

Premier College Intern Program (PCIP) FY21 Guide

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This guide addresses responsibilities of the:

Air Force Personnel Center Directorate Personnel Operations, Talent Management Division's:

AF Force Renewal Management Office (AFPC/DP2ZAB)

AF Force Renewal Staffing Office (AFPC/DP2ZAA)

Career Field Teams (CFT)

Major Commands (MAJCOM), Field Operating Agencies (FOA), and/or Direct Reporting Units (DRU)

Civilian Personnel Sections (CPS)

Premier College Intern Supervisors

Premier College Interns (PCI)

This guide applies to Premier College Interns (PCIs). It addresses Program policies and procedures to effectively manage PCIs under the Central Salary Account (CSA). This document is not all-inclusive. It is provided as a general guide for the management and oversight of PCIs and should be used in conjunction with appropriate laws and regulations, *e.g.*, 5 CFR, AFI 36-130, and AFI 36-128. The guide is not intended to replace legal, regulatory, or policy directives. It is considered a living document and will be updated as required. All functions covered in this guide are vital to the successful operation of the Air Force's Premier College Intern Program.

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Section 1 – Program Overview

1.1. Purpose.

The Premier College Intern Program (PCIP) is designed to attract individuals currently enrolled full-time and in good academic standing in college who are seeking a dynamic career with the Air Force Civilian Service (AFCS). The Program is sustained by recruiting and selecting high-caliber candidates and training them to become competent, effective, and productive employees by focusing on Science, Technology, Engineering and Math (STEM), Cyber and mission critical occupations, and by providing training and developmental opportunities necessary to gain the knowledge, skills, and abilities (KSAs) predictive of successful performance.

Premier College Interns (PCIs) will participate in a 10-12 week paid summer internship allowing them the opportunity to assist in special projects using cutting-edge technology while under the mentorship of senior managers. They will experience a 3-day Symposium designed to introduce them to the AFCS, and provide networking and career enhancement opportunities. The internship will occur during the summer of their junior year (before heading into senior year) for undergraduate participants or after the completion of the first year of graduate school. Upon graduation and the completion of all program requirements, a PCI may be converted to a developmental position with AFCS without further competition [e.g., PALACE Acquire (PAQ), COPPER CAP (COP) or other AFCS positions]. Program policies and procedures are addressed in Air Force Instruction (AFI) 36-130, *Civilian Career and Developmental Programs*.

1.2. Features of the PCIP.

1.2.1. PCI Appointments.

PCIs are appointed at entry-level grades and are normally set at step 1 of the grade. Pay will be set in accordance with AFI 36-128, *Pay Setting and Allowances*, and any applicable local pay setting guidance.

PCI Grades

General Schedule (GS) Grades	Credit Hours / Standing
GS-03	<60 credit hours / Sophomore
GS-04	60+ credit hours / Junior
GS-05	120+ credit hours / Junior or Senior in 5 year program
GS-07	12+ graduate credit hours / One year completed in Master’s program

1.2.2. Length of Training.

1.2.2.1. PCIs enter into a three month (10-12 week) full-time training and development program that occurs during the summer. Exceptions with regard to

program length and timing may be granted by Force Renewal Management (AFPC/DP2ZAB).

1.2.2.2. PCIs will have prescribed Entrance on Duty (EOD) dates [four EOD offerings determined by Force Renewal Management (AFPC/DP2ZAB)] depending on scheduled summer breaks. Force Renewal Staffing (AFPC/DP2ZAA) will notify PCIs at the beginning of the calendar year or later due to unforeseen circumstances if their EOD needs to change.

1.2.3. Types of Positions.

PCI positions are established in the administrative, professional, and technical career fields.

1.2.4. Types of Appointments.

PCIs are typically appointed under Direct Hire Authority (DHA) Post-Secondary and Recent Graduates or other available DHA, Title 10 for Defense Civilian Intelligence Program (DCIPS), Schedule A 213.3109(f)(1), or the Office of Special Investigations (OSI).

1.2.4.1. Competitive Service Appointment.

Term appointments to the competitive service are made under the DHA of NDAA FY 2019 Section 1102 Post Secondary and Recent Graduate. Upon program completion, the PCI may be noncompetitively converted between 45-120 days. The DHA Implementing Guidance identifies as a condition of employment, a student's appointment expires after 120 days of completion of the designated course of study, unless the student is selected for noncompetitive conversion pursuant to the DHA 1102.

1.2.4.2. Excepted Service Appointment.

Excepted service appointments include DCIPS under Title 10, OSI, and under Schedule A 213.3109(f) (1) in which the employee remains in the excepted service indefinitely. Employees appointed under these authorities may be considered for both student trainee opportunities and/or placement into formalized training programs (*i.e.*, PAQ / COP). In addition, appointments may be made under the excepted service that provides for non-competitive conversion to the competitive service without further competition.

1.2.5. Position Management.

1.2.5.1. Authorizations.

PCI authorizations are administratively controlled and managed by the Headquarters Air Force Personnel Center, Force Renewal Branch (AFPC/DP2ZA). The distribution of controlled authorizations varies each year depending upon assigned Central Salary Account (CSA) work years, changes in mission, projected work force increases or reductions, skill requirements, funding constraints, and other operational considerations. The AFPC Directorate of Civilian Personnel Operations, Talent Management Division, Force Renewal Management Branch (DP2ZA) and civilian

Career Field Teams (CFTs) monitor and manage the administration and execution of the PCIP within their respective areas of responsibility.

1.2.5.2. Funding.

HQ USAF budgets and provides central management and control of salaries.

1.2.5.3. First Duty Move/Permanent Change of Station (PCS) Entitlements.

IAW the Joint Travel Regulation (JTR), relocation costs are not authorized for PCIs to complete their internship at participating training locations. If a PCI successfully completes the program and converts to a PAQ/COP position that is greater than 50 miles away from their residence, they may be eligible for relocation costs to include a first duty move or PCS. A relocation entitlements breakdown is available in Section 3.5 of this Guide.

1.2.5.4. DHA Post-Secondary Student Air Force Premier College Intern Program.

Any PCI accepting an offer of employment must sign a DHA Post-Secondary Student Air Force Premier College Intern Program (PCIP) Participant Agreement. This agreement requires the PCI to pursue and successfully complete the basic training objectives and activities identified in the Training and Development Plan (TDP) / Individual Development Plan (IDP), and to obtain and maintain the required security clearance. This agreement also requires the PCI to provide proof of full-time enrollment in an accredited academic institution, remain in good academic standing at an institution of higher education, submit proof of continued enrollment up through degree completion, maintain both a cumulative and term GPA of at least 2.95, satisfactorily progress toward receipt of a baccalaureate or post-baccalaureate degree, and notify their supervisor of any change in enrollment status and/or work schedule.

1.2.5.4.1. **Note:** With regards to full-time enrollment, if the PCI has less than a full-time course load left to complete their academic program requirements and is in their last semester, they will not be required to take additional classes.

1.2.5.4.2. Failure to satisfy the CSA DHA Post-Secondary AF PCIP Participant Agreement may result in administrative action up to and including termination from Air Force employment.

1.2.5.5. Recruiting.

The Force Renewal Marketing Program Manager (DP2ZAB) along with the CFTs (AFPC/DP2Z) have overall responsibility for recruiting to fill Air Force PCIP allocations. Each CFT designates functional representatives who are trained to participate in the recruiting process; they are typically involved in conducting on-campus interviews and participating in career / job fairs. When applicable, on the spot tentative job offers (TJOs) are encouraged. Some hiring authorities require candidates to apply through USAJOBS and issuance of a referral certificate. Recruiters will advise the applicant on the appropriate hiring processes.

1.2.5.6. Waiver of Pre-appointment Investigative Requirements.

In meeting the requirements of the [DoDMAN5200.02 AFMAN16-405, AF Personnel Security Program](#), failure to issue a pre-appointment waiver for PCIs entering noncritical-sensitive (Secret)/critical-sensitive (Top Secret) positions may impact national defense by limiting the organization's ability to perform its mission. The local Air Force commander, staff agency chief, or designee who has position sensitivity designation authority over the position may approve waivers. It is the responsibility of the participating training location to obtain the necessary security waiver memo and provide it to the Force Renewal Staffing team (AFPC/DP2ZAA) or Operating Location (OL). Failure to obtain the waiver will result in the PCI's delay of entrance on duty.

SAF/AAZ has changed AF policy (Clarification Guidance for Special Sensitive Positions dtd 29 Sep 20) to provide Commanders or Directors authority allowing individuals to be on-boarded to any special sensitive position (TS SCI) with granting interim Secret access. However, due to the length of time required in obtaining an interim Secret investigative requirement, PCIs may not be hired into positions requiring a TS SCI.

1.2.5.7. Affirmative Action.

PCIP is strongly committed to affirmative action in hiring minorities, women, and Individuals with Disabilities (IWD) into the Air Force civilian workforce; therefore, extensive efforts are made to target recruitment so that affirmative action and Federal equal opportunity recruitment objectives are met.

1.2.6. Post Internship Positions.

Upon completion of the formalized training program and degree, PCIs may be eligible for a non-competitive conversion to a full-time position such as a formal and/or developmental training program to include the Air Force's formal training programs, *i.e.* PALACE Acquire (PAQ) or COPPER CAP (COP). Conversion may be offered if the following conditions are met:

- 1.2.6.1. Successful completion of an academic program with a minimum 2.95 GPA; and
- 1.2.6.2. Successful completion of required development and training competencies (program requirements); and
- 1.2.6.3. Satisfactory performance; and
- 1.2.6.4. Having met all other regulatory requirements.

It is important to remember that eligibility for conversion to permanent employment is neither automatic nor guaranteed.

1.3. Program Operation.

1.3.1. General.

1.3.1.1. PCIP aims to prepare program participants for future science, technology, engineering, mathematics, cyber, acquisition, mission critical, and specialty positions in the Air Force Civilian Service. Its success in carrying out that objective is dependent upon several factors:

- Commitment of management to the development of the PCI
- Choice of challenging assignments
- Exposure to and mentoring by higher-level management personnel
- Careful planning of program activities
- Initiative demonstrated by the PCI
- PCI performance and conduct

1.3.1.2. Duties and Responsibilities.

Duties and responsibilities described in the Core Personnel Documents (CPDs) should reflect the knowledge, skills and abilities (KSAs) required for successful performance. The HQ AFPC Standardized Core Personnel Document (SCPD) Branch (AFPC/DP2CL) classifies PCI CPDs for each grade level in which the employee will be trained; CPDs are provided to the Civilian Personnel Sections (CPSs) via the initial appointment Request for Personnel Action (RPA).

1.3.1.3. Training and Development Plan (TDP).

Each CFT, in conjunction with functional management, is responsible for preparing a TDP for each occupational series and grade level of each PCI. These plans serve as the primary documents for trainee development activities during the training period and include developmental assignments.

1.3.1.3.1. The plans identify and provide:

1.3.1.3.1.1. KSAs desired during the training period, the proficiency level to be achieved, and training activity identified to provide the KSA.

1.3.1.3.1.2. Real and challenging assignments that allow the PCI to develop usable skills that are important to the target position.

1.3.1.3.1.3. Hands-on or shadowing experience.

1.3.1.3.1.4. Sufficient training in the target series to assure full performance at the target grade level.

1.3.1.3.2. The TDP must meet the requirements outlined in AFI 36-2670, Total Force Development. The plans prepared by the CFTs may be supplemented locally to provide for specific MAJCOM and base needs. Changes or supplements to the basic TDP must be submitted to the appropriate CFT for approval.

1.3.1.4. TDP Structure.

All PCIs will receive a Training and Development Plan (TDP) that has been vetted and approved by the appropriate CFT. It is the supervisor's responsibility to review the TDP with the PCI during their first week of work.

1.3.1.4.1. Orientation.

Assigned supervisors are responsible for providing a general orientation session to each new PCI during their first week of work. The orientation addresses the function to which the trainee is assigned; the position description; TDP/IDP objectives; supervisor expectations; and administrative and personnel matters, i.e., performance plan, performance appraisals, promotions, work schedules. The PCI supervisor can follow the supervisor checklist available on [Force Renewal PCIP milSuite](#).

1.3.1.4.2. Formal classroom instruction.

Specific government and nongovernment-sponsored courses that provide the essential KSAs required for successful performance in the target position.

1.3.1.4.3. On-the-Job Training (OJT).

Planned on-site work assignments designed to challenge the PCI to develop the KSAs required for satisfactory completion of all program requirements.

1.3.1.4.4. Special assignments.

Where possible, PCIs should be provided the opportunity to work on administrative/managerial assignments during their training period. These assignments provide them with an opportunity to apply knowledge and skills gained in the Program, and to utilize skills brought with them from their academic environments. Such assignments should provide exposure to mid-level management.

1.3.2. Orientation Overview.

1.3.2.1. PCI Telecom.

All PCIs with tentative or firm job offers by 15 Jan will receive an invitation to a "Before the Internship" Orientation hosted by Force Renewal Management, which will cover the following topics:

- What Happens Before the Entrance on Duty (EOD)
- Welcome Workshops
- Required Documents
- Transcripts
- Symposium

- TDP
- Q&A

1.3.2.2. Orientation for PCI Supervisors of Record.

At least annually, each CFT offers an orientation (can be accomplished via webinar or telecom) for PCI supervisors of record that covers the following topics:

- Purpose of the Program
- Training requests and feedback
- PCI counseling and performance feedback
- Symposium requirements for traveling PCIs
- Conversion procedures / selection requirements for conversion to PAQ/COP or local position
- Mentoring (reference [Air Force Handbook \(AFH\) 36-2643, Air Force Mentoring Program](#))

Note: This requirement may be met with the Force Renewal Management's offered PCI Supervisor Orientation Webcast (see Force Renewal Management's Webcast Schedule in this Guide, Section 4.6), the annual Force Renewal Leadership Symposium or during the Premier College Intern Symposium (when offered).

1.3.2.3. PCI Symposium.

Force Renewal Management (AFPC/DP2ZAB) develops, funds, and presents Symposiums for all PCIs to attend. The mandatory orientation will cover the following:

- Purpose of the Program
- Overview of Air Force mission and major programs
- Administrative requirements and procedures
- TDP/IDP objectives
- Opportunities offered after the PCIP
- Career Development
- Informative panels with senior leaders and current PAQ/COPs (prior PCIs)
- Overtime, Compensatory Time, and Credit Hours

1.3.3. Overtime performed at the permanent training location will not be funded by the Central Salary Account (CSA).

Overtime is hours of work ordered or approved by management (and for FLSA covered employees also includes work that is “suffered or permitted”). All overtime work should be ordered and approved in advance and is normally applicable to special projects or peak workloads pursuant to mission needs. It is not applicable to day-to-day routine assignments. Employees may not work overtime that is not officially ordered or approved by a supervisor or authorizing official. Supervisors should attempt to limit the use of overtime and leave in the same pay period when appropriate and review employee annual leave documents prior to assigning overtime. There are three (3) ways in which the employee can be compensated for hours worked in excess of the 8 hours in a day or 40 hours in an administrative workweek.

1.3.3.1. Credit hours. Credit hours are hours that are non-overtime hours an employee on a flexible work schedule (FWS) voluntarily works in excess of their basic work requirement (*e.g.*, 8 hours a day). Therefore, a PCI may or may not be eligible for credit hours. Only employees on FWSs may elect to work credit hours, with supervisor approval, or IAW labor agreements if it is permitted, in excess of the basic work requirements. Employees on a compressed work schedule (CWS) are not eligible for credit hours. In accordance with 5 USC Section 6126, the maximum bi-weekly carryover is 24 credit hours for DoD employees on FWSs. For a detailed explanation of credit hours, refer to OPM’s Fact Sheet “Credit Hours Under a Flexible Work Schedule” available at <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/credit-hours-under-a-flexible-work-schedule/>. In addition, refer to [DODI1400.25V610](#) [AFI 36-807](#) *Hours of Work and Holiday Observances* as well as local policy and procedures on credit hours.

1.3.3.2. Compensatory time off. Non-exempt employees must not be directed to receive compensatory time for overtime worked instead of receiving overtime pay. The following categories of employees must be allowed the choice of being compensated by either overtime pay or compensatory time: 1) FLSA non-exempt employees; 2) prevailing rate (federal wage system) employees, even if FLSA exempt; 3) FLSA exempt employees whose rate of basic pay is equal to or less than the rate for GS-10, step 10. Management may require that FLSA exempt employees whose basic pay exceeds the maximum rate for GS-10 receive compensatory time for overtime worked instead of receiving overtime pay. When compensatory time off is being requested for a PCI, the supervisor will include a completed [AF Form 428](#). **Note:** Recent changes in Automated Time Attendance and Production System (ATAAPS) do not impact the form submission requirements for Force Renewal Management. No line of accounting (LOA) is required upfront given the compensatory time off earned must be used by the end of the 26th pay period after that in which it was earned. Compensatory time off not used during the established time period will be paid at the overtime rate at which it was earned. However, the expectation should be that the employee’s compensatory time be tracked collectively (*i.e.*, CFT, supervisor of record, current supervisor) to ensure the PCI uses it before going on LWOP and/or it pays out.

1.3.3.2.1. AFPC/FMY sends the CFTs a quarterly status update on PCIs with compensatory time due to pay out. The CFT PCI administrator should ensure the supervisors and employees are notified as necessary.

1.3.3.2.2. If the compensation time is approved by the supervisor, in coordination with the applicable CFT, it is imperative that supervisor monitors the CSA employee's compensation time balance to ensure it is used within the 26th pay period from the pay period in which it was earned. Otherwise, it will be treated as paid overtime and charged back against the organization.

1.3.3.3. **Overtime.** Overtime performed at the permanent training location is not centrally funded by the CSA. If the supervisor deems the overtime is necessary, then he/she is required to submit an email providing the justification to the appropriate CFT for concurrence prior to the overtime being worked. A method to compensate CSA for overtime will also need to be included in the e-mail to the CFT if the request is for paid overtime.

1.3.3.3.1. When requesting overtime for a CSA employee, the supervisor must provide either a completed Overtime Request document or Fund Cite Authorization (FCA) letter inclusive of employee name, pay period dates overtime is worked, local accounting classification, and Resource Advisor's (RA) signature to the resources box listed in item "D. Reimbursement Process."

1.3.3.3.2. If overtime is approved (supervisor, in coordination with the applicable CFT), the RA certifies the line of accounting is correct, and the Overtime Request document or FCA letter is used as the primary source document for charging the paid overtime back to the requesting organization.

1.3.3.3.3. **NOTE:** Paid overtime does not carry over into the next fiscal year (FY). Overtime worked in the month of September will be paid against the applicable FY's funds. Also, the organization's RA or their Civilian Pay analyst will be able to provide the accounting classification to the supervisor.

1.3.3.4. **Reimbursement Process.** If the compensation method approved is overtime, the primary source document for the journal voucher will be the approved Overtime Request document or FCA letter. IAW [DODI 1400.25V550 AFI36-808](#), overtime is to be requested within an automated time and attendance application. In cases where an employee does not have access to an automated time and attendance application (e.g., ATAAPS, Job Order Cost Accounting System, Depot Maintenance Accounting and Production System), the supervisor will sign and maintain a hard copy overtime request document. The supervisor must document the overtime no later than the following workday. If an AF Form 428 cannot be used or is not provided upfront, the local organization will be required to provide the applicable documentation [*i.e.*, an [AF Form 406 Miscellaneous Obligation Reimbursement Document \(MORD\)](#), [DD Form 448 Military Interdepartmental Purchase Request \(MIPR\)](#), or FCA letter]. The Resource

Office will generate and submit the journal voucher for reimbursement. These documents must be provided to the appropriate CFT prior to the overtime being worked. After coordination, the CFTs should email the documents to the AFPC/FMY organizational box at AFPCRESOURCESOFFICE@us.af.mil with “Civilian Pay Analyst” in the subject line. The Resources Office will generate and submit the journal voucher or SF1081, as applicable, for reimbursement. A copy of the voucher may be provided upon request.

1.3.3.5. Overtime While in Travel Status for Training Purposes. Generally, temporary duty travel should be scheduled within an employee's regularly scheduled tour of duty to the maximum extent possible to avoid paying overtime or compensable time off. Time spent in training outside of regular duty hours are considered hours of work and are compensable. The fact that the Air Force funds all or part of the training expenses does not establish an entitlement for overtime pay for hours of work. The Air Force must also have directed participation in the training. Overtime will be centrally funded only as it applies to the conditions outlined in [DODI1400.25V550-AFI36-808](#) Enclosure 3, Sections f-g. If the PCI meets the conditions of eligibility for overtime for travel and/or training, the supervisor submits the overtime request either telephonically or by email to the appropriate CFT for concurrence prior to the overtime being worked. If the CFT concurs, the supervisor submits a request for overtime on [AF Form 428](#), Request for Overtime, Holiday Premium Pay and Compensatory Time, or similar, through normal channels for official approval by the CFT.

1.3.3.6. Note: A request for overtime may be submitted for approval after the determination has been made that the training is sponsored by an agency/vendor outside the Executive Branch, and that the overtime travel will occur during the same hours of the day the PCI normally works, even if additional per diem costs are incurred by an additional overnight stay at the TDY site. If the PCI chooses to travel during a time of day not concurrent with the normal workday period, overtime cannot be authorized. (Example: Travel to training site Sunday evening or return from training Friday evening would not be considered concurrent to the normal workday period if the normal workday period is, for instance, Monday through Friday is 0730 - 1630).

1.3.4. Leave Without Pay (LWOP).

1.3.4.1. During the Internship.

1.3.4.1.1. PCIs must notify the appropriate CFT, in writing, of plans to request LWOP and list the reason(s). Under 15 days of LWOP: PCI will need to discuss with the supervisor of record and gain written supervisory approval.

1.3.4.1.2. Over 15 Days of LWOP: CFT will discuss the request with the supervisor in terms of the impact the LWOP would have as it relates to the PCIs established TDP/IDP.

1.3.4.1.3. Over 30 Days of LWOP: PCIs will need to follow guidance from step 2 above and should contact their servicing Employee Management Relations (EMR) Specialist at the locally servicing Civilian Personnel Section to discuss what impact LWOP will have

on their employment and benefits, *i.e.*, probationary/trial periods, promotions, within-grades increases (if applicable), tenure, benefits, TSP. The servicing EMR Specialist should coordinate the request with the AFPC/DP2ZAA Force Renewal Staffing Specialist.

1.3.4.2. Final LWOP after Completion of Internship.

1.3.4.2.1. LWOP after program completion will be granted with established LWOP regulations and policies. Supervisors must forward PCI's LWOP request to the locally servicing CPS for review and final approval.

1.3.4.2.2. A Request for Personnel Action (RPA) will be initiated IAW the local process and with required supporting documents attached; the RPA should be forwarded to: AFPCENTRYBOX-AST. AFPC/DP2ZAA will code and process the RPA in DCPDS and the RPA number provided to the CFT and Force Renewal Management office.

1.3.4.2.3. Effects of being placed in a non-pay status are also available at [myPers Knowledge Article 23534](#) - Nonmilitary Leave Without Pay.

1.3.5. Military Leave to Perform Duty with the Uniformed Services (Absent-US).

1.3.5.1. An employee entitled to military leave is a member of a Reserve component or National Guard with either: A full-time, part-time, or indefinite work schedule but does not have an intermittent work schedule; or Serving in an appointment that is not limited to one (1) year or less. **Note:** Although an employee may serve longer than one year on successive temporary appointments, there is no eligibility until the employee serves under an appointment that is not limited to 1 year or less. If an eligible PCI is scheduled for military leave, the PCI must notify their supervisor and the appropriate CFT (AFPC/DP2Z) that they will need leave to perform military duty. An employee who is a member of the Reserve or National Guard, who is not eligible for, or who has exhausted his or her military leave, must be granted annual leave, previously-earned time off award, compensatory time, credit hours, or Absent-US leave without pay, as requested and at the employee's discretion, in order to perform military duty. For more information consult Section 10 of [DOD11400.25V630 AF136-815, Leave](#).

1.3.5.2. Over 30 Days LWOP. If the LWOP is for more than 30 days, the CFT will discuss with the supervisor what impact the LWOP would have as it relates to the PCI's established TDP and coordinate the request with AFPC/DP2ZAB Force Renewal Management team's FR Employee-Management Relations (EMR) Program Manager and Intern Program Manager. An Extension to Term Appointment RPA will also need to be submitted and AFPC/DP2ZAA FR Non-Comp team will process the action(s). As a result of activation to military service, an extension should be arranged in order for the PCI to complete the requisite training.

1.3.5.3. LWOP Request Process. PCIs going on Absent-Uniformed Service should contact their locally servicing CPS/EMR Specialist for any questions regarding their employment status. The PCI is entitled to be treated as though they never left for military service.

1.3.5.4. A RPA will be initiated with supporting documents attached; the RPA should be forwarded to: AFPCENTRYBOX-AST. AFPC/DP2ZAA will code and process the RPA in DCPDS and the RPA number will be forwarded to the CFT and Force Renewal Management office for tracking purposes.

Employment and reemployment of members of uniform service is codified in 38 U.S.C. Chapter 43 and 5 CFR Part 353 Subparts A and B.

1.3.6. Air Force Work Flexibility / Benefits.

The intent of the internship is to provide a two-way interview with the organization interviewing the PCI and the PCI interviewing the organization, so that both parties can determine whether or not a good fit exists. Supervisors may allow PCI work flexibility options based on organizational needs; however, understanding non-monetary benefits such as flexible work schedules is important, time spent with the PCI in order to determine whether conversion to a permanent position is desired is critical for both parties.

1.3.6.1. Telework. IAW paragraph 5.13. in [AFI 36-130 Civilian Career and Developmental Programs](#), PCIs are *not* authorized to telework.

1.3.6.2. Alternate Work Schedule (AWS). PCIs are eligible to work an AWS if their office or duty location participates in AWS and non-participation by the PCI would result in the PCI being on site without supervision.

1.3.6.3. Physical Fitness (PT) Time. The quick duration of the internship should focus on completing the training plan, getting to know the organization and working on meaningful projects. Allowing PT during duty hours is not recommended; however, the final decision is subject to local policy and procedure and at the discretion of the supervisor.

1.3.7. Procedures for Relocating Second Year PCIs.

1.3.7.1. Occasionally, PCIs may need to relocate to another training site for their second year of the program. The decision and authorization to relocate is generally based on a management requirement or a PCI's request for humanitarian reasons. **All relocations require a new DHA allocation with a Tentative Job Offer and a new term appointment.** CFTs must first coordinate with AFPC Force Renewal Management for approval to use a DHA before initiating any action. Approval is contingent upon the availability of a DHA allocation.

NOTE: Occasionally, PCIs may need to be relocated to another training site during their program, using the PCI authorization to which they are assigned. A decision to relocate a PCI and their associated authorization shall be based on either a management requirement or a PCI's request for humanitarian reasons. CFTs will first coordinate with the Talent Management Division before initiating any action based on humanitarian reasons IAW [AFI 36-130, *Civilian Career and Developmental Programs*](#). Refer to [AFI 36-2110, *Total Force Assignments*](#) and use it as a guide when submitting justification to the Talent Management Division for reassignment based on humanitarian reasons.

1.3.7.2. When relocation is approved, the following procedures must be followed:

1.3.7.2.1. **Relocation within a Major Command (MAJCOM).** The losing organization discusses relocation of a PCI with the appropriate CFT (AFPC/DP2Z). The CFT coordinates the proposed relocation with Force Renewal Management, the gaining organization, the MAJCOM/A1 and functional representative, and the gaining CPS. Following coordination, the CFT forwards to assigned AFPC/DP2ZAA Force Renewal Staffing Specialist the name, organization/office symbol, DSN of gaining supervisor, proposed effective date, and name and DSN of gaining CPS point of contact for initiation and forwarding of the reassignment RPA. Relocation costs are paid by the PCI.

1.3.7.2.2. **Relocating across MAJCOMs.** The losing organization discusses relocation of a PCI with the appropriate CFT (AFPC/DP2Z). The CFT coordinates the new appointment with Force Renewal Management, the gaining organization, the gaining and losing MAJCOM/A1 and functional representatives, and the gaining and losing CPSs. Following coordination, the CFT forwards to assigned AFPC/DP2ZAA FR Staffing Specialist the name, organization/office symbol, DSN of gaining supervisor, proposed effective date, and name and DSN of gaining CPS point of contact for initiation and forwarding of the selection package. No release/report dates should be discussed until the assigned Force Renewal Staffing Specialist has approved the action.

1.3.7.2.3. An outline of CSA PCS entitlements is available under Section 3 of this guide for non-humanitarian requests.

1.3.8. Overseas Assignments.

Overseas assignments to foreign OCONUS areas (i.e., USAFE, Japan and Korea) are not available to PCIs. Exception is non-foreign areas (i.e., Alaska and Hawaii).

1.3.8.1. Environment.

The overseas foreign environment typically does not provide the developmental opportunities available at stateside locations.

1.3.8.2. Funding.

The Air Force Central Salary Account (CSA) from which PCIs are paid is not funded to support the high cost of overseas employee entitlements and allowances [*i.e.*, Living Quarters Allowance (LQA), Post Allowances].

1.4. Performance Management, Probation or Trial Periods, and Position Changes.

1.4.1. Performance Management.

1.4.1.1. PCIs are covered by the Department of Defense (DoD) Performance Management and Appraisal Program (DPMAP) performance management system as governed by [DODI 1400.25V431](#) [AFI 36-1002](#), *Performance Management and Appraisal Program Administration in the Air Force*. Section 2 of the regulation sets forth supervisor and employee responsibilities for performance management. Section 3 of the regulation provides the purpose for DPMAP, who is covered and basic requirements for the program to include a thorough explanation on how the appraisal cycle is to be conducted/administered for employees covered by DPMAP. The program will link organizational mission and goals to individual performance plans, ensure regular feedback during the appraisal cycle between employees and supervisors, and result in increased employee engagement. **Note:** The MyPerformance appraisal tool is the only automated appraisal system that has been authorized for use in administering and documenting activities under DPMAP. Section 3.11 covers probation of new employees. The following guidance specifies how these sections apply. **For more information such as appraisal guidance for the current rating cycle, as well as myPerformance resources such as user guides, see [myPers Knowledge Article 30969 - New Beginnings - Defense Performance Management and Appraisal Program](#).**

1.4.2. DPMAP Requirement for PCIs.

1.4.2.1. PCIs are hired on 18-month appointments and serve a 10-12 week internship during the summer. As such, they fall under DPMAP, and typically would be required to have a performance plan. However, since they are not expected to work at least 90-days while under an approved plan, they are not eligible for a rating of record. Therefore, if it is not necessary to issue performance objectives/expectations to a PCI if it is known that the PCI will not have at least 90-days of observed performance. **Note:** There is no requirement for the minimum period of performance of 90-calendar days to be consecutive.

1.4.2.2. **Part-time/Full-time PCIs.** Supervisors are required to complete a performance plan, progress review and annual appraisal for all eligible PCIs. For example, if a PCI is continuing their internship beyond the summer program as a part-time/full-time employee, they are eligible for an annual rating. PCIs will be placed on an approved performance plan within thirty (30) days of the EOD. Supervisors are required to hold a minimum of three (3) formal documented performance discussions during the appraisal cycle. These required discussions will include the initial performance plan meeting to discuss performance expectations, one (1) progress review, and the final performance appraisal discussion to communicate the rating of record. The minimum period of performance under an approved performance plan is 90 calendar days. PCIs who perform under an approved performance plan for a minimum of 90 calendar days will be rated based on the period of demonstrated performance. **Note:** There is no requirement for the minimum period of performance of 90-calendar days to be consecutive.

1.4.2. Probation or Trial Period.

1.4.2.1. Depending on the type of appointment, the PCI will be required to serve either a two-year probationary period or a trial period upon conversion. PCIs are typically placed on a term appointment in the competitive service and are required to complete a trial period. Upon noncompetitive conversion to a permanent appointment in the competitive service, service will be credited IAW 5 CFR Part 315.802.

1.4.2.2. If poor job performance, poor progression in the PCIs training plan, or conduct and discipline issues occur, the supervisor should consult with the locally servicing EMR Specialist at the CPS or seek out assistance with the Force Renewal EMR Program Manager by sending a message with a request for assistance to the Force Renewal Workflow box at: AFPC.DP2Z.FRStratEngagement@us.af.mil.

1.4.2.3. Every effort should be made to counsel the PCI concerning work performance and/or conduct issues verbally and in writing. When documenting the counseling session, the supervisor should update Part B of the [AF Form 971, Supervisor's Employee Brief](#) to document supervisor and PCI discussion. Since PCIs are in training for future leadership positions, those who do not demonstrate potential for positions of increased responsibility and leadership, the supervisor should remain cognizant of reviewing the matter, with an EMR Specialist for termination, during the trial period, if warranted. Supervisors ensure coordination and engagement is made with the servicing EMR Specialist when issues arise and prior to taking any action. Review Section 2.6.5.5 PCI Misconduct / Performance of this Guide for more information.

1.4.2.4. Mid-term progress reviews and performance appraisals are required specifically for the purpose of ensuring that PCIs are closely monitored and that appropriate action is taken during the trial period, if necessary.

1.4.2.5. CFTs are responsible for following up with supervisors who fail to submit timely feedback reports.

1.4.3. Position Changes: Promotions and Career Field Transfers.

1.4.3.1. Promotions.

PCIP is not a promotion program. PCIs are not authorized or eligible for a promotion if they are returning for a second year or working part-time / full-time. A change in grade or duty location for a PCI requires a new allocation, selection package submission request, and TJO to be issued. Consideration for grade increase may occur if the PCI is noncompetitively converted to a PAQ/COP or other employment position with promotion potential.

1.4.3.2. PCI Transfers between Career Fields.

1.4.3.2.1. If a PCI decides they would like to change career fields, they must first obtain supervisory endorsement for the transfer. The endorsement will be forwarded to the gaining and losing CFTs for concurrence. Endorsements and concurrences should be made with the best interest of the Air Force Civilian Service (AFCS) in mind. Transfer requests must be submitted NLT 120 days prior to degree conferral. CFTs may place earlier suspense dates to receive transfer requests in effort to assist in their successful execution of FY allocations.

1.4.3.2.2. Transfers are not a guarantee and are dependent upon a Career Field's allocation availability and the PCI's successful completion of pre-employment requirements. CFTs may require the interested PCI to apply to an open vacancy announcement on USAJobs in order to be considered for placement along with other interested applicants.

1.4.3.2.3. If in concurrence with the transfer, losing Supervisors and CFTs should be prepared to fill behind the PCI's allocation in case the PCI is approved/eligible for a transfer. Gaining Supervisors and CFTs should also be prepared to fill their allocation in the event the PCI does not meet eligibility requirements in time. The losing and gaining CFTs should be postured to execute their assigned allocation in the event the transfer is not successful.

1.4.3.2.4. PCIs must be aware that a request to transfer does not guarantee a transfer will take place. If they receive endorsement from their supervisor and both gaining and losing CFTs are in concurrence, they should understand that the losing CFT will be taking efforts to fill behind their position in the expectation the transfer request is processed successfully.

1.4.3.2.5. Because the PCI's position of record does not officially change until an RPA is processed in DCPDS, the losing CFT/supervisor is responsible for the PCI's employment records and status updates as required until the successful transfer of the PCI to the gaining CFT has been processed in DCPDS.

1.4.3.2.6. Communication should be kept open and ongoing among the PCI, supervisor, gaining and losing CFTs, Force Renewal Staffing (AFPC/DP2ZAA) as applicable, and Force Renewal Management (AFPC/DP2ZAB).

Section 2 – Roles and Responsibilities

2.1. Force Renewal Management (AFPC/DP2ZAB).

2.1.1. Program Management.

Force Renewal Management is responsible for PCIP planning and execution. Responsibilities include:

- Monitoring program effectiveness through feedback from PCIs, supervisors of record, CFTs, and internal review
- Planning and executing regional symposiums
- Providing guidance and oversight to CFT members, field partners, and PCIs
- Holding informative sessions to grow awareness of the program
- Distributing allocations

2.1.2. Recruiting.

Force Renewal Management will provide marketing materials, oversight for recruiting trips, and recruiter training to CFTs. All trips will be coordinated through the Force Renewal Marketing Program Manager. Refer to Force Renewal Strategic Engagement Operating Instruction - 001. *FR SE OI* on [AFPC/DP2Z Force Renewal SharePoint](#).

2.1.3. Symposium.

Force Renewal Management will plan, fund, and execute regional symposiums. Once a PCI has received their EOD, Force Renewal Management will notify the CFT Program Administrator which symposium the PCI will attend. Force Renewal Management will make lodging and transportation arrangements, to include transportation to and from the airport and lodging, for each PCI going TDY. This information will be disseminated to the CFTs as soon as arrangements are finalized.

2.1.4. Feedback.

Force Renewal Management will create, manage, and distribute mid and final feedback to each PCI and final feedback to each supervisor. This PCIP feedback is separate from the DPMAP Performance Management process outlined above in Section 1.4.1. All feedback will be distributed through the SharePoint, hardcopy form, or platform identified by DP2ZAB. Feedback timelines are posted on the [PCIP SharePoint](#) and [PCIP milSuite](#) sites.

2.1.5. After the Internship.

After Force Renewal Management receives the final PCIP feedback from the PCIs, supervisors, and/or program office, they will notify the CFTs to disseminate the appropriate letters depending on the PCI's post-intern status:

- the PCIP to PAQ/COP Letter of Acknowledgement of intent to convert to PAQ/COP when both PCI and Supervisor in agreement post-internship, or
- the PCIP Letter of Appreciation to the PCI/Supervisor if the PCI decided not to continue with AFCS during or after the internship. All templates of forms are available on the [PCIP SharePoint](#) and [PCIP milSuite](#).

2.2. Force Renewal Staffing (AFPC/DP2ZAA).

2.2.1. Selection Responsibilities.

2.2.1.1. Public Notice.

In accordance with the applicable DHA, AFPC/DP2ZAA ensures (if required) public notice requirements are met. The team also posts open continuous Public Notice, Job Opportunity Announcement(s) via USAJOBS for centrally funded allocations only.

2.2.1.2. DHA for Post-Secondary Students and Recent Graduates, Section 1102 of the FY 19 National Defense Authorization Act.

The PCIP is only open to students in their sophomore or junior year of their baccalaureate program and eligible (5 year program) seniors or graduate students who have completed at least one year of a full-time graduate program. Students hired under this particular public notice will be appointed utilizing the DHA for Post-Secondary Students and Recent Graduates and DO NOT submit their application through USAJOBS.

2.2.1.2.1. Appointed grade levels: GS-3, GS-4, GS-5 or GS-7.

2.2.1.2.2. Appointment type: Term appointment, not to exceed (NTE) 18 months; however, may be extended without further competition.

2.2.1.3. Other than DHA Appointment.

If other than DHA is utilized, AFPC/DP2ZAA will ensure applicable job announcements are posted on the Office of Personnel Management's (OPM) USAJobs.gov website. For example, Pathways and/or those authorities identified under 1.2.4. above. In addition, AFPC/DP2ZAA will also ensure all OPM and Department of Defense (DoD) Priority Placement Program (PPP) requirements are met and/or applicable exceptions are identified.

2.2.1.4. Pathways.

When appointing under the Pathways Schedule D Excepted Hiring Authority, AFPC/DP2ZAA will follow all regulatory requirements to include the use of category rating, veterans' preference as required under 5 CFR Part 362 and IAW the DoD/OPM

Memorandum of Understanding. The Force Renewal Staffing team will also provide the certificate and/or list of eligibles to the selecting officials, ensuring veteran's preference is followed IAW 5 CFR 302 and all candidates have met all requirements prior to issuing the certificate and/or list of eligibles.

2.2.2. Hiring Responsibilities.

2.2.2.1. Clearance & Waivers.

Working closely with the participating training organization and/or locally servicing CPS, AFPC/DP2ZAA ensures appropriate action is taken to initiate required security clearance and/or security waiver as required (see 1.2.6.). The locally servicing CPS confirms suitability determination via security checks and reviews completed Optional Form (OF) 306 Declaration for Federal Employment. **Recommendation is to initiate the pre-employment and clearance requirements as early as March for May EODs to alleviate any last minute delays.**

2.2.2.2. Tentative Job Offer (TJO).

Following receipt of by-name-request (BNR) and/or selectee package via [myPers CX/RNT](#), AFPC/DP2ZAA FR PCIP Staffing Specialist will verify all documents received as required; validate qualification requirements based on OPM Qualification Standards to include receipt of official transcripts and academic requirements have been met.

The FR PCIP Staffing Specialist will prepare and send the written offer of tentative employment to the selectee as requested by the selecting official, and notifies the CFT, selecting manager, and Force Renewal Management of the selectee's response. AFPC/DP2ZAA updates internal CSA Program Database with pertinent information such as declinations as well. After selectee's acceptance of TJO, a suitability determination request is sent to the locally servicing CPS to initiate.

2.2.2.3. Required Documents.

AFPC/DP2ZAA provides copies of the official Core Personnel Document (CPD) to the supervisor and PCI. The FR PCIP Staffing Specialist ensures a completed copy of the AF Form 3821, *Employee Accounting Data – Defense Civilian Pay System – Base Level* is provided in the PCI's USA Staffing (USAS) New Hire record or a hard copy is forwarded to the locally servicing CPS with instructions to forward to the servicing payroll office. In accordance with the Force Renewal Management hiring timeline, AFPC/DP2ZAA ensures selectee has completed required forms in USAS New Hire and works with the locally servicing CPS or organization's POCs to resolve any identified areas of concern.

2.2.2.4. Firm Job Offer (FJO).

When all pre-employment forms are verified as completed in USAS New Hire and the selectee's suitability determination has been favorably adjudicated, the FR PCIP Staffing Specialist initiates and issues the firm job offer, completes RPA, and will HR-process in

DCPDS. The FR PCIP Staffing Specialist checks Pay 500 for rejects, checks electronic personnel folder (eOPF) for SF50, and flows USAS New Hire documents to eOPF and closes record.

2.2.2.5. Declination.

AFPC/DP2ZAA FR PCIP Staffing Specialist notifies the appropriate CFT and Force Renewal Management immediately if a selectee declines or fails to report for duty.

2.2.3. Hiring and Selection Process for AFPC/DP2ZAA.

2.2.3.1. Selection Process.

2.2.2.1.1. Verify all submitted data received via RNT.

2.2.3.1.1.1. Completion of PCIP Selection information.

2.2.3.1.1.2. Review resume for indication of prior Federal service.

2.2.3.1.1.3. Evaluate transcripts to ensure enrollment criteria:

2.2.3.1.1.3.1. Credit hours (Calculate number of credit hours in order to determine entry grade).

2.2.3.1.1.3.2. Cumulative minimum 2.95 GPA requirement.

2.2.3.1.1.3.3. School Accreditation/Non-Profit standing.

2.2.3.1.1.3.4. Review of Position Description (PD) / Position Designation Tool (PDT) for accuracy.

2.2.3.2. Process the selection package.

2.2.3.2.1. Create RPA, tie to an allocation number and new hire.

2.2.3.2.2. Build applicant in DCPDS.

2.2.3.2.3. Build position.

2.2.3.2.4. Utilize standard UMD N0PCIP191Y.

2.2.3.2.5. Input information into internal CSA Program Database.

2.2.3.2.6. Update control number spreadsheet located on the restricted drive.

2.2.3.3. Tentative Job Offer (TJO) Process.

2.2.3.3.1. Navigate USA Staffing.

2.2.3.3.1.1. Create request.

2.2.3.3.1.2. Build applicant/supervisor based on Selection Worksheet data.

2.2.3.3.1.3. Upload supporting documents in New Hire Tab.

2.2.3.3.1.4. Prepares AF 3821 and send to FM for signatures.

2.2.3.3.2. Prepare the TJO.

2.2.3.3.2.1. Establish pay setting.

2.2.3.3.2.2. Prepare and attach to TJO, CSA DHA Post-Secondary Student AF PCIP Participant Agreement.

2.2.3.3.2.3. Send out the TJO.

2.2.3.3.2.4. Request Suitability, Security Waiver, and/or any other requirements as outlined in the PD.

2.2.3.4. After TJO Acceptance.

2.2.3.4.1. Code the RPA.

2.2.3.4.1.1. Establish Nature Of Action (NOA) Code.

2.2.3.4.1.2. Determine legal authority.

2.2.3.4.1.3. Set effective date.

2.2.3.4.1.4. Add position build information to RPA.

2.2.3.4.1.5. Determine Service Computation Date(s) (SCD).

2.2.3.4.1.6. Add:

2.2.3.4.1.6.1. Audit trail.

2.2.3.4.1.6.2. Standard remarks.

2.2.3.4.1.6.3. Event history.

2.2.3.4.1.6.4. Flex fields.

2.2.3.4.2. Create / calculate SF 144A, *Statement of Prior Federal Service Worksheet*.

2.2.3.4.3. Attach the PCIP Selection Worksheet Data, PD, PDT, pay setting calculation, and suitability determination (if available).

2.2.3.4.4. Verify completed USAS New Hire documents; retrieve completed CSA DHA Post-Secondary AF PCIP Participant Agreement and send it to the supervisor for signature with a courtesy copy to CFT.

2.2.3.4.5. Update internal CSA Program Database and control number spreadsheet.

2.2.3.5. Firm Job Offer (FJO) Process.

2.2.3.5.1. After receipt of favorable suitability and any other applicable requirements (e.g., Security Waiver, Physical, Drug Testing), issue the FJO.

2.2.3.5.2. Attach PD / PDT and completed CSA DHA Post-Secondary AF PCIP

Participant Agreement.

2.2.3.5.3. Update internal CSA Program Database and control number spreadsheet.

2.2.4. PCIP to PAQ/COP Conversion Process.

2.2.4.1. When the CFT submits a PCIP to PAQ/COP Selection Package Submission Request in RNT/myPers CX, the DP2ZAA PAQ Staffing Specialist will prepare and issue a Tentative Job Offer (TJO) with special verbiage.

2.2.4.2. The TJO Process for PCIP to PAQ Conversion is initiated when first semester (after completion of summer internship) grades are received. The process consists of the following:

2.2.4.2.1. TJO.

2.2.4.2.2. Conditions of Employment Agreement.

2.2.4.2.3. Security Waiver form if PCIP to PAQ/COP Conversion has a higher Special Access Required (SAR) (*e.g.*, OSI, Intel, S&E positions).

2.2.4.2.4. Suitability determination may be required if PCIP to PAQ/COP conversion is to a higher SAR position.

2.2.4.2.5. PAQ/COPPER CAP Service Agreement.

2.2.4.2.6. PAQ/COP Job Offer Acceptance form.

2.2.4.2.7. AF Form 3821, *Employee Accounting Data – Defense Civilian Pay System – Base Level*.

2.2.4.2.8. Student Loan Repayment Program (SLRP) Information Offer Letter.

2.2.4.2.9. Recruitment Bonus (if applicable).

2.2.4.2.10. Notification of Drug Testing Letter (if applicable).

2.2.4.2.11. Confirmation Letter, email to locally servicing CPS.

2.2.4.2.12. Firm Job Offer (FJO).

NOTE: No FJO issued until receipt of official transcripts validating conferred degree with a minimum GPA of 2.95.

2.3. Career Field Teams (AFPC/DP2Z).

2.3.1. Site Selection & Initial Preparation Responsibilities.

2.3.1.1. Preparation.

CFTs coordinates with functional counterparts at DT, MAJCOM, Field Operating Agency (FOA), and Direct Reporting Unit (DRU) to identify functional recruiters for each CFT, if applicable.

2.3.1.2. Site Selection.

Based on Force Renewal Data Call and DT (if applicable), CFT determines placement locations that have been proven to be high quality training locations.

2.3.1.3. Recruitment Preparation.

2.3.1.3.1. Develop recruitment strategy / Annual Game Plan (AGP) NLT 01 Jul and provide copies to the assigned AFPC/DP2ZAA FR PCIP Staffing Specialists and Force Renewal Marketing Program Manager.

2.3.1.3.2. Establish recruitment schedules with colleges and universities, if applicable.

2.3.1.3.3. Coordinate proposed recruitment strategies with assigned AFPC/DP2ZAA FR Staffing Specialist and Force Renewal Marketing Program Manager.

2.3.1.3.4. Follow the appropriate CSA hiring timelines to support full execution of assigned work years.

2.3.1.3.5. Electronically submit PCIP Selection Worksheet data with applicable hiring documents (e.g. PD, PDT) to AFPC/DP2ZAA or identify any BNRs, if authorized.

2.3.1.3.6. **NOTE:** Communication and collaboration with the assigned DP2ZAA FR PCIP Staffing Specialist and training location point of contact is critical.

2.3.2. Recruitment.

Refer to the Force Renewal Strategic Engagement Operating Instruction *001. FR SE OI* on [AFPC/DP2Z Force Renewal SharePoint](#) for all recruitment preparation and execution instruction.

2.3.3. Selection Process.

2.3.3.1. Selection Package Submission

2.3.3.1.1. Ensure complete PCIP Selection Package Submission Requests are submitted via RNT / myPers CX. Hiring packages consist of the below documents as required:

*Denotes documents REQUIRED at time of selection package submission in RNT

PCIP Selection Worksheet Data*	Contains supervisor's name and DCPDS position sequence number Complete and precise applicant data
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	Exact graduation dates
Resume*	
Transcripts*	From an accredited college / non-profit institution
Proof of Enrollment	Required if transcripts do not identify enrollment status
Signed Position Description (PD) and Position Designation Tool (PDT)*	Ensure correct series, grade, and position sensitivity are identified
ADPD worksheet	If applicable
TJO issued at Recruiting Event	If applicable
Security Waiver Letter	If applicable and able to provide upfront (exception based for CPS business process, <i>i.e.</i> , Scott AFB)
DD-214 Member 4 Copy OR other official hiring memo documenting Veterans' Preference for hiring	If applicable based on the hiring authority

2.3.3.1.2. If any changes occur during the selection process, (*e.g.*, declination, position sensitivity change), ensure Force Renewal Program Manager, FR Staffing POC, locally servicing CPS, and all partners involved are notified of the change.

2.3.3.2. After ALL hiring documents have been obtained from [myPers CX / RNT](#):

2.3.3.2.1. All package submission requirements submitted via myPers CX / RNT.

2.3.3.2.2. Obtain Control Number.

2.3.3.2.2.1. Each onboarding action will have its own unique control number for tracking and Program Review reporting purposes.

2.3.3.2.2.2. Control numbers can be obtained by accessing FR Staffing's Control Number spreadsheet.

2.3.3.2.2.3. **NOTE:** Please update the spreadsheet with pertinent information.

2.3.3.2.3. Depending on CFT's process, either the supervisor at the installation or CFT will upload the selection package submission request directly in myPers CX / RNT along with required documents supporting the package.

2.3.3.2.4. CFT reviews the information and selection package for errors and completeness. When it has been determined by the CFT that the package is complete and ready to proceed with the process, the CFT will put a note in the RNT communication thread, assign the package to the assigned FR PCIP staffer, and change the RNT status to "CFT Review Complete."

2.3.3.2.5. The assigned FR PCIP Staffing Specialist will then review their RNT window, note the package status, which indicates a new package is ready for their review.

2.3.3.2.6. The FR PCIP Staffing Specialist downloads the information and documents.

2.3.4. Training and Development Plan.

2.3.4.1. Write, establish, and review TDPs. Work with the PCI supervisor, organization or program office to make sure the TDP aligns with the rewarding and fulfilling goal of the PCIP.

2.3.4.1.1. Ensure TDPs adequately describe all job duties and contain realistic standards predictive of successful performance. When entering the program, PCIs must have a TDP developed with goals and competencies outlined.

2.3.4.1.2. **NOTE:** Recommend supervisors appoint a sponsor (or local PCI POC) to help the new PCI get settled into the organization, their workplace, and local area while fostering and promoting professional development.

2.3.5. Program Monitoring.

CFTs Track and Ensure:

2.3.5.1. PCIs have been assigned a mentor upon entering the PCIP.

2.3.5.2. Orientations have been conducted and attended by required personnel as outlined.

2.3.5.3. Mentoring sessions are held with the PCI as required.

2.3.5.4. Official Program feedback is submitted with 100% accountability for all PCIs and supervisors.

2.3.5.5. **NOTE:** Tailored Feedback questions must be submitted to the Force Renewal EMR Program Manager NLT 1 March of the hiring cycle year.

2.3.6. Symposium Preparation and Execution.

2.3.6.1. Attend Symposium Working Group meetings.

2.3.6.2. Plan CFT Breakout sessions (*i.e.*, team builders, special guests, local demos, panels).

2.3.6.3. Compile TDY information for PCIs and ensure all PCIs are on target to arrive at Symposium with approved orders.

2.3.6.4. Participate in setting up and breaking down assigned Symposium rooms.

2.3.7. Midterm and Final Feedback.

2.3.7.1. Follow-up with PCIs and supervisors who fail to submit timely feedback surveys, while PCI is serving probationary/trial period.

2.3.7.2. Review feedback reports for substance and applicability. Immediately address areas of concern with the PCI and supervisor when necessary.

2.3.8. Part-Time / Full-Time.

2.3.8.1. Eligibility Determinations.

Communicate with the field to determine which PCIs are eligible for part-time / full-time work and submit requests to Force Renewal Management.

2.3.8.2. Part-Time / Full-Time Eligibility Requirements.

2.3.8.2.1. Successfully complete TDP / IDP.

2.3.8.2.2. Supervisor can keep PCI actively engaged in productive and meaningful work.

2.3.8.2.3. PCI must remain at location (base) where internship was completed.

2.3.8.2.4. PCI must remain assigned to the same career field.

2.3.8.2.5. PCI may work up to 32 hours a week.

2.3.8.2.5.1. IAW DHA Post-Secondary/Recent Graduates Implementing Guide, there are no limitations on the number of hours a student can work per week. A PCI's work schedule should not interfere with a student's academic schedule.

2.3.8.2.5.2. For PCIs hired other than with DHA1102, part-time is considered 16-32 hours per week.

2.3.8.3. Funding.

If CSA funds are not available, local organizations are required to fund the PCI's salary if they are to work part-time / full-time past their summer internship opportunity until they graduate and convert to the PAQ/COP programs or other civilian positions.

2.3.9. PCIP to PAQ/COP Conversions.

2.3.9.1. PCIP to PAQ/COP Conversion Packages.

CFTs submit PCIP to PAQ/COP Conversion Packages by the end of September for all PCIs that are selected. This ensures PCIs returning to complete their final semester of school have received an official letter of intent from the AFPC/DP2ZAA Force Renewal Staffing team.

2.3.9.2. Monitor and verify eligibility for the timely conversion of PCIs who have successfully completed degree/program requirements.

2.3.9.2.1. Create and submit conversion package to the AFPC/DP2ZAA Force Renewal Staffing Team.

2.3.9.2.2. No later than three (3) months prior to the PCI's projected graduation date, follow-up with the PCI on grades and entrance into the PAQ/COP program.

2.3.9.2.3. Track and place PCI in a PAQ/COP or support the transition to a locally-funded authorization.

2.3.9.2.4. Complete exit interviews of PCIs who decline to convert to PAQ/COP after accepting the position to determine enhancements to program and evaluate their experience.

2.3.9.3. Verify submitted documents, to include:

2.3.9.3.1. Completion of PCIP to PAQ/COP Selection Worksheet.

2.3.9.3.2. Review resume for indication of prior Federal service and inclusion of PCIP experience.

2.3.9.3.3. Evaluate transcripts to ensure enrollment criteria.

2.3.9.3.3.1. Credit hours (Calculate number of credit hours in order to determine entry grade).

2.3.9.3.3.2. Minimum 2.95 GPA requirement.

2.3.9.3.3.3. School accreditation/non-profit standing.

2.3.9.3.4. Review of PD/PDT for accuracy.

2.3.9.4. Documents required for PCIP to PAQ/COP Conversion Package.

2.3.9.4.1. PCIP to PAQ/COP Conversion Request Letter signed by PCI's supervisor and CFT POC

2.3.9.4.2. PCIP Supervisor Acknowledgement Letter (to be issued by the FR PAQ Staffing Specialist)

2.3.9.4.3. PDs & PDTs

2.3.9.4.4. Selection Worksheet

2.3.9.4.5. Resume

2.3.9.4.6. Official Transcript

2.3.9.4.7. Security Waiver (if necessary)

2.3.9.4.8. Recruitment Incentive (if approved)

2.3.9.4.9. Career Field-specific requirements

2.3.10. **Communication.**

Maintain monthly communication with incoming, returning, and converting PCIs from time of TJO, throughout the internship, and during the LWOP period when PCI returns to school.

2.3.10.1. Monthly communication should be in the form of monthly newsletters, emails,

webinars, or other Force Renewal Management approved means. Best practices are to utilize notification reminders for consistency in communication.

2.3.10.2. Maintain correspondence on AFCS App during the months leading up to the internship and during the Symposium, with CFTs serving as a moderator for app's respective Career Field Group.

2.3.11. Second Year PCI.

In the event a PCI will complete a second year internship (*e.g.*, 5 year/dual degree, changes graduation date, or PCI hired as a sophomore) the following applies:

2.3.11.1. Second Year Status.

2.3.11.1.1. Notify Force Renewal Management as soon as information is received the PCI will return for a second year.

2.3.11.1.2. Local supervisors, training coordinator/POCs should be aware the PCI is returning for a second summer.

2.3.11.1.3. Second Year PCIs will count against upcoming FY's recruiting allocations, reducing the number of allocations to fill for the following FY.

2.3.11.2. Grades.

2.3.11.2.1. Monitor second year PCI's grades each semester while in LWOP or Part Time Status to ensure they are maintaining the minimum 2.95 GPA requirement.

2.3.11.2.2. If second year PCI's grades fall below 2.95 GPA, they do not meet the Program eligibility requirements and a course of action is required. The CFT will communicate with the supervisor to understand the possibility of moving the PCI to a local position or will coordinate the failure to meet program eligibility requirements with the locally servicing CPS EMR Specialist NLT than 20 days after receiving the transcripts.

2.3.11.3. Monitor.

2.3.11.3.1. Monitor PCI's status to include whether or not the supervisor is submitting an RPA for the PCI's Return to Duty (RTD). Please refer to the RPA Submission Table located in this Guide, Section 2.6.5.7 for guidance on determining RPA effective dates.

2.3.11.3.2. Ensure the supervisor is submitting an RPA Extension request for the PCI's Term appointment if needed. For example, if the PCI's Term Appointment NTE date is 18 May 20 but their graduation date was postponed, an Extension of Term Appointment NTE RPA with the adjusted graduation date would need to be submitted by the Supervisor / Locally Servicing CPS to DP2ZAA FR Non-Comp Team to process so the PCI does not prematurely fall off the rolls.

2.4. Major Commands (MAJCOMs), Field Operating Agencies (FOAs), or Direct Reporting Units (DRUs).

2.4.1. Site Selection and Initial Preparation.

2.4.1.1. Determine locations with the greatest potential to provide effective training to PCIs.

2.4.1.2. Coordinate with Civilian Personnel (FSM/A1 or equivalent) and civilian CFT staff during annual Force Renewal data call.

2.4.1.3. Ensure supervisors/trainers understand their assigned responsibilities including the necessity for full cooperation with locally servicing CPSs and the CFT.

2.4.1.4. Submit requests for Force Renewal requirements, to include PCIP, during the annual requirements call.

2.4.1.5. Determine PAQ/COP placement capabilities for PCIs with workforce planning and mission requirements.

2.4.2. Welcome Workshop Support.

2.4.2.1. If the location decides to complete a welcome workshop, the MAJCOM, FOA, DRU should support the effort.

2.4.2.2. This support may look like one or a combination of the following:

- Base / Organization Tour
- Meet & Greet with Supervisors
- Senior Leader Introductions
- Mission Briefs
- Scavenger Hunt
- Coordinate local lab use for Cyber Security training
- Bus Transportation on-base

2.4.3. Symposium Support.

If the location is selected to host a PCIP Symposium, the MAJCOM / FOA / DRU should support the effort by:

2.4.3.1. Sending a local POC to participate in the Symposium Working Group with Force Renewal Management.

2.4.3.2. Liaise with local organizations to provide tour / demonstration assistance.

2.5. Civilian Personnel Sections (CPS).

The success of the SECAF's PCIP initiative cannot happen without the assistance and support of our CPS Team members. Following the selection processes below will ensure timely execution of assigned allocations and successful execution of the program.

2.5.1. Selection Process.

2.5.1.1. Initiate appropriate security clearance and/or obtain waivers, as required (see above, section 1.2.5.f) and provide suitability determinations via security checks and completion of OF 306, *Declaration for Federal Employment* via USA Staffing New Hire.

2.5.1.1.1. Any delays in the clearance and determination process should be communicated to AFPC/DP2ZAA Force Renewal Staffing team POCs immediately.

2.5.1.1.2. Respond to taskers and suspenses submitted by AFPC/DP2ZAA.

2.5.1.2. Ensure copies of official CPD and TDP are provided to supervisor and PCI, as appropriate.

2.5.1.3. Forward CSA AF Form 3821, *Employee Accounting Data – Defense Civilian Pay System – Base Level* to servicing payroll office.

2.5.1.4. Assist in obtaining Common Access Card (CAC) for PCI.

2.5.1.5. Advise the AFPC/DP2ZAA FR Staffing Team immediately if selectee declines, fails to report for duty, or does not meet minimum qualification requirements upon completion of degree requirements.

2.5.1.6. Ensure supervisors are aware of the Timekeeping and Finance POCs to assist in alleviating any delays with PCIs' pay, time, and attendance.

2.5.2. Post Intern Process.

2.5.2.1. Ensure PCI and Supervisor meet with locally servicing EMR Specialist to discuss post-intern effects on employment status.

2.5.2.2. Advise supervisors on preparing RPAs regarding LWOP, conversions, reassignments, and PCS during or upon completion of internship / training.

2.5.2.3. Counsel PCIs on probationary / trial periods, conversions, and placement actions during and upon completion of internship / training.

2.5.2.4. Submit RPAs in accordance with local procedures, ensuring effective dates are set IAW RPA Effective Dates Section 2.6.5.7 in this guide.

2.5.3. Communication.

2.5.3.1. CPSs' communication and partnership in coordinating PCIs' onboarding requirements, suitability determinations, in-processing, EMR guidance, timekeeping

procedures/POCs, and assistance in submitting RPAs are time-sensitive and are pivotal to the overall success of the PCIP.

2.5.3.2. CPSs are expected to attend or listen to webcasts hosted by Force Renewal Management and AFPC/DP3 to ensure they are up-to-date on the Program and familiar with the FY timelines, roles and responsibilities.

2.6. Premier College Intern (PCI) Supervisors.

The success of the SECAF's PCIP initiative cannot happen without the supervisors' support, participation, and following through on their organization's commitment to train, support, and potentially convert a PCI into an enterprise program like PAQ/COP. Following the selection processes below will ensure timely execution of assigned allocations and successful execution of the program.

2.6.1. Selection Process.

2.6.1.1. Coordinate with Force Renewal Staffing Specialist (AFPC/DP2ZAA) on PCI selectee's EOD when notified of selection / issuance of TJO.

2.6.1.2. Appoint sponsors and/or mentors for PCIs and monitor adequacy of sponsorship efforts. During PCI's training ensure mentorship is ongoing throughout program.

2.6.1.3. Sponsorship efforts include:

2.6.3.1. Complete a CSA DHA Post-Secondary Student AF PCIP Participant Agreement with each post-secondary student participant.

2.6.3.2. Provide information on the Post-Secondary Student requirements for conversion.

2.6.3.3. Identify job duties and responsibilities along with performance goals and evaluation criteria.

2.6.3.4. Engage with locally servicing CPS EMR Specialist on any conduct, performance, and/or academic issues.

2.6.3.5. Work with respective CFT to determine if student may be offered a PAQ/COP (or similar) opportunity upon successful completion of program and degree requirements.

2.6.3.6. Notify AFPC/DP2ZAA Force Renewal Staffing Team and appropriate CFT if selectee declines, fails to report for duty, or if a change in EOD is requested by selectee.

2.6.3.7. Completing a DPMAP appraisal for PCIs who are working part-time/full-time or for 90-calendar days or more, see **Section 1.4.1 Performance Management** for more information.

2.6.1.4. Prior to PCI's arrival, set aside time to review the Supervisor Checklist available on the [PCIP milSuite site](#).

2.6.1.5. Coordinate with AFPC/DP2ZAA Force Renewal Staffing Specialist on PCI selectee's confirmed EOD when notified of selection / issuance of TJO.

2.6.1.6. Provide mentorship and guidance to PCI or match PCI with a mentor grade GS-12 or higher.

2.6.1.7. Stay in communication with PCI during school year and follow-up to ensure a timely return to duty after graduation.

2.6.2. Training and Development.

2.6.2.1. Review and update TDP for each PCI with a challenging project or assignment.

2.6.2.2. Suggest appropriate TDP / IDP changes and submit supplemental plans to the appropriate CFT for approval.

2.6.2.3. Provide training as outlined in the PCI TDP / IDP.

2.6.2.4. Certify PCI's completion of training on the PCI's TDP / IDP.

2.6.2.5. Upon successful completion of all training and regulatory requirements, ensure the timely submission of RPAs via local processes and forwarding to AFPC/DP2ZAA Force Renewal Staffing Team for processing.

2.6.2.6. Participate in all planned developmental activities.

2.6.2.7. In the event of any conduct and/or performance issues, engage with the locally servicing CPS EMR Specialist for guidance on the appropriate course of action and notify the appropriate CFT.

2.6.3. PCI Support.

2.6.3.1. First Day of Work.

Ensure PCI is met on their first day of work by Supervisor or Sponsor and assist in navigating to proper place for onboarding, helping provide a smooth transition on and around the base/office.

2.6.3.2. Weekly Check In.

If Supervisor has a POC assigned for the PCI's training and does not interact with the PCI on a daily basis, ensure that a weekly check in occurs for the first two to four weeks. This will ensure that the PCI is working toward completing their training plan and any issues are identified and handled accordingly.

2.6.3.3. Symposium.

PCIs are required to attend a three (3) day Symposium that is fully funded by Force Renewal Management. CFTs will notify supervisors of the Symposium dates by April of each hiring cycle. **PCIs going TDY will not receive a Government Travel Card (GTC).**

2.6.3.3.1. **If PCI is going TDY** (See PCIP TDY in Glossary of this Guide)

2.6.3.3.1.1. Ensure PCI's DTS account is built with Advance authorized and submitted.

2.6.3.3.1.2. Assist PCI with completing orders in Defense Travel System (DTS).

2.6.3.3.1.3. Assist PCI with completing voucher in DTS.

2.6.3.3.2. **If PCI is attending local Symposium**

De-conflict any training to ensure PCI is able to attend local three (3) day Symposium.

2.6.3.4. Second Year PCIs.

Second year PCIs are funded for 12 weeks of full-time work over the summer.

2.6.3.4.1. Symposium.

Second year PCIs do not attend a Symposium for the second summer session.

2.6.3.4.2. LWOP and Return to Duty (RTD) RPA.

If PCI is in LWOP status, ensure that a return to duty (RTD) RPA has been submitted and processed prior to the PCI returning to work. For guidance on determining effective dates of RPAs, please refer to Section 2.6.5.7 of this Guide.

2.6.3.4.3. Part-Time.

PCIs working part-time will need a Change in Work Schedule (CWS) RPA processed prior to conversion to PAQ/COP.

2.6.3.4. Extension of Term Appointment NTE.

2.6.3.4.1. When a PCI is nearing the end of their Term Appointment, supervisors should:

2.6.3.4.1.1. Confirm PCI's graduation date.

2.6.3.4.1.2. If graduation date is within the conversion eligibility window, no action required for extending the term appointment.

2.6.3.4.1.3. If graduation date is outside of the PCI's conversion eligibility, supervisor should create and route an Extension of Term Appointment NTE RPA including confirmed graduation date and send the RPA number to the CFT POC for tracking purposes. The extension NTE date should go out 120 days from their anticipated graduation date.

2.6.3.4.1.4. AFPC/DP2ZAA Force Renewal Noncomp Team processes extension.

2.6.3.4.2. If LWOP is required, supervisor will need to submit LWOP RPA following extension.

2.6.4. **Final Feedback.**

Complete Final Supervisor feedback within the timelines established for the FY and prior to completion of the internship period. Feedback should be submitted directly through the SharePoint Survey site or in the identified location determined by Force Renewal Management.

2.6.5. Program Completion.

Once the CFT sends notification regarding the PCI's post-intern status, notify the PCI of their next steps.

2.6.5.1. PCI Change in Work Schedule to Part-Time.

When a PCI is approved to work part-time (see Section 2.3.8 Part-Time / Full-Time of this Guide), initiate a Change in Work Schedule (CWS) RPA with the locally servicing CPS.

2.6.5.2. PCI Converts to PAQ/COP.

2.6.5.2.1. If the PCI will not be working part-time / full-time between the end of the internship and their conversion to a PAQ/COP position, work with the locally servicing CPS to follow LWOP procedures and counsel PCI on their benefits.

2.6.5.2.2. Initiate the RPA for LWOP in accordance with local procedures.

2.6.5.2.2.1. RPAs are required to be submitted before the PCI goes on LWOP for the school year.

2.6.5.2.2.2. Supervisors coordinate with locally servicing CPS EMR Specialist to explain LWOP parameters.

2.6.5.2.3. Review the [myPers Knowledge Article 23534](#) on LWOP effects.

2.6.5.2.4. Each PCI with employment benefits (*i.e.*, FEHB, TSP) will need to complete the *Nonpay Status Benefits Election* form and submit the document via myPers. Form and submission link can be accessed via [myPers Knowledge Article 22623](#).

2.6.5.3. Leave.

Guidance on Leave may be found in Section 7 of [DODI1400.25V63- AFI 36-815 Leave](#). Work with CFT on the PCIP to PAQ/COP Conversion process and provide any information / documentation as required.

2.6.5.4. PCI Converts to Local Position.

If converting a PCI to a local permanent position, follow the process listed above in Section 2.6.5.2 "PCI Converts to PAQ/COP" and notify the CFT POC that the PCI will not convert to a PAQ/COP.

2.6.5.5. PCI Misconduct / Performance.

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

2.6.5.6. PCI Declination After the Internship and Before Conversion to PAQ/COP.

If a PCI decides to decline the position after going on LWOP or while working part-time, the supervisor will:

2.6.5.6.1. Notify the CFT.

2.6.5.6.2. Submit a Resignation RPA.

2.6.5.6.3. Provide the CFT with the RPA number for tracking purposes if CFT requires.

2.6.5.7. RPA Submission.

2.6.5.7.1. All RPAs listed below are required to be initiated by the supervisor (or IAW locally servicing CPS processes) and submitted through standard routing channels.

2.6.5.7.2. Route RPAs to: AFPCENTRYBOX-AST.

2.6.5.7.3. Establishing RPA effective dates:

Action	Effective Date
<p>Leave Without Pay (LWOP) LWOP NTE 1 year from effective date of LWOP AND Resignation RPA must be created and maintained by locally servicing CPS in the event PCI decides not to return</p>	<p>Saturday after PCI's Final Day e.g., PCI's last day worked is 10 Sep 21; effective date of LWOP should be 11 Sep 21</p> <p>Effective date of Resignation should be PCI's last duty day worked</p>
<p>Return to Duty (RTD)</p>	<p>Saturday before start of Pay Period (or the Monday if PCI starts in the middle of a pay period) e.g., PCI's returning to work the pay period starting 09 May 21; effective date of PCI's RTD should be 08 May 21</p>

Change in Work Schedule (CWS)	Saturday after PCI's completion of 12 weeks <i>e.g.</i> , PCI completes 12 week internship on 30 Jul 21; effective date of CWS should be 31 Jul 21
PCIP to PAQ/COP Conversion	Monday at the start of Pay Period <i>e.g.</i> , PCI's conversion to PAQ/COP is the pay period of 24 Oct 21; effective date of conversion should be 25 Oct 21
Separation	Saturday after last day of internship <i>e.g.</i> , PCI's last day in internship was 23 Jul 21; effective date of Separation RPA should be 24 Jul 21

2.7. Premier College Interns.

Please review the *Premier College Intern Program Handbook* for additional resources and information on expectations.

2.7.1. Training and Development Plans.

2.7.1.1. Completes each TDP/IDP requirement.

2.7.1.2. Work with your supervisor / trainer / mentor in all aspects of the training, including any problems encountered with the TDP/IDP.

2.7.2. Symposium.

The PCIP Symposium is a training requirement for all PCIs.

2.7.2.1. If going TDY to attend Symposium:

2.7.2.1.1. Work with Supervisor to create DTS orders (or local travel system) with flights arriving between 3-9 p.m.

2.7.2.1.2. Submit flight information to Career Field Team POC a week before the Symposium.

2.7.2.1.3. Submit travel reimbursement via DTS (or local travel system) within five (5) calendar days of completion of travel.

NOTE: Failure to submit reimbursement for travel in the required five (5) days will result in disapproval for all future travel requests.

2.7.2.2. If local to Symposium location and not going TDY:

Attend each day of Symposium and de-conflict training with Supervisor.

2.7.3. End of Internship.

2.7.3.1. Complete feedback within FY timeframe goals, submitting directly through designated location per Force Renewal Management.

2.7.3.2. Work with Supervisor and locally servicing CPS EMR Specialist to complete required documents for LWOP, Change in Work Schedule, Conversion, or Separation.

2.7.3.3. If converting to a PAQ/COP position, upon graduation and within 120 days, provide the following to supervisor / CFT:

2.7.3.3.1. Updated Resume with Premier College Internship experience included.

2.7.3.3.2. Final Transcripts with degree conferred and minimum 2.95 GPA.

2.7.3.3.3. Required security background checks / clearance (if applicable).

2.7.3.4. Stay in communication with CFT during school year.

Section 3 – Glossary of References and Supporting Information

3.1. REFERENCES.

AFH 36-2643	<u>Air Force Mentoring Program</u>
AFI 36-130	<u>Civilian Career and Developmental Programs</u>
AFI 36-128	<u>Pay Setting and Allowances</u>
DODI1400.25V431_AFI36-1002	<u>Performance Management and Appraisal Program Administration</u>
DODI1400.25V451_AFI 36-1004	<u>Civilian Recognition Program</u>
DODI1400.25V550_AFI36-808	<u>Pay Administration</u>
DODI1400.25V630_AFI36-815	<u>Leave</u>
DoDMAN5200.02-AFMAN16-405	<u>AF Personnel Security Program</u>
Title 5, Code of Federal Regulations	<u>Administrative Personnel, current edition</u>
Title 5, United States Code	<u>Government Organization and Employees</u>
Title 10, United States Code	Armed Forces, current edition
ETCA	Air Force Education and Training Course Announcements (formerly AFCAT 36-2223)

3.2. FORMS.

AF Form 428	Request for Premium Pay
AF Form 1003	Air Force Core Personnel Document (CPD)
AF Form 3821	Employee Accounting Data – Defense Civilian Pay System – Base Level
DD Form 1351-2	Travel Voucher or Subvoucher
DD Form 2906	DoD Civilian Performance Plan, Progress Review and Appraisal

SF 50	Notice of Personnel Action
SF 182	Authorization, Agreement and Certification of Training
SF 1081	Voucher and Schedule of Withdrawals and Credits

3.3. ABBREVIATIONS AND ACRONYMS.

AFI - Air Force Instruction

AFIT - Air Force Institute of Technology

AFPC - Air Force Personnel Center

CARPRO RIP - Career Promotion Report on Individual Personnel

CFR - Code of Federal Regulations

CFMD - Career Field Management Division

CFT - Career Field Team

COP – COPPER CAP

CPD - Core Personnel Document

CPS - Civilian Personnel Section

CPRAG - Civilian Personnel Resources Advisory Group

CSA - Central Salary Account

DCPS - Defense Civilian Pay System

DCPDS - Defense Civilian Personnel Data System

DoD - Department of Defense

DP2 - Civilian Personnel Operations

DP3D - Civilian Leadership Development Office

DP2ZAA - Force Renewal Staffing

DP2ZAB – Force Renewal Management

FM - Resource & Management Development Division, Civilian Force Management Directorate

DRU - Direct Reporting Unit

ECI - Extension Course Institute

EDS - Employee Development Specialist

EOD - Entrance on Duty
EMR - Employee Management Relations
FOA - Field Operating Agency
FOIA - Freedom of Information Act
GG - General Government
GS - General Schedule
HHG - Household Goods
HQ AETC - Headquarters, Air Education and Training Command
HQ USAF - Headquarters, U. S. Air Force
JTR - Joint Travel Regulations
KSAs - Knowledge, skills and abilities
LWOP - Leave without Pay
MAJCOM - Major Command
OJT - On-the-Job Training
OPR - Office of Primary Responsibility
OT - Overtime
OPM - Office of Personnel Management
PAQ - PALACE Acquire
PCS - Permanent Change of Station
PEC - Program Element Code
PPP - Priority Placement Program
RPA - Request for Personnel Action (formerly SF52)
RIP - Report on Individual Personnel
SLRP - Student Loan Repayment Program
T&D - Training and Development
TDY - Temporary duty
U.S.C. - United States Code
WGI – Within Grade Increase

3.4. CAREER FIELD TEAMS (AFPC/DP2Z).

Teams Recruiting for PCIP FY21

<u>Career Field</u>	<u>Office Symbol</u>
Audit Career Field Team	AFPC/DP2ZC
Civil Engineer Career Field Team	AFPC/DP2ZD
Communications & Information Career Field Team	AFPC/DP2ZE
Contracting Career Field Team	AFPC/DP2ZQ
Financial Management Career Field Team	AFPC/DP2ZF
Force Support Career Field Team	AFPC/DP2ZU
Logistics Career Field Team	AFPC/DP2ZN
Operations Career Field Team	AFPC/DP2ZS
OSI Special Investigations Career Field Team	AFPC/DP2ZC
Program Management Career Field Team	AFPC/DP2ZR
Scientist & Engineer Career Field Team	AFPC/DP2ZK
Security Career Field Team	AFPC/DP2ZI

PCIP General Contact Phone Number

Cmcl: (210) 565-2494

FR PCIP SharePoint Site (internal AFPC users):

<https://usaf.dps.mil/sites/afpc-home/DP2/csa/SitePages/PCIP.aspx>

FR PCIP milSuite Site (external AFPC users):

<https://www.milsuite.mil/book/groups/premier-college-intern-program>

FR PCIP myPers Knowledge Article:

https://mypers.af.mil/app/answers/detail/a_id/35762/kw/pcip

3.5. CSA PCIP to PAQ/COP Conversion PCS Entitlements.

CSA PCIP to PAQ/COP Conversion PCS Entitlements	
MOVE TYPE	First Duty
WHO	PCIs converting to PAQ/COP
ENTITLEMENTS	<ul style="list-style-type: none"> • Travel (Employee & Dependents) • Per diem (Employee only) • Transportation of Household Goods (HHG) • Non-Temporary Storage (NTS) for Isolated CONUS PDS moves • Transportation of a mobile home (including a boat) used as primary residence in lieu of HHG transportation
<p>Questions: PCS.AUTHORIZATION@US.AF.MIL Reference JTR VOL 2 CH 5</p> <p>First Duty Civilian PCS Briefing available at https://afciviliancareers.com/sites/default/files/FIRST%20DUTY.pdf</p>	

3.6. Force Renewal Management Webcast Schedule.

AFPC/DP2ZAB Force Renewal Management will hold a webcast on the following subjects throughout the year. All slides and Q&A are posted on the FR PCIP SharePoint and PCIP milSuite sites.

Target Audience	Topic	Time Frame
PCIP Supervisors	PCI Supervisor Orientation (Winter)	Nov-Dec
PCIP Supervisors	PCI Supervisor Orientation (Spring)	Jan-Feb
Supervisor of Record, Program Office, CFTs	PCIP Symposium	Mar-Apr
PCI Mentors, Supervisors	Mentoring the PCI	Apr-May
PCIP Partners: Supervisors, POCs, Mentors, CPSs, CFTs, MAJCOMs	PCIP to PAQ/COP Conversion	Jun-Jul
Any PCIP Partners	PCIP Overview	Jul-Aug

Please contact Force Renewal Management for more information.

3.7. PCIP Out-Processing.

PCIP Out-Processing Items to Complete	
<u>Action Items</u>	<u>Completed By</u>
Complete Final Supervisor Feedback	Supervisor
Complete Final PCIP Feedback	PCI
Review feedback/decision for PAQ/COP conversion	Force Renewal Management
Initiate LWOP/Separation RPA	Supervisor ICW locally servicing CPS
Contact PCI's new Supervisor	CFT
Update Supervisor in MyBiz+ prior to end date	PCI
Maintain contact with PCI throughout school year	PCI's new supervisor/CFT
Send out PCIP Newsletter during school year	Force Renewal Management
Initiate PCIP to PAQ/COP conversion	CFT and AFPC/DP2ZAA Force Renewal Staffing