. Local installation AEPPs will exclude career program positions.

Section 1D—Filling Positions

1.13. Career Briefs. A career brief is a DCPDS computer-generated summary of an employee's present and past work experience, education, awards, etc. This experience and education information contained in the DCPDS is the primary means of evaluating employee qualifications to determine promotion and placement opportunities. AFCPMC will provide registrants copies of their career briefs periodically. Employees must ensure the information in their career briefs accurately reflects their qualifications. Employees will provide career brief updates to their servicing CPFs. PALACE Teams will attach career briefs to each referral certificate for all candidates listed.

1.14. Promotion Evaluation Patterns (PEP) -- Rating and Ranking Criteria:

1.14.1. Each respective career program's PEP Panel, composed of PALACE Team representatives and designated functional specialists, will develop standard Air Force-wide PEPs for use to fill covered positions. The PEP Panel Chair or Policy Council Chair and the personnel specialist supporting the respective career program will approve and validate the PEPs according to OPM requirements and Air Force guidelines.

1.14.2. A PEP is a statement of valid position criteria against which competing employees are evaluated. It is based on a job analysis which identifies the knowledges, skills, and abilities (KSAs) necessary to perform the duties of a position and the occupations or series and skills code which identify qualifying experience. A PEP can consist of up to 15 progression level factors (PLF). The first PLF is very broad and usually will include the skills codes, levels of experience, education levels, and training that meet the basic eligibility requirements contained in the OPM qualification standards. If the first PLF mirrors basic eligibility, the second PLF will eliminate the experience, education levels, and training that would only meet basic eligibility. The narrowing process of eliminating those less critical criteria continues with each PLF. Each PLF will describe criteria progressively closer related to the position being filled. The final PLF will reflect the requirements determined to be most important to the job. Career program PEPs will identify a "fallback" PLF that must be met for referral. The "fallback" PLF will represent the minimum criteria for producing good candidates for referral in case "best qualified" candidates are not available. Good candidates are defined as possessing skills that are related closely enough to those of the job being filled that the employee could reasonably be at full performance level in a relatively short period of time.

1.14.3. PEPs use the standard Headquarters Air Force (HAF) Promotion and Placement Referral Subsystem (PPRS) format. When a vacancy occurs, PPRS automatically screens records of employees registered in the appropriate career program against PEP requirements. PPRS ranks candidates within the last PLF they pass into. Normally, the first ranking factor (sort) in the PLF is the appraisal score. The score results from an algorithm, which is specific to the job being filled, and scores the nine Appraisal Factors - Manner of Performance elements on the AF Form 860A, Civilian Performance and Promotion Appraisal - Performance Rating. The second sort is normally service computation date (SCD). Individual career program chapters address variances in the ranking process.

1.14.4. AFCPMC will distribute microfiche PEPs to CPFs periodically. CPFs will use the appropriate career program PEP to fill jobs temporarily removed from the career program. Local management may also use these PEPs as guides in the local development of PEPs for positions not covered by career programs. Supervisors and employees should use these PEPs as guides for career planning. CPFs may also request hard copies of the PEPs (AFCPMC Form 31) as needed.

1.14.5. The career program Policy Council determines the extent to which the PEPs include relevant acquisition position requirements. Acquisition Corps membership and certification level require-

ments can be included anywhere in the PEPs to obtain the level of qualifications determined by the Policy Council.

1.15. Identification of Exceptional Performers and Highly Qualified Personnel With Potential:

1.15.1. Career programs may develop procedures to identify exceptional performers and highly qualified individuals.

1.15.2. Base-level managers and supervisors may identify and sustain these employees by:

- Recording their exceptional performance and advancement potential on appropriate performance appraisal documents;
- Guiding and monitoring their training in line with the master development plan (MDP);
- Assuring that they have gained the training and career growth experiences needed for further advancement; and
- Arranging career enhancing job rotations, details, and special project assignments.

1.15.3. Career programs are considered the primary "feeder" to positions in the Senior Executive Service (SES).

1.16. Management-Initiated Assignments.

Management-initiated assignments may include job swaps between individuals of the same grade and series qualifications. See individual career program chapters for procedures and approval levels.

1.17. Pay Setting. Personnel actions taken within the career programs are primarily for accomplishment of the Air Force mission and, as such, are "management-initiated" rather than "at the employee's request." Therefore, registrants who accept a change to lower grade, either as a result of referral on a career program certificate or a Policy Council Chair approved management-initiated action, receive retained pay or adjusted salaries. Additional pay setting guidance is in Air Force Instruction 36-802, *Air Force Pay Setting*.

1.18. Clearing Priorities and Submitting Requests for Referral Certificate. PALACE Teams issue referral certificates for all vacant career program positions, except for details. CPFs must submit requests to exempt positions from the career program central referral process through AFCPMC/DPC to the appropriate PALACE Team for approval. Individual career program chapters address exceptions to this procedure. (Additional guidance on clearing priorities for vacant career program positions are provided in Sections 1.18.1.2.4, 1.20.2, and Section 1E).

1.18.1. Competitive Service Positions. When a competitive service career program position becomes vacant, the servicing CPF will request a referral certificate from the appropriate PALACE Team after clearing all Air Force priorities and the Department of Defense Priority Placement Program (PPP) requirements. If a request for fill is already at AFCPMC and a PPP Automated Stopper and Referral System (ASARS) match occurs, the CPF will immediately notify AFCPMC/DPOX to stop certificate processing. Once the certificate is signed by the career program and assigned an issue date, the PALACE Team will notify the CPF to stop clearing ASARS.

1.18.1.1. When qualified military spouse preference eligibles apply for career program positions, the CPF will annotate the applicant's application forms with OCSRS and skills codes prior to for-

warding to the appropriate PALACE Team. The military spouse does not have to be registered in the career program to receive preference. The PALACE Team will determine if the spouse meets the PEP's lowest PLF which would be used for a routine referral. If so, the career program will notify the CPF that the military spouse is a mandatory placement candidate. The CPF will prepare and issue a local certificate containing the military spouse candidate(s) and maintain selection documentation. The commander with appointing authority at the location where application is made has the authority to approve mandatory selection exceptions. When a military spouse submits an application after the referral certificate has been requested, the CPF must contact the PALACE Team to determine whether the certificate has been issued and whether it is appropriate to forward the application.

1.18.1.2. When the ASARS contains a priority candidate that precludes requesting a career program referral certificate, the CPF will request the priority candidate's resume.

1.18.1.2.1. Since the career program retains the job analysis package for the position, the CPF closely coordinates the qualification determination of priority placement candidates with the PALACE Team. In cases of qualification disputes between registering and gaining CPFs, the PALACE Team may request a copy of the PPP candidate's Federal application for review (normally for GS-12 and above positions). The PALACE Team may request the assistance of the Policy Council in resolving differences of opinion on position requirements. A commitment to the candidate is not to be made without the coordination of the career program PALACE Team.

1.18.1.2.2. If the position is not committed to a priority candidate, the CPF sends a written request to AFCPMC/DPOX to fill the position. **NOTE:** To expedite the filling of positions, AFCPMC/DPOX (not the PALACE Teams) will accept a message or datafax request (datafax telephone number, Defense Switch Network (DSN) 487-2445). Each fill request must include:

- SF 52, **Request for Personnel Action**
- Vice (former incumbent)
- Title, pay plan, series, and grade
- Supervisory level code
- Emergency essential or key position data
- Obligated position data
- Priority placement clearance date and levels
- Career program position type
- Position sensitivity
- CPCN (10-digit code)
- Organization, office symbol, location, and MAJCOM
- Name, mailing address, and DSN of CPF point of contact
- Name, mailing address, and DSN of selecting official
- For closure bases, indication of "key/critical" position
- Excepted service information

- Acquisition information
- Critical or non-critical
- Certification level required
- For Scientist & Engineer Career Program - type of certification
- For Contracting & Manufacturing Career Program - if contracting officer above the small purchase threshold indicate Yes or No
- Current AF Form 1378, **Civilian Personnel Position Description**, or AF Form 1003
- COREDOC, with skill codes annotated
- Overseas tour information (if applicable)
- AF Form 1188, Overseas Civilian Personnel Request, if applicable
- Other special requirements unique to a career program or the fill request

1.18.1.2.3. The CPF continually monitors referral and selection priorities in accordance with DoD Manual 1400.20-1-M, *DoD Program for Stability of Civilian Employment*, Chapter 4, paragraph D.2.a. until AFCPMC issues a certificate. Once issued, a certificate is used to fill the vacancy regardless of the availability of additional priority candidates. A certificate is considered issued when it is assigned an issue date.

1.18.1.2.4. Once an SF-52 request to fill has been received, AFCPMC/DPOX will clear all career program priorities. Career program order of priorities normally are: (1) base closure candidates and RIF-separates due to major realignment, (2) employees completing formal career program training/development program, (3) all other priorities, such as missed consideration. (See section 1.20.2 and Section 1E for additional guidance on career program priority referrals).

1.18.2. Joint or Unified Command Positions. Career programs fill covered positions in joint or unified commands where Air Force is the executive agent. Policy Council Chairs may grant exceptions to this policy. Covered positions are those in the OCSRS and grades normally included in career programs. Career programs will use the CPEAS for positions in these commands, however, AFCPMC referral will be the sole source of Air Force candidates.

1.18.3. Excepted Service Positions. When career program covered positions in the excepted service become vacant, the CPF must clear priorities and request career program certificates in the same manner as described above for competitive service positions. However, for CIPMS positions, the servicing CPF may simultaneously recruit from outside the Air Force. The career program certificate will be the sole source of Air Force candidates. The selecting supervisor may select a candidate from any source.

1.18.4. Temporary Fill Actions. CPFs may temporarily fill career program positions for up to 120 days when fiscal restraints preclude filling on a permanent basis. The CPF must notify the appropriate career program of such actions. CPFs must obtain prior coordination and approval by the respective career program for temporary actions beyond 120 days, including extensions. PALACE Teams will normally issue a referral certificate of only local registrants for temporary fills beyond 120 days. All subsequent permanent fills are from an Air Force-wide career program referral certificate.

1.19. Area of Consideration. The area of consideration is normally all employees registered for jobs where the vacancy exists.

1.20. Career Program Referral Process:

1.20.1. Career Program Referral Certificates:

1.20.1.1. AFCPMC will prepare and send career program referral certificates comprised of up to 15 Air Force promotion candidates and up to 15 Air Force reassignment or change-to-lower-grade candidates. Candidates are listed in alphabetical order. If the selecting official intends to use the certificates to fill multiple vacancies, AFCPMC will refer one additional name for each additional vacancy. If a position is considered "hard-to-fill," that is, when five or fewer promotion candidates are identified, PALACE Teams may provide CPEAS referral certificates and may grant local hire authority. This is a limited authority which only applies to recruitment of candidates who are outside the career program referral process. This authority is granted for "hard-to-fill" positions and special one-time exemptions from career program coverage. For the "hard-to-fill" category this authority is limited to the referral of non-Air Force candidates ineligible for CPEAS referral; CPFs may not refer any Air Force employees. All locally recruited non-Air Force candidates must be at least as well-qualified as those on the Air Force referral certificate; i.e., be able to pass the appropriate PLF of the career program's PEP. For the special one-time exemption from career program coverage, local hire authority is not limited by the above restrictions, and the CPF may recruit from any source, including Air Force candidates. A career program may authorize CPEAS certificates for other than "hard-to-fill" positions. Individual career program chapters provide any special provisions on the use of CPEAS referral certificates.

1.20.1.2. AFCPMC will issue certificates using end-of-month HAF DCPDS files. PALACE Teams refer registrants only for vacancies for which the registrants have indicated personal organizational/geographic and grade availability. Certificates will include statistics displaying the minority group, gender, and disabled status of referred candidates. Candidates for acquisition positions who do not meet the acquisition criteria of the position and require a waiver for assignment to the position will be identified on referral certificates. Normally, each career program will forward the certificates to the selecting supervisor, with a copy to the servicing CPF.

1.20.1.3. Supervisors will make selections based on job-related criteria by one of the following methods:

- Reviewing employee records--if all KSAs required for successful performance were measured through a combination of the PPRS and a review of civilian career briefs provided with the certificate, supervisors may elect not to interview.
- Interviewing all referred candidates--if required KSAs can be measured only through interviews.
- Interviewing only those candidates who, based on a valid narrowing process, appear to be the most highly qualified.

1.20.1.4. A candidate may be referred on more than one certificate at any given time.

1.20.1.5. If, due to declinations, the number of eligibles on the Air Force promotion referral certificate decreases to five or fewer candidates, or as otherwise specified by a career program, a selecting supervisor may request a supplemental certificate with names of additional candidates. Supplemental names are from the same candidate referral roster used for the initial certificate.

The selecting supervisor requests supplemental certificates through the servicing CPF to the PALACE Team.

1.20.1.6. Referral certificates are valid for a maximum of 45 calendar days after the date issued. The selecting official may request, through the servicing CPF, a maximum of two 10-day extensions from the PALACE Team. The selecting supervisor will return unused certificates by the expiration date through the servicing CPF to the issuing career program for final disposition.

1.20.1.7. The selecting official will use the codes provided on the referral certificate to document selection, nonselection, or declination of a candidate. The selecting official will notify all candidates of their selection or nonselection and document the referral certificate accordingly. The servicing CPF will return referral certificates and documentation to the appropriate PALACE Team and maintain copies of appropriate documentation, including the career briefs, in local files for 90 days.

1.20.1.8. The selecting supervisor must provide written justification for nonuse of a referral certificate and must notify all candidates of that action. Unused certificates must be signed by the selecting supervisor.

1.20.1.9. The selecting official may request a new referral certificate only after a previously issued referral certificate for the vacancy has expired. If an individual is selected for an acquisition position for which a waiver is required, the selecting supervisor must obtain an approved waiver prior to returning the certificate for final processing.

1.20.2. Career Program Priority Referrals:

1.20.2.1. Base Closure and RIF-Separatees Due to Major Realignment. Career programs give priority referral to registrants occupying covered positions who are surplus due to base closure or who will be separated by reduction in force (RIF) due to major realignment or base closure. Employees who decline transfer of functions are ineligible for this referral.

1.20.2.1.1. To receive priority referral, employees must register for the career program covering their current position and request consideration at specific locations for jobs at or below their current grade. CPFs will Fax a copy of the AF Form 2675 to AFCPMC/DPOX identifying request as "Base Closure/RIF-Separatee".

1.20.2.1.2. AFCPMC/DPOX and CPFs work together to identify employees eligible for assistance. The PALACE Teams advise registrants on processes. The CPFs and DPOX update DCPDS records for employees requesting priority referral.

1.20.2.1.3. Career programs will refer registrants who are fully qualified for vacant positions for which they register prior to any other candidate referrals. Acceptance or declination of any offer terminates an employee's eligibility for priority referral. Assignments under this process are exempt from career program penalties and restrictions, except for Joint Travel Regulation (JTR) restrictions on PCS and overseas tour limitations.

1.20.2.1.4. Referral from the same MAJCOM as the position being filled equates to a Policy Council Chair-directed assignment. If the referral is of an employee from a different MAJCOM, the selecting supervisor, providing valid reasons, may request approval for nonselection from the Policy Council Chair. The supervisor submits rationale through the servicing CPF and the PALACE Team.

1.20.2.1.5. When the career program refers more than one priority employee, the selecting supervisor may select any one of the candidates.

1.20.2.2. Missed Considerations:

1.20.2.2.1. Individuals will receive priority referral if referral consideration was denied due to errors in the DCPDS data base or other administrative errors beyond employees' control.

1.20.2.2.2. Employees will receive one priority referral for each missed opportunity. The career program will provide priority referral for the next vacancy at the geographic location where the employee missed consideration if the employee is at least within the designated "fallback" PLF. However, if a vacancy first occurs at another location where the employee had indicated geographic and grade availability at the time consideration was missed, the career program will give the employee priority referral for that vacancy, if employee is within the top 15 promotion or reassignment candidates.

1.20.2.2.3. Career programs will provide priority referral before issuance of any referral certificates. After providing consideration to the priority candidate, Management may request a full certificate and may give concurrent consideration before making a final selection.

1.20.2.2.4. When an issued referral certificate erroneously omits a candidate and a selection is still pending, the PALACE Team will advise the selecting official and the local CPF to suspend selection until they receive a supplemental referral certificate containing the name of the omitted employee. This may result in a referral certificate containing more than 15 candidates.

1.20.2.2.5. When DCPDS inadvertently loses a registrant's personal availability codes or experience records, AFCPMC will manually rank the registrant for all positions and locations for which registered until the error is corrected. Registrants must notify the servicing CPF to reinput missing personal availability data. The PALACE Team will request written documentation of the problem from the CPF.

1.20.2.2.6. CPFs will have 15 days to input personal availability updates. Registrants who miss referral for vacancies because the CPF had less than 15 days to input changes prior to end-of-month file update will not be eligible for priority referral. Registrants not referred because of inaccurate skills coding are not eligible for supplemental referral or priority consideration. Registrants must ensure accuracy of their DCPDS data.

1.21. Noncompetitive Repromotions and Impact Promotions:

1.21.1. Management may noncompetitively repromote an employee who previously held a position on a permanent basis under career or career-conditional appointment at or above the grade level of the position being filled. The appropriate Policy Council Chair or designee must approve all requests for such actions prior to any commitments to employees or establishing effective dates. Management may only consider career program registrants for repromotion into covered positions.

1.21.2. Except for the Scientist and Engineer Career Program, promotions involving career program positions based on the "impact of the person on the job" require career program review and approval prior to promotion. This will include upgrade to a level covered by the career program.

1.21.2.1. The CPF will notify the PALACE Team by message or letter with details on the proposed action.

1.21.2.2. If the career program Chair or designee disapproves the proposed action, the career program will work with management to realign the duties and responsibilities to maintain the original grade level.

1.22. Reemployment of Annuitants. Reemployed annuitants are not eligible to register in career programs. Career programs will permit placement of reemployed annuitants in covered positions for 90 days, when the supervisor obtains advance written approval from the PALACE Team. Requests should include justification of the employee's services to permit continuation of a special project. Career programs may approve extensions for an additional 90-day period in extreme circumstances, as justified in writing.

1.23. Career Program Penalties and Restrictions:

1.23.1. Registrants who accept a career program assignment or who register for a location and grade level and then decline either consideration or selection are subject to uniform penalties and restrictions. (See table 1.1) These standard penalties and referral restrictions (except Special Investigations Career Program (SICP), which imposes no penalties because of its mobility requirements) will apply to registrants selected from or referred on a career program certificate. For multiple career program registrants, penalties will apply only to the career program for which the declination occurred. Table 1.1 does not apply to career broadeners, who are restricted from referral on all but promotion certificates during their career broadening assignment.

1.23.2. Registrants may request waivers to penalties and restrictions, through the PALACE Team, from the Policy Council Chair or designee.

1.24. Permanent Change of Station (PCS) Restriction:

1.24.1. Career program registrants who are serving under a transportation agreement as a result of a Government-sponsored PCS move may not register or be referred for locations outside their commuting area for 11 months from the date of the PCS move. However, they should register for referral to positions within their commuting areas.

1.24.2. Registrants may request a waiver for referral to positions outside their commuting area, through the PALACE Team, by the appropriate Policy Council Chair, or designee. An official who selects an employee with such a waiver must obtain, through the PALACE Team, a joint HQ USAF/DPC and Policy Council Chair waiver of the limit on more than one PCS move in a 12-month period before making final selection.

Table 1.1. Declination Penalties and Referral Restrictions (See Note 1).

R	A	B	C	D	E
U					
L					
E	If the action is	and the employee	then the result is	for	to
1	competitive reassignment or change-to-lower grade or promotion to covered position	declines referral	a 6-month penalty	competitive reassignment or change-to-lower grade or promotion	all covered positions
2		declines selection	a 12-month penalty		
3		accepts the assignment	a 12-month restriction (notes 1 & 2)		

NOTES:

1. Declinations for referral (rules 1 and 2) to excepted service (when the registrant is currently a competitive service employee), emergency essential, key and obligated positions, or temporary promotions will be exempt from penalties.
2. Candidates who are under career program restrictions (rule 3) may be referred for promotion within the commuting area provided they are otherwise eligible.

1.25. Dual Restrictions. The combination of PCS referral restriction and career program referral restriction may total more than 12 months if the actions are not simultaneous.

1.26. PCS Funding and Relocation Services:

1.26.1. The gaining CPF will notify the PALACE Team in writing when a selection requires a PCS move. AFCPMC will notify AFPOA/DPM to pay PCS costs of selectees as authorized by the JTR, Volume I. Career programs will centrally fund:

- The move of an Air Force career program registrant selected through a career program, either from a referral certificate or through a management-initiated assignment, where approved in advance by the Policy Council Chair.
- The move of an individual selected from CPEAS if the person is a current Federal employee.
- The first-duty station move for a CPEAS reinstatement eligible for "hard-to-fill" positions (upon career program request).
- A return PCS when career programs funded the move of an employee to an overseas location or U.S. territory, except where the return is through PPP.

- The return move of an employee who retires overseas when career programs funded the initial overseas move.
- Temporary quarters subsistence expense (TQSE) and miscellaneous expenses of an employee returning from another component in an overseas area or a U.S. territory to a stateside career program covered position, except when effected through PPP.

1.26.2. Contracted relocation services are available to current Air Force career program registrants selected for positions at the GS-12 grade level and above through one of the career programs. The move must be from one location to another in the United States, including Alaska and Hawaii. Overseas returnees are eligible for these services if they return to a different location than the one they left prior to the overseas assignment. The home must be the employee's principal residence and cannot be a mobile home, a houseboat, or a cooperative. Additionally, the employee must live in the house at the time of selection, unless returning from overseas. Eligible employees will complete AF Form 1664, **Option Application for Relocation Services Program**. CPEAS selectees are not eligible for relocation services.

Section 1E—Career Program Overseas Employment and Return Placement Program

1.27. Scope. The Career Program Overseas Employment and Return Placement Program applies to all career program placements in foreign areas, Alaska, Guam, and U.S. territories and possessions (referred to as "overseas" areas).

1.28. Staffing:

1.28.1. The process for filling overseas positions is the same as for CONUS positions.

1.28.2. The usual maximum overseas tour will not exceed 5 years for individuals recruited from the 50 states and the District of Columbia. Servicing CPFs may approve any extension request up to the 5-year limit and may grant an additional extension of 6 months or less beyond the 5-year limit for personal reasons, such as to permit children to finish the school year, etc. Paragraph 1.28.7 outlines the procedure for requesting extensions for more than 6 months.

1.28.3. Career programs will refer registrants who have returned from an overseas assignment and have subsequently completed a continuous and uninterrupted 22-month residency in the United States, its territories, or possessions. Employees are ineligible for any tour which will exceed 5 years, when totaled with previous tours not interrupted by 24 months or more residency in the U.S. Employees may register at the end of 21 months' continuous residency, but may not report overseas until the completion of 24 months' residency. The Policy Council Chair may recommend an exception to this restriction for HQ USAF/DPC approval. **NOTE:** This restriction will apply to all CPEAS registrants as well as current Air Force employees.

1.28.4. Career programs will refer registrants currently assigned overseas for other overseas positions provided they have not served in an overseas area for more than 4 years (48 months) since satisfying stateside service requirements. A supervisor cannot select a registrant for a consecutive overseas assignment which, when added to the time already served overseas, would exceed the five-year limit, without an approved extension. The selecting supervisor must forward a request for extension through the PALACE Team for Policy Council Chair approval before final selection. Paragraph 1.28.7 explains the MAJCOM coordination requirement. Generally, career programs will not

refer overseas registrants who are in the 49th month of their overseas tour or any registrant who has been granted an extension beyond 5 years.

1.28.5. Career programs will refer a registrant on a 1-year tour for other overseas locations following completion of 8 months of the tour.

1.28.6. Overseas referral restrictions will not apply to dependents who are relocating with a military sponsor on military orders.

1.28.7. Selecting supervisors will submit requests for exceptions to paragraphs 1.28.2 and 1.28.4 above through the servicing CPF to the appropriate PALACE Team for approval by the Policy Council Chair. Prior to submission of the request, the CPF will obtain and fully document MAJCOM functional manager's, and if required by the MAJCOM, the MAJCOM/DPC's coordination. **NOTE:** All requests affecting Civilian Personnel Career Program positions must be coordinated with the MAJCOM/DPC. Requests for exceptions must be based on one or more of the following reasons:

- Position is "hard-to-fill."
- Loss of incumbent would create adverse impact on mission accomplishment.
- Incumbent is required for completion of a critical project.
- Unusual personal circumstances, such as imminent retirement of the employee.

1.28.8. If a tour extension is disapproved, the servicing CPF may grant an extension of up to 90 days to ensure the employee has a full 90-day period to prepare for return, exercise return entitlements, or exercise rights under the PPP.

1.29. Overseas Return Placement:

1.29.1. Employees Assigned to Career Program Positions Overseas Between 11 October 1989 and 10 December 1994. This process constitutes return placement under Title 10 U.S.C., Section 1586. The career program overseas return placement program applies to all employees assigned to an Air Force career program position in an overseas area between 11 October 1989 and 10 December 1994. The program covers selection from a career program certificate or approved management-initiated assignment into a career program position overseas. **NOTE:** Within this paragraph, overseas area includes Alaska, Guam, and U.S. territories and possessions. Air Force career program registrants who accept a non-Air Force DoD assignment in Saudi Arabia, Japan, Korea, Panama, Johnston Island, Finland, Israel, Kuwait, Bahrain Island, Malaysia, Russia, United Arab Emirates, Africa, and South America or to a North Atlantic Treaty Organization or joint/unified command position have the same return entitlements as Air Force career program registrants accepting assignment to Air Force positions in overseas areas.

1.29.1.1. Responsibilities of CPFs. All CPFs will use the automated process in DCPDS to effect overseas return actions. Details on appropriate Personnel Transaction Identifiers (PTI) and required DINs are at attachment 3.

1.29.1.1.1. The CPF (or PALACE Team) should have advised an employee selected for a career program position in an overseas area that following the overseas assignment the PALACE Team will assist in finding a follow-on career enhancing assignment. The CPF should have advised the employee of the return provisions in this program.

1.29.1.1.2. Upon selection for an overseas career program position and prior to assignment, the employee should have signed a career program overseas employment agreement. This agreement is signed by the employee, servicing CPF's Affirmative Employment chief, and career program PALACE Team chief. The PALACE Team will retain a copy of the agreement.

1.29.1.2. Return Placement. CPFs will work closely with PALACE Teams to determine appropriate return placements. Return placement entitlement is normally as follows:

1.29.1.2.1. If recruited from an installation (other than in an overseas area) which services ten or more equivalently graded positions in the commuting area for which the individual fully qualifies, the employee's return entitlements are to the installation from which recruited. Return placement is to any equivalent position for which the employee fully qualifies.

1.29.1.2.2. If recruited from an installation (other than in an overseas area) which services fewer than ten equivalently graded positions in the commuting area for which the employee fully qualifies, the employee's return entitlements are to a geographic area which does include 10 or more equivalently graded positions. In these situations, the employee will initial paragraph 4b of the overseas agreement, which specifies the appropriate geographic area as defined in DCPDS Central Table 108.

1.29.1.2.3. If recruited for a position which requires mobility as a condition of employment, the respective career program will manage return placement under its mobility policy. If the employee subsequently accepts another Air Force position overseas that does not require mobility, return placement is to any available stateside career program position equivalent to the position from which originally recruited.

1.29.1.3. Overseas Agreement. The CPF should have filed a signed copy of the overseas agreement in the employee's Official Personnel Folder (OPF). Failure to obtain or retain the agreement will not negate the conditions and entitlements, including the foreign area 5-year limitation.

1.29.1.4. Identifying the Return Entitlement. The losing CPF should have input and will maintain PTI CAOR1 in DCPDS to identify the return entitlement. The gaining overseas CPF will verify this information has been entered in the employee's automated record, and if it has not or it is incorrect, will update the record.

1.29.1.5. Sequence for Return Placement:

1.29.1.5.1. Extension of Initial Tours. Eight months before end of tour date, the overseas CPF will receive a computer-generated Report on Individual Personnel (RIP OSE-01). The CPF will forward this product to the supervisor for decision on extension. An extension will require input of DIN "S1V" - Date Overseas Tour Expires and DIN "J7D." - Date Travel Agreement PCS Expires. This will generate another computer product at the end of the extension.

1.29.1.5.2. Return from Overseas at End of Tour:

1.29.1.5.2.1. The employee may contact the career program PALACE Team as early as 8 months before end of tour date to obtain advice and assistance on return placement. The employee must update his or her geographic preferences on AF Form 2675.

1.29.1.5.2.2. For returning employees, not later than 6 months prior to end of tour date, the overseas CPF will input PTI PPA with priority placement code R1 and PTI CAOR2 to automatically generate notification to the career program and an Overseas Return Placement Brief at all locations to which the employee has return rights in the original return agreement. All CPFs at locations to which the employee has return rights will treat the returnee as an Air Force Priority A and effect mandatory placement using PTI CAOR5. Upon notification of a returning overseas employee, the PALACE Team will return any SFs-52 which meet the terms of the return agreement. This includes those in-house at time of notification and those received after notification.

1.29.1.5.2.3. The overseas CPF will use PTI CAOR6 to notify the stateside CPF of the individual's acceptance or refusal of an offer.

1.29.1.5.2.4. The overseas CPF will input PTI CAOR3 only if the employee isn't offered a position by the end of tour date. It will not be input prior to that time. PTI CAOR3 is mandatory at this point and will expand the employee's availability to all locations for which the employee is registered for reassignment or change to lower grade. CPFs and PALACE Teams will encourage employees to expand registration to the maximum, preferably CONUS-wide. At this point, the CPFs which had not previously received notification of the returning employee receive notification and will treat the candidate as an Air Force Priority A mandatory placement.

1.29.1.5.2.5. If the employee isn't offered a position by 4 months after end of tour, the CPF at the installation from which the employee was initially recruited will receive a computer-generated notice that the employee is returning. This notice is generated by data in DIN "S1V", Date Overseas Tour Expires, so accurate coding of this data is critical. The servicing overseas CPF will prepare PCS orders to return the employee to the installation from which recruited. In no case will an employee subject to the 5-year, 6-month overseas limitation remain beyond that time without an approved extension. To place the career program returnee, the stateside CPF will follow standard Air Force procedures used when returning non-career program employees.

1.29.1.6. Early Returns. An employee wanting early release from an overseas transportation agreement, sends the request through the base commander for concurrence prior to submitting it to the PALACE Team for Policy Council approval. When an employee returns from overseas prior to end of tour, the overseas CPF will immediately notify the career program and, where appropriate, the installation(s) to which the employee has return entitlement. These procedures should be accelerated, as necessary, to effect return placement.

1.29.1.7. PALACE Team Responsibilities. In addition to working with CPFs on determining return placement locations, the career program PALACE Team will also provide placement counseling and assistance to overseas returnees who have no guaranteed return rights or who have return rights to an obligated position but would prefer another assignment. The PALACE Teams will work to find assignments which will enhance the careers of all overseas returnees.

1.29.1.7.1. If a career program eliminates coverage of a type or group of positions, the PALACE Team will notify all CPFs of a need to provide alternate return provision for employees overseas on a career program agreement.

1.29.2. Employees Assigned to Career Program Positions Overseas on or After 11 December 1994:

1.29.2.1. An employee assigned to a career program position overseas with an effective date on or after 11 December 1994, will be granted overseas return rights in accordance with Air Force Supplementation to FPM Chapter 301, *Overseas Employment*, subchapter 7, or replacement manual. The procedure applicable to employees assigned to non-career program positions overseas will apply similarly to employees assigned to career program positions. Positions held prior to accepting the overseas assignment will be obligated to the employee in DCPDS and employee will be required to sign the overseas return agreement with return rights. Details on appropriate Personnel Transaction Identifiers (PTI) and required DINs are at attachment 3.

1.29.2.1.1. Employees accepting assignments to overseas positions under the Special Investigations Career Program will have return placement under their mobility agreements. The return placement will be centrally managed by HQ AFOSI/DPC, in coordination with the Special Investigations Career Program PALACE Team.

1.29.2.1.2. Employees accepting assignments to auditor positions overseas under the Financial Management Career Program will have return placement under their mobility agreements. The return placements will be centrally managed by the Air Force Audit Agency Central Servicing Personnel Division (AFAA/RMC).

1.30. Overseas Limited Appointment (OLA) Authority:

1.30.1. Management will obtain approval of the Policy Council Chair before filling any career program covered position using the OLA Authority. Management will submit requests in writing through the servicing CPF to the career program PALACE Team. The PALACE Team will obtain the Policy Council Chair's decision.

1.30.2. The 5-year limit on tour of duty applies to all individuals encumbering career program positions. Employees on OLA are ineligible for career program registration. See paragraph 1.28.7 above for the procedure to request extensions.

Section 1F—Training and Development

1.31. Administrative Responsibilities. AFCPMC will centrally administer managerial training and development for career program registrants and interns. This will include selected career broadening and career enhancing assignments, job rotation, short- and long-term training, management and executive seminars, education, and self-improvement activities intended to systematically develop employees for filling Air Force positions of increased responsibility. AFCPMC will develop and provide to CPFs an annual career program training guide which will contain courses offered, nomination due dates, specific eligibility criteria, and application procedures. See individual career program chapters for information on specific training opportunities.

1.32. Career Enhancement Plan (CEP). The CEP is a DCPDS generated product which documents training and development needs for Air Force career program registrants. All registrants must update their CEP annually. During the annual training survey CPFs will provide registrants' CEPs to supervisors, who will review and discuss them with each employee registered in a career program. Using the MDPs, career program training guide, and PEPs, if applicable, the supervisor and employee will revise individual

training needs, career goals, and required centralized training and development activities, including both short- and long-term training, offered by individual career programs. Supervisors will send revalidated training requirements to the CPF for input into DCPDS. The CPF will provide a revised CEP to supervisors to verify that all required changes were made and are in the DCPDS. Career programs will consider candidates for training and tuition assistance only if the applicable code resides in the required training area (RTA) of the CEP. Some programs also require the applicable code for career broadening opportunities. However, an approved CEP does not guarantee Air Force sponsorship or development outlined in the plan. PALACE Teams will also use the CEP data to identify total annual requirements for developmental program planning and budgeting purposes.

1.33. Career Patterns. Career programs will develop and maintain career patterns which represent specific progression possibilities from entry level positions all the way to career positions at the Secretary of the Air Force level. See Volume II of this manual for further information and for individual career program career patterns.

1.34. MDP. Each career program will develop an MDP for its career families. It will serve as a guide to current or future job-related experience, training, and education important for highly successful performance and career progression. The MDP will cover suggested entry-level training and development, special projects, cross-training, career broadening assignments, active participation in professional associations including certification and licenses, etc. Each MDP will also include recommended training and experiences important for developing technical and managerial competencies required by executive-level positions. The MDP should be the basis for CEPs and the development of formal training plans. See Volume II of this manual for individual career program MDPs.

1.35. Funding. Within available funds, the AFCPMC will fund training and development managed by individual PALACE Teams. AFPOA/DPM will either provide funds or a fund citation to the servicing CPF of the employee to be trained. Provisions of JTR, Volume II apply.

1.36. Selection Procedures. Based on Air Force guidance and competitive selection procedures, each career program will develop procedures to select employees for both short-term (less than 120 days) and long-term (over 120 days) training. Career programs will screen the RTA of the CEP to identify candidates for all types of career program sponsored training. Air Force-wide competitive programs such as LTT and Squadron Officer School (SOS) require a computer-generated training nomination RIP (NOM-RIP), including an endorsement by senior management, to be forwarded to the appropriate PALACE Team. Assignments which significantly enhance qualifications must be filled through competitive procedures. A designated panel or selecting official will make the selection for a career broadening assignment.

1.37. Executive and Management Development. Based on Air Force guidance and merit promotion guidelines, career programs will develop and implement a process to identify and develop exceptional employees to meet future needs for executives and managers, using some or all of the programs addressed in paragraphs 1.38 through 1.40.

1.38. Career Broadening Positions and Assignments. These positions provide assignments which are part of a structured program to broaden the skills or enhance leadership perspective of high-potential and exceptional employees. Gained experiences will help prepare an employee to assume higher-level supervisory and key managerial positions. See paragraph 1.8 for more detailed information.

1.39. Long-Term Training (LTT). Long-term training is full-time, in-residence, off-the-job training that consists of more than 120 consecutive duty days accomplished either in government or non-government facilities. The intent of LTT is to develop selected employees in order to keep the Air Force abreast of professional, managerial, technical, and scientific achievements. Available programs include but are not limited to intermediate and senior service schools, fellowships, specific college graduate programs, Executive Leadership Development Programs (ELDP), Education With Industry (EWI), and Air Force Institute of Technology (AFIT) graduate programs. If overseas employees have completed their overseas assignment, they may participate in LTT prior to placement in CONUS. Career programs will identify LTT opportunities for their registrants in the annual civilian training guide.

1.39.1. LTT Nominations. Top level management officials initiate nominations for Air Force-wide LTT based on information in employees' CEPs. Nominations must relate to current or future organization or mission needs. Managers must use sound judgment regarding the benefits expected to be received by the Air Force when nominating candidates. Full consideration must be given to the goals and objectives of the Air Force AEP. Selecting and endorsing officials, as well as any appointed selection panels, should take into consideration the need to maintain a balanced work force in which women and members of racial and ethnic minority groups are appropriately represented. Selection panels must also be diverse and use merit selection criteria.

1.39.2. Competitive Selections. Selections for LTT are usually competitive, with exceptions such as job-related training required to achieve proficiency in assigned duties. HQ USAF/DPPE will establish and administer an Air Force-wide standardized competitive selection process for centrally controlled LTT. Respective career program chapters may include competitive selection factors for LTT peculiar to a career program. PALACE Teams will convene training and development panels, as necessary, to review and rank submitted nominees by announced suspense dates and provide ranked list of candidates to senior functional managers for approval.

1.39.3. Procedures for Centrally Controlled LTT:

1.39.3.1. See paragraph 1.36 for selection procedures. AFPOA/DPM will notify the appropriate PALACE Team and the owning MAJCOM of an employee's selection for centrally administered LTT and will provide the fund cite to cover the trainee's temporary duty (TDY) travel and per diem expenses. The PALACE Team will determine whether management wishes to fill behind the selectee during the period of LTT and advise AFPOA/DPM.

1.39.3.1.1. If management intends to fill behind the trainee, AFCPMC/DR may agree to provide an established career broadening authorization for the duration of the LTT. Requests are submitted in writing to AFCPMC/DR. The PALACE Team will prepare an SF 52 and forward it to the servicing CPF to effect an assignment. This will free the local manpower authorization for use by the local activity as follows:

- If the employee is scheduled to return to the current position upon completion of the LTT, the local activity may temporarily fill against the position during the period of training (not to exceed (NTE) the duration of the LTT).
- The local activity may permanently fill the position if the employee is to be placed in a different "follow-on" position upon completion of the LTT.

1.39.3.2. If the "follow-on" assignment is to a career broadening position, approval is requested in writing from AFCPMC/DR. The PALACE Team ensures availability of a career broadening manpower authorization and initiates appropriate competitive action. The employee may not be

carried against the career broadening authorization beyond completion of the LTT if follow-on is not to a career broadening assignment. In every instance, for the duration of the LTT, the trainee will remain against the same position description and continue to be rated by the same supervisor. The rating of record will carry over during LTT unless the employee has been under supervision for at least 90 days during the rating cycle. In this case, the supervisor will rate the employee as of 30 June, based on the period of actual work.

1.39.4. Employees at school with no planned "follow-on" career broadening assignment receive consideration for promotion through routine career program procedures. If selected for promotion while in school, the CPF may effect the action with a delay in PCS until training completion.

1.39.5. Employees selected for LTT with a planned follow-on career broadening assignment may enter the training with an understanding of a temporary promotion at the end of training provided there was full Air Force-wide competition with the statement "no further competition required." The career program identifies the career broadening authorization and assures classification of the position prior to sending the employee to training.

1.40. Intern Programs. AFI 36-602 addresses the various intern programs (i.e., COPPER CAP, PAL-ACE Acquire (PAQ), and PALACE Knight), and the methods and procedures for recruiting, selecting, training, evaluating, promoting, and separating career program interns.

1.41. Tuition Assistance. Tuition assistance is funding for tuition and course-related fees for accredited college and university courses taken either during duty or off-duty hours for Air Force career program registrants. It differs from LTT which is defined as training during duty hours of over 120 consecutive days. The following outlines Air Force guidance on administration of the program for PAQ and COPPER CAP interns and for civilian personnel registered in career programs in both acquisition and nonacquisition related fields. See respective career program chapters for variances to the following guidelines.

1.41.1. Mission-Related. Job-relatedness and mission-relatedness are acceptable criteria for employee training. Tuition assistance is broadly applicable to those courses which improve the skills necessary for effective performance and the agency's mission. Mission-related education does not include courses in such areas as religion, art, physical education, music, or philosophy. Courses in written and oral communication, business ethics and values, math, and business management are acceptable. Employees requesting tuition assistance should choose electives with the mission of their organization and the Air Force in mind rather than personal enrichment. Career programs will give priority to mission-related courses with second priority for electives.

1.41.2. Tuition and Fees. There is a lifetime cap per registrant of \$6,000 for undergraduate tuition assistance, \$8,000 for graduate assistance, and \$20,000 for doctoral assistance. This cap applies to all tuition assistance granted employees, whether paid through acquisition, local, or centralized funds. The Air Force will not pay for examination fees, optional fees (e.g., health insurance, activity or facility fees, athletic fees, library fees), parking fees, charges for personal services (e.g., food, housing, laundry, etc.) or the costs of vicinity travel, but will fund for laboratory and any other directly related course costs. Purchase of supplies will be the personal responsibility of each employee. Each career program will determine whether funding extends to purchase of books. Funding is often limited and submission of a mission-related request for tuition assistance does not mean automatic approval.

1.41.3. Degree Programs. Air Force may fund an undergraduate, graduate, or doctoral program of study for a registrant or intern in accordance with 5 Code of Federal Regulations, Part 410. For a pro-

gram of study, the applicant will submit a 10-part DD Form 1556, **Request, Authorization, Agreement, Certification of Training and Reimbursement**, accompanied by a spreadsheet which will include course descriptions, course titles and numbers, anticipated start and end dates; tuition and related fee costs; a letter of acceptance from the institution; an endorsement from a senior management official; and a self-addressed mailing label. The career program will return a copy of the DD Form 1556 and spreadsheet showing which courses are approved, provided funding is available. An applicant who desires to take one or two courses during a fiscal year rather than a full program of study will submit a 10-part DD Form 1556 for each course with an attached course description and a letter of acceptance from the institution.

1.41.4. Continued Service Agreement (CSA). A CSA is required for any training over 80 hours duration with a payback of three times the length of training. The continued service period will not begin until the first duty day following completion of the "program" or "course." The employee will sign the reverse of copy 1, DD Form 1556, prior to submission to the CPF, or CPFs may use their own CSA form. Employees who attend funded training during off-duty hours are also under the CSA and will have a payback of one times the length of training or a minimum of 1 month for each course.

1.41.4.1. Repayment of Training Funds . Employees who fail to successfully complete training due to circumstances within their control will reimburse the Air Force for all training costs (excluding salary) associated with their attendance. The final training approval authority (AFCPMC/DR) may waive this requirement in whole, or in part, based on the employee's justification.

1.41.5. Approval. Those requesting tuition assistance must obtain supervisory approval on the DD Form 1556 to attend the course prior to the course start date.

1.41.5.1. Processing DD Form 1556. Applicants will submit DD Form 1556 through channels to the CPF for review, regulatory compliance, and signature.

1.41.5.1.1. Signatures. The immediate supervisor will sign the DD Form 1556 to indicate that the course is mission-related. The supervisor should exercise discretion in approving course attendance during duty hours. The block for authorizing official (block 34) should be left blank as funds will be authorized by AFCPMC.

1.41.5.1.2. CPF Review and Signature. After signing the DD Form 1556, the supervisor will submit it to the CPF for review of package completeness, completion of course prerequisites, regulatory and legal compliance, and signature. Regulatory and legal compliance should include mission-relatedness and applicant signature on the CSA.

1.41.5.1.3. Submission to AFCPMC. CPFs will submit DD Forms 1556 with attachments to the respective career programs by the suspense dates indicated in the annual civilian training guide. A registrant should submit a request for tuition assistance to the primary career program for the function in which currently working. If disapproved, the primary career program will refer the request to other career programs in which the applicant is registered. Career programs will make final selections on a competitive basis, normally through a training panel process, and notify selectees. All correspondence must include the nominee's social security number. Use of the military mail distribution system is appropriate for this correspondence.

1.41.5.2. After career program approval of a tuition assistance request, employees must coordinate changes to their curriculum (course title/dates) with the appropriate career program.

1.41.6. Payment. Employees may use DD Form 1556 (yellow copies) for enrollment and payment, or they may make personal payment to the school and receive reimbursement.

1.41.6.1. If the approved school will not accept the DD Form 1556, employees may make arrangements through the respective career program for advance payment to the school. The career program official will sign the reverse of copy 5 of the DD Form 1556 and submit it to the accounting and finance office.

1.41.6.2. Employees may request reimbursement on SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, by attaching a canceled check or other receipt for tuition and a satisfactory grade slip in accordance with grade requirements below. If a DD Form 1556 was not approved prior to course start date, the employee will not receive reimbursement.

1.41.6.3. The Air Force may require reimbursement from an employee for expenses (not including salary) paid if the employee does not satisfactorily complete the course. Specifically, acceptable grade levels are a grade average of "C" or better for undergraduate courses and a grade average of "B" or better for all graduate and above level courses. In addition, the employee must remain in good academic standing with the school. Employees must satisfactorily complete all correspondence programs or college courses which have no letter grade.

1.41.6.4. Employees or their supervisors must advise the appropriate career program immediately if the employee drops out of a course, so that funds are deobligated.

Section IG—Acquisition Professional Development Program (APDP)

1.42. Concept. The APDP will identify, develop and advance the acquisition work force through a systematic approach. The APDP implements the Defense Acquisition Work Force Improvement Act (DAWIA) and DoD Directive 5000.52, *Defense Acquisition Education, Training, and Career Development Program* and is administered by AFPEO/CM. The Air Force Acquisition Professional Development Council (APDC) will provide policy and guidance.

1.43. Career Program Roles. The career program PALACE Teams at AFCPMC are responsible for programming and scheduling desired managerial training and developmental activities for registrants both occupying and competing for acquisition positions; ensuring DAWIA and DoD requirements are considered in the competitive processes for career program acquisition positions; performing quality reviews of records of employees certified to ensure consistency across command lines; and answering or resolving questions concerning creditable experience or training. Policy Council Chairs may require PALACE Team review of waiver requests prior to submission to AFPEO/CM.

1.44. Acquisition Corps Membership Requirements. The following requirements apply to all acquisition-related career programs. Employees must be a member of the Acquisition Corps in order to be placed on a critical acquisition position (CAP) unless a waiver is obtained.

- Baccalaureate degree or individual certification by the APDC that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience;
- Business-related education: Either 24 semester credit hours or equivalent in specified business-related disciplines (accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management) or

12 semester credit hours (or the equivalent) in these disciplines along with 24 semester credit hours in the individual's career field. (**NOTE:** If an accredited institution has granted academic credit for a non-accredited course based on an American Council on Education (ACE) recommendation and reflected that credit on an official transcript, then the credit may be used to meet the 12 or 24 semester hour requirement. Since ACE does not grant academic credit, ACE recommendations may not be used to fulfill the 24 semester credit hour requirement;

- Experience: Four years in acquisition positions;
- Minimum grade: GS-13 selected for or incumbering a CAP, and all GS-14 and above in any position;
- Level II certification; and
- Fully successful or higher in job performance.

Section IH—Grievances and Complaints

1.45. Processing. Appeals and grievances from non-bargaining unit employees concerning career program issues will be referred to the appropriate PALACE Team Chief. The Team Chief will make the final decision, if he or she has the authority to adjust the grievance. If not, the Team Chief will refer the grievance to the appropriate career program official with such authority who is at a higher organizational level than any person involved or having a direct interest in the matter being grieved. Bargaining unit employees must follow the local negotiated grievance procedure, if one exists, to request review of decisions related to career programs.

1.46. Settlement of Disputes. Settlement negotiations in a local dispute involving a career program's policies or positions must receive the coordination and approval of the career program's Policy Council Chair prior to finalizing the agreement. Settlement agreements without this required approval are not binding on the career program. This includes the placement of an individual into a career program covered position as part of the settlement agreement. If such action occurs without the prior approval of the career program, the CPF will reverse the action, unless they subsequently obtain approval from the Chair.

Section II—Program Evaluation

1.47. Periodic evaluation will be accomplished by functional chiefs or managers and each career program Policy Council. Self-evaluation by AFCPMC/DR and career program PALACE Teams is based on an analysis of progress in meeting stated career program Policy Council objectives. It will involve defining customer requirements, analyzing performance of work processes, and implementing measures to streamline and continuously improve personnel management servicing.

Chapter 2

ACQUISITION PROGRAM MANAGEMENT CAREER PROGRAM

2.1. Policy Council Structure:

- Deputy Assistant Secretary of the Air Force (Acquisition) (SAF/AQ), Chair.
- Program Executive Officer, Automated Information Systems (AFPEO/IM).
- Acquisition Program Management representative from HQ Air Force Material Command (AFMC).
- Functional representatives from Product Centers (PCs) and Air Logistic Centers (ALC).
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- APMCP PALACE Team chief (nonvoting, executive secretary).
- Other APMCP representatives as Policy Council Chair determines appropriate.

2.2. Executive Panels. The Policy Council establishes necessary permanent and ad hoc panels to formulate various enhancement and development initiatives, identify concerns, and provide recommendations. Specific Policy Council members chair permanent panels. Senior acquisition personnel from across the Air Force, with support from the PALACE Team participate on the panels. The four permanent APMCP panels and their responsibilities are as follows:

2.2.1. The Assessment Panel will evaluate program effectiveness by conducting reviews of program operation. This panel will develop and distribute the annual APMCP Assessment Report, which is a comprehensive evaluation of program progress toward stated goals and objectives. The panel will recommend changes to program objectives, scope, and policies to the Policy Council based on the evaluation.

2.2.2. The Career Development Panel (CDP) will recommend policy and practices on training and development activities. This panel will recommend the distribution of training funds and assess program needs for tuition assistance, short courses, and LTT. It also will develop and recommend procedures for selection of candidates to attend APMCP sponsored training.

2.2.3. The Position and Promotion Evaluation Pattern (PEP) Panel will recommend position coverage and identify and maintain information on those positions. This panel will insure PEP development for all jobs.

2.2.4. The Whole Person Score (WPS) Panel will recommend the options for the APMCP WPS, insure it's implementation and assess results. The panel will conduct an annual review of the WPS elements and recommend changes to the Policy Council.

2.3. Position Coverage and Administration. APMCP will cover all Air Force civilian positions GS-13 through 15 described below. The GS-1101 series is the correct classification for all Acquisition Program Manager positions. Local installations will use template position descriptions developed by HQ USAF/DPCC and skills code the positions to CMCUNBZAF, Business/Industry Specialist-Systems Acquisition-Program Management.

2.3.1. Program Manager/Program Director. This is the individual with responsibility for cost, schedule, and performance of a system (or integration thereof) being developed, modified, or produced by the implementing command.

2.3.2. Deputy Program Manager/Deputy Program Director. This is the number two position in a program, responsible for assuming the duties of the program manager/director during that person's absence.

Other positions directly related to program management recommended by MAJCOM, Secretary of the Air Force (SAF), or HQ USAF officials, reviewed by the Position and PEP Panel and approved by the Policy Council.

2.3.3. Administration of Covered Positions. Prior to any personnel action, AFCPMC/DPCM and the Policy Council Chair will review any action that would change the position structure, grade, or qualifications of any covered position, or any proposal to create a new or delete an existing covered position. The servicing CPF will prepare and forward a review package to AFCPMC/DPCM. The package should include information on the position, any changes proposed, and information on whether the position is currently filled.

2.4. Career Mobility. The APMCP strongly encourages mobility for all registrants for it gives employees a major avenue to acquire depth and breadth of experience for career progression and managerial development and it provides management with a pool of individuals who have clearly demonstrated the potential for continued growth and broader responsibility. While mobility does not always require geographic relocation, geographic relocation provides optimum experiences. Therefore, geographic mobility is encouraged through voluntary assignment preferences, but may also be required in the best interest of the Air Force. Accordingly, based on the DAWIA and DoD Manual 5000.52M, any individual in a critical acquisition position is subject to mobility as a condition of membership in the Acquisition Corps and is considered available for worldwide assignment. All individuals selected for assignment or reassignment to a critical acquisition position covered by APMCP will be required to execute a written mobility agreement.

2.5. Staffing Positions:

2.5.1. PEPs. The program uses standard Air Force-wide PEPs in filling all covered positions. The personnel specialist supports the Position and PEP Panel in validation of all PEPs. The Position and PEP Panel Chair coordinates on and the Policy Council Chair approves all PEPs.

2.5.2. Management-Initiated Assignments. The Policy Council Chair must grant prior approval for management-initiated assignments from one covered position to another that involve PCS funds and for reassignment or change to lower grade from a noncovered to a covered position. For all other moves, the local commander may approve the assignment with subsequent notification to the PAL-ACE Team.

2.6. Acquisition Program Management Acquisition Professional Development Requirements. An individual must meet a number of requirements imposed by law, DoD and Air Force to enter an Acquisition Program Manager position. Acquisition certification requirements are published in the Defense Acquisition University Course Catalog.

2.7. Training and Development:

2.7.1. Formal Training. APMCP ensures funded and sponsored courses will satisfy Acquisition Corps requirements, and managerial and executive development needs. Local managers will fund and administer other types of training. Certain extended training and development opportunities may require the individual to sign a mobility agreement prior to starting the training.

2.7.2. Career Broadening . APMCP will administer approved career broadening positions. When selected for assignment to one of these positions, the individual normally will serve a period of two years, with a follow-on to a permanent position. Individuals selected for career broadening positions must sign a mobility agreement prior to final selection.

2.7.2.1. Placement of Positions. The Policy Council Chair will allocate approved career broadening positions prior to the initiation of any fill action for the position.

2.7.2.2. Filling Career Broadening Positions. Subsequent to approval for establishing a career broadening position, the organization receiving the position will submit a proposed position description, organizational chart, functional statement, and training plan to the APMCP PALACE Team. Filling of these positions is by competitive procedure to include reassignment, change-to-lower-grade, or temporary promotion.

Chapter 3

CIVIL ENGINEER CAREER PROGRAM (CECP)

3.1. Policy Council Structure:

- Civil Engineer, HQ USAF/CE, or designee, Chair.
- Senior functional specialist, Air Force Center for Environmental Excellence (AFCEE), or designee.
- Senior functional representative, each MAJCOM.
- Senior functional specialist, Air Force Civil Engineering Support Agency (AFCESA), or designee.
- Senior functional equivalent, Air Force Base Conversion Agency (AFBCA).
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- CECP PALACE Team chief (nonvoting, executive secretary).
- Appointees from environmental, housing, realty and fire protection communities.

3.2. Position Coverage. The CECP will cover GS permanent full-time competitive service appropriated fund positions, except Air Reserve Technician positions, in occupational series and at grade levels indicated in figure 3.1 below.

Figure 3.1. Occupational Series, Titles, and Grade Levels of CECP Covered Positions.

<u>SERIES</u>	<u>TITLE</u>
0020	COMMUNITY PLANNER
0081	FIRE PROTECTION SPECIALIST
0401	BIOLOGICAL SCIENTIST
0801	GENERAL ENGINEER
0808	ARCHITECT
0810	CIVIL ENGINEER
0819	ENVIRONMENTAL ENGINEER
0830	MECHANICAL ENGINEER
0850	ELECTRICAL ENGINEER
1170	REALTY OFFICER
1173	HOUSING MANAGER
1301	PHYSICAL SCIENTIST

Grade Levels

1. GS-12 Supervisory General, Civil, Mechanical, Electrical Engineers, Architect, Environmental, Community Planner, Physical Scientist, and Biological Scientist positions and all positions at GS-13 and above.
2. Housing and Realty positions at GS-09 and above.

3.3. Professional Certification. Positions responsible for making final determination on structures and facilities design computations that affect public safety, or on the contract awards involving private sector engineering and architectural services, require professional certification or registration. Professional

Engineer (PE) or Registered Architect (RA) designation applies to certain CECP position categories which are published by the CECP PALACE Team. These requirements may be waived if approved by the Policy Council Chair. Requests for waiver must be submitted through the servicing CPF and CECP PALACE Team.

3.4. Referral Process:

3.4.1. The CECP will automatically provide referral certificates of CPEAS candidates on specific GS-13 and below covered positions (except for senior management or senior supervisory positions). Issuance of CPEAS certificates for GS-14 and above will require approval of the Policy Council Chair.

3.4.2. The CECP will forward referral certificates directly to the servicing CPF which will provide them to the selecting supervisor.

3.5. Management-Initiated Assignments:

3.5.1. The PALACE Team chief may approve management-initiated assignments at the GS-13 and below. The Policy Council Chair will approve for GS-14 and above positions.

3.5.1.1. A selecting supervisor may request noncompetitive assignment at the same or lower grade when the candidate is a career program registrant and both the position being vacated and the position to which being assigned are covered positions.

3.5.2. The Policy Council Chair will decide on all requests involving a PCS. Management will submit a request to the PALACE Team containing the following information:

- Title, series, grade, and location of the position being vacated and the one to which the candidate is being assigned.
- Name and social security number (SSN) of proposed individual and proposed effective date of action.

3.6. Training and Development. The CECP will emphasize a structured approach with careful planning to accommodate both the career aspirations of CECP participants and the best interests of the Air Force.

3.6.1. The primary goal is to provide performers and highly qualified personnel with required KSAs and experience in a broad cross-section of the disciplines within the career field.

3.6.2. The Training and Development panel will develop procedures to accommodate and encourage cross-training between career disciplines.

Chapter 4

CIVILIAN PERSONNEL CAREER PROGRAM (CPCP)

4.1. Policy Council Structure:

- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC), Chair.
- Major Command Directors of Civilian Personnel for:
 - Air Force Material Command (AFMC)
 - United States Air Force in Europe (USAFE)
 - Air Force Reserve (AFRES)
 - Air Education and Training Command (AETC)
 - Air Mobility Command (AMC)
 - Pacific Air Forces (PACAF)
 - Air Combat Command (ACC)
 - Air Force Space Command (AFSPC)
 - Air Force District of Washington (AFDW)
- A Director of Personnel who will serve a two-year rotational term.
- Director, Air Force Civilian Personnel Management Center (AFCPMC/DR)
- Director, Air Force Personnel Operations Agency (AFPOA/DP)
- CPCP PALACE Team chief, AFCPMC/DPCP (executive secretary, nonvoting)

4.2. Executive Panels. The Policy Council Chair will appoint the executive panels which will assist the Council in designing, implementing, and maintaining the program. Selected CPCP members or senior personnel management officials will chair the executive panels. Members of the panels will represent all disciplines and will come from the Air Staff, MAJCOMs, or CPFs. The three panels and their responsibilities are:

- The Operations Panel will continually review CPCP program operations and recommend changes to current practices and policies based on program review and analysis.
- The Career Development and Training (CDT) Panel will continually review CPCP career development and training methods and policies, analyze and evaluate current and future program requirements, and develop specific proposals to enhance development and training of CPCP registrants.
- The Planning & Evaluation Panel will evaluate the program and develop policy, analyze program requirements and operations, and develop models to meet policy proposals. Evaluation of suggested program enhancements submitted by field activities is a primary focal point.

4.3. Position Coverage. CPCP will cover positions that meet criteria in table 4.1, Columns A, B, and C. CPFs will use instructions in Columns D and E. MAJCOMs may submit additional selected positions for CPCP coverage as needed to assist in resolving recruitment or other problems.

4.4. Career Mobility. Employees in GS-14 and 15 positions are subject to worldwide mobility. When registering for any GS-15 positions, employees must register for all geographic locations using the worldwide availability code. GS-13s may register for individual GS-14 positions, but GS-14s must use worldwide availability codes even when registering for reassignment.

4.5. Placement Requests and Referral Certificates:

4.5.1. Management Prerogatives. Requests to fill Consolidated Civilian Personnel Flight (CCPF), Activity Civilian Personnel Flight (ACPF), Satellite Personnel Flight (SCPF) or assistant Civilian Personnel Officer (CPO) positions must come from the parent MAJCOM/DPC. The MAJCOM may request referral certificates for promotion or reassignment/change-to-lower-grade (CLG) or both, depending upon the needs of management. Unless specifically requested otherwise, the CPCP will provide both certificates.

4.5.2. Certificate Transmission. The PALACE Team will send all referral certificates for Command or Deputy Command Director or CCPF, ACPF, SCPF or assistant CPO positions directly to the MAJCOM/DPC. They will send other certificates to the servicing CPF with a copy to the MAJCOM/DPC.

4.5.3. Filling Restructured Positions. The CPCP will issue certificates to fill a covered position restructured to a lower grade with growth potential back to the original grade. The servicing CPF may request an exception from the PALACE Team.

Table 4.1. Position Coverage - Civilian Personnel Career Program.

R	A	B	C	D	E
U L E	If position is	and grade is	and series is	then DCPDS Career Program Identifier and Po- sition Type DINs JKC & JKA are	and Mobility DIN JCA is
1	Civilian Personnel Officer (CPO), Assistant CPO, Satellite Branch Chief, or Command Director	12, 13, 14, or 15	201	I and 2	2
2	Located at MAJCOM	13 or 14	201, 212, 221, 230, 233, 235	I and 2	13 = 9 14 = 2
3	Functional Chief reporting directly to the CPO	13 or 14	201, 212, 221, 230, 233, 235	I and 2	13 = 9 14 = 2
4	USAF/DP or FOAs located in DC or San Antonio	12, 13, 14 or 15	201, 212, 221, 230, 233, 235	I and 2	All = 2
5	Located at AU or CPD	12, 13 or 14	201	I and 2	All = 2
6	Located at AFOSI, Bolling	12	201	I and 2	12 = 9
7	Located at Audit Agency, Pentagon	13	201	I and 2	13 = 9
8	Located at AFCE-SA, Tyndall AFB FL	13	201	I and 2	13 = 9
9	Located at AF Civilian Appellate Review Agency	12, 13, 14 or 15	201	I and 2	All = 2
10	Located at National Guard Bureau, Pentagon	14	201	I and 2	14 = 2

4.5.4. Filling GS-14 and 15 Positions. The CPCP considers all GS-14/15 positions as key assignments for the development of future corporate executives. Reassignment into these jobs is the best means of providing varied assignments which would progressively enhance basic leadership skills. Therefore, when a vacancy exists or is forecasted, CPCP will provide the Policy Council Chair a list and career briefs of all reassignment/CLG candidates. The Chair, along with the CDT Panel Chair, the MAJCOM Director for the position involved, and the selecting supervisor, will review the list and determine advisability of a management reassignment. The Policy Council will direct the manage-

ment reassignment when the panel determines selection of an individual from this list is in the best interest of the Air Force and will provide needed career growth for the individual. The CPCP will not produce promotion or reassignment/CLG certificates in these instances. When CPCP issues certificates, the Policy Council Chair may establish panels to further rank and rate and to interview referred candidates. In conjunction with the appropriate MAJCOM, HQ USAF/DPC will appoint panel members. The panel will select up to three best candidates for referral to the selecting official. The panel will determine the procedures for the selection. The selecting official may consult with the Chair of the screening panel regarding the qualifications of the persons referred.

4.5.5. Rating and Ranking Criteria. The CPCP will provide referrals by combining three basic components: experience, appraisal, and Personnel Manager Assessment (PMA) Score. The appropriate PEP will accrue the points for appraisal and experience. The PMA considers elements such as demonstrated technical and managerial capability; potential for successful performance in more challenging roles; breadth, diversity of experience, and mobility; professional image; interpersonal relationships; and career brief information. Panels will rate all current registrants to determine PMA points. The sum of the three elements results in a total score or Composite Score. This will be the means of ranking candidates for referral. Service computation dates will be the tie breakers.

4.5.5.1. Panels will assign PMA scores at least annually, or more frequently if needed. Panels will establish ratings using consensus based on career brief information, member's personal knowledge, observations, and/or results of vouchering with others knowledgeable of registrants' work history.

4.5.6. Filling "Hard-To-Fill" Positions:

4.5.6.1. Method of Recruitment. The career program administrator will determine the extent and manner of generating additional candidates. This may include: advertising the vacancy with notice of pay retention or adjustment for registrants who opt to take a change-to-lower-grade or contacting exceptional performers to encourage changes to availability. Upon MAJCOM request, the CPCP may also provide management a list, without regard to employees' availability codes, of the top 25 promotion candidates to contact and encourage availability. The CPCP may also authorize local Supplementation if the selecting supervisor agrees. Local fills will follow the provisions of the base Merit Promotion Plan (MPP). The career program will be the sole source of referrals for current Air Force employees. The CPCP will address use of local MPP and any pay retention authority in the correspondence transmitting "hard-to-fill" placement certificates. CPCP will provide CPEAS referral certificates when requested.

4.5.6.2. Placement Assistance. The CPCP will provide placement assistance in the form of priority referral after an employee serves 2 years in the "hard-to-fill" position. Placement assistance will cease after two declinations, except by mutual agreement of the employee and the Policy Council Chair.

4.5.7. Noncompetitive Reassignments to Career Program Covered Positions:

4.5.7.1. Within a MAJCOM. A supervisor may fill a job by reassignment or CLG of registrants between career program covered positions provided they leave a vacancy for career program fill. This reassignment flexibility will not include reassignments to MAJCOM Director or Deputy Director of Civilian Personnel or CPO or assistant CPO positions with the exception contained in paragraph 4.6.4.

4.5.7.2. Between MAJCOMs. The same conditions above apply, plus:

- A special need must exist such as a RIF, major functional reorganization, or accommodating final placement of an individual concluding a career broadening assignment.
- Assignment cannot be to a position with known growth potential.
- Individual must be a career program registrant.
- Individual must meet minimum qualification requirements for the position.
- Action must be mutually agreeable to losing and gaining supervisors and to the employee.
- If individual is on penalty or restriction, the Policy Council Chair must waive.
- Policy Council Chair must provide final approval.

4.5.7.3. Procedures for Processing Management-Initiated Assignments Between MAJ-COMs:

- Organizations proposing a reassignment will send a narrative explanation of the proposal to AFPCPMC/DPCP through their MAJCOM/DPC counterpart. The MAJCOM/DPC will recommend action.
- The Policy Council Chair will review proposals and make final decision.
- If approved, CPCP will notify the losing and gaining CPFs. The Policy Council Chair may authorize use of the central PCS account.

4.6. Training and Development:

4.6.1. Formal Training. The PALACE Team and AFPOA/DPM will provide central funding and administration of selected short-term and LTT. CPCP will design funded courses to satisfy managerial and executive development needs. Local managers will retain the responsibility for funding and administering other types of training.

4.6.1.1. Squadron Officer School (SOS). The CDT panel will rank individuals for Air Force-wide selections to SOS.

4.6.2. LTT. The CPCP will rank career program registrants for selection and subsequent attendance to LTT and forward their nomination packages for Air Force-wide competition.

4.6.3. Career Broadening Positions:

4.6.3.1. The Policy Council will make final determination on the use of career broadening. The two categories of career broadeners are CPO and non-CPO.

4.6.3.1.1. CPO Positions. These will usually be assistant CPOs set up on a 2-year basis to train for future CPO positions. The PALACE Team will issue referral certificates. The Team will advertise only if there is not a like position currently covered by CPCP at the location. Management and the CDT Panel may request lists for promotion, reassignment, or both. A panel composed of two or more CPCP panel chairs, MAJCOM/DPC, and the appropriate CPO will make the selection. The selectee must sign a mobility agreement for a follow-on assignment after two to three years.

4.6.3.1.2. Non-CPO Positions. CPCP will establish these positions for a 2- to 4-year period with mobility required as a condition of selection. The PALACE Team will advertise these jobs and issue referral certificates.

4.6.3.2. Placement Assistance. The CPCP will provide priority referral after the employee has satisfactorily completed at least 2 years in the position. The employee or supervisor will request the action in writing. The supervisor must recommend a suitable follow-on assignment, and the employee must update geographic availability. The PALACE Team will make a maximum of five priority referrals for reassignment or CLG to the types of positions recommended by the supervisor. Selection of this employee is not mandatory.

4.6.4. Career Enhancing Positions. When requested, the PALACE Team will assist in filling these positions. (See Chapter 1 for description of positions) These may contain duties outside the normal operating function of the CPF. A selectee must sign a mobility agreement. Panels will make selections.

4.7. Special Recognition Awards. CPCP annually grants the following awards:

- Outstanding Civilian Personnel Officer of the Year, all grades.
- Outstanding Civilian Personnel Senior Program Manager of the Year, GS-13 through 14.
- Outstanding Civilian Personnel Intermediate Program Manager/Specialist of the Year, GS-11 through 12.
- Outstanding Civilian Personnel Specialist of the Year, GS-07 through 09 (may include PAQ interns).
- Outstanding Civilian Personnel Air Staff Program Manager of the Year, GS-12 through 14.
- Outstanding Civilian Personnel MAJCOM Action Officer of the Year, GS-11 through 14.
- Civilian Personnel Flight Award

4.7.1. Eligibility. Managers or specialists at GS-07 or above assigned to CCPFs, ACPFs, SCPFs FOAs, MAJCOMs, or HQ USAF/DP are eligible without regard to occupational series, citizenship, or category of employment. Nominees may compete in only one category.

4.7.2. Preparation of Nominations:

4.7.2.1. CPO, Senior, Intermediate and Air Staff Program Managers, and Specialist Awards. Nominators will prepare individual nominations, using AF Form 1206, **Nomination for Award** (bullet format), limited to one page, and will cover the seven or eight topics listed below. When describing an outstanding contribution, the nominator will focus on those achievements that are directly attributable to the nominee's efforts during the preceding 12-month period.

- For CPO and Program Manager Awards, the narrative must cover (1) planning activities; (2) evaluation activities; (3) technical expertise; (4) public relations; (5) innovations; (6) EEO initiatives and accomplishments; and (7) diversity.
- For Specialist Awards, the narrative must address (1) technical activities; (2) advisory services; (3) acceptance of ideas; (4) impact on other functional areas; (5) creativity; (6) EEO initiatives and accomplishments; (7) diversity; and (8) innovation.
- For Civilian Personnel Flight Award the nomination should address diversity and innovation.

4.7.2.2. For all award categories, the nominating office will send the original and six copies of the AF Form 1206 and a proposed double-spaced citation on letter-sized paper. The opening sentence will read: "(Mr./Mrs./Miss/Ms. (or other acceptable title) and last name) distinguished (her-

self/himself) as an outstanding Civilian Personnel (state category) while assigned as (title and duty location) from (date) to (date)." The narrative description will read: "During this period, (Mr./Mrs./Miss/Ms. (or other acceptable title) and last name) displayed outstanding ability and professional skill by (give concise description of achievements)." The closing sentence will read: "The distinctive achievements of (Mr./Mrs./Miss/Ms. (or other acceptable title) and last name) as an outstanding Civilian Personnel (state category) reflect credit upon (herself/himself) and the United States Air Force."

4.7.3. Submitting Nominations. Bases will send their nominations to their parent MAJCOM/DPC for competitive selection within the command. Each MAJCOM may submit one nomination in each category. HQ USAF/DP divisions and FOA divisions may submit one nomination in the Air Staff Program Manager of the Year category. The MAJCOM Director or a HQ USAF/DP or FOA Division Chief must sign each nomination package. Nominations must be sent no later than the first Friday in February to AFPOA/DPM, 1040 Air Force Pentagon, Washington DC 20330-1040.

4.7.4. Final Selections. An ad hoc screening panel designated by the Policy Council members (two representatives per member) will evaluate nominations in each category, recommend rankings to the Policy Council which will recommend award recipients to HQ USAF/DP for final approval. Recipients will receive engraved plaques and citation certificates at a ceremony during the annual Command Director's Civilian Personnel Conference.

Chapter 5

COMMUNICATIONS-COMPUTER SYSTEMS CAREER PROGRAM (CCSCP)

5.1. Policy Council Structure:

- Deputy Chief of Staff for Command, Control, Communications and Computers (HQ USAF/SC), or designee, Chair. Air Force general officers and SES civilian functional representatives of the areas and career disciplines covered by the CCSCP and appointed by the Chair.
- Other members at the call of the Chair.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- CCSCP Palace Team chief (nonvoting, executive secretary).

5.2. Executive Panels. SES members or general officers will normally chair all panels with a GS-15 or colonel serving as vice chair. Normally each panel will consist of a minimum of five additional members with distribution across MAJCOMs desired and at least one military member. The Policy Council Chair will appoint panel chairs, who will, in turn, approve panel members. Panel membership normally will rotate every 3 years. The three executive panels and their responsibilities are:

5.2.1. The Position Management Panel (PMP) will identify positions to be centrally managed by the CCSCP and develop and review PEPs. In addition, it will identify and recommend usage of skill codes and procedures to be used for the career program referral process, manage the career broadening program, and develop policy and guidance on the Whole Person Score (WPS) concept.

5.2.2. The Acquisition Professional Development and Training (APD&T) Panel will develop an annual plan for registrant training and development needs and will develop internal procedures for identifying candidates for LTT. This panel will propose the training budget and recommend training courses for CCSCP registrants.

5.2.3. The PAQ Panel will oversee the recruitment of college graduates into the PAQ program. The panel will allocate PAQ intern authorizations to MAJCOMs and monitor the progress of the interns throughout their 3-year training program and their subsequent placement in the permanent work force.

5.3. Position Coverage. The CCSCP will recognize the career growth patterns of both managerial and technical paths in the communications and computer arenas and administer positions in both areas.

5.3.1. The program covers all supervisory GS-12 positions and GS-13 through 15 positions in the Air Force in the occupations and titles listed in figure 5.1. MAJCOMs and FOAs may designate GS-12 nonsupervisory jobs for career program coverage.

5.3.2. The CCSCP also covers all supervisory GS-11 positions in series 0301 (Contract Services Audio Visual Specialist/Analyst only), 0391, 1001, 1020, 1060, 1071, and 1084. MAJCOMs and FOAs may designate nonsupervisory GS-11 and GS-12 positions as CCSCP covered positions.

Figure 5.1. Occupational Series Covered by CCSCP.

<u>SERIES</u>	<u>TITLE</u>
0301	COMMUNICATIONS-COMPUTER SYSTEMS MANAGER/SPECIALIST
0301	CONTRACT SERVICES AUDIO-VISUAL SPECIALIST/ANALYST
0334	COMPUTER SPECIALIST
0391	TELECOMMUNICATIONS MANAGER/SPECIALIST
1001	GENERAL ARTS AND INFORMATION ADMIN/MGR (AUDIO VIS AIDS ASST/TECH)
1001	GENERAL ARTS AND INFORMATION ADMIN/MGR (PUBLICATIONS DESIGN)
1020	ILLUSTRATOR
1060	PHOTOGRAPHER
1071	AUDIO-VISUAL PRODUCTION
1084	VISUAL INFORMATION SPECIALIST/OFFICER

5.4. Career Mobility. All GS-15 CCSCP positions and selected GS-14 positions as designated by the CCSCP Policy Council will require Air Force-wide mobility. Interns, career broadeners, and registrants on LTT will be subject to geographic mobility agreements. Except as described above, geographic mobility is a voluntary feature of the CCSCP.

5.5. WPS. The WPS is a method for ranking registrants for promotion, assignment to key positions, and identification of candidates for training. The PPRS calculates the WPS each time an individual competes for a promotion, reassignment, or CLG. WPS elements and their respective point values are:

5.5.1. Experience. (Maximum 80 points) These points will vary depending on the position being filled. They include:

- **Skills.** (Maximum 60 points) The PPRS computes points based on PEP PLFs passed.
- **Management** (Maximum 10 points) A registrant receives points for 12 months of managerial experience at any grade. Managerial experience is gained while in a position with supervisory level codes 1, 2, 3, 4, 5, or 7. Experience is cumulative.
- **Position Level.** (Maximum 5 points) Registrants receive points for 12 months of experience gained at two different organizational levels at the GS-09 or higher grade while receiving experience in one of the CCSCP basic skill codes required by the position being filled.
- **Command.** (Maximum 5 points) Registrants receive 5 points for 12 months experience gained at three different commands. They may receive two points for 12 months experience gained at two different commands. Experience must be at the GS-09 or higher grade while gaining experience in one of the CCSCP skill codes required by the position being filled.

5.5.2. Ratings. (Maximum 40 points) The current appraisal in the DCPDS is the basis for the points.

- **Promotion.** The registrant receives up to 20 points for the algorithmically calculated appraisal score based on ratings on the appropriate appraisal factors.
- **Performance.** The registrant receives the following: superior rating - 20 points; excellent rating - 10 points; fully successful rating - 5 points.

5.5.3. Managerial Competency Assessment. (Maximum 70 points) All Air Force GS-13 and GS-14 registrants are subject to assessment of their managerial competencies. Assessments will be made by two methods: panel interview or Behavior Inventory (BI) completed by the supervisor. Using the method determined by the CCSCP Policy Council, assessments will be completed on a 2-year cycle. Assessment of education will be accomplished within the interview or computed separately in conjunction with the behavior inventory.

5.5.4. Training. (Maximum 10 points) The registrant receives points based on the type and length of courses attended.

5.6. Staffing Positions:

5.6.1. CPEAS. The CCSCP will provide CPEAS certificates only for joint services or command positions where Air Force is executive agent.

5.6.2. Management-Initiated Assignments. A supervisor must submit a request for management-initiated assignment at the same or lower grade to GS-13 through 15 covered positions in writing to the PALACE Team for approval prior to taking any action. A supervisor must notify the PALACE Team in writing after using a management reassignment to fill a GS-11 or GS-12 covered position. The Policy Council Chair will approve in advance any management-initiated assignments to covered positions requiring a PCS. Supervisors will send requests through the PALACE Team to the Chair.

5.7. Training and Development:

5.7.1. Determining Course Offerings. The PALACE Team will use registrants' CEPs to determine training requirements. The CEP indicates overall needs for courses the CCSCP offers. Depending on needs and funding constraints, the PALACE Team, in coordination with the APD&T panel, will determine which courses to offer. The APD&T panel will also review course offerings to determine which courses will best meet the needs and changing technology of today's Air Force. The CCSCP will design funded courses to satisfy needs for executive development as well as technical management. The civilian training guide lists available courses.

5.7.2. Selection Criteria. The basis for selection to attend training will be the WPS, acquisition certification needs, and other merit criteria.

5.7.2.1. On-site Courses. The PALACE Team schedules courses in areas of high concentration of interest and need.

5.7.2.2. LTT and Short-Term Courses. The employee's supervisor sends nominations to the servicing CPF. An ad hoc committee composed of CCSCP APD&T panel members will rank the registrants after receiving all nominations. The ranked nominations will be forward to AFPOA/DPM for Air Force-wide competition. The civilian training guide identifies the LTT and short-term courses available through the CCSCP for use in completing the CEP.

5.7.3. Tuition Support. The CCSCP will offer tuition support to assist registrants with undergraduate and graduate studies. Registrants may apply for any of the following programs: part-time undergraduate, part-time or full-time graduate. Registrants must provide proof of acceptance by an accredited university or college and enrollment in a degree program. The CCSCP will not fund for the cost of books or fees. Registrants should refer to the civilian training guide for more information.

5.7.4. Acquisition Certification Requirements. Acquisition certification requirements are published in the Defense Acquisition University Course Catalog.

5.8. Career Broadening . The CCSCP provides career broadening assignments at grades GS-13 and 14 for a 24-month period with management extensions up to a total of 36 months. These assignments offer career developmental opportunities to broaden skills and enhance leadership perspective.

5.8.1. At least annually, the CCSCP will accept applications for career broadening positions. Interested individuals must indicate their desire for career broadening in their CEP with the appropriate training code. The CCSCP will rank eligible applicants. A panel chaired by the Position Management Panel Chair will make the final selections.

5.8.2. Candidates selected for career broadening must sign the required mobility agreement.

5.8.3. The supervisor and the career broadener must submit written evaluations outlining the incumbents progress every 6 months to the CCSCP.

5.8.4. The post-broadening assignment will normally be at the permanent grade level the employee has at the time of selection for career broadening assignment. However, competition for the career broadening assignment may lead to a permanent promotion in a follow-on assignment, without further competition, if this statement is indicated in the announcement.

5.8.5. After completion of a 2-year assignment, the career broadener will receive priority referrals for a 6-month period. Referral will be made for every fill request received by the CCSCP if qualifications are met. The CCSCP will not assess penalties for declining these referrals and a declination will not prevent referral through the normal certification process. If the employee is not assigned to a permanent position during the 6-month period, the CCSCP will provide two additional priority referrals. If the employee declines these referrals, the CCSCP will take the necessary steps to effect placement in the next available vacant career program position.

Chapter 6

CONTRACTING AND MANUFACTURING CIVILIAN CAREER PROGRAM (CMCCP)

6.1. Policy Council Structure:

- Associate Deputy, Assistant Secretary (Contracting); Assistant Secretary (Acquisition) (SAF/AQC), Chair.
- Senior functional manager(s), HQ AFMC.
- Senior functional manager(s) (rotating 2-year tour among operating commands other than AFMC).
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- CMCCP PALACE Team chief (nonvoting, executive secretary).
- Secretariat liaison officer (SAF/AQC, nonvoting, functional advisor).
- CMCCP executive panel chairs (nonvoting, functional advisors).

6.2. Executive Panels . The Policy Council Chair will appoint the chairs of the executive panels to assist in the design, modification, and operation of the CMCCP. Senior functional managers will chair executive panels. The panels and their responsibilities are:

- The Professional Development Panel will recommend policy, develop procedures and define goals for all matters relating to training and development, to include career broadening, managerial and mandatory DoD training, APDP training, LTT, short-term training, and tuition assistance.
- The Position and PEP Panel will recommend policy and develop procedures for all matters relating to: position coverage; PEP development, modification, validation, and approval; and other referral system matters.
- The Program Effectiveness Panel will evaluate the effectiveness of the CMCCP in meeting its goals.

6.3. Position Coverage. The CMCCP may cover positions at the GS-12 through 15 levels in both primary OCSRS and shared OCSRS. Primary series positions are those that perform contracting or manufacturing duties; shared series positions are those that, while not necessarily doing contracting or manufacturing duties, are in direct support of contracting or manufacturing.

6.3.1. Primary Series Positions. These are positions in OCSRS 246, 1102, and 1103 (see figure 6.1). The CMCCP will fill all GS-13 through 15 positions in these OCSRS. The CMCCP will fill all GS-12 positions in OCSRS 1102. The CMCCP will fill GS-12 positions in OCSRS 246 and 1103 at the option of the owning commands.

Figure 6.1. Occupational Series and Position Titles Covered by CMCCP.

<u>SERIES</u>	<u>TITLE</u>
0246	CONTRACTOR INDUSTRIAL SPECIALIST
0301	VARIOUS TITLES
1101	VARIOUS TITLES (GENERAL BUSINESS/INDUSTRIAL SPECIALIST)
1102	CONTRACT NEGOTIATOR
	CONTRACT ADMINISTRATOR
	CONTRACT PRICE/COST ANALYST
	CONTRACT SPECIALIST
	PROCUREMENT ANALYST
	CONTRACT TERMINATION SPECIALIST
1103	INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST
1150	INDUSTRIAL SPECIALIST
1910	QUALITY ASSURANCE SPECIALIST

6.3.2. Shared Series Positions. These are positions in OCSRS 301, 1101, 1150, and 1910 (see figure 6.1). In determining whether a position in one of these OCSRS is covered, local supervisors must consider: position title, pay plan, OCSRS, grade, functional account code (FAC), skills codes, and duties. The CMCCP will fill all GS-13 through 15 positions in these OCSRS that are in direct support of contracting or manufacturing and similar GS-12 positions at the option of the owning commands.

6.3.3. Functional management and CPFs should contact the PALACE Team to resolve questions on position inclusion in CMCCP.

6.4. Filling Positions. Special provisions apply to the filling of CMCCP positions on a noncompetitive promotion basis, on a limited area of competition basis, and on a management-initiated assignment basis.

6.4.1. A supervisor must obtain the prior written approval of the Policy Council Chair before filling a CMCCP position using a noncompetitive promotion or limited competition.

6.4.2. A CMCCP position may be filled by management-initiated directed assignment or management-approved voluntary change to lower grade without prior approval from the CMCCP Policy Council Chair when the action meets the criteria below. In these cases, the servicing CPF will notify the PALACE Team in writing within 2 weeks of the assignment, providing the assignee's name; SSN; and former and current positions by title, OCSRS, grade, office symbol, CPCN, and location.

- The candidate is currently occupying or has occupied a CMCCP covered position.
- The candidate meets all qualification and other requirements of the position.
- There will be no career program-funded PCS or relocation services associated with the assignment.

6.4.2.1. If all or part of the above criteria is not met, the supervisor must obtain approval of the assignment by the Policy Council Chair. To obtain approval, the servicing CPF will submit a letter to the PALACE Team requesting approval of the assignment at least 2 weeks in advance of the proposed assignment. The letter will:

- Identify the candidate by name; SSN; current position title, series, grade; CPCN; office symbol; and location.

- Identify the vacant position the candidate will be assigned to by title, series, grade; CPCN; office symbol; and location.
- Include a statement signed by local functional management explaining why the proposed assignment is in the best interest of the Air Force.
- Include the concurrence of the MAJCOM functional chief for the proposed assignment.

6.5. Technical Appraisal (TA). The supervisor will complete a TA, AF Form 2620, **Contracting and Manufacturing Civilian Career Program Technical Appraisal**, on each employee registered in the CMCCP by 30 June. Because the TA is an extension of the AF Form 860A, **Civilian Performance and Promotion Appraisal**, the TA will be:

- Accomplished at the same time as the AF Form 860A;
- Accomplished by the same supervisor, using the same rating period; sent to the CPF at the same time; and
- Input into DCPDS at the same time as the AF Form 860A.

A supervisor must complete a TA when filling out an AF Form 860A; CPFs will not accept a TA without the concurrent preparation of an AF Form 860A. The TA is inappropriate for registrants who are currently permanent GS-15s, and registrants interested or qualified only for a position in OCSRS 246 or 1101. Guidelines for preparation of AF Form 860A also apply to AF Form 2620, including the need to substantiate ratings of 1, 2, H or I.

6.5.1. Which Sections To Complete. The TA consists of five sections. The first covers managerial/supervisory factors, and each of the remaining four sections covers a specific technical area. Supervisors must complete Section One, Managerial/Supervisory Factors, for all appropriate registrants. Only registrants who, during the rating period occupied a supervisory position (supervisory codes 1, 2, 3, or 4), may receive actual numeric ratings (1-9). All others must be given potential (A-I) or presumptive (P) alpha ratings. In addition, supervisors should complete at least one of the remaining technical sections. Supervisors may complete a maximum of two technical sections, if the registrant's current or previous duties are broad enough to cover work in more than one of the technical sections. Employees in "mixed series" positions (e.g., 301) may be performing a mixture of duties represented by two technical sections. Supervisors must use potential or presumptive ratings for duties not actually performed during the rating period. If the registrant's current duties are not covered by any of the technical sections, the rating supervisor should complete the section(s) covering job series for which the registrant meets qualification requirements. In this situation, the supervisor must assign potential or presumptive ratings. Appraisals will be reviewed by someone in the Contracting function, in accordance with DAWIA requirements and technical appraisal instructions.

6.5.2. Rating Correlation. Supervisors, working with servicing CPFs, will ensure a high degree of correlation between the ratings given on AF Form 860A and those given on the TA.

6.6. Whole Person Score (WPS). The CMCCP WPS will rank candidates according to their total qualifications versus their work experience alone. The elements which make up the WPS are generally under the control of the employee. For example, an employee can pursue a degree, or an advanced degree, or work toward a professional certification.. See figure 6.2 for WPS components, weights, and points.

Figure 6.2. CMCCP Whole Person Score Components, Weights, and Points.

Components	Weights (% of WPS) (Maximum)	Points
Technical Appraisal (TA)	53%	100
Appraisal Factors (AF Form 860A)	26%	50
Overall Performance Rating (AF Form 860A)	8%	15
Education	12%	22
Professional Certifications	1%	3
	100%	190

6.6.1. Only certain TA factors apply for each CMCCP position. Some factors have greater weight (on a scale of 1 to 3) than other factors. The final score is a result of multiplying the TA raw score by the weight of the appropriate factor and converting to a scale of 100. Therefore, a registrant's TA score may vary from one position to the next.

6.6.2. Overall Performance Rating (AF Form 860A). Using the employee's current rating as reflected in DCPDS, a superior rating earns 15 points; an excellent rating earns 10 points; and a fully successful rating earns 3 points.

6.6.3. Education. The points awarded for an employee's highest educational level are:

- Doctoral, two or more Master's, or a Law and a Master's Degree--22 Points
- Master's Degree--20 Points
- Bachelor's Degree--16 Points
- Associate's Degree--6 Points
- Two or more years of college--4 Points

6.6.4. Professional Certifications. Registrants will receive points for professional certifications approved by the Policy Council as relevant to the contracting or manufacturing career fields. One certification earns 2 points and two or more earn 3 points. See figure 6.3 for approved certifications.

Figure 6.3. CMCCP Creditable Professional Certifications.

<u>CERTIFICATION</u>	<u>SPONSORS</u>
Certified Cost Analyst	<u>DCPDS</u> Institute of Cost Analysis (ICA)
Certified Professional Contracts Manager	CCA NCMA CPC
Certified Associate Contracts Manager	NCMA CAC
Certified Purchasing Manager	National Assoc of Purchasing Mgrs (NAPM) CPM
Contract Management Certificate	Army Logistics Management College/NCMA CMR
Professional Designation in Contract Management	AFIT/NCMA PDC
Professional Designation in Cost/Price Analysis	AFIT/ICA PDP
Certified Professional Estimator	National Estimating Society (NES) CPE
Certified Quality Engineer	American Society of Quality Control (ASQC) CQE
Certified Reliability Engineer	ASQC CRE
Certified Quality Technician	ASQC CQT
Certified Mechanical Inspector	ASQC CMI
Quality Engineer-in-Training	ASQC QET
Certified Property Manager	National Property Management Assoc (NPMA) CPR
Certified Property Specialist	NPMA CPT
Certified Public Accountant	American Institute of Certified Public CPA
Lawyer	Accountants/State Board of Public Accounting American Bar Association/Admittance to a LAW State Bar Association
Professional Designation in Logistics Management	AFIT/Society of Logistics Engineer PDL
Registered Professional Engineer	State Board of Engineering ENG
Certified Manufacturing Engineer	Society of Manufacturing Engineers CME

6.7. CPEAS. The PALACE Team will refer CPEAS candidates where the vacant position is in a location or organization previously approved by the Policy Council as “hard-to-fill”. If the PALACE Team cannot refer at least six Air Force promotion candidates, or when declinations result in fewer than six promotion candidates on a certificate, the supervisor may request CPEAS candidates referred and/or authority to expand the area of consideration regardless of the location. The PALACE Team may refer CPEAS candidates in rare and compelling circumstances, provided (1) the CPEAS candidate is a reassignment or a CLG candidate, and (2) the selecting official specifically requests and justifies in writing the need for the referral. The CMCCP Policy Council Chair must approve referral of CPEAS candidates under these rare and compelling circumstances.

6.8. Training and Development:

6.8.1. APDP. Mandatory certification requirements are in DoD 5000.52M. The CMCCP uses an automated certification process. CPFs mail computer generated certification notices to employees to verify or correct. The APDP Functional Manager for Contracting, Industrial Property Management, Purchasing and Procurement is SAF/AQC with the point of contact in SAF/AQCX. For Manufacturing and Production and Quality Assurance, the APDP Functional Manager is SAF/AQX with the point of contact in SAF/AQXM.

6.8.2. Career Broadening. The Policy Council will allocate approved career broadening positions to MAJCOMs who may determine their geographic/organizational location and grade. The receiving organization will submit a proposed position description, organizational chart, and training plan to the PALACE Team for approval.

6.8.2.1. The PALACE Team will announce career broadening positions and rank candidates by WPS. The PALACE Team will forward candidate referral certificates, career briefs and nomination packages to the selecting official.

6.8.2.2. Employee assignments are normally for 3 years. The CMCCP will not refer these employees for reassignments or CLGs until the first of the month in which the broadening assignment ends. They will refer employee for promotion consideration if they are not on a PCS restriction. If the employee is on a PCS restriction, referral for promotion consideration will be limited to the commuting area of the career broadening assignment.

6.8.3. Tuition Assistance. In addition to information specified in Chapter 1, employees requesting tuition assistance must submit a spreadsheet with specific course information for all courses which start during the fiscal year.

6.8.4. LTT. CMCCP will participate in such LTT opportunities as intermediate and senior service schools, fellowships, Education with Industry, and other leadership courses. The PALACE Team will not refer program participants for reassignments or CLGs until the first month in which the LTT ends. They will refer these employees for promotion consideration if they are not on a PCS restriction. If the employee is on a PCS restriction, referral for promotion consideration will be limited to the commuting area of the position they left to do LTT. An employee selected for a CMCCP position during the LTT period may report for duty only at the end of the LTT.

6.8.5. Other Training Opportunities. The CMCCP will also participate in short-term training and development programs such as the OPM Management Development Center courses and SOS.

Chapter 7

EDUCATION SERVICES CAREER PROGRAM (ESCP)

7.1. Policy Council Structure:

- Deputy Director, Personnel Programs, Education, and Training (HQ USAF/DPP), or designee, Chair.
- Senior civilian functional at Air Staff or Secretariat level.
- Seven MAJCOM Education Directors.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- ESCP PALACE Team chief, AFCPMC/DPCP (nonvoting, executive secretary).

7.2. Executive Panels. The Policy Council Chair will appoint panels to assist the Council in the operation of the career program. The panels and their responsibilities are:

- An ad hoc Promotion Evaluation Pattern (PEP) panel will be called to review existing and proposed PEPs.
- The Training and Development (T&D) panel is a standing advisory group to the Policy Council on issues related to the centralized training and development of program registrants. Membership will consist of MAJCOM directors, one education services officer, and one guidance counselor. Members will serve on limited appointments as authorized by the Chair.

7.3. Position Coverage. The ESCP will cover positions that meet the criteria in table 7.1, Columns A, B, and C. CPFs will use instructions in Columns D and E.

7.4. Identification of Exceptional Performers and Highly Qualified Personnel With Potential.

7.4.1. Education services supervisors should identify and sustain these performers. See paragraph 1.15.

7.4.2. Education directors at MAJCOMs should closely monitor these employees' development. They will:

- Give them special assignments to strengthen their skills or to provide new experiences. Examples include hosting MAJCOM conferences, being on MAJCOM or Air Force study groups, and preparing special reports.

Review the performance management system to assure that appropriate appraisal ratings are made.

7.5. Career Program Responsibilities. The career program administrator will:

- Process approved PEPs.
- Issue placement certificates listing the highest-rated candidates based on KSAs and promotion appraisal.
- Process centrally-managed training requests and course quota allocations using competitive selection procedures.

Table 7.1. Position Coverage - Education Services Career Program.

R	A	B	C	D	E
U				then DCPDS	
L				Career Program	
E	If position is	and grade is	and series is	Identifier and Position Type JKA are	and Mobility DIN JCA is
1	Command Director of Education	14 or 15	1740	5 and 2	9
2	Education Officer, Assistant Education Officer	11, 12, or 13	1740	5 and 2	9
3	Education Specialist	11, 12, or 13	1740	5 and 2	9
4	Career Program Administrator	13	1701	5 and 3	9
5	Guidance Counselor	9 or 12	1740	5 and 2	9

7.6. Position Restructuring. If an ESCP covered position is restructured to a lower grade and has growth potential back to the original grade, AFCPMC will issue referral certificates unless an exception has been agreed to between AFCPMC/DPCP and the requesting CPF.

7.7. "Hard-To-Fill" Positions. When a career program position is categorized as "hard-to-fill," the ESCP administrator will determine the appropriateness of identifying additional candidates. This may include: advertising the vacancy with possible pay retention or adjustment for registrants taking a CLG; using CPEAS; issuing multiple grade level referral certificates; authorizing CPFs to locally issue certificates if the selecting official agrees. In the latter instances, CPFs must use the base MPP. ESCP is the sole source for referral of Air Force candidates. AFCPMC will address the use of local MPP and pay retention in the correspondence transmitting certificates for "hard-to-fill" positions.

7.8. Referral Process:

7.8.1. CPEAS. The ESCP will consider CPEAS candidates for referral when insufficient Air Force candidates are available. Registration is open for GS-1740-09, Guidance Counselor positions worldwide.

7.9. Management-Initiated Assignments. Supervisors may effect noncompetitive management-initiated assignments at the same or lower grade as long as they result in a vacancy for ESCP fill. These actions do not require prior approval from ESCP. The Policy Council Chair may approve the reassignment of career program registrants to meet required KSAs at specific locations. Individuals must qualify for the positions. Assignments will not be to a position with known promotion potential. Assignments under these provisions will not place the employee on penalties/restrictions unless it involves a PCS.

7.9.1. Within a MAJCOM, the employee (except those on mobility agreements), the losing and gaining supervisors, and the MAJCOM Education Director must agree to the assignment.

7.9.2. Between MAJCOMs, the same agreement requirements as above apply, plus the Policy Council must recommend and the Policy Council Chair must approve the action in advance.

7.9.3. An organization proposing an assignment will send a written proposal to AFCPMC/DPCP through their MAJCOM counterparts. The MAJCOM will recommend disposition. The PALACE Team will obtain Policy Council members' recommendation and forward the request to the Chair for decision. If the assignment is approved, AFCPMC will notify the losing and gaining CPFs to effect the action. The Policy Council Chair may authorize use of the central PCS account on a case-by-case basis.

7.10. Training and Development. The ESCP will provide training indicated in the AFCPMC Civilian Training Guide.

7.11. Career Enhancing Positions. The ESCP PALACE Team chief is a special career enhancing position of 3 years' duration. Selectees will agree in writing to a noncompetitive reassignment at the end of 36 months to any of the first three unobligated vacancies for GS-13 Education Services positions. The Policy Council Chair will direct assignment to the fourth vacancy if the employee declines the first three. Employee follow-on assignment will not be to a closing or overseas installations.

Chapter 8

FAMILY MATTERS CIVILIAN CAREER PROGRAM (FMCCP)

8.1. Policy Council Structure:

- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC), Chair.
- Chief of Human Resources Development Division (HQ USAF/DPCH).
- Six MAJCOM Family Program Managers and one Air University Center for Professional Development/DPF member. All civilian members must be from the Family Matters career field.
- FMCCP PALACE Team chief, AFCPMC/DPCP (nonvoting, executive secretary).

8.2. Position Coverage. The FMCCP will cover positions that meet the criteria in table 8.1, Columns A, B, and C. CPFs will use instructions in Columns D and E.

Table 8.1. Position Coverage Family Matters Civilian Career Program.

R U L E	A	B	C	D	E
	If the position is- the Family Mat- ters function at	and the grade is	and the series is	then DCPDS Career Program Identifier and Posi- tion Type DINs JKC & JKA are	and Mobility DIN JCA is
1	Air Staff	13 or 14	101	F	9
2	MAJCOM	12 or 13	101	F	9
3	Base Level	11, 12, or 13	101	F	9

8.3. Identification of Exceptional Performers and Highly Qualified Personnel With Potential:

8.3.1. Supervisors will identify and sustain these performers. See paragraph 1.15.

8.3.2. Family Support Managers at MAJCOMs should closely monitor these employees' development. They will:

- Give them special assignments to strengthen their skills or to provide new experiences; e.g., hosting MAJCOM conferences, being on MAJCOM or Air Force study groups, and preparing special reports.
- Review the performance management system to assure that appropriate appraisal ratings are made.

8.3.3. The career program administrator will:

- Process approved PEPs.
- Issue placement certificates listing the highest-rated candidates based on KSAs and promotion appraisal.
- Process centrally managed-training requests and course quota allocations using competitive selection procedures.

8.4. Position Restructuring. The PALACE Team will issue referral certificates to fill covered positions restructured to a GS-11 or higher grade with growth potential back to the original grade. AFCPMC/DPCP and the requesting CPF may agree to an exception.

8.5. "Hard-To-Fill" Positions. When a career program position is categorized as "hard-to-fill", the FMCCP administrator will determine the appropriateness of identifying additional candidates. This may include: advertising the vacancy; use of CPEAS; or authorizing CPFs to issue a local certificate. FMCCP is the sole source for all Air Force candidates. AFCPMC will address the use of local certificates in the correspondence transmitting certificates for "hard-to-fill" positions.

8.6. Management-Initiated Reassignments. Supervisors may effect noncompetitive management reassignments at the same or lower grade as long as they result in a vacancy for FMCCP fill. The Policy Council Chair may initiate the reassignment of career program registrants to meet required KSAs at specific locations. Individuals must qualify for the positions. Assignments will not be to a position with known promotion potential. Assignment under these provisions will not place the employee on penalties/restrictions unless it involves a PCS.

8.6.1. Within a MAJCOM, the employee (except those on a mobility agreement), the losing and gaining supervisor and the MAJCOM Family Program Officer must agree to the assignment. The MAJCOM Family Program Officer will notify the FMCCP PALACE Team prior to effecting the management reassignment.

8.6.2. Between MAJCOMs, the same agreement requirements as above apply, plus the Policy Council Chair must approve the action in advance.

8.6.3. An organization proposing a management reassignment between MAJCOMs will send a written proposal to AFCPMC/DPCP through their MAJCOM counterparts. The MAJCOM will recommend disposition. The PALACE Team will forward all requests to the Policy Council Chair for decision. If the assignment is approved, AFCPMC will notify the losing and gaining CPFs to effect the action. The Policy Council Chair may authorize use of the central PCS account on a case-by-case basis.

8.7. Training and Development:

8.7.1. Competitive Selections. The Policy Council will select registrants for training and development either directly or through an ad hoc selection panel. The selecting body will analyze each candidate's prior development pattern, performance ratings, training and experience, and diversity of assignments. The objective will be selection of candidates using merit criteria with the greatest potential for performing as managers with ever-increasing responsibilities.

8.7.2. Career Enhancing Positions. The FMCCP PALACE Team chief is a special career enhancing position of 3 years' duration. Selectees will agree in writing to a noncompetitive reassignment at the end of 24 months to any of the first three unobligated vacancies for GS-13 Family Matters positions. The Policy Council Chair will direct assignment to the fourth vacancy if the employee declines the first three.

Chapter 9

FINANCIAL MANAGEMENT CAREER PROGRAM (FMCP)

9.1. Policy Council Structure:

9.1.1. Policy Council Chair. As functional chief of the career family covered by the FMCP, the Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM) will appoint a senior career Deputy Assistant Secretary as the Policy Council Chair. The Auditor General of the Air Force will be the Co-Chair for all personnel actions involving auditors. Statements throughout this chapter pertaining to the Policy Council Chair will include the Co-Chair when auditors are involved.

9.1.2. Council Members:

- Senior advisor (as designated).
- Deputy Assistant Secretary, Plans, Systems, and Analysis (SAF/FMP).
- Deputy Assistant Secretary, Cost and Economics (SAF/FMC).
- Deputy Assistant Secretary, Budget (SAF/FMB).
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- Assistant DCS Financial Management (HQ AFMC/FM).
- Representatives of operating commands and FOAs and executive panel chairs.
- FMCP PALACE Team chief and FMCP Executive Agent (nonvoting).

9.2. Executive Panels. The Policy Council Chair will appoint the executive panels to assist the Council to design, implement, and maintain the program. Selected Policy Council members or senior financial management officials chair the executive panels. Members of the panels will represent all disciplines and will be from the Secretariat, Air Staff, MAJCOMs, FOAs, or DRUs.

9.2.1. The Training and Development (T&D) Panel will formulate policy regarding training assignment positions, short- and long-term training, and intern training programs.

9.2.2. The Promotion Evaluation Pattern (PEP)/Position Panel will identify positions Air Force-wide to be centrally managed by the FMCP and will develop PEPs used to screen candidates for position vacancies. The subpanels, made up of functional managers representing all disciplines, will conduct job analyses of all FMCP covered positions to identify valid PEP requirements.

9.2.3. The Total Person Score (TPS) Oversight Panel will propose TPS elements and weights, develop annual interview questions, and evaluate and report on interview results and TPS updates.

9.2.4. The Program Effectiveness Panel will evaluate program progress by conducting reviews to ensure program objectives are being met and will submit recommended changes to program objectives, scope, and policies to the Policy Council for review and guidance.

9.2.5. Executive Assignment Panels (EAP) will manage the staffing of GS-14/15 positions covered by the FMCP. The Policy Council Chair will determine membership on a case-by-case basis. EAPs will determine if vacancies should be filled by reassignment or promotion. In cases where management reassignment is recommended, the panel will direct the PALACE Team to provide the selecting official with a list of candidates.

9.3. Position Coverage. The FMCP will cover the positions described below. The Council may elect to expand coverage of the program.

9.3.1. Primary Series. The FMCP will cover all two-grade interval GS-12 through GS-15 positions in series 5XX, i.e., GS-501, 505, 510, 511 and 560.

9.3.2. Shared Series. The FMCP will cover the following GS-12 through GS-15 grade level positions when established in FAC 15XX (except 154X) or when they meet the criteria established in the note below.

- GS-301, Resource Analyst/Manager/Program Control/etc.
- GS-343, Program Analyst/Management Analyst.
- GS-1515, Operations Research Analyst.

NOTE:

Positions in the above series located outside of FAC 15XX will also be designated as FMCP covered positions if their primary purpose is financial in nature; i.e., positions which require incumbents to possess the KSAs normally obtained through experience and/or education associated with financial management positions. CPFs should consult with the PALACE Team if there are any questions concerning coverage of such positions.

9.4. Career Mobility. Career mobility will include local rotational assignments or geographic relocation. Interns, career broadeners, and registrants on LTT will sign agreements which may require geographical mobility to follow-on positions. Except as just described and provisions in AFI 36-202 for GS-14 and 15 positions, geographic mobility will be a voluntary feature of the FMCP.

9.4.1. Memorandum of Agreement (MOA). Career broadening and certain other FMCP positions will require a follow-on MOA as a condition of employment. The FMCP PALACE Team will obtain signatures of the selected candidate and all approval authorities on the MOA before final selection and assignment. The servicing CPF will file the agreement in the employee's OPF. A sample agreement is at attachment 2.

9.4.2. Waivers for MOA. If an employee or manager cannot meet the MOA provisions due to circumstances beyond management's or the employee's control (e.g., health, personal hardship, etc.), the FMCP Policy Council Chair may grant and document a specific time-limited deferment.

9.5. Staffing Positions. (See Chapter 1, Section 1D, for procedures to follow in submitting fill requests.)

9.5.1. PEP. The FMCP PALACE Team and designated functional area PEP subpanel will jointly develop standard Air Force-wide PEPs for use in filling all FMCP covered positions.

9.5.1.1. The personnel specialist supporting the FMCP will review and work with the PEP Panel to validate new and revised PEPs. The Policy Council Chair will be briefed on all new and revised PEPs.

9.5.1.2. Management officials may request PEP modification through their MAJCOM to AFCPMC/DPCA for new positions or revisions to current positions. Requests must include the proposed change, rationale, and supporting job analysis data.

9.5.2. TPS. The FMCP will use the TPS to evaluate and rank registrants for promotion, reassignment, and training opportunities. The PALACE Team will notify registrants of their TPS annually, normally three months after the interview cycle. Figure 9.1 provides TPS elements and their respective point values.

Figure 9.1. FMCP Total Person Score Elements.

Elements	Weights (% of WPS) (Maximum)	Points
FMCP Interview (Weighted)	37.5%	75
Performance Rating (AF Form 860A)		
- Appraisal Score (Weighted)	42.5%	85
- Performance Rating	7.5%	15
Education and Training	7.5%	15
Awards	5.0%	10
	100%	200

9.5.2.1. A mathematical formula applied to elements of the TPS will determine final rank order for referral after the PEP initially ranks all candidates by their experience.

9.5.2.2. The interview is an important component of the TPS. Designated officials will conduct interviews annually, with GS-11s and 12s interviewed one year and GS-13s and 14s the next. Because the interview comprises 75 points of the TPS maximum of 200 points, all registrants are highly encouraged to participate in the interview. Individuals who decline the interview receive 0 points and substantially reduce their competitiveness for promotion or FMCP sponsored training. **NOTE:** The FMCP will not use the interview score in the TPS for referral to auditor positions.

9.5.3. CPEAS. The FMCP will provide CPEAS referral certificates upon request for all jobs and automatically for "hard-to-fill" positions.

9.5.4. Upgrading FMCP Covered Positions to GS-13:

9.5.4.1. If the position is vacant, the CPF may upgrade a FMCP covered position up to grade GS-13 without the prior coordination and approval of the Policy Council Chair. The CPF must only notify the PALACE Team of the upgrade and send a copy of the new position description.

9.5.4.2. If the position is filled and the upgrading action is due to classification error or application of a new or revised standard or is clearly a successor position where there are no other employees in similar or identical positions to whom the supervisor could assign the work, the CPF may noncompetitively promote the incumbent without prior coordination or approval from the Policy Council Chair. If the upgrading action does not meet the above criteria, the CPF must request a referral certificate from the PALACE Team.

9.5.5. Upgrading FMCP Covered Positions to GS-14. Any upgrade of a FMCP covered position to the GS-14 grade level will require prior approval of the Policy Council Chair before the CPF may effect the upgrade. Management will submit all requests for upgrade approval through base and MAJ-

COM functional channels to the PALACE Team. The CPF will coordinate on the request, which will address the following questions:

- Will this upgrade result in the potential upgrade of any other positions?
- Is the position filled?
- If filled, does the upgrade meet the noncompetitive promotion criteria described in 9.5.4.2 above? If not, will a limited area of competition be requested for the fill action?

9.5.6. Management-Initiated Assignments. Local functional managers may reassign FMCP registrants to FMCP covered positions at the same or lower grade to accommodate local mission needs. However, the Policy Council Chair must approve in advance any management-initiated assignments between MAJCOMs or which involve a geographic move. Supervisors will send requests to the PALACE Team for approval before taking any action.

9.5.7. Classification of GS-15 FMCP Covered Positions:

9.5.7.1. Prior to any personnel action, AFCPMC/DPOX and the FMCP Policy Council Chair will review all proposed personnel actions that would change the position structure, grade, or qualifications of any existing FMCP GS-15 position or that propose to create a new GS-15 position (GS-15 positions in the Audit Agency are approved by the Auditor General). The servicing CPF will prepare and forward a review package through the MAJCOM DPC and FM, who will submit a coordinated package to AFCPMC/DPOX. The package must include:

- Pertinent position classification information to include: reason for changes to the position, position description, evaluation statement, organization chart, position descriptions of key subordinate positions, etc.
- Pertinent information concerning any incumbent in the position to include: copy of current position description, statement as to whether or not there are other positions in the organization to which the supervisor could assign the GS-15 duties, and recommendation on whether the fill action should be competitive. NOTE: The CPF will send a copy of the transmittal letter to HQ AFCPMC/DPCA, 555 E STREET WEST SUITE 1, RANDOLPH AFB TX 78150-4530.

9.5.8. Filling GS-15 Covered Positions:

9.5.8.1. The servicing CPF will submit all fill actions of FMCP GS-15 positions to AFCPMC/DPCA. The PALACE Team will forward fill actions to the FMCP Chair for appropriate EAP processing.

9.5.8.2. FMCP will provide for the assignment of GS-15 executives under instructions in AFI 36-202. Definition of the categories of GS-15 covered positions follows:

9.5.8.2.1. Executive Managers (Category #1). Successful discharge of the duties for these positions requires specific, in-depth DoD-wide knowledge of financial management theory and practices; e.g., Air Force and DoD Planning, Programming, and Budgeting System, accounting, budget, weapon systems cost analysis, and audit policy. Supervisors normally will fill these policy positions, located at HQ USAF, SAF, and MAJCOM, FOA and DRU headquarters, by reassignment. These positions will report directly to an SES member or general officer or will be the deputy to an individual who reports to an SES or general officer.

9.5.8.2.2. Senior Managers (Category #2). Successful discharge of the duties for these positions requires broad knowledge of financial management theory and practice; e.g.: accounting, budget, cost analysis, and audit policy. These positions are located at HQ USAF, SAF, MAJCOM, FOA headquarters, and at major installations.

9.5.8.3. At the discretion of the Chair, EAPs will identify and recommend employees to fill GS-15 using management reassignment lists or FMCP referral certificates. The EAP will provide a minimum of three highly qualified management reassignment candidates to the selecting official, when using that option. The PALACE Team will provide administrative support to the EAP.

9.5.8.3.1. The Policy Council Chair will establish EAPs as required in the following areas: audit, accounting, budget, cost and one for overall financial management. The senior career SES functional member will chair the functional area panels, and the Policy Council Chair will designate the financial management panel chair. The Policy Council Chair, in consultation with the standing panel chair, will appoint the other panel members to include, as appropriate, a command representative, an SES or general officer, and, if necessary, an additional member to represent other interests in a particular case.

9.5.8.4. The selecting official for Category I positions will select from the reassignment list provided or justify the need for additional reassignment candidates or a promotion certificate. The EAP will decide on the selecting official's request and take additional action where necessary.

9.5.8.5. The selecting official for Category II positions will select from a reassignment list if provided by the EAP or a promotion certificate if the EAP has determined that there are no highly qualified reassignment candidates available. The selecting official may submit to the EAP justification for additional reassignment names or a promotion certificate.

9.5.8.6. The FMCP will use AFI 36-202 to resolve disagreements.

9.5.9. Filling Developmental Positions. With prior approval of the FMCP Policy Council Chair, managers may temporarily downgrade FMCP positions below the GS-12 level for developmental purposes. Servicing CPFs may fill GS-11 and below positions using local procedures. Managers must submit their request to the FMCP PALACE Team and provide a copy of the MAJCOM financial manager's approval. The CPF will ensure coding of the position's full potential target grade in the data system. After a position returns to the target grade, the CPF will process future fill actions through the FMCP. **NOTE:** Positions downgraded for developmental purposes will remain coded in DCPDS as career program positions.

9.5.10. Exceptions. If normal career program referral procedures do not produce a viable candidate, the supervisor may request an exception to filling the position through the FMCP. On an exception basis and with appropriate justification, the Policy Council Chair may authorize a one-time approval for the organization to fill the position through the servicing CPF. When this occurs, the CPF must use the FMCP PEP.

9.5.11. Financial Management APDP Requirements. In order to be selected for a Critical Acquisition Position (CAP), candidates must be an Acquisition Corps member prior to assignment to the position unless a waiver is requested and approved. See Chapter 1 for Acquisition Corps membership requirements. For non-critical acquisition positions, candidates must meet the FMCP certification requirements for the position's certification level prior to appointment or be able to meet the requirements within 18 months of the appointment. If unable to meet the requirements within 18 months, a

waiver must be requested and approved. Acquisition certification requirements are published in the Defense Acquisition University Course Catalog.

9.6. Training and Development:

9.6.1. Formal Training. The FMCP will centrally fund and administer selected short-term and LTT. FMCP will fund courses to satisfy intern managerial and executive development needs. Local managers will fund and administer other types of training.

9.6.1.1. SOS. The FMCP will rank management-nominated individuals for Air Force-wide competition for SOS.

9.6.2. LTT. The FMCP will rank management-nominated career program registrants for Air Force-wide competition for LTT, which may include a follow-on assignment. Registrants interested in attending any Professional Military Education courses should also consider completion by correspondence or seminar. The FMCP will influence selections to attend the Professional Military Comptroller School (PMCS) through the FMCP representative on the PMCS selection panel.

9.6.3. Career Broadening. The FMCP may place approved career broadening positions anywhere in the Air Force to meet corporate developmental needs. Individuals will normally serve for a period of two years on a career broadening position. Their follow-on assignment will be to a predetermined permanent position or as indicated in a MOA. Individuals selected for a FMCP career broadening position must sign an MOA before being officially selected and assigned. All selections for a FMCP career broadening position will require advance approval and signature on the MOA by the Policy Council Chair.

9.6.3.1. Placement of Positions. The Policy Council Chair will determine the OCSRS and geographic location of FMCP career broadening positions. The position reverts to the Policy Council once vacant. The organization previously assigned the position may request the allocation of another position.

9.6.3.2. Filling Career Broadening Positions. The organization receiving a position will submit a proposed position description, organizational chart, functional statement, and training plan to the PALACE Team. Career broadening positions are filled through management reassignment using competitive procedures. If no candidates are identified for management reassignment, the originator may request career program referral certificates for temporary promotion and/or CLG. There may be modifications to qualification standards (as provided for in the introductory guidance to the OPM qualification standards) for reassignments into career broadening positions. However, there will be no waivers of education requirements.

9.6.4. Tuition Assistance. The FMCP will not fund entire programs of study but will consider funding individual mission-related courses. Registrants will compete for available funding on the basis of TPS. Tuition assistance will not include payment for books, computers or related fees.

Chapter 10

HISTORIAN & MUSEUM CIVILIAN CAREER PROGRAM (HMCCP)

10.1. Policy Council Structure:

- Air Force Historian, or designee, Chair.
- Senior or Assistant Historian, Office of the Air Force Historian.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- Members representing:
 - - Major command or comparable organizations.
 - - Centers or comparable organizations.
 - - Center for Air Force History.
 - - Air Force Historical Research Agency.
 - - Air Force Museum
 - - HMCCP PALACE Team chief, AFCPMC/DPCH (nonvoting, executive secretary).

10.2. Position Coverage. The HMCCP covers all Air Force GS-170 positions, except those positions within the Air University Center of Aerospace Doctrine. The HMCCP covers GS-09 and GS-11 positions in GS-1082 series, Writing and Editing, which are located in history offices. In addition, HMCCP covers all GS-09 through GS-15 positions in the 1015 (Museum Curator) and 1016 (Museum Specialist/Technician) series.

10.3. CPEAS. The HMCCP will provide CPEAS referral certificates upon request.

10.4. Management-Initiated Assignments. These assignments may include job swaps between individuals of same grade and series. The Policy Council Chair must approve in advance any assignment to the same or lower grade involving a PCS or any assignment between owning MAJCOMs. The requesting official must notify the HMCCP administrator in writing through the CPF and provide position CPCN, series, grade, title, office symbol, and candidate's name and SSN. The PALACE Team will confirm qualifications, physical ability, and ability to obtain required security clearance; satisfactory appraisal; clear career program penalties and restrictions; confirm awareness of losing and gaining functional managers; and request a fund cite if the Policy Council Chair has approved use of the central PCS account.

10.5. Training and Development:

- The PALACE Team will provide central funding and administration of selected management, executive, and professional development programs.
- Local managers will retain the responsibility for funding and administering other training, such as that required for job proficiency.
- The career program administrator may recommend to the Policy Chair other courses to be centrally-managed based on requirements recommended by registrants and management officials.
- Employees should take advantage of self-development opportunities, correspondence courses such as those offered by the U.S. Air Force Extension Course Institute (ECI), on-base Air Univer-

sity seminar programs, professional symposia and conferences, and the resources of nearby colleges and universities.

Chapter 11

INFORMATION MANAGEMENT CAREER PROGRAM (IMCP)

11.1. Policy Council Structure:

- Director of Information Management, SAF/AAI, Chair.
- Chief, Publishing Division, Directorate of Information Management, SAF/AAIP.
- Ranking 37XX officer in HQ AFMC/CI.
- Director of Information Management from a second command (appointed by the Chair on a rotational basis).
- One to three high-ranking civilians.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPCC).
- IMCP PEP Panel Chair.
- IMCP T&D Panel Chair.
- Plans and Resources representative, SAF/AAIX, (nonvoting member).
- Others as appointed by the Chair.
- IMCP PALACE Team chief, AFCPMC/DPCB (nonvoting, executive secretary).

11.2. Panels and Liaison Officers:

11.2.1. The Training and Development (T&D) Panel will:

- Propose policy and procedures regarding training and development activities. Develop career patterns and a MDP.
- Assess program needs for tuition assistance, short courses, and LTT.
- Budget for training.
- Recommend the distribution of training funds.
- Formulate procedures for selection of candidates to attend IMCP-sponsored training.
- Establish policies and management procedures for career intern and career broadening positions.

11.2.2. The PEP Panel will:

- Identify all Air Force information management-type positions GS-09 through GS-15 for IMCP coverage.
- Address all issues related to the IMCP referral process including formulation of skills codes and definitions, job analysis, PLF development and rationales, and ranking criteria.
- Conduct PEP reviews.

11.2.3. The SAF/AAI Liaison Officer, appointed by the Policy Council Chair will:

- Serve as technical assistant and nonvoting functional advisor of the Policy Council, coordinate meetings, and provide necessary support.
- Provide timely information on issues affecting the program to the Director or Deputy Director (SAF/AAI), the Council, and the IMCP career program administrator.

- Perform air staff functions in support of the IMCP, such as developing and coordinating necessary regulatory changes.
- Perform other duties as directed by the Chair.

11.2.4. IMCP points of contact at each MAJCOM, FOA, and DRU will maintain information concerning the program, answer questions concerning the IMCP, and contact the PALACE Team directly for additional information.

11.3. Position Coverage:

11.3.1. Primary Series. The IMCP will cover permanent full-time positions in the competitive service and the excepted service in grades GS-09 through 15 classified to OCSRS 341 (Administrative Officer) or 342 (Support Services Administration) and assigned to any FAC when the work description is characteristically that of information management.

11.3.2. Shared Series. The IMCP will cover GS-09 through 15 grade level positions classified to OCSRS 301 (Misc Administration and Program), 343 (Management/Program Analyst), and 1082 (Writing and Editing).

11.3.3. The IMCP does not cover the following:

- Air Reserve Technician and Air National Guard Technician positions.
- Obligated positions; management may take local action to fill the position during the period of obligation.
- Time-limited positions of less than two years' duration.
- One-of-a-kind or project-oriented positions (e.g., Space Management Specialist, Support Agreements Specialist, Special Projects Analyst).
- Positions requiring skills not normally found in the IMCP registrant population.

11.3.4. The PEP Panel recommends and the Policy Council approves exclusion from coverage of the following kinds of positions, on a case-by-case basis:

11.3.5. The Policy Council may elect to change the scope of coverage of the program. CPFs should consult with the PALACE Team if there are any questions concerning the program coverage of positions outside FAC 11XX or those with atypical skills coding.

11.4. Career Mobility:

11.4.1. Geographic mobility will be a voluntary feature of the program, except employees accepting the following positions will be mobile:

- PALACE Team (AFCPMC/DPCB).
- Career broadening (if established).
- Interns.
- GS-15.

11.4.2. The IMCP may require individuals selected for career broadening positions, LTT, or an intern program to sign a mobility agreement for follow-on assignments. Management or the employee, as appropriate, may submit a written request for waiver to AFCPMC/DPCB due to circumstances beyond management's or the employee's control, such as health, personal hardship, etc.

11.5. Staffing Positions:

11.5.1. Upgraded Encumbered IMCP Covered Positions:

11.5.1.1. The CPFs may upgrade and fill encumbered upgraded positions when upgrade is due to classification error, new or revised standards, or reconstitution of the incumbent's position into a successor position. The CPF may use local merit promotion procedures without the prior coordination and approval of the Policy Council. The CPFs must notify the PALACE Team of the action and send a copy of the new position description.

11.5.1.2. Supervisors must use IMCP referral certificates to fill developmental covered positions, but may accomplish subsequent upgrades to the target grade level without further PALACE Team involvement.

11.5.2. Management-Initiated Assignments. Local functional managers may noncompetitively assign IMCP registrants to vacant IMCP covered positions at the same or lower grade to accommodate local mission needs, providing the assignment does not require a PCS and the position being filled has no known promotion potential. The servicing CPF will notify the PALACE Team in writing after the assignment occurs and provide the position CPCN, series and grade, title, and office symbol and the name of the individual. The Policy Council Chair will approve in advance all assignments involving a PCS. Requests are sent to the PALACE Team including this same information.

11.6. Training and Development:

11.6.1. LTT and SOS. The IMCP will rank management-nominated career program registrants for Air Force-wide competition for LTT and SOS, as identified in the AFCPMC Civilian Training Guide. Selectees will normally return to the job held prior to training.

11.6.2. Selection Criteria. The PALACE Team will apply a merit point system developed by the IMCP T&D panel to rank and select candidates through Air Force-wide competition for IMCP-sponsored training opportunities.

11.6.3. Tuition Assistance. The IMCP will normally not provide tuition assistance to interns. Tuition assistance for registrants will not include payment for books. The IMCP will require a DD Form 1556 and spreadsheet when a registrant is enrolled in a program of study. The IMCP will not fund entire programs of study but will consider funding of individual mission-related courses. The IMCP requires a letter of recommendation from the functional manager for each requested course. There will be a one-year training penalty for any registrant who does not enroll in or complete an approved course, and fails to notify the PALACE Team within 2 weeks of the class start date or the drop date, whichever applies.

Chapter 12

LOGISTICS CIVILIAN CAREER ENHANCEMENT PROGRAM (LCCEP)

12.1. Policy Council Structure:

- Deputy Chief of Staff, Logistics, HQ USAF/LG, Co-Chair
- Deputy Director of Logistics, HQ AFMC/LG, Co-Chair
- General officer logistician, HQ ACC
- Senior logistician (SES), HQ USAF/LGT
- Two senior civilian logisticians, AFMC Air Logistics Center
- Senior civilian logistician, HQ AMC
- General Officer/Senior logistician from AETC
- Senior civilian logistician, AFMC Product Center
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC)
- LCCEP PALACE Team chief (nonvoting, executive secretary)

12.2. Executive Panels. The LCCEP Chair will select the chairs of the executive panels to assist the council to design, implement, and maintain the program.

12.2.1. The Executive Position and PEP Panel will establish criteria for position coverage by the LCCEP. Through continuing surveillance of program trends, manpower gains and losses, and long-term executive needs, the Panel will develop recommendations for policy council consideration. The Panel will provide position studies, developed for council consideration, to other LCCEP activities and to functional management to ensure a coordinated approach to management of LCCEP positions. The Panel will develop PEPs for filling covered positions, and will oversee ten work groups comprised of subject matter experts who develop PEPs for positions in their areas of expertise.

12.2.2. The Executive Resources Panel will develop and administer the process for the WPS. It will oversee the WPS elements, develop the annual interview questions, and evaluate the results. This Panel develops and executes the WPS implementation plan.

12.2.3. The Career Development Panel (CDP) will review requirements for, develop criteria for and administer LCCEP training and development programs, as well as oversee career planning of LCCEP registrants. The Panel also oversees the LCCEP PALACE Acquire intern program, which brings recent college and university graduates into the logistics work force. PALACE Acquire intern program guidance is in AFI 36-602.

12.3. Position Coverage. LCCEP will centrally manage positions which the Policy Council approves for program inclusion. See figure 12.1 for series coverage. The LCCEP covers all GS- 13 through 15 positions in these series. Each MAJCOM commander or equivalent may determine the percent of LCCEP coverage by grade for GS-09 to GS-12 positions. MAJCOM logistics functional managers will inform the PALACE Team of percentages chosen and of any changes. The selected percentage will apply to all bases and activities within the Command or equivalent organization.

Figure 12.1. Covered Positions -- Logistics Civilian Career Enhancement Program.

1. PRIMARY SERIES	
<u>SERIES</u>	<u>TITLE</u>
0346	LOGISTICS MANAGEMENT SPECIALIST
1152	PRODUCTION CONTROL
1601	GENERAL FACILITIES AND EQUIPMENT
1670	EQUIPMENT SPECIALIST
2001	GENERAL SUPPLY
2003	SUPPLY PROGRAM MANAGEMENT
2010	INVENTORY MANAGEMENT
2030	DISTRIBUTION FACILITIES AND STORAGE MANAGEMENT
2032	PACKAGING
2050	SUPPLY CATALOGING
2101	TRANSPORTATION SPECIALIST
2102	TRANSPORTATION CLERICAL/ASSISTANT
2130	TRAFFIC MANAGEMENT
2131	FREIGHT RATE
2135	TRANSPORTATION LOSS AND DAMAGE CLAIMS EXAMINER
2144	CARGO SCHEDULING
2150	TRANSPORTATION OPERATIONS
2. SHARED SERIES	
<i>NOTE:</i> For inclusion, shared series positions must have a least 50 percent logistics duties or have specialized tasks that involve logistics KSAs. Positions must also be in one of the following organizational functions: AP, AQ, AW, CE, CJ, CR, CS, CY, DC, DD, DF, DT, DU, MA, MM, MT, OP, PA, PB, PP, SE, SU, AND TA. Shared series are:	
0301	MISCELLANEOUS ADMINISTRATIVE
0343	MANAGEMENT AND PROGRAM ANALYSIS
1101	GENERAL BUSINESS AND INDUSTRY
1910	QUALITY ASSURANCE
3. PERCENTAGE OF COVERAGE BY GRADE FOR PRIMARY AND SHARED SERIES	
100 Percent	MAJCOM Determination
GS-13 through 15	GS-12, GS-09 through GS-11 for series 2101, 2102, 2130, 2131, 2135, 2144, and 2150 only

12.4. Career Mobility. The LCCEP does not require mobility to register; however, mobility is a requirement for LCCEP intern, career broadening, and LTT, and for assignments to the LCCEP PALACE Team. Selectees for these positions will sign a mobility agreement. Opportunities for advancement are greater for registrants having broad geographic availability.

12.5. Staffing Positions. See Chapter 1 for procedures for submitting vacancy fill requests.

12.5.1. The LCCEP uses a WPS to rank all candidates for Air Force-wide promotion, reassignment, CLG and development opportunities. The purpose of the WPS is to evaluate each candidate's overall qualifications. The WPS uses points for a combination of elements, including experience, education, appraisal, and assessment. The applicability of elements depends on the grade of the vacant position.

The assessment element of the WPS measures managerial characteristics or competencies of registrants. The assessment is a two-part process. The interview part measures five logistics managerial competencies through an interactive interview. The second part is a Behavior Inventory (BI) which measures nine logistics competencies through joint responses by the eligible registrant and his or her supervisor. Figure 12.2 shows WPS elements and points. Attachment 4 provides details on scoring procedures.

12.5.2. PEPs. The LCCEP PALACE Team, PEP/Position Panel, and functional work groups will jointly develop standard Air Force-wide PEPs for use in filling covered positions.

12.5.2.1. The work groups will represent all functional areas of the logistics career field and develop PEPs for their functional areas of expertise.

12.5.2.2. The personnel specialist supporting the LCCEP will review and assist the workgroups and Panel in validating new and revised PEPs.

12.5.3. Ranking Candidates. Candidates must meet the basic qualifications established by the PEP to be further ranked. A combination of experience and WPS will determine the final rank order.

Figure 12.2. LCCEP Whole Person Score Elements.

Category	Possible Points
<u>Professional Experience</u>	
Multi-Occupational Series	24
Multi-Command	16
Multi-Organizational Level	16
Supervisory	12
Managerial	12
<u>Education/Training</u>	
Formal Education	48
Professional Military Education	12
Professional Civilian Education	12
Certified Professional Logistician	8
<u>Performance Appraisal</u>	100
<u>Interview/Assessment*</u>	
Interview Score	120
Behavioral Inventory	30
Total Possible Score	460
*Applicable only to registrants eligible for promotion to GS-14/15 positions.	

12.5.3.1. In filling positions grades GS-09 through GS-13, the LCCEP will use the WPS to rank candidates within each PLF.

12.5.3.2. In filling positions at grades GS-14 and GS-15, each PLF the candidate passes will receive a point value. The number of points will depend on the number of PLFs in the specific PEP used with the maximum being 80 points. The LCCEP will rank candidates by totaling their WPS and the number of PLF points earned.

12.5.3.3. The tie-breaker is the service computation date for leave.

12.5.4. CPEAS. The LCCEP will provide CPEAS referral certificates for "hard-to-fill" positions and joint service commands when requested by the selecting organization.

12.5.5. Upgrading LCCEP Covered Positions:

12.5.5.1. If a position is vacant, the CPF may upgrade a LCCEP covered position without the prior coordination and approval of the LCCEP Policy Council Chair. The CPF must notify the PALACE Team of the upgrade and send a copy of the new position description.

12.5.5.2. If the position is encumbered, and the upgrading action is due to classification error or application of new or revised standards, or if it is clearly a successor position and there are no other employees to whom the supervisor could assign the work, the CPF may noncompetitively promote the employee without prior coordination or approval from the LCCEP Policy Council Chair. In all other instances, the CPF must request referral certificates from the PALACE Team.

12.5.6. Filling Developmental Positions. Managers may temporarily remove covered positions from the career program and downgrade them for developmental purposes without prior approval. Supervisors may fill these jobs at the lower grade level, but the CPFs must retain the LCCEP position identification in the DCPDS.

12.6. Management-Initiated Assignments:

12.6.1. Assignments Involving a PCS. The Policy Council must approve in advance these assignments. The requesting official will send a written request to the PALACE Team through the CPF and provide position CPCN, series, grade, title, office symbol, and candidate's name and SSN. The PALACE Team will confirm qualifications; physical ability; ability to obtain required security clearance; determine satisfactory appraisal and absence of any adverse action in the OPF; clear career program penalties and restrictions; confirm awareness of losing and gaining functional managers; obtain Policy Council approval; and request a fund cite, when approved by the Policy Council Chair.

12.6.2. Assignments Not Involving a PCS. The supervisor does not need advance Policy Council approval for these assignments. The supervisor will notify the PALACE Team in writing either before or after the action, providing all information required in 12.6.1 above.

12.7. Training and Development. The LCCEP will provide central funding and administration for selected formal training. LCCEP will fund courses designed to satisfy managerial and executive development needs. Local managers will fund and administer other types of training.

12.7.1. Types of LCCEP Training. Information about specific courses and nomination dates are in the AFCPMC Civilian Training Guide. LCCEP will offer:

- MDC courses and on-site courses at regional locations using OPM or independent vendors.
- LTT (over 120 consecutive days) to registrants through Air Force-wide competition.
- Funding for tuition and related fees for courses which are mission-related.
- Career broadening assignments at grades GS-12 through 14 for a 24-month period. These assignments will provide participants an opportunity to gain "hands-on" knowledge of a different aspect of logistics. Chapter 1 provides information on career broadening. Registrants are limited to one career broadening assignment in their Air Force civilian career.

12.7.2. Training Requirements. Candidates for short-term training, LTT, career broadening, and tuition assistance must ensure the training course, by specific training code, is in the RTA of their CEP. The appropriate training codes for specific courses are in the AFCPMC Civilian Training Guide.

12.7.2.1. Candidates for tuition assistance must be junior standing or have at least 60 semester hours or the equivalent and have at least 5 years of Federal civilian service at any grade.

12.7.2.2. In addition to the basic requirements, candidates for LTT and career broadening or career enhancement assignments, will meet the following:

- Minimum grade of GS-11.
- Minimum of 5 years of Federal service at any grade.
- Currently occupying a logistics position.
- Current performance appraisal of fully successful or higher.
- An excellent or superior performance appraisal within the last 3 years.
- Three years of experience in the logistics career field.
- Meet the requirements of the school, if being nominated for an academic program.
- For LTT, applicants for undergraduate training must show completion of 90 semester hours or 135 quarter hours, whichever is applicable.
- Three years of Federal civilian service since the last long-term formal training program.
- Applicants for the Masters of Science degree program from the University of Texas at Tyler must have or transfer an additional 12 semester hours.
- Nominees for career broadening, must meet any additional requirements in the announcement.
- At the ALCs and HQ AFMC, the senior logistician must endorse each nomination. At the Product Centers and operating bases, a senior logistician at the GS-15, or colonel or higher level must endorse nominations. A senior logistician at command-level must provide an endorsement for the Product Centers and operating bases.

12.7.3. Nomination Package. The AFCPMC Civilian Training Guide describes nomination packages for LTT and career broadening.

12.7.4. The LCCEP will consider registrants for training and development opportunities using the following priorities:

- Priority 1 -- qualified registrants assigned to a position with a logistics primary or shared series. Registrants are eligible under this priority even if they are not assigned to an LCCEP-covered position.
- Priority 2 -- qualified registrants not assigned to an LCCEP-covered position and not registered for any other career program except LCCEP.
- Priority 3 -- qualified registrants not assigned to an LCCEP-covered position and registered for other career programs in addition to LCCEP.

12.7.5. Administration of the Career Broadening Program. The LCCEP PALACE Team will administer the program.

12.7.5.1. At least annually, the CDP will accept nominations for qualified registrants. During the local annual training survey by the servicing CPF, a supervisor may nominate any registrant using the CEP. A senior logistician, civilian or military, must endorse the assignment and post-broadening utilization of the candidate. The post-broadening assignment will normally be at the permanent grade level the employee has at time of selection for the career broadening assignment. However, competition for the career broadening assignment may lead to a permanent promotion in a follow-on assignment, without further competition, when the announcement contains this provision.

12.7.5.2. The CDP, with Policy Council approval, will assign approved career broadening positions to organizations in specific locations, taking into account the broadening needs of the top-ranked candidates and the Air Force.

12.7.5.3. The LCCEP will centrally fund all salaries and PCS costs; however, the host organization will fund mission-related TDY expenses.

12.7.5.4. Employees should verify their base-level DCPDS records at the end of an assignment to ensure proper crediting of experience.

12.7.5.5. Approximately six months prior to completion of the career broadening assignment, the LCCEP PALACE Team will contact the sponsoring organization to identify the post-broadening position. The PALACE Team will fully coordinate all post broadening assignment actions with the functional community and the gaining and losing servicing CPFs.

12.7.5.6. Every 6 months, the immediate supervisor and the career broadener will submit a written narrative evaluation to the LCCEP PALACE Team. The supervisor will base the evaluation on the performance requirements in the career broadener's work plan and training plan and the results of periodic performance reviews. The evaluation must include progress made in attaining planned objectives; an assessment of the career broadener's attitude toward broadening; an assessment of the career broadener's ability to accomplish assigned tasks; and recommendations for changes to the career broadening program. The employee's evaluation must include progress in attaining planned objectives; an assessment of the host organization's attitude toward career broadening; a review of assigned tasks; and recommendations for changes to the career broadening program.

Chapter 13

MANPOWER CAREER PROGRAM (MCP)

13.1. Policy Council Structure:

- Director, Programs and Evaluation (HQ USAF/PE) or designee, Chair.
- The Policy Council Chair will determine membership, giving consideration to minority and gender representation reflective of the CLF and ensuring good cross-command career field representation.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- MCP PALACE Team chief, AFCPMC/DPCPM (nonvoting, executive secretary).

13.2. Position Coverage. The MCP will cover positions that meet the criteria in table 13.1, Columns A, B, C, and D. The CPF will use instructions in Columns E and F.

Table 13.1. Position Coverage - Manpower Career Program.

R U L E	A	B	C	D	E	F
	If position is	and grade is	and organization and function code is	and series is	then DCPDS Career Program Identifier and Position Type DINs JKC and JKA are	and Mobility DIN JCA is
1	in functional account code 1080/81/82/83/108A	11, 12, 13, 14, or 15	any	301, 343, or 896	1 and 2	9
2	in functional account code 1013	11, 12, 13, 14, or 15	CA	301, 343, or 896	1 and 2	9
3	Career Program Administrator	13	any	343	1 and 3	5
4	Career Program Specialist	12	any	343	1 and 3	5

13.3. Staffing Positions:

13.3.1. Position Restructuring. Supervisors may request to restructure a covered position as a developmental position and use local procedures to fill the position. The PALACE Team, servicing CPF, Policy Chair and selecting official must agree.

13.3.2. "Hard-To-Fill" Positions. The PALACE Team chief will determine the extent and manner of identifying additional candidates for "hard-to-fill" positions. This may include advertising the vacancy with possibility of pay retention or adjustment for registrants taking a CLG. AFCPMC will address use of local MPP and any pay retention in correspondence transmitting referral certificates.

13.4. Management-Initiated Assignments. Supervisors may make noncompetitive management-initiated assignments between covered positions at the same or lower grade as long as they result in a vacancy for MCP fill. When deemed appropriate, the Policy Council Chair may initiate the assignment of personnel to meet specific mission needs. These actions are exceptions to the routine procedures. Employees must be career program registrants and qualify for these positions, and the positions must have no known promotion potential. An employee assigned under these provisions is not subject to MCP penalties or restrictions, except those involving a PCS.

13.4.1. Within a MAJCOM, the losing and gaining supervisors and MAJCOM Director of Programs and Evaluation must agree to the action.

13.4.2. Between MAJCOMs, the losing and gaining supervisors and MAJCOM Directors of Programs and Evaluation must agree to the action and obtain Policy Council Chair approval prior to the effective date.

13.4.3. An organization proposing an assignment will send a written proposal to AFCPMC/DPCPM through their MAJCOM counterparts. The MAJCOM will recommend disposition. The PALACE Team will forward the request to the Policy Council Chair for decision if the action is between MAJCOMs. If the Chair approves the assignment, AFCPMC will notify the losing and gaining CPFs to effect the action. The Policy Council Chair may authorize use of the central PCS account on a case-by-case basis.

13.5. Training and Development. The T&D Panel or the Air Force Director of Programs and Evaluation will select employees for centrally managed training. They will analyze each candidate's development pattern, performance rating, training, experience, and diversity of assignments to select candidates having the greatest potential for performing as managers.

Chapter 14

SERVICES CAREER PROGRAM (SVCP)

14.1. Policy Council Structure. The policy oversight for the Services Career Program will extend to both appropriated fund and nonappropriated fund (NAF) positions and employees. Council membership is as follows:

- Deputy Director, Services (HQ USAF/SV), Chair.
- MAJCOM SV representatives.
- Air Force Services Agency and USAF/SV representatives.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- SV PALACE Team chief, AFCPMC/DPCD (nonvoting, executive secretary).

14.2. Executive Panels. The Policy Council Chair will appoint advisory panels to assist in administration of the program. These may include, but are not limited to PEP Panels, a Training and Development (T&D) Panel, Placement Panel, Analysis Task Group, Assessment Panel, Tiger Teams, Project Action Teams, etc. Panels will consist of three to five members with nonvoting advisors available to provide technical guidance and information.

14.3. NAF Services Career Program:

14.3.1. Position Coverage. The NAF SVCP will centrally manage positions in Pay Band IV (Universal Annual (UA)-09 equivalent) and above as identified by the Policy Council.

14.3.2. Registration. Candidates may obtain application packets for NAF SVCP positions from AFCPMC/DPCD-NAF, 555 E Street West Suite 1, Randolph AFB TX 78150-4530.

14.3.2.1. Registration Eligibility. Current nonappropriated fund and appropriated fund employees, military personnel within 6 months of separation or retirement, and non-Federal employees may apply. Candidates need 30 months of specialized experience to qualify for positions.

14.3.3. Training and Development. NAF registrants may compete for training opportunities if they currently occupy a NAF career program covered position, are a NAF career program registrant, have been a NAF employee for a minimum of 12 months, and meet specific course requirements. Employees should send training requests through their immediate supervisor to AFCPMC/DPCD-NAF.

14.3.4. Referral Certificate Transmission. The NAF career program will send referral certificates to the servicing Human Resources Office (HRO) for forwarding to the selecting official.

14.4. Appropriated Fund (APF) Services Career Program:

14.4.1. Position Coverage:

Table 14.1. Position Coverage - Services Career Program.

R U L E	A	B	C	D	E
	If position is	and grade is	and series is	then DCPDS Career Program Identifier and Posi- tion Type DINs JKC & JKA are	and Mobility DIN JCA is
1	Flight Chief	12, 13, or 14	301, 1101, 1701	2 and 2	2
		11	301, 1101, 1701	2 and 2	9
2	Open Mess Manager or Asst Open Mess Manager	11, 12, 13, or 14	1101	2 and 2	9
3	Services Direc- tor/ Deputy Direc- tor	12, 13, 14, or 15	301	2 and 2	2
		11	301	2 and 2	9
4	Librarian	11, 12, 13, 14, or 14	1410	2 and 2	9
5	Food Service Manager	9, 10, 11, 12, 13, 14, or 15	1667	2 and 2	9
6	Human Re- source Officer	11, 12, 13, 14, or 15	301	2 and 2	9
7	Child Develop- ment Director/ Assistant	9, 10, 11, 12, 13, 14, or 15	1701	2 and 2	9
8	Billeting Man- ager	9, 10, 11, 12, 13, 14, or 15	1173	2 and 2	9
9	Services Ca- reer Program Administrator	12, 13, or 14	301	2 and 2	5
10	Management Trainees	7 or 9	301, 1101	2 and 6	1

14.4.2. Mobility. Employees selected for the following positions must sign a mobility agreement before the action is effected:

- Directors/Deputy Directors and Flight Chiefs, GS-12 and above.
- NAF Payband IV and above Club, Golf, and Bowling Managers.
- All GS-13 and above covered positions and NAF Payband V positions at MAJCOM, Air Force Services Agency, and HQ USAF/SV levels.

14.4.2.1. When individuals accept positions overseas which have mobility as a condition of their selection, the following applies on the "Overseas Employment Agreement":

- When the Policy Council Chair moves the employee by exercising the mobility option, the losing CPF or HRO will mark the agreement to indicate that return placement will be centrally managed by the PALACE Team.
- When selection to the job is from a career program certificate, the losing CPF or HRO will establish return entitlements to the geographic area from which the employee was recruited.

14.4.3. Training and Development. The PALACE Team will provide information on training nominations, tuition assistance, and CEP preparation to registrants. The T&D Panel will recommend to the Policy Council selection criteria, operating instructions, financial priorities for training opportunities, etc.

14.4.4. CPEAS. The program will automatically refer CPEAS candidates to vacancies. NAF employees may compete for appropriated fund covered positions through CPEAS if they are eligible under the OPM-DoD Interchange Agreement.

14.4.5. Referral Certificate Transmission. The APF SVCP will send referral certificates to the servicing CPF for forwarding to selecting officials.

14.5. Interns. The SVCP will recruit management trainees and will manage the program for both APF and NAF. Additional intern program guidance is available in AFI 36-602 and NAF Management Trainee Program Guide.

14.6. Waivers. The Policy Council Chair is the decision authority on waivers. All waivers must be coordinated through the employee's servicing personnel function, i.e., CPF or HRO, and MAJCOM counterpart. Waiver requests should be sent to the Chair through the PALACE Team, AFCPMC/DPCD or AFCPMC/DPCD-NAF.

14.6.1. NAF Business-Based Action (BBA) Waivers. For base closure or other BBA, employees are given priority consideration to the first available position in the same Payband, series, and title as that held by the BBA employee and at a salary the individual has agreed to accept. Nonselection of a BBA employee or base closure employee requires the concurrence of the Policy Council Chair. All waivers, with justification, must be sent through the MAJCOM functional manager for written approval prior to submission to the PALACE Team.

14.7. Management-Initiated Assignments. The following applies to noncompetitive management-initiated assignments at the same or lower grade.

14.7.1. Supervisors, MAJCOM functional management, and the Policy Council Chair must concur on the action prior to accomplishment, or the Policy Council Chair may direct an assignment.

14.7.2. At the end of the assignment action, there must be a covered position left for SVCP fill, except in circumstances such as base closure or organizational realignment. The individual must be highly qualified for the position at the fallback PLF. The position being filled must have no known promotion potential. Individual must have at least a fully successful evaluation and no adverse actions pending.

14.7.3. The Policy Council Chair will resolve any disputes between the parties in the best interest of the Air Force.

14.7.4. Organizations will submit written management reassignment proposals, with required concurrences annotated, to AFCPMC/DPCD. The request will include the full name and SSN of the employee, grade, series, title, office symbol, and supervisor's full address and phone number for both positions. Telephonic coordination of both MAJCOMs is required. A statement indicating that the Stopper has been cleared must be included in the request and signed by the servicing CPF. The PAL-ACE Team will obtain a decision from the Policy Council Chair and advise the requestor. The Policy Council Chair may authorize use of the central PCS account, when appropriate.

Chapter 15

PUBLIC AFFAIRS CAREER PROGRAM (PACP)

15.1. Policy Council Structure:

- Secretary of the Air Force, Director of Public Affairs, Chair.
- MAJCOM Public Affairs Directors from ACC, AMC, AETC, AFMC, and AFRES.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- Three GS-15 Public Affairs civilian employees.
- SAF/PAR Chief (nonvoting, Public Affairs Liaison Officer).
- PACP PALACE Team chief, AFCPMC/DPCC (nonvoting, executive secretary).

15.2. Position Coverage. The PACP centrally manages all GS-09 and above positions in series 1035, Public Affairs, and GS-09 and above positions in series 1082, Writing and Editing, in FAC 104X. CPFs will code PACP positions as follows: (1) Identifier (DIN JKC) = B; (2) Type (DIN JKA) = 2; and (3) Mobility Reason (DIN JCA) = 9.

15.3. Referral Process:

- The PACP will automatically provide CPEAS certificates for "hard-to-fill" positions only.
- The PACP will send referral certificates to the servicing CPFs for forwarding to the selecting supervisor.

15.4. Management-Initiated Assignments. Management-initiated assignments may include job swaps between individuals of same grade and series qualifications. The following procedures apply to all management-initiated assignments to career program positions at the same or lower grade.

15.4.1. The Policy Council will approve in advance all assignments involving PCS between MAJCOMs. The requesting official will send written request to the PALACE Team through the CPF, providing position CPCN, series, grade, title, office symbol, and candidate's name and SSN. The PALACE Team will confirm qualifications, physical ability, ability to obtain required security clearance; determine satisfactory appraisal and absence of any adverse action in the OPF; clear career program penalties and restrictions; confirm awareness of losing and gaining functional managers; obtain Policy Council approval; and request a fund cite, if approved by Policy Council Chair.

15.4.2. Assignments within the same MAJCOM do not require advance approval of the Policy Council, unless PCS funds are requested. The servicing CPF will notify the PALACE Team in writing of the assignment, providing all information required in 15.4.1 above.

15.5. Training and Development. The PACP will provide training indicated in the AFCPMC Civilian Training Guide. In addition, there are numerous self-development opportunities available -- correspondence courses, such as the USAF ECI, on-base Air University seminar programs, professional courses/conferences, and resources of nearby colleges and universities.

Chapter 16

SAFETY CIVILIAN CAREER PROGRAM (SCCP)

16.1. Policy Council Structure. The functional manager for Safety (HQ USAF/SE) will provide safety program guidance and professional development objectives. HQ USAF/SEC will serve as the SCCP Policy Council Chair and will act for the functional manager in support of the PALACE Team. Council members will consist of approximately 12 voting members from the various MAJCOMs, AFCPMC, and HQ USAF/DPC.

16.2. Position Coverage. The SCCP will centrally manage positions at grades GS-09 through GS-15 in series 0018, *Safety and Occupational Health and Management*, and 0803, *Safety Engineering*.

16.3. CPEAS. The SCCP will provide CPEAS referral certificates for "hard-to-fill" positions only.

16.4. Management-Initiated Assignments. The SCCP Policy Council Chair will approve in advance management-initiated assignments of career program registrants at the same or lower grade. Local management-initiated assignments to positions with no known promotion potential will not require the Policy Council Chair's approval; however, the CPF will notify AFCPMC/DPCY of such actions.

16.5. Training and Development. The SCCP PALACE Team will centrally fund and administer selected short- and LTT for registrants, as well as technical training for PAQ interns. Selection for SCCP funded competitive training will consider: weighted factors such as time in grade, time-in-service, appraisal scores, and awards; nonweighted factors such as mission relevance and needs; and underrepresentation. The SCCP will fund courses designed to satisfy managerial and developmental needs. Local managers will fund and administer other types of training.

Chapter 17

SCIENTIST AND ENGINEER CAREER PROGRAM (SECP)

17.1. Policy Council Structure:

17.1.1. Chair. Deputy Assistant Secretary (Research and Engineering), SAF/AQ. The Chair will appoint and use panels, committees, and work groups to carry out the functions of the Policy Council and will approve the selection of functional personnel for the PALACE Team chief position.

17.1.2. Council Members:

- Director of Test and Evaluation, HQ USAF/TE.
- Chief Scientist of the Air Force, HQ USAF/ST.
- Deputy Chief of Staff, Logistics, HQ USAF/LG.
- Director of Science and Technology, SAF/AQT.
- Director of C4 Architecture, Technology and Interoperability, HQ USAF/SCT.
- Director, Civilian Personnel Policy and Personnel Plans, HQ USAF/DPC.
- AFMC senior Scientist and Engineer (S&E) representative (Systems and Logistics), HQ AFMC/EN.
- AFMC senior S&E representative (Science and Technology), HQ AFMC/ST.
- Product Development Engineer S&E field representative.
- Laboratory S&E field representative.
- Senior product engineer (field).
- Two rotating members who represent the remaining operating commands, with rotation on alternating years.
- SECP PALACE Team chief, AFCPMC/DPCW (nonvoting, executive secretary).

17.2. Executive Panels. The Policy Council Chair will appoint executive panels to assist the Council to design, implement, and maintain the program. The panel chairs will be senior scientists and engineers. Members of the panels will represent the various scientific and engineering disciplines. There will be four standing panels. The Chair may designate ad hoc panels to meet special temporary requirements.

17.2.1. The Career Development Panel will formulate policy on the types of training to be provided and the procedures for allocating short-term and LTT for career program registrants and interns.

17.2.2. The PEP Panel will identify positions Air Force-wide to be centrally managed by the SECP and will formulate PEPs used to screen candidates for position vacancies. Each member of the panel will serve as the Chair of a functional workgroup; i.e., General Engineer (801) workgroup; Electronics Engineer (855) workgroup; Physical Sciences and Research Psychology (13XX, 180) workgroup; Operations Research Analysis and Computer Science (1515, 1550) workgroup, etc. Workgroup members, like panel members, will be senior scientists and engineers from various Air Force locations.

17.2.3. The Intern Panel will develop policies for the requirement and allocation of intern spaces, as well as their selection, training, and placement.

17.2.4. The Program Assessment Panel will develop methods for tracking and evaluating the activities of SECP. Additionally, this panel will analyze statistical data on the AF S&E population in order to identify trends and opportunities for improvement.

17.3. Position Coverage. The SECP will cover identified Air Force-wide S&E positions, including designated excepted service positions, in grades GS-13 through 15. Figure 17.1 lists the occupational series and titles of positions administered by the SECP. SECP will recognize the career growth patterns of both the S&E managerial and S&E technical paths and will administer positions in both areas. MAJCOMs and FOAs, under the guidance of the SECP Policy Council, will identify covered positions. Occupational series covered are in figure 17.1 below.

Figure 17.1. Occupational Series Covered by SECP.

PRIMARY	
SERIES	POSITION TITLE
0180	PSYCHOLOGIST (IN R&D)
0403	MICROBIOLOGY (IN R&D)
0405	PHARMACOLOGY (IN R&D)
0408	ECOLOGY (IN R&D)
0413	PHYSIOLOGY (IN R&D)
0440	GENETICS (IN R&D)
0470	SOIL SCIENCE (IN R&D)
0601	GENERAL HEALTH POSITIONS (IN R&D)
0602	MEDICAL OFFICER (IN R&D)
0660	PHARMACIST (IN R&D)
0662	OPTOMETRIST (IN R&D)
0665	SPEECH PATHOLOGY AND AUDIOLOGY (IN R&D)
0804	FIRE PROTECTION ENGINEER
0806	MATERIALS ENGINEER
0840	NUCLEAR ENGINEER
0854	COMPUTER ENGINEER
0855	ELECTRONICS ENGINEER
0858	BIOMEDICAL ENGINEER
0861	AEROSPACE ENGINEER
0892	CERAMIC ENGINEER
0893	CHEMICAL ENGINEER
1306	HEALTH PHYSICS
1310	PHYSICIST
1313	GEOPHYSICIST
1315	HYDROLOGY
1320	CHEMIST
1321	METALLURGIST
1330	ASTRONOMY AND SPACE SCIENCE
1340	METEOROLOGIST
1350	GEOLOGIST
1370	CARTOGRAPHY
1372	GEODESY
1386	PHOTOGRAPHIC TECHNOLOGIST
1510	ACTUARY
1520	MATHEMATICIAN
1529	MATHEMATICAL STATISTICIAN
1530	STATISTICIAN
1540	CRYPTOGRAPHY
1550	COMPUTER SCIENTIST
SHARED	
SERIES	POSITION TITLE
0401	GENERAL BIOLOGICAL SCIENCE (IN R&D)
0801	GENERAL ENGINEER
0810	CIVIL ENGINEER
0819	ENVIRONMENTAL ENGINEER
0830	MECHANICAL ENGINEER
0850	ELECTRICAL ENGINEER
0896	INDUSTRIAL ENGINEER
1301	PHYSICAL SCIENTIST
1515	OPERATIONS RESEARCH ANALYST

17.4. Management-Initiated Assignments. Management-initiated assignments may include job swaps between individuals of same grade and series qualifications. Policy Council advance approval is required for management-initiated assignments at the same or lower grade into career program positions when a PCS is involved. The requesting official will send written requests to the PALACE Team through the CPF and provide position CPCN, title, series, grade, office symbol, and candidate's name and SSN. The PALACE Team will confirm qualifications; physical ability; ability to obtain required security clearance; satisfactory appraisal and absence of any adverse action in the OPF; clear career program penalties and restrictions; confirm awareness of losing and gaining functional managers; obtain Policy Council approval; and request a fund cite, when approved by the Policy Council Chair.

17.5. Career Mobility. Career mobility will include local rotational assignments and geographic relocation. Interns, career broadeners, career enhancers, and registrants on LTT will sign geographic mobility agreements. Except for these individuals and all GS-15s (in accordance with AFI 36-202) geographic mobility will be a voluntary feature of the SECP.

17.6. CPEAS. The SECP will provide CPEAS referral certificates for Joint Service Command positions.

17.7. Career Enhancing Assignments. This training will provide developmental work experiences to prepare employees for higher level supervisory and managerial positions. Career enhancing positions will be locally owned and funded. The SECP will administer the positions and will provide referral certificates of candidates to the selecting official. These assignments, normally 2 to 4 years in duration, will also require a mobility agreement.

17.8. Acquisition Certification Requirements. Acquisition certification requirements are published in the Defense Acquisition University Course Catalog.

Chapter 18

SECURITY CAREER PROGRAM (SCP)

18.1. Policy Council Structure:

- Chief of Security Police, HQ USAF/SP, or designee, Chair.
- Representatives of operating commands and FOAs.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- Chief of Security Police from one MAJCOM.
- Others as designated by the Chair.
- Safety, Security and Special Investigations Career Program PALACE Team chief, AFCPMC/DPCY (nonvoting).
- SCP PALACE Team chief, AFCPMC/DPCY (nonvoting, executive secretary).

18.2. Executive Panels. The SCP Policy Council Chair will appoint the executive panels which assist the Council to design, implement, and maintain the program. Selected SCP Policy Council members will chair the executive panels.

18.2.1. The Training and Development (T&D) Panel will formulate policy regarding training assignment positions, short- and long-term training, and intern training programs. The T&D Panel will also evaluate program progress by conducting reviews to ensure program objectives are being met and will submit recommended changes to program objectives, scope, and policies to the Policy Council for review and guidance.

18.2.2. The PEP Panel will identify positions Air Force-wide to be centrally managed by the SCP and formulate PEPs used to screen candidates for position vacancies. Subpanels, made up of functional managers representing all disciplines, will conduct job analyses of all SCP covered positions to identify valid PEP requirements.

18.3. Position Coverage. The SCP will cover all competitive and excepted service CIPMS GS-080 Security Specialist positions, grades GS-09 through GS-15, except Air Reserve Technicians.

18.4. Position Classification Management. Servicing CPFs may make permanent changes to vacant career program positions which affect the content of the position, title, series, or grade without SCP coordination. The SCP will approve in advance changes that may impact an employee's career development or that are temporary.

18.5. Filling Restructured Positions . Supervisors will not restructure competitive positions covered by SCP without Policy Council approval. Supervisors may restructure covered CIPMS positions within the positions' pay band without prior approval.

18.6. CPEAS. The SCP will provide CPEAS referral certificates for positions in Washington DC and other "hard-to-fill" locations as well as all CIPMS and Joint Service Command positions.

18.7. Management-Initiated Assignments. Management-initiated assignments at the same or lower grade into any SCP position requires advance PALACE Team coordination. The Policy Council Chair will approve in advance any such assignment involving a PCS.

18.8. Training and Development:

18.8.1. The SCP will provide central funding and administration of selected short- and LTT as identified in the AFCPMC Civilian Training Guide. SCP will fund courses designed to satisfy managerial and executive development needs. Local managers will fund and administer other types of training. The Civilian Training Guide will include nomination procedures.

18.8.1.1. The SCP T&D Panel will rank MAJCOM nominated individuals for Air Force-wide selection to SOS.

18.8.1.2. The SCP will offer a long-term part-time (LTPT) undergraduate management development program on a competitive basis for those registrants performing Air Force GS-080 duties.

18.8.1.3. The SCP will offer a graduate management development program on a competitive basis for registrants performing Air Force GS-080 duties. An employee may complete this program either as LTPT or, if nominated by the supervisor, as LTFT.

18.8.2. The position of SCP administrator is a special career enhancing position of three to four years' duration. Upon entry, the selectee must sign a mobility agreement. All eligible program registrants should consider this position and participate in the special development associated with it.

Chapter 19

SPECIAL INVESTIGATIONS CAREER PROGRAM (SICP)

19.1. Policy Council Structure:

- The senior AFOSI civilian Criminal Investigator (HQ AFOSI/EA), or designee, Chair.
- Approximately 12 voting members, including a senior military officer and civilian AFOSI special agents appointed by the AFOSI Commander. The AFOSI Commander will ensure council composition represents a demographically balanced and diverse cross-section of AFOSI's organizational regions, functional interests, and grade structure. Their members will serve at least 1 year as an alternate before appointment as a voting member.
- Approximately 12 nonvoting alternates, appointed by the AFOSI Commander, who will attend meetings to become familiar with program procedures and to increase program visibility.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- Safety, Security and Special Investigations Career Program Team Chief, AFCPMC/DPCY (non-voting).
- SICP PALACE Team chief, AFCPMC/DPCYI (nonvoting).
- AFOSI Position Classification Specialist, AFCPMC/DPCYI (nonvoting, advisor).
- AFOSI Chief, Civilian Personnel Division (nonvoting advisor on AFOSI personnel issues).
- An executive secretary selected by the Chair from the members/alternates present.

19.2. Position Coverage . The SICP will centrally manage all AFOSI criminal investigator (OCSRS 1811) positions, GS-12 through 15.

19.3. Management-Initiated Assignments. The SICP Policy Council Chair will approve in advance all management-initiated assignment actions to or from covered positions at the same or lower grade.

19.4. Training and Development . The SICP will centrally fund and administer selected short-term and LTT opportunities. Selections for funded competitive training will consider: weighted factors such as time in grade, time in service, appraisal scores, and awards; nonweighted factors such as mission relevance and needs, and underrepresentation. The T&D Panel or other ad hoc panel empowered by the Policy Council or T&D Panel Chair will make selections. SICP will fund courses designed to satisfy managerial and executive development needs. Local managers will fund and administer other types of training.

Chapter 20

TRAINING AND INSTRUCTIONAL SYSTEMS CAREER PROGRAM (TISCP)

20.1. Policy Council Structure:

- Director, Technical Training (HQ AETC/TT), Co-Chair.
- Chief, Training Policy Division (HQ AETC/TTP), Co-Chair.
- Director, Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC).
- One GS-14 from each training group.
- Two GS-14s from HQ AETC/TT.
- One GS-14 from HQ USAF/DPPE.
- One GS-14 from AFSAT/TOF.
- One GS-14 from two AF/DOP.
- One GS-14 from HQ AETC/XORR.
- TISCP PALACE Team chief, AFCPMC/DPCPT (nonvoting, executive secretary).

20.2. Executive Panels. The TISCP chair will appoint panels to assist the Council in the operation of the career program.

20.2.1. The Training and Development (T&D) Panel will serve as an advisory group to the Policy Council on issues related to the centralized training and development of program registrants. Membership will consist of representatives identified by the training groups. Members will serve for a 3-year period.

20.3. Position Coverage. The TISCP will cover grades GS-12 through 15 in OCSRS 1712, Training Instruction, with skill code "TTN", Technical Training and OCSRS 1750 positions in grades GS-11 through 15 located in AETC (see table 20.1).

Table 20.1. Position Coverage - Training and Instructional Systems Career Program

R U L E	A	B	C	D	E
	If position is	and grade is	and series is	then DCPDS Career Program Identifier and Position Type DINs JKC & JKA are	and Mobility DIN JCA is
1	Training Policy Division Chief	15	1712	3 and 2	2
2	Training Administrator or Specialist	14	1712	3 and 2	2
3	Training Administrator or Specialist	12 or 13	1712	3 and 2	9
4	Career Program Administrator	13	1712	3 or 2	5
5	Instructional Systems Specialist (located in AETC)	11, 12, 13, 14, or 15	1750	3 and 2	9

20.4. CPEAS. The TISCP will not issue CPEAS referral certificates for GS-1712 positions, however, it will issue CPEAS certifications for GS-1750 positions involved in interactive coursework development.

20.5. Management-Initiated Assignments. Supervisors may make management-initiated assignments provided the individual is being assigned to a position of the same or lower grade and meets job qualifications. Individuals must be career program registrants and occupy career program covered positions. Another career program position vacancy must be the end result, unless the assignment involves a job swap of two or more registrants.

20.5.1. Assignments Within the Same MAJCOM at the Same Installation. The servicing CPF will notify the PALACE Team of the actions, including position CPCN, series, grade, title, office symbol, and registrant’s name and SSN.

20.5.2. Assignments Involving a PCS. The Policy Council Chair will approve in advance assignments involving PCS. The requesting official will send a written request to the PALACE Team through the CPF and provide position CPCN, series, grade, title, office symbol, and candidate’s name and SSN. The PALACE Team will confirm the skill, physical, and security qualifications; determine satisfactory appraisal and absence of any adverse action in the OPF; clear career program penalties and restrictions; confirm awareness of losing and gaining functional managers; obtain Policy Council Chair approval; and request a fund cite where approved.

20.5.3. Restructured Positions. The TISCP will issue referral certificates for all positions restructured for developmental purposes to a grade lower than the full performance level when the job is expected to be upgraded at a later date.

20.6. Training and Development:

20.6.1. The TISCP will provide central funding and administration of selected short- and LTT. Local managers fund and administer other types of training.

20.6.2. The T&D panel will establish the selection criteria for TISCP sponsored short courses. MAJ-COM, career program, and Air Force selection panels will make selections.

Chapter 21

AIR RESERVE TECHNICIAN OFFICER CAREER MANAGEMENT PROGRAM (ARTOCMP)

21.1. General Information. An Air Reserve Technician (ART) is a full-time civilian employee who, as a condition of employment, must be an active member in the Air Force Reserve unit in which employed. The individual's assigned reserve position is identical to or so closely related to the civilian position that either position substantially requires the same basic knowledges and skills. The military nature of the ART officer position creates a uniqueness that dictates consideration of both the civilian and military aspects of the position. Therefore, determination of assignments includes consideration to the "whole person". All planning and scheduling of assignments will comply with laws and regulations governing civilian employees, despite military responsibilities.

21.2. Goals. The primary goal of the program is to acquire, develop and retain a qualified, productive and motivated managerial force of ART officers capable of assuring the success of varied and changing missions.

21.3. Objectives. The objectives of the program are to:

- Survey projected losses of ART officers in all grades.
- Consider and resolve the problems involved in filling vacancies.
- Develop and install a formal, orderly plan for developing capable replacements.
- Assign specific responsibilities for the training of ART officers through selected assignments and formal training programs at the top management level and assure accomplishment of these responsibilities.
- Identify future personnel requirements from both a quantitative and qualitative standpoint.
- Identify potential recruitment sources to assure selection, development and placement of personnel to satisfy projected requirements.
- Provide training and assignments which develop individual capabilities and qualifications and ensure opportunity to compete for advancement.
- Assure personal counseling and other guidance are available.
- Assure sensitivity to the goals of the Affirmative Employment Program.

21.4. Program Coverage. The program applies to ART officer personnel and positions in AFRES units. All ART officer personnel GS-14 and below must register in this program.

21.5. Terms Explained. The following terms are applicable only to this program.

21.5.1. Air Reserve Technician (ART). A civilian employee of the US Air Force Reserve who provides permanent party support to an AFRES unit and occupies an AFRES unit staffing document military position comparable to his or her civilian position. The individual must maintain active membership in the AFRES unit in which employed as long as he or she occupies an ART position.

21.5.2. ART Officer Placement Plan. This plan is a systematic program for career progression through promotional and developmental assignments. The Career Management Board provides guidance for the plan.

21.5.3. Career Management Board (CMB). A group of senior managers appointed by the Air Force Reserve Commander or Vice Commander to assist in developing objectives, requirements, policy, planned assignments and career progression within the ART officer program. The CMB develops uniform placement criteria for all ART officer positions and centrally rates and ranks candidates for developmental assignments.

21.5.4. Manager Development Council (MDC). A group of senior level managers appointed by the Air Force Reserve Commander or Vice Commander which assists in developing and implementing command direction and guidance for executive and management development.

21.5.5. Manager Development Plan. This plan primarily provides guidance for personal training and career development. The MDC provides guidance for the plan.

21.5.6. Senior ART. This is the individual in charge of the Monday to Friday operations of an AFRES unit. This may or may not also be the unit commander.

21.6. Affirmative Employment Plan. This is a plan, implemented by HQ AFRES, which establishes the affirmative employment goals consistent with USAF objectives. A program manager monitors progress toward established goals from both internal and external recruitment sources and recommends actions to the AFRES/CC to meet goals and objectives.

21.7. Responsibilities:

21.7.1. The Directorate of Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC) will:

- Provide general policy guidance for the program.
- Develop overall force structure objectives for the Air Force.

21.7.2. HQ AFRES/CC or CV will:

- Serve as the chair of the CMB and the MDC.
- Provide leadership and direction for the program.
- Appoint members to the CMB, MDC and other committees, panels or work groups needed to accomplish program goals and objectives.

21.7.3. CMB. HQ AFRES/CC determines the composition of the CMB, normally to include HQ AFRES/CV; Deputy to the Chief, AFRES; numbered Air Force (NAF) commanders or senior ARTs; Wing commanders or senior ARTs; Group commanders or senior ARTs. The CMB will:

- Provide policy guidance and make periodic reviews to determine progress in achieving program objectives.
- Identify specific training courses or development programs which enhance ART officers' capabilities to assume more responsible positions.
- Recommend the MDC establish courses or programs to meet needs.
- Approve and recommend changes to standard PEPs developed by HQ AFRES/DPC for all positions.
- Determine final rank order of promotion candidates, normally for: GS-14s and above; GS-13s with a corresponding military position of colonel; Senior ART positions in separate flying squadrons; and, other positions which HQ AFRES/CC or CV determines appropriate.

- Review recommendations on various aspects of the program and approve, disapprove and make appropriate changes.
- Meet semiannually or at the call of the chair.
- As appropriate, advise or augment committees for minority enhancement, process improvement teams, studies etc.
- NOTE: The Deputy to the Chief of AFRES conducts a Management Review Board which advises and makes recommendations to the CMB regarding Statutory Tour Officers who have restoration rights.

21.7.4. MDC . HQ AFRES/CC or CV will determine the composition of the MDC, normally to include HQ AFRES/CV as chair; NAF/CC; Wing/CC; Group/CC; NAF/DO; NAF/LG; HQ AFRES Directors/Assistant Directors. The MDC will:

- Identify managerial training and development requirements for ART officers.
- Determine training required for specific ART officer positions, in coordination with AFRES functional OPR.
- Identify and prioritize nominees in either a military or civilian status who are competing for professional military education and other executive and managerial training.
- Use competitive procedures to select employees for courses or programs which may lead to promotion.
- As appropriate, advise or augment committees for minority enhancement, process improvement teams, studies etc.
- Periodically meet jointly with the CMB to discuss and resolve common issues.
- Meet semiannually or at the call of the chair.

21.7.5. The Directorate of Personnel, HQ AFRES/DP will:

- Administer the program and serve as technical staff advisor to the CMB and MDC.
- Ensure validity of technical qualification of candidates ranked by the CMB.
- Provide career program information to all levels of management and employees covered by the program.
- Develop and maintain career patterns and PEPs in coordination with the CMB.
- Evaluate ART officer career opportunities within the total force structure and recommend needed changes to the CMB.
- Provide centralized position classification for all ART officer positions.
- Advise the CMB and MDC on program status.
- Ensure inclusion of financial resources to support the program are in the AFRES budget submission.
- Develop, document, and implement program operating procedures.
- Serve as the office of record for all documentation of CMB and MDC meetings and actions.
- Conduct work force assessments for all ART officer positions.
- Identify candidates for all positions according to merit promotion procedures.
- Prepare referral certificates and personnel background data.

- Issue promotion announcements when promotion registers are inadequate.
- Process approval packages on tentative selectees.
- Identify DCPDS skills codes applicable to covered positions.
- Publicize program to the total AFRES work force.
- Monitor and evaluate program effectiveness.
- Recommend ways to improve the program to HQ AFRES/CC or CV, CMB and MDC.

21.7.6. Servicing CPFs will:

- Inform HQ AFRES/DPC of changes affecting ART officer positions.
- Ensure appropriate record coding for all covered personnel and positions into DCPDS in a timely manner.
- Determine employee qualifications for career program registration.
- Process registrations into the program.
- Send all requests to fill positions to HQ AFRES/DPC.
- Code registrants' experience records to effect changes generated by skills and other coding guidance.
- Process approved position and personnel actions.

21.8. Program Exclusions. Local AFRES commanders, assisted by CPFs, manage all AFRES positions not centrally managed by HQ AFRES and the career development of AFRES personnel not covered by this program. This includes ART enlisted positions and non-ART positions and the assigned individuals. The servicing CPF provides referral certificates to selecting officials through the local merit promotion system or other authorized recruitment sources.

21.9. Position Coverage. The program includes all ART officer positions regardless of occupational series or grade. No other Air Force career program will include ART positions.

21.10. Career Mobility. AFRES command-wide geographic mobility is a condition of employment for all ART officer positions. Before final selection for any covered position, each employee must complete a Mobility Certificate committing to accept assignment to AFRES jobs at other locations. The ARTOCMP places personal and career needs of the individual subordinate only to the best interests of AFRES when determining assignments.

21.11. Registration for ART Officer Positions. All employees currently occupying GS-14 and below ART officer positions must register in the program. Other Air Force permanent employees may register for consideration for these positions if militarily eligible for assignment without waiver to an officer position in the Air Force Reserves. Registration procedures are in Chapter 1.

21.12. Staffing Positions:

21.12.1. As far in advance as possible, the supervisor sends an SF 52, Request for Personnel Action, to the servicing CPF to fill a position on a permanent basis, unless the unit commander wants to delay the action. After clearing all placement priorities, the CPF requests in writing that HQ AFRES/ DPC fill the existing or anticipated vacancy.

21.12.2. HQ AFRES/DPC, as requested by the selecting supervisor and CPF:

21.12.2.1. Prepares and issues a promotion and competitive reassignment/change-to-lower-grade referral certificate (one or both). Each list will contain the names of the top 10 candidates, in alphabetical order. Where ties exist for the tenth referral, lists may contain up to 15 names. A supervisor may also request a referral certificate containing the names of ART officers requesting noncompetitive reassignments or changes-to-lower-grade to positions at the location of the vacancy.

21.12.2.2. As appropriate, obtains an OPM certificate of eligibles from the ART Special Examining Unit, Macon, Ga. Determines each applicant's availability and makes a preliminary review of former and present military status to determine tentative eligibility for Reserve assignment. Vouchers all applicants. Sends completed vouchers to the servicing CPF.

21.12.2.3. As appropriate, refers candidates from other sources.

21.12.3. HQ AFRES/DPC will not refer individuals declining promotions after selection for any other promotion opportunity outside the employees' unit or location for 1 year.

21.12.4. The selecting supervisor may request referral of additional candidates when employees on the list decline consideration or selection.

21.12.5. Selections are tentative until HQ AFRES approval. The servicing CPF processes the action.

21.12.6. Proposed management-directed assignments to ART officer positions require HQ AFRES prior approval.

21.12.7. The filling of ART officer positions by temporary promotions which exceed 120 days is through career program referral.

21.12.8. The AFRES unit Military Personnel Flight (MPF) effects the reserve appointment or assignment before or concurrent with the civilian action by the CPF. The MPF notifies the CPF of any delay necessary in the reserve assignment or appointment.

21.13. Training and Development. The military nature of ART officers creates a uniqueness that dictates developmental activities aimed at both military and civilian phases of careers. The career program's objective is to ensure sufficient numbers of highly qualified personnel are always available to assume positions of greater responsibility and scope.

21.13.1. Employees may acquire training and experience by the following:

- Classroom instruction, correspondence courses, on-the-job training and self development.
- Details and temporary promotions or other assignments.
- LTT; college or university short courses; Air Education and Training Command, Air Force Institute of Technology, OPM and other government training opportunities.

21.13.2. Professional Military Education (PME) courses are beneficial to career development objectives of ART officers. Officers should plan for and complete PME courses in residence or through seminar or correspondence during appropriate phases of their careers. ART officers may apply for PME in either a military or civilian status. Courses include:

- **SQS.** Recommended completion is within the first 6 years of the ART officer's career.

- Air Command and Staff College. Recommended completion of this or another intermediate-level PME course is before attaining the reserve grade of lieutenant colonel.
- Air War College, Industrial College of the Armed Forces and National War College. Completion of one of these senior-level PME courses is highly desirable for individuals with top management potential and aspirations.

21.14. Active Duty Assignments. A vital element in the career progression of ART officers is an active duty assignment under Section 678/265/8033, Title 10. Each ART officer should plan for such a tour and actively seek selection as opportunities are available.

21.15. PCS. HQ AFRES/DPC funds PCS moves made under the ARTOCMP.

21.16. Forms Prescribed:

- AF Form 1727, **Career Program External Applicant System (CPEAS) Registration and Personal Geographic Availability (PA)**
- AF Form 2620, **Contracting and Manufacturing Civilian Career Program Technical Appraisal**
- AF Form 2675, Civilian Career Program Registration and Personal Geographic Availability

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DCS/Personnel

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

ACC—Air Combat Command

ACE—American Council on Education

ACPF—Activity Civilian Personnel Flight

ACWA—Administrative Careers with America

AEPP—Affirmative Employment Program Plan

AETC—Air Education and Training Command

AF—Air Force

AFCEE—Air Force Center for Environmental Excellence

AFCESA—Air Force Civil Engineering Support Agency

AFCPMC—Air Force Civilian Personnel Management Center

AFIT—Air Force Institute of Technology

AFMC—Air Force Materiel Command

AFOSI—Air Force Office of Special Investigations

AFRES—Air Force Reserve

AFSPC—Air Force Space Command

ALP—Acquisition Logistics Panel

ALPDP—Acquisition Logistics Professional Development Program

AMC—Air Mobility Command

APDC—Acquisition Professional Development Council

APDP—Acquisition Professional Development Program

APF—Appropriated Fund

APMCP—Acquisition Program Management Career Program

ASARS—Automated Stopper and Referral System

ASQC—American Society of Quality Control

BS—Bachelor of Science

BI—Behavior Inventory

CAP—Critical Acquisition Position

CPF—Civilian Personnel Flight

CCPF—Consolidated Civilian Personnel Flight

CCSCP—Communications-Computer Systems Career Program
CDP—Career Development Panel
CDT—Career Development and Training
CECP—Civil Engineer Career Program
CEP—Career Enhancement Plan
CIPMS—Civilian Intelligence Personnel Management System
CLF—Civilian Labor Force
CLG—Change-to-Lower-Grade
CMCCP—Contracting and Manufacturing Civilian Career Program
CONUS—Continental United States
CPCP—Civilian Personnel Career Program
CPCN—Civilian Position Control Number
CPEAS—Career Program External Applicant System
CPO—Civilian Personnel Officer
CSA—Continued Service Agreement
CSRA—Civil Service Reform Act
DAWIA—Defense Acquisition Workforce Improvement Act
DCPDS—Defense Civilian Personnel Data System
DIN—Data Identification Number
DoD—Department of Defense
DoDDS—Department of Defense Dependent Schools
DoL—Director of Logistics
DPML—Deputy Program Manager for Logistics
DRU—Direct Reporting Unit
DSMC—Defense Systems Management College
DSN—Defense Switched Network
EAP—Executive Assignment Panel
ECI—Extension Course Institute
EEO—Equal Employment Opportunity
ELDP—Executive Leadership Development Program
EOD—Entrance on Duty
ESCP—Education Services Career Program

EWI—Education With Industry
FM—Financial Management
FMCCP—Family Matters Civilian Career Program
FMCP—Financial Management Career Program
FOA—Field Operating Agency
FPM—Federal Personnel Manual
FWS—Federal Wage System
GS—General Schedule
HAF—Headquarters Air Force
HMCCP—Historian & Museum Civilian Career Program
ICA—Institute of Cost Analysis
IDEA—Industrial Development Education in Acquisition
ILS—Integrated Logistics Support
ILSM—Integrated Logistics Support Manager
IMCP—Information Management Career Program
ITP—Individual Training Plan
JTR—Joint Travel Regulation
KSA—Knowledge, Skill, and Ability
LCCEP—Logistics Civilian Career Enhancement Program
LSA—Logistics Support Analysis
LTT—Long-Term Training
LTFT—Long-Term Full-Time
LTPT—Long-Term Part-Time
M&P—Manufacturing & Production
MAJCOM—Major Command
MCP—Manpower Career Program
MDC—Management Development Center
MDP—Master Development Plan
MIT—Massachusetts Institute of Technology
MOA—Memorandum of Agreement
MPP—Merit Promotion Plan
NAF—Nonappropriated Fund

NAPM—National Association of Purchasing Managers
NCMA—National Contract Management Association
NES—National Estimating Society
NOMRIP—Nomination Report on Individual Personnel
NPMA—National Property Management Association
NTE—Not-To-Exceed
OCSRS—Occupational Series
OSD—Office of Secretary of Defense
OJT—On-the-Job Training
OLA—Overseas Limited Appointment
OPF—Official Personnel Folder
OPM—Office of Personnel Management
PACAF—Pacific Air Force
PACP—Public Affairs Career Program
PAQ—PALACE Acquire
PC-III—Personnel Concept III
PCS—Permanent Change of Station
PE—Professional Engineer
PEP—Promotion Evaluation Pattern
PLF—Progression Level Factor
PMA—Personnel Manager Assessment
PME—Professional Military Education
PMCS—Professional Military Comptroller School
PMP—Position Management Panel
PPP—Priority Placement Program
PPRS—Promotion and Placement Referral Subsystem
PTI—Personnel Transaction Indicator
QA—Quality Assurance
RTA—Required Training Area
R&D—Research and Development
RA—Registered Architect
RIF—Reduction in Force

RIP—Report on Individual Personnel
S&E—Scientist and Engineer
SAE—Service Acquisition Executive
SAF—Secretary of the Air Force
SCCP—Safety Civilian Career Program
SCD—Service Computation Date
SVCP—Services Career Program
SCP—Security Career Program
SCPF—Satellite Civilian Personnel Flight
SEAPD—Scientist and Engineer Acquisition Professional Development
SECP—Scientist and Engineer Career Program
SES—Senior Executive Service
SICP—Special Investigations Career Program
SOS—Squadron Officer School
SPM—System Program Management
SPO—System Program Office
SSN—Social Security Number
T&E—Test and Evaluation
TA—Technical Appraisal
TDY—Temporary Duty
TQSE—Temporary Quarters Subsistence Expense
TPS—Total Person Score
TISCP—Training and Instructional Systems Career Program
UA—Universal Annual
UMD—Unit Manning Document
UMDP—Undergraduate Management Development Program
USAFE—United States Air Force in Europe
USC—University of Southern California
WPS—Whole Person Score
WS—Wage Supervisor

Terms

Acquisition—The conceptualization, initiation, design, development, test, contracting, production,

deployment, and logistics support of weapons and other systems, supplies, or services to satisfy department needs. "To satisfy department needs" means to obtain or acquire goods or services for the department.

Acquisition Corps—A narrowly defined part of a Service's acquisition work force, composed of selected military and civilian acquisition personnel who dedicate their careers as acquisition specialists. Members must meet the requirements of the *Defense Acquisition Workforce Improvement Act*.

Acquisition Functional Manager—Individual at Air Staff or Secretariat level responsible for the professional development of acquisition employees within respective career programs. Approves Level III waivers and certification.

Acquisition Work Force—Broadly defined, consists of those persons involved in the process by which all equipment, facilities and services are planned, designed, developed, acquired, maintained, and disposed of within the Department of Defense.

Air Force Relocation Services Program—A contracted home sales, home search, mortgage counseling, and destination service. This service is available to current Air Force employees who are selected for Air Force positions in the Senior Executive Service or for positions at the GS-12 grade level and above through one of the Air Force career programs. The move must be from one location to another in the United States, including Alaska and Hawaii.

Candidate Referral Roster (CRR)—An automated ranked list of candidates produced by the Promotion and Placement Referral System (PPRS) which is a subsystem of the Defense Civilian Personnel Data System (DCPDS).

Career Broadening Position—A career program position which will provide broadening experiences. HQ USAF/DPC or the respective career program centrally owns and funds the positions. The Policy Council Chair of the particular career program which provides the broadening experience exercises authority and overall administrative control.

Career Development—The process of skill and knowledge upgrading that occurs as a result of such things as job experience, on-the-job training, attendance at formal courses, and completion of Extension Course Institute and career development courses.

Career Enhancement Plan (CEP)—A plan which projects training and development activities for an employee to enhance or develop individual knowledges, skills and abilities. It also contains a record of completed training and development activities. The servicing CPF inputs information for the CEP to the DCPDS, and career programs retrieve CEP information from the DCPDS.

Career Management—The continuing process by which the potentials of people are identified, developed, and administered through a centralized personnel management system. Through the process of duty assignments, job rotation, training, education, and self-improvement, these people are systematically developed to fill Air Force positions of increasing responsibility.

Career Pattern—A network of Air Force positions which possess common progression paths.

Career Program—A program designed to administer an occupation or cluster of occupations; includes workforce analysis, forecasting and planning, and the systematic selection, development, assessment, and use of employees registered in the career program.

Career Program External Applicant System (CPEAS)—A subsystem of DCPDS used to register qualified non-Air Force Federal employees and reinstatement eligibles for referral and consideration to

position vacancies covered by certain career programs. Specific job categories, grade levels, and geographic locations will be identified by each program. In some programs, referral of eligible candidates will be automatic; in others, referral will only be made if there are insufficient Air Force career program registrants. The opportunity to register in CPEAS will be periodically announced to a variety of Federal agencies and Air Force CPFs. Announcements will include registration information, job categories, and locations for which applications will be accepted.

Career Program Identifier—Defense Civilian Personnel Data System (DCPDS) code used to identify the specific career program.

Career Program Intern Position—A career program position below the journey level which has been designated as being in an intern program. Incumbents of these positions receive training under a formal training plan.

Career Program Inventory—All registrants in a particular career program.

Career Program Position—A position which is covered by an Air Force career program. The positions are of prime importance to the Air Force mission and are usually filled by career program registrants.

Civilian Career Brief—A computer product display of an employee's personnel data including overall performance rating, appraisal factor ratings, awards, training and work experience history, and similar data. The selecting official receives a career brief for each employee whose name appears on a referral certificate.

Critical Acquisition Position (CAP)—Designated acquisition positions required to be filled by acquisition corps personnel. Positions include all GS-14 and above acquisition positions; all deputy program managers and program managers of significant non-major defense acquisition programs; program executive officers; other acquisition positions of significant responsibility in which the primary duties are supervisory or management duties.

Defense Civilian Personnel Data System (DCPDS)—An automated personnel data system for civilian employees that provides the data base for career management.

Functional Chief—The Air Force official, normally at the Air Staff or Secretariat level, responsible for the mission of the function or career field and support of specific career programs.

Functional Manager—The official who has overall responsibility for a functional area at base, MAJCOM, or comparable organization level.

Hard-To-Fill—The term used to describe career program covered positions when there are five or fewer promotion candidates identified on a career program promotion referral certificate.

Local Hire Authority—The term used to describe the authority career programs give to CPFs to recruit candidates and issue local referral certificates for career program covered positions.

Local Referral Certificate—The certificate prepared by a servicing CPF when granted local hire authority for a career program covered position. See definition for local hire authority above.

Master Development Plan (MDP)—A guide to experience, training, and education important for career progression.

Objective Force—The desired characteristics of the civilian work force; i.e., grade, years of service, and military and civilian mix.

PALACE Team—A group of functional specialists, assigned to the AFCPMC, with responsibility to

administer a career program. The team typically includes a chief, career program administrators, a civilian personnel specialist, and support personnel.

Policy Council—A council normally selected and chaired by the Air Force functional chief, that sets the career program's policy, goals, and objectives within the regulatory and policy guidelines set by HQ USAF/DPC; develops action plans; and tasks special working groups to achieve established goals.

Primary Series—Those occupational series which reflect work primarily associated with positions managed by a specific career program.

Promotion and Placement Referral Subsystem (PPRS)—An automated system which identifies employees eligible for referral and groups or ranks them for promotion, reassignment, or change-to-lower-grade consideration.

Promotion Evaluation Pattern (PEP)—A statement of valid position criteria against which competing employees are evaluated.

Referral Certificate—An alphabetically arranged list of qualified candidates for referral for promotion, reassignment, or change-to-lower-grade consideration provided to a selecting official. The referral certificate is developed from competing candidates whose names appear on the CRR.

Shared Series—An occupational series which describes work performed in positions covered by more than one career program, e.g., GS-343, Management and Program Analysis. The type of work performed and where it is performed (e.g., organizational assignment, functional account code) determine which career program covers the specific position classified to the shared series.

Attachment 3

OVERSEAS RETURNEE PROGRAM

(CPF Function Code - P)

DINs

DIN	DATA NAME	SIZE	TABLE	STORAGE	RCD-TYPE
SNB	CONUS-RETURN-CODE	1	507	1	CA
SNC	EARLY-RETURN-RSN	1	508	1	CA
SND	LOSING-CONUS-PAS-AUTH	8		1	CA/CC
SNE	OVERSEAS-RETURN-STATUS	1	509	1	CA/CC
SNF	LOSING-CONUS-SUBM-OFF-NR	4	081	4	CA
SNG	LAS-CONUS-GR-CIV	2	090	4	CA
SNH	LAST-CONUS-OCUPTNL-SRS	4		4	CA
SNJ	LAST-CONUS-PAY-PLAN	2	484	4	CA
SNK	GAINING-OS PAS-AUTH	8		4	CA
SNL	LOSING-QUAL-OCUPTNL-SRS	4		4	CA
					(5 Occurrences)
SNM	OS-RETURN-REGIS-DT	6	999	4	CA/CC
SNN	OS-REQ-REPORT-DT	6	999	4	CA/CC
SNP	CONUS-SUPV-NAME	27		4	CA/CC
SNR	CONUS-SUPV-DY-PH	10		4	CA/CC
SNS	CONUS-PLACEMENT-GEOLOC	2	108	4	CA/CC

PTIs

CAOR1: Is utilized by the losing CONUS CPF to identify the individual's CONUS return status. This PTI may be input at the CONUS or overseas locations. The overseas location must verify this information has been correctly entered in the individual's record. DIN V9C must be input with a value of "A" (add), "C" (change), or "D" (delete). DIN SMA/01 (SK-PREF-1-12) will be the installation or geographical area the individual is scheduled to return to upon completion of their overseas tour. PTI CAOR1 will generate a TIC CAOR1 to HAF for the establishment of the OVERSEAS-RETURNEE-AREA (SET 27).

The following are the required input DINs based upon action and input location:

INPUT LOCATION	ACTION	REQUIRED DINs
CONUS	ADD	V9C, SNB, R1C, SMA/01, AND SNK
CONUS	CHANGE	V9C, SMA/01, AND SNK
CONUS	DELETE	V9C
OVERSEAS	ADD	V9C, SNB, R1C, SMA/01, SNF, SNG, SNH, SNJ, SND, AND SNK
OVERSEAS	CHANGE	V9C, SNB, R1C, SMA/01, SNF, SNG, SNH, SNJ, SND, AND SNK
OVERSEAS	DELETE	V9C

CAOR2: Input by the Overseas CPF to register the individual in the Overseas Returnee Program. Priority Placement Code "R1" will be required input with this PTI, if not already in the record. DIN V9C will be required input with "A" (add), "C" (change), or "D" (delete). PTI OR2 will generate a TIC CAOR2 to HAF. HAF will generate a candidate record to each location, based upon the CONUS-RETURN-CODE and the value of DIN SMA/01. This TIC from HAF will generate RIP OVSEA1, Overseas Return Placement Brief. DIN SNE (OVERSEAS-RETURN-STATUS) will be set to code "K" to indicate the employee entry into the Overseas Returnee Program. The following are required input DINs:

ACTION	REQUIRED INPUT
ADD	V9C, SNL/01, and PPA/01 (if code "R1" not previously on file)
CHANGE	V9C and SNL/01
DELETE	V9C

NOTE:

Add and Change actions should include all applicable occurrences of the qualified occupational series.

CAOR3: Input by the Overseas CPF to expand the return registration from geographic area to CONUS-wide. All valid qualifying occupational series must be entered with the transaction. PTI CAOR3 will write a TIC CAOR3 to HAF. HAF will then forward a candidate record to each CONUS CPF that had not yet received a record. The required DINs will be the occurrences of occupational series (DIN SNL), with a minimum of the first occurrence. Upon input of PTI CAOR3, DIN SNE (OVERSEAS-RETURN-STATUS) will be changed to "L" to indicate the return registration expansion has been accomplished.

CAOR5: Input by the CONUS CPF to notify the overseas CPF of a position selection. DIN SNE (OVERSEAS-RETURN-STATUS) will be set to code "I" to indicate placement has been initiated. This transaction will generate a TIC CAOR5 to HAF. HAF will forward TIC CAOR5 to the Overseas CPF to identify the selection and generate a RIP OVSEA4, CONUS Position Notification, notifying the CPF. HAF will also send transactions to all other CPFs with this record via TIC CCOR9. Upon receipt of TIC CAOR5 at the Overseas CPF, DIN SNE (OVERSEAS-RETURN-CODE) will be changed to code "I" to indicate a position offer has been initiated. The CCOR9 TICs, forwarded to all other CPFs with this record, will cause the records to drop from file. Only the first position offer processed to the HAF file will be forwarded to the Overseas CPF. All other position offers for that individual will be rejected back to source. The required DINs are:

DIN

ALC	PROJECTED STEP IN GRADE
ALS	PROJECTED SALARY
SNN	REQUESTED REPORT DATE
SNP	SUPERVISOR'S NAME
SNR	SUPERVISOR'S DUTY PHONE
SNS	CONUS PLACEMENT GEOLOC CODE
WAM	PROJECTED DUTY LOCATION
WAO	PROJECTED GRADE
WEE	PROJECTED PAS CODE
WPC	PROJECTED POSITION TITLE
WQJ	PROJECTED PAY PLAN
WQP	PROJECTED OCCUPATIONAL SERIES

CAOR6: Input by the Overseas location to notify the selecting CONUS CPF of the individual's acceptance or refusal of the placement. This transaction will output a TIC CAOR6 to the HAF file. HAF will then forward a TIC CCOR6 if the employee accepts the position and produce RIP OVSEA5, Report of Overseas Returnee to CONUS Position - Confirmation, or a TIC CCOR9 if the individual refuses the position. DIN SNE (OVERSEAS-RETURN-STATUS) will be the only required DIN. DIN SNE will contain a value of code "A" through "H". DIN SNN will also be included if the employee accepts the position and will indicate the date the individual will report to the CONUS location. TIC CCOR9 will generate an OVSEA6 RIP, Report of Overseas Returnee to CONUS Position - Refusal, for a refusal, DIN V9C containing an "R", or it will generate an OVSEA3 RIP, Overseas Returnee Placement. If another CPF has selected the employee, DIN V9C contains a space.

TICs

CCOR8: Generated by suspense to advise the original losing CONUS location of a required CAO action on an individual. This transaction will be written to CPF Reentry, by suspense, at the original losing CONUS CPF to initiate the return placement, and produce RIP OVSEA2, Overseas Initiated Return - No Placement Offer Notice.

CCOR9: Generated by HAF suspense, or a CAO, to drop the overseas returnee record. TIC OR9 will contain three different values which will indicate the process being performed. A space will be generated, when HAF is dropping the record due to selection by another location or by suspense upon expiration of 181 days of registration without selection, in the overseas returnee program. Code "R" will be generated by HAF when TIC CAOR6 is received and the individual has refused the position offer. Code "C" will be generated by a CAO transaction at the CONUS location. All three values will drop the CC record. Codes " " and "R" will drop the CE record.

Attachment 4

LCCEP WHOLE PERSON SCORE ELEMENTS

PROFESSIONAL EXPERIENCE

(Must be at the GS-11/Wage Supervisor (WS)-11 and above level for 12 full months)

MULTI-OCCUPATIONAL SERIES (LOGISTICS FAMILY GROUPS): Maximum Points: 24

Admin	Mgmt/Prog Anal Packing/ Pkging	Scientist/Engr	Eqpmt Spec	Gen Fac	Ind Spec/Prod Mgmt	
0301*	0343*	08XX*	1670	1601	1101* / 7001	
0343*	15XX*				1150 / 7002	
0340*					1152 / 7004	
0391*					1102* / 2032	
	Logistics	Item Mgmt	QA	Sup/Whsing	Transportation	Other
	0346	2010	1910	2001	2101	25XX
				2003	2102	26XX
				2030	2110	28XX
				2050	2130	33XX
				6901	2131	34XX
				6907	2135	37XX
				6912	2144	38XX
					2150	53XX
						66XX
						82XX
						86XX
						88XX

*Experience must have been performed in one of these organizational function codes: AP, AQ, AW, CE, CJ, CR, CS, CY, DC, DD, DF, DT, DU, MA, MM, MT, OP, PA, PB, PP, SE, SU, & TA.

Scoring: 2 separate family groups 12 points
 3 separate family groups 24 points

(Credit is given for 12 months in a family regardless of OCSRS)

MULTI-COMMAND: Maximum Points: 16

- Scoring:** Two Commands doing Logistics work* 2 points
Three Commands doing Logistics work* 8 points
Four Commands doing Logistics work* 16 points

MULTI-ORGANIZATIONAL LEVEL: Maximum Points: 16

Codes: A,B, C, D, E, F, H, J K, L, M, Q, R, T & U

- Scoring:** Two or more levels doing Logistics work* 8 points
Department (code A) or Command (code B)
and any other level both doing Logistics work* 16 points

*Logistics work is any experience that is creditable in the Multi-Occupational section.

SUPERVISORY EXPERIENCE: Maximum Points: 12

Supervisory credit is given for 12 cumulative months of experience in each code at GS-05/WS-01 or higher.

Codes: 1, 2, & 4

- Scoring:** Supervisor - Civil Service Reform Act (CSRA) (DCPDS Code 4) 6 points
First Level Supervisor (DCPDS Code 1) 9 points
Second Level Supervisor (DCPDS Code 2) 12 points

MANAGERIAL EXPERIENCE: Maximum Points: 12

Managerial credit is given for 12 cumulative months of experience in each code at GS-05/WS-01 or higher.

Codes: 3, 5, & 7

- Scoring:** Program Responsibility (DCPDS Code 7) 6 points
Management Official (CSRA) (DCPDS Code 5) 9 points
Manager (DCPDS Code 3) 12 points

EDUCATION AND TRAINING

FORMAL EDUCATION: Maximum Points: 48

Codes: H, I, J, K, L, M, N, O, P, Q, R, S, T, U, & V

Scoring: 1 year college (DCPDS Code H)	6 points
2 years college (DCPDS Code I)	12 points
Associate Degree (DCPDS Code J)	13 points
3 years college (DCPDS Code K)	19 points
4 years college (DCPDS Code L)	24 points
Bachelor's Degree (DCPDS Code M, N, O, P)	36 points
Master's Degree (DCPDS Code Q, R, S, T, U, V)	48 points

PROFESSIONAL MILITARY EDUCATION: Maximum Points: 12

Codes: AC2, ACI, ACB, ACS, ACR, ACU, ACT, AGJ, & BFI

Scoring: Squadron Officer School (DCPDS Code BFI) 6 points

Armed Forces Staff College (DCPDS Code AC2)12 points

Air Command and Staff College (DCPDS Code ACS)12 points

Air War College (DCPDS Code ACR)12 points

Navy War College (DCPDS Code ACI)12 points

Army War College (DCPDS Code ACB)12 points

National War College (DCPDS Code ACT)12 points

Naval Command & Staff College (DCPDS Code AC2)12 points

Army Command/General Staff Officer Course

(DCPDS Code AGJ)12 points

Industrial College of the Armed Forces

(DCPDS Code ACU)12 points

PROFESSIONAL CIVILIAN EDUCATION: Maximum Points: 12

Codes: AGF, ACE, AEC, ADC, ADH, AAN, & ADI

Scoring: Education for Public Management - Harvard

(DCPDS Code AGF)12 points

Education Program for Federal Officials at

Mid-Career - Princeton (DCPDS Code ACE)12 points

Education for Public Management - University

of Southern California (DCPDS Code AEC)12 points

MIT Sloan Fellowship (DCPDS Code ADC)12 points

Stanford Sloan Fellowship (DCPDS Code ADH)12 points

Legis Fellows Program (DCPDS Code AAN)12 points

Congressional Fellowship (DCPDS Code ADI)12 points

CERTIFIED PROFESSIONAL LOGISTICIAN: Maximum Points: 8

Codes: CPL

Scoring: Certified Professional Logistician (DCPDS Code CPL) 8 points

PERFORMANCE APPRAISAL: Maximum Points: 100

GS-15 registrants do not have appraisal scores.

INTERVIEW SCORE: Maximum Points: 120

(Applies only to registrants eligible for promotion to GS-14/15 positions)

BEHAVIOR INVENTORY (BI): Maximum Points: 80

(Applies only to registrants eligible for promotion to GS-14/15 positions)

TOTAL WHOLE PERSON SCORE: Maximum Points: 460

Maximum WPS for GS-15 registrants is 300

Maximum WPS for GS-12 and below is 260