

DEPARTMENT OF THE AIR FORCE

AF REGULATION 40-110

Headquarters US Air Force

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Civilian Personnel

CIVILIAN CAREER PROGRAM MANAGEMENT

This regulation provides the structure, responsibilities, procedures, and implementation guidance for civilian career programs in the Air Force. It applies Air Force-wide to employees in the competitive service and those employees in the excepted service with eligibility for noncompetitive conversion to a competitive service appointment. This publication also applies to all Air Force activities and is used by functional management, Civilian Personnel Offices and affected civilian employees. This regulation does not apply to the Air National Guard or the US Air Force Reserve Units. It implements Department of Defense (DOD) Directive 1430.2, 13 June 1981; the US Air Force Manpower and Personnel Plan; the US Air Force Affirmative Employment Program; and the Air Force Disabled Veterans Affirmative Action Program. AFR 40-7 contains career management information for nonappropriated fund employees. This regulation contains instructions for the collection, use, and disclosure of information that is subject to the provisions of the Privacy Act of 1974 and AFR 12-35. The authority for the system of records in this regulation is 5 U.S.C. 4103, 4115, and 4118.

	Paragraph	Page
Section A—Authority		
Program Authority.....	1	2
Relationship to Staffing, Training, and Development.....	2	2
Section B—Policy, Goals, and Coverage		
Air Force Policy on Civilian Career Management.....	3	2
Civilian Career Management Goals.....	4	2
Employees and Positions Covered.....	5	2
Section C—Responsibilities		
Director of Civilian Personnel (HQ USAF/MPK).....	6	3
Chief, Office of Civilian Personnel Operations (OCPO/MPK).....	7	3
Functional Chiefs.....	8	4
Section D—Career Program Management Structure and Responsibilities		
Career Program Policy Council.....	9	4
Career Management Division (OCPO/MPKC).....	10	4
MAJCOM or Comparable Organizations.....	11	5
Installations.....	12	5
Section E—Developing New Career Programs		
Definition Phase.....	13	6
Section F—Career Program Requirements		
Work Force Analysis.....	14	6
Program Scope.....	15	7
Career Patterns.....	16	7
Career Program Referral System Procedures.....	17	7
Identification of Exceptional Performers and Highly Qualified Personnel With Potential.....	18	7
Career Interns.....	19	8
Career Broadening.....	20	8
Affirmative Employment Program Plans.....	21	9
Master Development Plan (MDP).....	22	9

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	Paragraph	Page
Section G—Managing Career Programs		
Mobility	23	9
Appraisals	24	10
Staffing and Classification	25	10
Training and Development	26	12
Section H—Other Career Program Requirements		
Relationship to Other Career Programs	27	12
Grievances and Complaints	28	13
Program Evaluation	29	13
Section I—Documentation, File Maintenance, and Supplementation		
Documentation and File Maintenance	30	13
Publication of Subsequent Volumes and Supplementation	31	13

Attachments

1. Existing and Proposed Career Programs	14
2. Terms Explained	15
3. Sample Mobility Agreement	17
4. Geographic Location Table	18

Form Prescribed

AF 2675, Civilian Career Program Registration and Geographic Availability	18	8
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Section A—Authority

1. Program Authority. The Civil Service Reform Act (Public Law 95-454) requires for executive management in the federal government to be responsive to the needs, policies, and goals of the nation and to be of the highest quality. Specifically it requires agencies to provide for the systematic development of highly competent senior executives. The Office of Personnel Management (OPM) has established requirements for the systematic development of candidates for the Senior Executive Service (SES) and for the continuing development of senior executives.

2. Relationship to Staffing, Training, and Development. This regulation will be used in conjunction with AFRs 40-410, 40-920, and the appropriate 40-300 series regulations. This regulation contains the basic requirements for the design and implementation of Air Force-wide career programs. Volumes to this regulation will be established for each functional career program specifying only the unique qualities and requirements of the function necessary for success of the career program.

Section B—Policy, Goals, and Coverage

3. Air Force Policy on Civilian Career Management. It is Air Force policy to promote Air Force-wide career programs which identify and develop civilian personnel with exceptional potential and performance to progress to key management positions and to increase productivity and effectiveness in accomplishing Air Force mission requirements.

4. Civilian Career Management Goals. The primary goal of civilian career management is to develop employees with strong professional, technical, managerial, and administrative skills to satisfy current and future Air Force mission needs. This is accomplished by assessing the current force in relation to an objective force as described in the US Air Force Manpower and Personnel Plan. Secondary goals of civilian career management are as follows:

- a. Identify and encourage qualified individuals to make a career in the Air Force.
- b. Provide employees with the opportunity to improve their skills and progress through the organization.
- c. Give employees a rewarding work experience to suit their abilities and desires, while meeting Air Force mission and staffing needs.
- d. Provide the means to identify and staff key positions within each career program with exceptional performers and highly qualified employees available Air Force-wide.
- e. Assure planned developmental actions (training, career broadening assignments, education, etc.) are related to performance, and knowledge, skill, and ability (KSA) requirements necessary to successfully perform in higher-level positions.

5. Employees and Positions Covered:

a. Employees. Employees in the career executive force are covered by the Air Force career programs, attachment 1. Requirements for these forces are as follows:

(1) Permanent employees as defined in the introduction to this regulation.

(2) Permanent employees under the Federal Wage System (FWS) in positions with normal career patterns through covered General Schedule (GS) positions.

(3) Employees in the excepted service with eligibility for noncompetitive appointment to a competitive service position. Exceptions to this, if any, are covered in individual career program volumes.

b. Positions. Positions included within a career ladder are of two basic types; career general and career executive. Career executive positions are further identified as career essential, career broadening, career intern, and cadre reserved. A career program may identify some of their career executive positions for fill by exceptional performers; see section F, paragraph 18, (for programs having a cadre, these equate to cadre reserve positions). The career executive positions are normally classified at grades GS-12 through GS- or General Manager (GM)-15. Individual career program needs can, however, dictate the establishment of lower-grade positions as career executive. These positions are competitive service appropriated fund positions in the GS or GM pay plans; Air Reserve Technician positions are excluded. Any other exceptions will be addressed in individual volumes.

c. SES. The Air Force SES comprises all executive managerial positions above the GS- or GM-15 level and below Executive Level IV. See AFRs 40-2 and 40-920 for further information. Career program registrants GS- or GM-15 constitute the primary feeder group for the SES Candidate Development Program. For programs having a cadre, cadre membership is necessary to be considered for this program. For all other career programs, candidates will be selected from those identified as exceptional performers.

Section C—Responsibilities

6. Director of Civilian Personnel (HQ USAF/MPK):

a. Provides regulatory policy guidance, direction, and leadership for Air Force-wide career programs.

b. Serves as a voting member (or designates a representative to serve) on each career program policy council.

c. Implements Air Force-wide career programs through the Office of Civilian Personnel Operations (OCPO).

d. Develops objective force structures.

e. Sets requirements for central control of allocation of personnel resources necessary to support Air Force-wide career intern and career management development, education, and training programs.

f. Develops, approves, and releases for publication career management directives.

g. Integrates Air Force-wide career programs with DOD, government-wide, and similar programs.

h. Ensures that the Air Force established affirmative employment and handicapped program goals are a part of the total program effort.

i. Provides instructions and guidance for developing budget estimates and requirements to support career programs; for example, permanent-change-of-station (PCS) travel, per diem, etc., and centralized civilian training not funded centrally by another source.

7. Chief, Office of Civilian Personnel Operations (OCPO/MPK):

a. Implements the Air Force Plan for Executive and Management Development for career management programs.

b. Conducts formal evaluations at installation, major command (MAJCOM) and comparable organizations, and HQ USAF levels to measure program status, identify problems, and provide reports of findings to career and functional managers.

c. Develops recommendations concerning the establishment of career programs.

d. Convenes the initial ad hoc work group for a new career program.

e. Provides technical expertise during the development of career program directives.

f. Develops Air Force-wide intern recruitment and training plans.

g. Provides guidance and assures compliance with regulatory and statutory requirements in the administration of Air Force programs.

h. Assures space quotas and selection criteria for long-term, full-time (LTFT) training programs are managed effectively through the career program structure.

i. Implements, maintains, and evaluates ongoing career programs.

j. Develops and implements an affirmative employment program plan for each career program and assures handicapped employee goals are a part of this effort.

k. Provides documentation, support information and recommended changes to HQ USAF/MPK for appropriate directive and regulation update and revision.

l. Assures program continuity and consistency of approach for career programs:

m. Assures career intern needs for career programs are defined and documented.

n. Provides data to HQ USAF/MPK in support of objective force structure development.

o. Provides input to appropriate officials on total force management requirements.

p. Provides information to appropriate officials on manpower planning as it pertains to career management programs.

q. Keeps command directors and central civilian personnel officers informed of career program plans, status, training and actions impacting on civilian personnel management.

8. Functional Chiefs:

- a. Select members of the Career Program Policy Council.
- b. Provide resources for the Career Program PALACE Team, career broadening, and career program intern positions.
- c. Define program needs and functional input to set up or revise career programs.
- d. Give direction in identifying career executive positions.
- e. Provide direction for the identification and development of exceptional employees.
- f. Provide direction (including requirements for supervisory, managerial, technical, and proficiency education and training and career broadening experiences) to career program managers for development of employees.
- g. Provide direction to functional management on career intern programs including training, development, and cross-training requirements.
- h. Support the US Air Force affirmative employment programs as an integral part of the career program.
- i. Advise OCPO/MPKC of anticipated reorganizations, realignments, and mission and program changes that may impact on career programs.
- j. Assess goal accomplishments.

Section D—Career Program Management Structure and Responsibilities**9. Career Program Policy Council:**

- a. **Establishing a Career Program Policy Council.** The functional chief establishes the career program policy council for the functional area and serves as chairperson for it. The policy council determines the needs of the career group within the regulatory policies and guidelines set by HQ USAF/MPK. Objectives, scope, and policies for the specific career program are determined by the council. The functional chief may alter the composition of the council if required by the specific career program. The council meets at least annually.
- b. **Membership.** The council normally is composed of:
 - (1) The functional chief.
 - (2) Senior military functional manager (normally Brigadier General or above).
 - (3) A senior civilian in the functional area at the Air Staff level.
 - (4) HQ USAF/MPK or designee.
 - (5) A senior functional specialist from each of three MAJCOMs or comparable organizations (designation of MAJCOM to be made by the functional chief on a 2-year rotational basis).
 - (6) Chief, OCPO/MPKC (nonvoting, ex-officio technical advisor).
 - (7) The Career Program Manager (OCPO/MPKC) will serve as the Executive Secretary.

c. Responsibilities:

- (1) Determine the functional objectives and policies specific to the particular career management program.
- (2) Designate and convene ad hoc or advisory panels or planning council, as necessary.
- (3) Determine annual schedule of key career program actions.
- (4) Approve criteria which identifies exceptional performers for consideration for higher-level key managerial positions.
- (5) Approve criteria for selection of career executive positions.
- (6) Approve designation of positions as career executive.
- (7) Adjudicate MAJCOM and comparable organization requests for addition or deletion of career executive positions.
- (8) Approve criteria for selection of program participants as nominees for LTFT training and other Air Force-wide competitive programs.
- (9) Approve criteria for the selection and development of participants in the Career Intern Program.
- (10) Approve criteria to be used in the selection of nominees for formal training, development, and assignment to career broadening positions (includes master development plans (MDP)).
- (11) Approve affirmative employment program plans and is ultimately responsible for goal attainment.
- (12) Evaluate career program progress or deficiencies.

10. Career Management Division (OCPO/MPKC):

- a. Manage the career programs for the applicable career group through the PALACE Team.
- b. Identify career program positions in conjunction with functional managers.
- c. Validate career program developmental requirements, PCS requirements, provide input, and monitor budgeting and financial planning as appropriate.
- d. Identify and rank candidates for all career executive positions in the respective career program according to the Air Force Merit Promotion Plan.
- e. Prepare promotion certificates and reassignment or change-to-lower-grade referral lists.
- f. Administer the career intern training program consistent with the US Air Force Manpower and Personnel Plan and objectives for the career group.
- g. Maintain liaison with functional chief to make sure that the needs of functional managers are being satisfied within regulatory and statutory requirements.
- h. Give career program advice, guidance, and assistance to functional managers.
- i. Evaluate civilian progression opportunities within the total force structure and recommend changes as appropriate.
- j. Implement an executive and management development program for the career group assigned, to meet

functional and Air Force-wide objectives.

k. Set up, publicize, and administer (in conjunction with the respective functional chiefs) the process for identifying exceptional performers and highly qualified employees for management development.

l. Set up and maintain career patterns based on position analysis.

m. Recommends parameters of the career program; that is, primary and secondary series to be included in the career group.

n. Analyze program positions with functional management to determine required KSAs. Assist in the preparation of promotion evaluation patterns (PEP).

o. Recommend, where practicable, the development of standard position descriptions for career program positions, including standardized skill coding.

p. Counsel program participants on Air Force-wide career opportunities.

q. Serve as Executive Secretary on Career Program Policy Council, as determined by the chairperson. Support panel and ad hoc work group meetings.

r. Administer career broadening program.

s. Develop and submit to the appropriate Career Council for approvals MDPs for each occupational series represented in career program positions managed.

t. Input annually to budget requirements for centrally funded training and development.

u. Budget annually for PCS funds associated with career program selections.

v. Establish Affirmative Employment and Handicapped Program plans for policy council approval.

w. Assure that servicing central civilian personnel offices (CCPO) are kept informed in a timely manner regarding all recruitment and referral actions, especially career broadening and career intern positions.

11. MAJCOM or Comparable Organizations:

a. Functional Management:

(1) Evaluates career management programs for, and responsiveness to, functional needs.

(2) Participates in the development and maintenance of career patterns and standard PEPs for those positions covered by career programs.

(3) Develops an internal effort to encourage command support of career management programs.

(4) Provides the technical factors for use in the identification of high-potential employees.

(5) Assists in the identification of potential career broadening, career intern, and career executive positions (including designation of cadre reserved in programs having a cadre).

(6) Provides career development counseling for employees.

(7) Provides members for career program panels and ad hoc work groups, as required.

(8) Analyzes positions and organizational structures to ensure the most effective use of the total manpower

resource.

(9) Defines requirements and provides career intern input for the function within the command.

(10) Validates training requirements (AFR 40-410).

(11) Inputs financial planning and budget data to support cyclical training in consonance with special budget instructions.

(12) Provides for appropriate endorsement of performance and promotion appraisals, when required. Ensures that endorsing officials review documentation of rating to assure consistency of ratings of equal levels or quality of performance.

b. MAJCOM or comparable organization Directors of Civilian Personnel:

(1) Provide leadership and staff assistance to the command in support of career management programs.

(2) Develop an internal program to ensure that Central Civilian Personnel Office (CCPO) support career management programs.

(3) Notify OCPO/MPKC of anticipated manpower changes, reduction-in-force (RIF) actions, functional transfers, base closures, etc., that may impact on career programs.

(4) Approve and prioritize command training requirements (AFR 40-410).

(5) Review and validate financial planning and budget data input to the personnel data system-civilian (PDS-C) in support of career programs (AFR 40-410).

(6) Review and evaluate career management within their command. Propose to OCPO/MPKC changes in the career management program to meet needs peculiar to their command.

12. Installations:

a. The CCPO:

(1) Serves as the office of primary responsibility for the implementation and administration of career programs at base level.

(2) Processes program registrations (normally within 15 calendar days of receipt).

(3) Coordinates program requirements with offices of collateral responsibility to assure effective accomplishment of attendant position and personnel actions.

(4) Provides career management program assistance to functional management.

(5) Issues career program information to all employees and ensures career program documents, directives, career patterns, and PEPs are readily available to all supervisors and employees.

(6) Provides guidance to employees concerning Air Force-wide career program opportunities, and encourages employees to accurately state geographic availability (geographic updates are processed within 30 calendar days of receipt and the employee is furnished a product to verify changes).

(7) Inputs necessary data to the PDS-C in support of career programs and related financial management

requirements.

(8) Establishes a management review procedure to ensure career management requirements are met.

(9) Counsels individual employees on development needs and career potentials and ensures each employee audits his or her career brief at least once every 2 years.

(10) Assures accuracy and completeness of PDS-C career program data.

(11) Administers career development activities for GS and GM employees in grades not covered by a career program and FWS equivalents.

(12) Determines basic eligibilities or qualifications determinations when technical staffing knowledge is required.

(13) Reports names of intern and career executive force personnel affected by RIF to OCPO/MPKC Palace Team program managers.

(14) Processes reassignment, change-to-lower-grade, and promotion actions from centrally prepared referral lists or certificates.

(15) Assists managers with the establishment and design of career program type positions.

(16) Assists managers with the application of standardized position descriptions.

(17) Assures that employee-management relations obligations with the union are satisfied.

(18) Notifies the designated PALACE Team of any classification actions that may effect career program positions.

b. Supervisors:

(1) Evaluate and rate the performance of each employee included in a career program.

(2) Counsel employees on a regular basis, especially when completing appraisals and preparing development plans.

(3) Make sure that each employee in a career program has an individual development plan (IDP) if required by the particular career program directive.

(4) Encourage employees to assume responsibility for their career development and to use all career information guidance. (Include briefing of new employees.)

(5) Assist in identifying positions to appropriate career groups and, as appropriate, assist in developing and maintaining career patterns and PEPs.

(6) Assist in the identification of exceptional performers.

(7) Make sure that interns assigned to the activity supervised meet the terms of intern development programs.

(8) Serve or recommend and release employees to serve as members of panels, ad hoc work groups, etc., to assist in various functions of career programs, as required.

(9) Ensure that career registrants are made available for prevalidated training and development when the resources are available.

c. Employees:

(1) Verify the accuracy of PDS-C data in the placement data brief.

(2) Establish their career objectives based on reviews of MDPs, career patterns, PEPs, performance records, etc. Work closely with supervisor in developing an IDP, if appropriate.

(3) Evaluate their training, education, and experience needs with supervisors.

(4) Notify the career program manager of positions and locations they desire using the appropriate registration procedures.

(5) Participate in prevalidated formal training and development when opportunities are offered, unless precluded by extenuating circumstances beyond personal control.

(6) Participate in self-development activities to promote their career development.

Section E—Developing New Career Programs

13. Definition Phase. An ad hoc work group representing major functional areas will be convened by OCPO/MPK. Representation should be designated from different commands and level of command. The command with primary mission and the majority of civilian personnel in the designated occupations and series plus members from the personnel community are included in the task group. The chairperson of this group will be designated by the functional chief. The purpose of this work group is to do preliminary ground-work in obtaining installation, MAJCOM, and HQ USAF functional input for defining Air Force-wide career program structure. The results of this work group will be briefed to the Career Program Council and form the basis for the initial draft regulation. Career program organizational elements will consist of:

a. Career Program Policy Council.

b. PALACE Team at the OCPO.

c. Panels or ad hoc work groups, such as PEP work groups, PEP panels, career development panels, etc.

Section F—Career Program Requirements

14. Work Force Analysis. Identification is made of the numbers of current Air Force positions, within the grade structure managed by the career program, from which a given percentage is designated as career executive positions (includes career essential, cadre reserved, career broadening, and career intern positions). A further identification is made of the numbers of Air Force employees eligible to compete for these positions. Annual vacancy projections are then made using such data as projected retirements, past turnover rate, mission changes, or anticipated workload increases due to advanced technology. These projections form the basis for determining long-term personnel requirements. Further analysis of work force composition as it pertains

to specific skill requirements and affirmative employment goals assists in determining specific areas for marketing emphasis, targeted recruitment, or training needs.

15. Program Scope. The primary and secondary series to be included in the program are identified by each program.

a. Primary Series. Those occupational series which, by their classification, reflect work primarily associated with positions managed by a career program. An example is the occupational series 346, Logistics Management Specialist, which is managed by the Logistics Civilian Career Enhancement Program.

b. Secondary Series. These are series that may contain skills managed by the career program or series that are performing specialized tasks in an environment of concern to the career program where eligibility to move into a primary series may be obtained. These positions may be managed by a career program or they may provide a feeder source for filling primary skills.

16. Career Patterns. Career patterns are basic to any career program and illustrate the experiences by grade and occupational series which produce qualified employees. They will be developed and maintained by career program managers with the assistance of functional managers and civilian personnel specialists.

a. Career Patterns:

(1) Represent specific progression possibilities whether lateral or upward, from entry level to career positions at the secretariat level, without implied "normal" rates of progress.

(2) Must be flexible in response to changes in job content, work priorities, organization patterns, and management needs.

(3) Must be the result of an analysis of positions in order to specify KSAs required to do the work.

b. Actions Required to Build Career Patterns:

(1) Establish the relative importance of each position to mission accomplishment and categorize each position as career essential, career general, career intern, or career broadening.

(2) Gather data on actual civilian position structure.

(3) Determine, through analysis of positions, the KSAs required.

(4) Identify patterns among positions, and group similar positions.

(5) Identify logical lines of progression, both vertical and horizontal, among these positions.

(6) Integrate the overall network of career patterns into a single career pattern for the career group. Individual volumes of AFR 40-110 contain career patterns.

17. Career Program Referral System Procedures:

a. Skills Codes. Skills codes are used in career programs. As an aid to local CCPOs, each career program

develops and publishes skills codes definitions to provide for Air Force-wide uniformity in defining skills codes.

b. PEPs:

(1) PEPs are validated according to OPM requirements and Air Force guidelines. Initially, PEPs will be developed for career executive positions and distributed to CCPOs on microfiche. These PEPs may be used as guides in local development of PEPs for career general positions. PEPs will be available to supervisors and employees as guides for career planning.

(2) All PEPs for positions managed by OCPO/MPKC are formatted for use in the Headquarters Air Force level Promotion and Placement Referral System. When a vacancy occurs, PDS-C records of employees registered in the appropriate career program are automatically screened by use of the PEP. The PEP uses skills codes which are indicative of the KSAs required for successful performance of the duties of the position.

c. Referral Priorities. When a career executive position becomes vacant, the servicing CCPO requests a certificate from the appropriate PALACE Team after clearing AFR 40-300 priority placement requirements:

(1) Career broadening and intern positions are subject to Priority A only of the priority placement requirements of AFR 40-300.

(2) When filling other career program positions at the GS- or GM-14 or -15 levels and career program positions at the GS- or GM-13 level:

(a) A requisition will be submitted to the Central Referral Activity (CRA) when the Stopper List contains a priority 1, 2, or 3 candidate for the vacant position.

(b) If the subsequently received resume' indicates the CRA referred employee is not qualified, the CCPO so notifies the CRA and requests a certificate from the appropriate PALACE Team.

(c) If the CRA referred employee appears qualified, the CCPO will immediately send the referrals to the appropriate PALACE Team at OCPO/MPKC for review and appropriate action.

d. Area of Consideration. For career essential positions, the primary area of consideration is normally all employees registered in that career program inventory, for the geographic location of the position. For a cadre reserved position, the primary area of consideration will be the cadre (those registered for the geographic location of the position). Career broadening positions are addressed in each career program volume of this regulation. See attachment 2 for definitions, and individual career program volumes for additional information regarding cadre membership.

18. Identification of Exceptional Performers and Highly Qualified Personnel With Potential. Procedures within each career program are developed to identify exceptional performers and highly qualified individuals (in career programs with a cadre, this equates to cadre

membership). The first step in this process is career program registration. Employees may register if they meet the unique or specific requirements of the career program as specified in the individual volume. Employees may register in up to six career programs, if qualified, and may apply for membership in more than one career program cadre; however, they can be a member of only one cadre. If selected for more than one cadre, the employee must choose the one cadre he or she will retain membership in. Program registration and application for cadre membership is accomplished by preparing and submitting AF Form 2675, Civilian Career Program Registration and Geographic Availability, to the servicing CCPO. See individual volumes on time constraints for registration.

a. Cadre or exceptional performer selection is a process by which the career program identifies the exceptional performer or highly qualified employee with progression potential. Selection criteria and procedures are addressed in the individual volume.

b. SES candidate pool members are selected using provisions of AFR 40-920. Employees in career programs having a cadre must be cadre members to be selected. Employees in programs without a cadre must be among those identified as exceptional performers to be selected.

19. **Career Interns.** The objective of this program is to develop outstanding candidates to replace anticipated personnel losses when needed within the civilian workforce. Intern programs associated with career programs are either Air Force centrally managed and funded, such as PALACE ACQUISITION or managed and funded by each career program. This volume addresses only those intern programs which are individually managed by each career program.

a. Intern Recruitment Program:

(1) Career programs provide the framework for determining annual career intern requirements through manpower analyses. Within this framework, affirmative employment goals will be considered. Inservice placement through internal (for example, upward mobility) as well as external recruitment efforts may be used to meet recruitment goals. Interns enter at the GS-5 or GS-7 level (or higher in some programs such as Presidential Management Intern) and receive training and development until they reach a target position or the full performance level of the assigned position.

(2) Each year OCPO/MPKC projects anticipated vacancies for a 5-year period in career program positions by MAJCOM and other comparable organizations. As a minimum, the following indicators will be examined through modeling processes:

- (a) Retirement losses.
- (b) Resignation and other losses based on experience.
- (c) Anticipated expansions, retrenchments, mis-

sion changes, and workload projections.

b. Intern Selection:

(1) Each career program will describe within its own volume to this regulation the methods and procedures for identifying and selecting interns for their program.

(2) **Geographic Mobility Requirement.** Each employee selected for the intern program is required to sign a mobility agreement (attachment 3). Interns will not be required to move more than twice from entry to placement on the target position or position at full performance level.

c. Formal Training and Development Plan. The intern training consists of orientation sessions and formal classes coupled with progressively more responsible work assignments. The formal training plan is detailed to meet the requirements of the target position. The MAJCOM or comparable organization submits its proposed formal training plan to OCPO/MPKC. OCPO/MPKC will review the proposed plan, obtain Career Council approval and monitor Career Intern progress and completion according to the formal training and development plan. The final plan will be sent by OCPO/MPKC to the servicing CCPO through the MAJCOM or comparable organization. The formal training plan will specify formal training and appropriate time-phase schedule. Requirements for developing the formal training plan are outlined in AFR 40-410, attachment 4.

d. Information Requirements. The following information will be determined by OCPO/MPKC regarding career program interns:

(1) Number of career program interns needed in each career program for each of the next 5 years, with information about how the numbers were derived.

(2) Number of career program interns employed during the preceding fiscal year with explanations of significant deviations from the career program intern forecast.

(3) Costs for such items as tuition and related fees, travel, PCS, and transportation.

20. Career Broadening:

a. Concept. Career broadening is a structured program designed to broaden the experience of high-potential employees. Employees are placed in positions providing KSAs that are not normally available. These experiences will prepare the employees to assume higher-level supervisory and key managerial jobs.

b. General Information. Each Career Program Policy Council will develop and administer any career broadening program for its function. Each career program volume to this regulation provides details on the administration of its career broadening program. The assignment period to career broadening positions is normally 2 to 4 years but may vary from program to program. Mobility requirements are addressed by each

career program. This program does not alter any return rights provided by other appropriate regulations. Candidates for selection to fill an overseas position must meet all requirements for overseas assignment. Before the end of an overseas career broadening assignment, (6 to 12 months) the program administrator may review the participants development, current desires, Air Force needs, and probable position vacancies to determine the appropriate follow-on assignment. An approved training agreement (for example, DOD-wide) may be used.

c. **Types of Positions.** There are generally three types of career broadening positions:

(1) Centrally managed and funded from Program Element Code 88751 (Civilian Training/Education/Development). Selection may be made either centrally or locally as approved by the Career Program Policy Council.

(2) Locally owned, managed, classified, and funded, with selection from among centrally referred candidates.

(3) Centrally owned and centrally funded by the functional chief. Selection may be made either locally or centrally as approved by the particular career policy council. These normally are 1- or 2-year assignments. They may be promotions or reassignments. They may be flow-through type positions where the employee enters at a lower level and progresses to the target grade. The employee may be returned to a different level of command from that in which the training assignment was completed.

d. **Bridge Positions.** These positions allow management to meet future Air Force skills requirements by identifying exceptional performers in dead-end positions to move into these type positions where needed skills may be obtained. Except in unusual circumstances, these positions are locally owned, identified, and filled. If a career program position is identified for restructuring, approval for any restructuring or resulting action must be approved by the Career Program Policy Council.

21. Affirmative Employment Program Plans. The career program PALACE Team establishes, in conjunction with OCPO/MPKCX, Affirmative Employment Program Plans (AEPP). The AEPPs cover promotion, placement, and training and development opportunities and address disabled veteran and handicapped employee goals. OCPO/MPKC PALACE Teams provide the respective policy councils with proposed AEPPs for approval and will also develop Federal Equal Opportunity Recruitment Plans (FEORP) to identify planned recruitment of underrepresented groups. Each career program manager monitors and reports on the progress of affirmative employment and recruiting in his or her respective career program. National statistics for the civilian labor force are the basis for analysis and goal setting in the FEORP and national available labor force statistics will be used as the basis for AEPPs in career

programs.

22. Master Development Plan (MDP). Each employee development panel develops an MDP for its career families. The MDP is a unique guide to current or future job-related experience, training, and education important for successful performance and progression through a career. The plan includes growth experiences; for example, entry-level training and development, special projects, cross-training, career broadening assignments, active participation in professional societies including certification and licenses, etc. The plan also includes training and experiences to develop managerial and technical competency. The MDP is developed and published in the respective career program volume and becomes the basis for IDPs and development of formal training plans.

Section G—Managing Career Programs

23. Mobility:

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

(1) **Organizational Mobility.** This 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.

(2) **Occupational Mobility.** This mobility is a significant change in the kind of work performed, such as:

(a) Major occupational change which requires substantially different qualifications.

(b) Related occupational change in which the required qualifications and skills are an extension of those of the previous occupation.

(3) **Functional Mobility.** Movement between specialties or functions.

(4) **Series Mobility.** Series mobility occurs when an employee changes job series within the same career family which changes duties performed. Classification corrections in which major duties do not change do not fit this category.

b. **Geographical Mobility.** Each type of developmental mobility may or may not involve geographical mobility. Geographical mobility is a change in permanent duty assignment from one location to another location which requires the employee to change place of residence. These moves will be centrally funded. A variety of assignments may be obtained within the same geographical area without changing a place of residence. PDS-C geographical availability information must be kept current at all times (AF Form 2675). Attachment 4 lists the geographic locations and codes to be used by registrants in indicating their availability.

c. Developmental Assignments. Exchange assignments, details, cross-training, and other developmental assignments for the career executive and career program intern are a normal and vital part of the career development process. These assignments will require mobility of some type (a above). At entry level (career program intern), mobility is used to familiarize the new employee with various aspects of the career group. For employees at the full performance level, mobility can be a rewarding and broadening influence. It exposes the specialized person to other specialties and organizational levels. The careerist's potential may also be measured as new and different kinds of challenges are presented. The individual should serve where, when, and in what role he or she is needed for maximum career broadening and contribution to mission accomplishment. At the end of the specified time period, the employee must accept another assignment which may or may not involve a geographical move, unless local management, the career program manager, and the employee mutually agree to an extension in the current position for a specific time period. Employee geographic and assignment desires will be considered, when possible. However, due to the multiple factors involved in Air Force-wide career management, no guarantee can be made concerning geographic or assignment desires. If the individual is reassigned to another career broadening position, a new mobility agreement is required.

d. Mobility Requirements. Procedural requirements for geographical mobility will be according to AFR 40-303. When a mobility agreement is required, a written statement of the conditions will be signed by the employee and servicing (CCPO) representative as part of the application process or before the assignment (attachment 3). The following positions require mobility as a condition of employment or assignment:

(1) Career Program Intern. The mobility requirement will be for the period of time necessary to reach the target position or the full performance level.

(2) Career Broadening. Such a position requires a mobility agreement as a condition of employment so that the position will be vacated after a specified period for use in continually developing members of the executive force. Career programs may use an agreement that stipulates a specific organization as the postbroadening assignment in lieu of the general mobility agreement.

24. Appraisals. All career programs will use the appraisal system according to AFR 40-452.

25. Staffing and Classification:

a. General Information:

(1) OCPO/MPKC issues certificates for career executive positions and pays PCS costs of selectee as authorized by the Joint Travel Regulation (JTR), volume II. (This also includes PCS costs associated with career broadening positions designated by the

career program and PCS costs of career interns. See JTR, volume II, for restrictions on first duty station moves specified in 5 U.S.C. 5722-3.) A certificate is an alphabetical listing of names of candidates for consideration in filling a vacancy. Registrants will be referred only for vacancies for which they have indicated geographic and grade availability. Certificates are normally issued within 20 calendar days after receipt of the request. Career briefs for all certified candidates will be attached to the certificate. Each career program will determine who will receive the certificate. In those instances where it is not provided directly to the servicing CCPO a copy will be simultaneously provided to them. Processing of all personnel actions remains the responsibility of the servicing CCPO.

(2) Certificates are valid for a maximum of 45 calendar days from date issued. An extension may be obtained from OCPO/MPKC through the selecting official's servicing CCPO. Certificates not used by the expiration date are returned to the issuing career program for final disposition.

(3) The selecting official will use the codes provided on the certificate form to document selection, non-selection, or declination of a candidate. The selecting official will notify selectee and nonselectee(s) of their selection or nonselection and document the certificate. Certificates and any appropriate documentation will be returned by the servicing CCPO to OCPO/MPKC.

(4) If the certificate is returned unused, it must be fully justified and returned through the MAJCOM or comparable organization civilian personnel function before return to OCPO/MPKC. The selecting official retains responsibility for notifying all candidates that the certificate was not used.

(5) Selection sources other than Air Force employees (for example, skills bank, OPM certificates, reinstatement eligibles, non-Air Force federal employees, or Special Examining Unit certificates) may be used. (See individual career program volumes for specific details on when other sources may be used.)

b. Staffing Actions:

(1) The CCPO fills career executive positions according to the placement priorities listed in AFR 40-300 and the procedure outlined in paragraph 17c. If the position is not committed to a priority candidate with placement entitlement outlined above the CCPO sends a request to OCPO/MPKC to fill the position. The request must include the following:

(a) Copy of the SF 52, Request for Personnel Action, or other written notification as specified by the career program. (Submission must include Civilian Position Control Number and Career Program Position Type (Data Identification Number (DIN) JKA).) To expedite fill actions, requests may be submitted by telephone or message, providing all required information is included in the request. In these cases, an SF 52 is required as a follow-on to the request.

(b) A current AF Form 1378, Civilian Personnel Position Description.

(c) An AF Form 1188, Overseas Civilian Personnel Request, as required.

(d) Other items if requested by specific career program.

(2) OCPO/MPKC will comply with the requirements of 5 CFR Part 720 (reference Federal Personnel Manual (FPM) Chapter 720 Subchapter 2) when a certificate does not adequately provide for consideration of candidates from any underrepresented group.

(3) Certificates for cadre reserved positions. OCPO/MPKC prepares and sends the following for cadre reserved positions:

(a) Cadre Developmental Assignment Certificate (where appropriate).

(b) Promotion Certificate—Cadre Reserved Positions. The certificate will usually consist of up to 15 cadre members. If fewer members are available, the certificate may be increased to at least 15 by supplementing it from the career program inventory. Cadre members will be identified by an asterisk (*). When cadre members are available, selection of noncadre requires the selecting official to justify and document the selection. The documented justification must show why the selecting official believes the selectee is better qualified than the nonselected cadre member. Such documentation must be attached to the certificate when returned to OCPO/MPKC.

(c) Reassignment or Change-to-Lower-Grade Certificate—Cadre Reserved Positions. Reassignment candidates up to 10 (15 in case of ties) may be referred.

NOTE: A priority consideration certificate may be issued to expedite the placement of cadre members who are completing time-limited assignments, such as career broadening situations.

(4) Certificates for Career Essential Position Vacancies. OCPO/MPKC prepares and sends the same types of certificates as mentioned above, except that cadre members do not receive a referral advantage.

(5) Staffing of Career Broadening Position Vacancies. (A career broadening position vacancy is usually filled by the reassignment of a cadre member, if available.) When a vacancy occurs, selection will be made by a designated panel or the selecting official. Agreements may be negotiated to return individuals fulfilling career broadening tours to their previous installation unless otherwise promoted or reassigned. Each career program volume of this regulation will address individual program requirements. Assignments may also be external to the Air Force under appropriate training agreements and directives; for example, other DOD components and Office of the Secretary of Defense.

(6) OCPO/MPKC will use the concept of concurrent considerations; that is, a candidate may be on referral on more than one certificate at any given time.

(7) Management may noncompetitively reassign

employees to vacant career executive positions according to provisions included in the specific career program volume of AFR 40-110. These reassignments require notification to OCPO/MPKC. Special requirements regarding reassignment of cadre members or placement of noncadre personnel or other member of the inventory into cadre reserved positions will be as specified in the specific career program volume of AFR 40-110.

(8) Efficiency of the service may require movements directed by the Career Program Division. This will require coordination with and concurrence of the senior functional chief and approval of HQ USAF/MPK. The desires of the individual will be considered to the extent possible within mission requirements.

(9) Staffing Overseas and Foreign Area Career Executive Positions.

(a) The staffing process for filling oversea and foreign area career executive positions is accomplished in the same manner as continental United States positions and according to Air Force Supplement to FPM Chapter 301.

(b) Individuals who have served in a foreign area for 5 years or more, or who cannot complete a new tour of duty without an extension of the 5-year foreign area limitation, will not normally be referred for foreign area career executive positions until they have completed a 2-year residency in the United States, its territories or possessions.

(c) Individuals recruited from the 50 states and the District of Columbia for career executive positions in oversea areas, except positions in the State of Hawaii, will normally be limited to an authorized period of employment not to exceed 5 years.

(d) Management initiated requests for exceptions to (b) and (c) above must be submitted throughout the servicing CCPO and servicing MAJCOM to the appropriate PALACE Team for approval by the chair of the Policy Council. The MAJCOM/DPC will recommend approval or disapproval based on the following reasons:

1. Assignment of an individual to a hard-to-fill position.
2. Application of the limitation would have an adverse impact on mission accomplishment.
3. Completion of a critical project.
4. Personal circumstances, such as imminent retirement.

(10) Unless specifically addressed above or in a companion volume, career executive positions must be filled from certificates issued by the appropriate PALACE Team. Requests for exceptions will be submitted to OCPO/MPKC.

(11) After issuance of referral certificates, a supplemental certificate with names of additional candidates identified from the same referral roster used for the initial certificate may be furnished to the selecting

supervisor if fewer than five candidates remain on the original promotion certificate after declinations. Reassignment or change to lower grade certificates will not be supplemented. Supplemental certificates will be issued only upon written request from the selecting supervisor.

c. Position Classification:

(1) Servicing CCPOs are responsible for position classification of career executive positions, as required in AFR 40-511. When questions of standardization in classification occur, HQ USAF/MPK provides career management classification guidance and assistance to MAJCOM and comparable organization personnel activities and servicing CCPOs. Any changes made locally to career executive positions which affect the content of the position description, title, series, grade, or skills, knowledges, and abilities will be submitted to the career program manager for information purposes.

(2) Classification authority for career broadening positions and career intern positions will be retained by the personnel organization owning the spaces (usually OCPO/MPK).

(3) Requests to delete positions from the career program central referral process (that is, all career executive positions) must be submitted to OCPO/MPKC for review and approval before alternate staffing actions being undertaken.

d. Restrictions on Reassignment or Change-to-Lower-Grade Referrals. Unless approved by OCPO/MPK and differences specified in a particular AFR 40-110 volume, the following guidelines apply:

(1) Registrants will normally not be referred for reassignment or change-to-lower grade through career program procedures for 12 months after promotion or reassignment as a result of selection from a career program certificate.

(2) Registrants selected for career broadening assignments will not be referred for reassignment or change-to-lower grade through career program procedures for the duration of the broadening assignment, unless the other position has known promotion potential.

(3) Usually only reassignment or change-to-lower-grade eligibles (up to 15) are referred in addition to the promotion candidates.

26. Training and Development. This includes duty assignments, job rotation, training, education and self-improvements intended to systematically develop employees for filling Air Force positions of increasingly greater responsibility.

a. Selection Procedures for Training and Development Through Career Programs:

(1) When developmental assignments enhance qualifications, selections must be competitive.

(2) Selections for LTFT training is competitive unless excluded; for example, job related training required to achieve proficiency in assigned duties is

excluded.

(a) Competitive selection factors for training peculiar to a career program are included in each career program volume.

(b) Competitive selection factors for centrally controlled training not peculiar to a career program, such as the Armed Forces Colleges, are based on Air Force-wide standardized criteria established by HQ USAF/MPKS.

(c) Nominations for LTFT training must be management initiated and relate to current or future organization or mission needs. Self-nominations are discouraged.

b. Individual Development Plan (IDP). When required by a specific career program, IDPs are prepared by the employee and the supervisor. The IDP is based on the MDP, career patterns, PEPs, and individual needs. It states short- and long-range career goals and training and development needs, usually covering a 3- to 5-year period. The IDP may include formal training courses or programs, work assignments to broaden the employee's experience and perspective, as well as self-development activities. An approved IDP does not, however, guarantee Air Force sponsorship of any training or development outlined in the plan.

c. Counseling. All participants in a career management program get program guidance on Air Force-wide career opportunities. This guidance may take the form of direct contact with program administrators at the OCPO or may be provided through their supervisors and the servicing CCPO based on information provided by the career program manager. The counseling is general rather than directive.

d. Executive and Management Development. Executive and management development is an integral part of civilian career programs. Based on Air Force guidance and merit promotion guidelines, each career program manager develops and implements a process to identify and develop exceptional employees for long-term executive and management requirements.

e. Funding. Within available funds, the OCPO will fund the training and development managed by individual PALACE Teams. OCPO/MPKCX will either provide funds or a funding citation to the servicing CCPO of the employee to be trained. Provisions of JTR volume II apply.

Section H—Other Career Program Requirements

27. Relationship to Other Career Programs. All career program guidance external to the Air Force such as DOD guidance and OPM directives are implemented through Air Force career program regulations and form the basis of individual Air Force civilian career programs.

28. Grievances and Complaints. Grievances and complaints related to this program will be processed as follows:

a. For bargaining unit employees *not* covered by a collective bargaining agreement and for nonbargaining unit employees, grievances will be processed according to AFR 40-771. Complaints of discrimination for such employees will be processed according to AFR 40-1613.

b. For bargaining unit employees covered by a collective bargaining agreement, grievances within the scope of the negotiated grievance procedure will be processed according to that procedure. Complaints of discrimination for such employees will be processed under AFR 40-1613, or (if the negotiated grievance procedure covers allegations of discrimination) under the negotiated grievance procedure, but not both. Note that the same allegation of discrimination cannot be raised under both AFR 40-1613 and the negotiated procedures.

29. Program Evaluation. As part of the usual evaluation schedule, evaluations of the program are made by the OCPO, Evaluation and Operations Division (OCPO/MPKP), which advises HQ USAF/MPK and

OCPO/MPKC of its findings as concerns Air Force career program policy and effectiveness. Continuous evaluation is done by functional chiefs or managers and each Career Program Policy Council. Self-evaluation by OCPO/MPKC and career program PALACE Teams is based on an analysis of progress in meeting stated Career Program Policy Council objectives.

Section I—Documentation, File Maintenance, and Supplementation

30. Documentation and File Maintenance. Files created within career programs will be maintained and disposed of according to AFR 12-50, volume II.

31. Publication of Subsequent Volumes and Supplementation. Subsequent volumes of this regulation will conform to the policy and guidance outlined in this volume. MAJCOMs or comparable organizations may supplement this regulation according to AFR 40-171 only to the extent of assigning specific internal functional responsibilities. Supplements, if any, will be sent to HQ USAF/MPKS, for approval before publication.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES A. GABRIEL, General, USAF
Chief of Staff

JAMES H. DELANEY, Colonel, USAF
Director of Administration

SUMMARY OF CHANGES

This revision establishes common procedures for Air Force career programs, throughout; implements current higher-level directives involving career programs (purpose para); clarifies certain terminology, definitions, and responsibilities, and provides instructions to CCPOs regarding priority placement requirements (para 17); and provides instructions to CCPOs regarding priorities to designated positions, staffing, and classification matters (para 28).

EXISTING AND PROPOSED CAREER PROGRAMS

PDS-C Code	Career Program
A	Administration
B	Public Affairs
C	Comptroller, Financial Management
D	Engineering and Services
E	Information Systems
F	Inspector General
G	Intelligence
H	Judge Advocate General
I	Civilian Personnel
J	Plans and Operations (Includes Air Reserve Technician Officer Program Administration)
K	Engineers and Scientists (Research, Development, Testing, and Engineering))
L	Safety, Security, and Special Investigations*
M	Surgeon General
N	Logistics
P	Commissary
Q	Acquisition (Contracting, Manufacturing, Production)
1	Manpower
2	Morale, Welfare, and Recreation
3	Technical Training
4	Military Personnel
5	Education Services
6	Social Actions
7	Historians

* For career program registration, each function has been assigned a different code: Safety-L, Security-8, Special Investigations-9.

TERMS EXPLAINED

Terms used throughout all volumes of this regulation are defined as follows:

Cadre Member or Exceptional Performer—High-potential members of career program inventories who receive priority consideration for management, executive, and developmental training; first consideration for promotion; personal career advisory services from OCPO/MPKC; priority consideration for career broadening positions; and Air Force-wide top management visibility as high potential employees.

NOTE: Any career program may use a cadre or exceptional performer concept.

Cadre or Exceptional Performers Developmental Assignment Plan—A centrally administered plan developed by the PALACE Team to reflect future developmental assignment consideration for cadre or exceptional performers.

Cadre Reserved Position—Specified career executive positions for which cadre members get first consideration. These are positions which are organizationally critical to Air Force mission accomplishment.

Career Broadening Position—A career executive position which will provide broadening experiences. Centrally owned positions are under the authority and overall administrative control of the particular career program manager.

Career Development—The orderly growth and improvement of each person's potential to meet professional and personal career objectives.

Career Enhancement and Management Program—A program designed for each career group to manage employee procurement, development, and utilization Air Force-wide.

Career Essential Position—A position which has been designated as being of prime importance to mission accomplishment. Such positions are at the upper grade levels of each career program, and are usually filled from among candidates in the executive force inventory.

Career Executive Force—All registrants in a particular career program usually referred to as "inventory". It includes cadre members and exceptional performers. The career executive force is synonymous with executive force inventory.

Career Executive Position—A position which is centrally managed by a career program PALACE Team. The positions are of prime importance to the Air Force

mission and offer unusual developmental or broadening opportunities. Career executive positions may be categorized as cadre reserved, career essential, career broadening, or career intern.

Career Family—Positions within one or more occupational series related by functional and organizational considerations. For example, Management Assistant, GS-344; Industrial Engineer, GS-896; etc., positions are in the manpower and management engineering career family; General Supply Specialist, GS-2001; Supply Management Specialist, GS-2003; Storage Specialist, GS-2030; etc., positions are in the supply career family.

Career General Force—All employees GS-1 through GS-15 or equivalent who are not in the career executive force. This group is managed at base level.

Career General Position—A position within a designated career group which has not been identified as career executive.

Career Group—One or more career families related by patterns of development and promotion. It provides a range of occupations and grade levels which offer long-term opportunities and incentives for personal development. A career group is the primary unit upon which career programs are based. Examples are the Civilian Personnel; Manpower; Military Personnel; Morale, Welfare, and Recreation; Educational Services; and Technical Training career families identified within the manpower and personnel career group. (See attachment 1 for a listing of career groups.)

Career Intern Force—Centrally managed entry-level employees in professional, technical and administrative series who receive training under a formal training plan.

Career Intern Position—A career executive position below the journeyman level which has been designated as being in an intern program.

Career Management—The continuing process by which employee potential is identified, developed, and administered under an integrated personnel management system.

Career Pattern—A network of Air Force positions within a career group which possess common progression paths.

Career Program—A comprehensive operating plan for administering an occupation or cluster of occupations (career group); includes work force analysis, forecasting and planning, and the systematic selection, development,

assessment, and use of employees identified with the career group.

Career Program Administrator—The individual within a PALACE Team responsible for managing one or more career families within an Air Force-wide career group.

Career Program Designator—Personnel Data System-Civilian (PDS-C) code used to identify the organizational level from which the career program originates; that is, Air Force, DOD, or government-wide. The data identification number (DIN) is PDB.

Career Program Identifier—Personnel Data System-Civilian (PDS-C) code used to identify the specific career program; for example, logistics, intelligence, etc.

Career Program Manager—The individual responsible for managing one or more Air Force-wide career groups; that is, OCPO/MPKC branch chiefs.

Career Program Policy Council—A group of senior functional managers representing different levels of command and diverse MAJCOM or comparable organizations designated to assist the career program functional chief in developing objectives and requirements for their career program.

Career Program Referral System—Central referral of candidates from OCPO/MPKC to fill career executive positions.

Central Skills Bank—An automated inventory of applicants who have voluntarily preregistered for a specific location.

Current Force—For the purpose of this regulation, current force means the actual characteristics of the civilian work force; for example, grade, sex, ethnic representation, years of service, and time in grade.

Executive and Management Development—The development of high-potential personnel and other mid-level management personnel in the technical and managerial competencies necessary to progress to higher level position and nomination as an Senior Executive Service (SES) Candidate Member.

Executive Force Inventory—All registrants in a particular career program. Usually referred to as "inventory."

It includes cadre members as well as those identified as exceptional performers. The executive force inventory is synonymous with the career executive force.

Functional Chief—The Air Force official, normally at the Air Staff level, responsible for the mission of the function 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.

Individual Development Plan—A plan which documents projected training and development activities for an employee in order to enhance or develop individual skills, knowledges, and abilities.

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, influenced by management planning and actions. Examples of such characteristics include grade, years of service, and military and civilian mix.

PALACE Team—A group of functionally qualified specialists, assigned to the OCPO, with management responsibility for one or more career groups. The team includes the career program manager, career program administrators, civilian personnel specialists, and support personnel.

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

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

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

Secondary Series—These may contain skill managed by a career program or be in an environment where eligibility to move into a primary series may be obtained. They may be managed by a career program or provide a feeder source for primary series.

SAMPLE MOBILITY AGREEMENT

I understand:

a. That I am entered in the _____ Career Program.

b. That because I am entered in this program, I am required to sign a mobility agreement, (select one of the following)

(1) As a condition of my employment as a career intern or trainee. The mobility agreement will be in effect until placement is made upon reaching the target position and or the full performance level. (Interns will not be moved more than twice to reach target position or full performance level position.)

(2) Before my assignment as (grade, series, title) which is a career broadening position for (number of years/months). Referral for reassignments or change to lower grade will not be made during this period.

(3) As a participant in long-term full-time training as follows: (program, location, and length).

c. That the policy, conditions and requirements for mobility are specified in the _____ career program document, AFR 40-110, volume _____, and AFR 40-303, which I have read and understand.

d. That normally this agreement will remain in effect a minimum of 2 years and a maximum of 4 years unless cancelled earlier with renewal dependent upon the mutual agreement of management and myself. Efforts will be made to place me 6 to 12 months before completion of my assignment. (This time limitation does not apply to career interns).

e. That in selecting individual assignments, consideration will be given to my geographic and assignment preference and compelling personal needs whenever possible. However, assignment to my preferences is not guaranteed.

Therefore, I understand the necessity for mobility and agree to accept assignment to another position in my career program at the same or higher permanent grade, including assignment to a different geographic location, to satisfy my obligation under this agreement. Failure to accept assignment as required herein may result in my separation from Air Force employment.

Signature of Employee

Date

Signature of Civilian Personnel Officer

Date

GEOGRAPHIC LOCATION TABLE

AA	Southeast Area	★BZ	Columbus OH (AFPRO)
AB	Maxwell AFB, AL	★B1	Andrews AFB, MD (NGS)
AC	Eglin AFB, FL	★B2	Pentagon, Wash DC (AFDW)
AD	Eglin AUX NR 09, FL	B3	Andrews AFB, MD (MAC)
AE	Homestead AFB, FL	B4	Wright-Patterson AFB, OH (2750 ABW)
AF	MacDill AFB, FL	B5	Langley AFB, VA (1 CSG)
AG	Patrick AFB, FL	★B6	Niagara Falls AFS, NY (AFRES)
AH	Tyndall AFB, FL	★B7	Bayonne, NJ
AI	Dobbins AFB, GA	★B9	Bolling AFB, Wash DC (AFCARA)
AJ	Moody AFB, GA	CA	North Central Area
AK	Robins AFB, GA (AFLC)	CB	Chanute AFB, IL
AL	Columbus AFB, MS	CC	Chicago-O'Hare IAP, IL
AM	Keesler AFB, MS	CD	Scott AFB, IL (HQ MAC)
AN	Pope AFB, NC	CE	Grissom AFB, IN
AO	Seymour-Johnson AFB, NC	CF	K. I. Sawyer AFB, MI
AP	Charleston AFB, SC	CG	Selfridge ANG Base, MI
AQ	Myrtle Beach AFB, SC	CH	Wurtsmith AFB, MI
AR	Shaw AFB, SC	CI	Duluth IAP, MN
AS	Arnold AFB, TN	CJ	Minneapolis-St Paul IAP, MN
AT	Gunter AFS, AL	CK	Grand Forks AFB, ND
AU	Robins AFB, GA (AFRES)	CL	Minot AFB, ND
★A1	Atlanta, GA (AFRCE-ER)	CM	Offutt AFB, NE (HQ SAC)
★A2	Birmingham, AL	CN	Ellsworth AFB, SD
★A3	Charleston AFB, SC (AFCOMS RGN)	CO	AFLC C&S OFC, Battle Creek, MI
★A4	Marietta, GA	★CP	Offutt AFB, NE (AFCOMS RGN)
★A5	Maxwell AFB, AL (AFCOMS RGN)	★CZ	Panama
★A6	Tyndall AFB, FL (HQ AFESC)	C2	Scott AFB, IL (375 ABG)
★A7	West Palm Beach, FL (AFPRO)	C3	Scott AFB, IL (HQ AFCC)
BA	Northeast Area	C4	Offutt AFB, NE (3902 ABW)
BB	Bolling, AFB, DC	★C5	Gen B. Mitchell Fld, WI (AFRES)
BC	Pentagon, Wash DC (HQ USAF)	DA	Northwest Area
BD	Dover AFB, DE	DB	Mountain Home AFB, ID
BE	Andrews AFB, MD (AFSC)	DC	Malmstrom AFB, MT
BF	Hanscom AFB, MA	DE	Fairchild AFB, WA
BG	Otis AFB, MA	DF	McChord AFB, WA
BH	Westover AFB, MA	DG	F. E. Warren AFB, WY
BI	Bangor IAP, ME	★DJ	Kingsley Fld, OR (ANG)
BJ	Loring AFB, ME	★DK	McChord AFB, WA (AFCOMS RGN)
BK	Pease AFB, NH	★DN	Seattle, WA (AFPRO)
BL	McGuire AFB, NJ	★D1	Portland IAP, OR (AFRES)
BM	Griffiss AFB, NY	EA	Southwest Area
BO	Plattsburgh AFB, NY	EB	Davis Monthan AFB, AZ
BP	Newark AFS, OH	EC	Luke AFB, AZ
BQ	Rickenbacker AFB, OH	ED	Williams AFB, AZ
BR	Wright-Patterson AFB, OH (HQ AFLC)	EE	Beale AFB, CA
BS	Wright-Patterson AFB, OH (ASD)	EF	Castle AFB, CA
BT	Youngstown MAP, OH	EG	Edwards AFB, CA
BU	Greater Pittsburgh IAP, PA	EH	George AFB, CA
BV	Willow Grove ARF, PA	EI	March AFB, CA
BW	Langley AFB, VA (HQ TAC)	EJ	Mather AFB, CA
★BX	Baltimore, MD (AFPRO)	EK	McClellan AFB, CA
★BY	Cincinnati, OH (AFPRO)	EL	Norton AFB, CA

EM	Los Angeles AFS, CA (AFSC)	★KG	Hanscom AFB, MA (ESD)
EN	Travis AFB, CA	★KH	Langley AFB, VA (AFCOMS RGN)
EO	Vandenburg AFB, CA	★KM	McLean, VA
EP	Lowry AFB, CO	★KN	New York City, NY
EQ	Peterson AFB, CO	★KP	Valley Forge, PA (AFPRO)
ER	USAF Academy, CO	★KQ	Philadelphia, PA (DPSC)
ES	Sunnyvale AFS, CA	★KR	Pentagon, Wash DC (NGB)
ET	Nellis AFB, NV	★KS	Wilmington, MA (AFPRO)
EU	Cannon AFB, NM	★NB	Las Vegas, NV
EV	Holloman AFB, NM	★NC	Long Beach, CA (AFPRO)
EW	Kirtland AFB, NM (MAC)	★ND	Los Angeles, CA (AFPRO)
EX	Hill AFB, UT	★NE	Luke AFB, AZ (AFCOMS RGN)
EY	Norton AFB, CA (AFCOMS RGN)	★NF	Norton AFB, CA (AFRCE-MX)
E2	Kirtland AFB, NM (AFSC)	★NG	Norton AFB, CA (HQ AFISC)
★E3	Anaheim, CA (AFPRO)	★NH	Palmdale, CA (AFPRO)
★E4	Brigham City, UT (AFPRO)	★NJ	Redondo Beach, CA (AFPRO)
★E5	Buckley, CO (ANG)	★NK	Sacramento, CA (AFPRO)
★E6	Canoga Park, CA (AFPRO)	★NM	San Diego, CA
★E7	Denver, CO (AFPRO)	★NP	San Francisco, CA (AFRCE-WR)
★E8	El Segundo, CA (AFPRO)	★NQ	Treasure Island, CA
★E9	Hawthorne, CA (AFPRO)	★NR	Tucson, AZ (AFPRO)
FA	South Central Area	★NS	Vandenburg AFB, CA (AFSC)
FB	Blytheville AFB, AR	★NT	Waterton, CO (AFPRO)
FC	Little Rock AFB, AR	★NU	Falcon AFS, CO
FD	McConnell AFB, KS	★NV	Cheyenne Mt Complex, CO
FE	Barksdale AFB, LA	★NW	Sunnyvale, CA (AFPRO)
FF	England AFB, LA	★NX	San Jose, CA (AFPRO)
FG	Richards-Gerbaur AFB, MO	★NY	Pico Rivera, CA (AFPRO)
FH	Whiteman AFB, MO	★RC	Dallas, TX (AFRCE-CR)
FI	Altus AFB, OK	★RD	Ellington AFB, TX (AFRES)
FJ	Tinker AFB, OK	★RE	Fort Worth, TX (AFPRO)
FK	Vance AFB, OK	★RF	Houston, TX
FL	Kelly AFB, TX (AFCOMS HQ)	★RG	Lackland AFB, TX (AFCOMS RGN)
FM	Bergstrom AFB, TX	★RH	San Antonio, TX (AFCARA)
FN	Brooks AFB, TX	★RJ	Wichita, KS (AFPRO)
FO	Carswell AFB, TX	ZZ	Other O/S Area
FP	Dyess AFB, TX	★OA	Alaskan Area
FQ	Goodfellow AFB, TX	OD	European Area
FR	Kelly AFB, TX (AFLC)	OR	Pacific Area
FS	Lackland AFB, TX	01	Eielson AFB, AK
FT	Laughlin AFB, TX	02	Elmendorf AFB, AK
FU	Randolph AFB, TX (12 FTW)	★03	Elmendorf AFB, AK (HQ AAC)
FV	Reese AFB, TX	04	Shemya AFB, AK
FW	Sheppard AFB, TX	10	Howard AFB, PN
FX	Kelly AFB, TX (HQ ESC)	2A	Spangdahlem AB, GE
F2	Randolph AFB, TX (HQ ATC)	★2B	Bonn, GE
★F3	Randolph AFB, TX (AFCPMC)	2D	The Hague, NL
★F4	Randolph AFB, TX (AFDPM)	2E	Tempelhof Berlin, GE
F5	Randolph AFB, TX (AFMEA)	2F	Munich, GE
F8	San Antonio AFS, TX (SARPMA)	★2G	Hessisch-Oldendorf, GE
★F9	New Orleans AFS, LA (AFRES)	★2K	Kapaun Bk, GE
★KB	Deer Park, NY (AFPRO)	★2P	Paris, FR
★KC	Hartford, CT (AFPRO)	20	Bitburg AB, GE
★KE	Farmingdale, NY (AFPRO)	★21	Ramstein AB, GE (European AFCOMS)
★KF	Ft George G. Meade, MD	22	Hahn AB, GE

★23	Ramstein AB, GE (HQ USAFE)	★47	Greenham Common (RAF), UK
24	Lindsey AS, GE	★48	Fairford (RAF), UK
25	Ramstein AB, GE	★49	Kemble (RAF), UK
26	Rhein-Main AB, GE	5E	Wheeler AFB, HI
27	Sembach AB, GE	5F	Kunsan AB, KO
28	Vogelweh, GE	5G	Seoul, KO
29	Zweibrucken AB, GE	5H	Taegu AB, KO
★3A	San Vito, IT	★5J	Manila, PI
★3C	Brussels, BE	5K	John Hay AB, PI
★3D	Florennes, BE	5M	Hong Kong, UK
★3E	Getafe, SP	★5T	Tokyo, JA
★3I	Istanbul, TK	★50	Hickam AFB, HI (AFCOMS RGN)
★3K	Amman, JO	51	Anderson AFB, GU
★3N	Naples, IT	52	Hickam AFB, HI (HQ PACAF)
★3P	Rome, IT	53	Kadena AB, JA
30	Hellenikon AB, GR	54	Misawa AB, JA
31	Iraklion, GR	55	Hickam AFB, HI (15 ABW)
32	Aviano AB, IT	56	Yokota AB, JA
33	Camp New Amsterdam, NL	57	Osan AB, KO
★34	Oslo, NO	58	Clark AB, PI
35	Torrejon AB, SP	★59	Clark AB, PI (13AF)
36	Zaragoza, SP	60	Camp Butler AS, JA
37	Ankara AS, TK	61	Makiminato AB, JA
38	Incirlik CDI, TK	★7B	Islamabad, PK
39	Izmir AS, TK	★7C	Khartoum, SU
★4B	Uxbridge (RAF), UK	★70	Tel Aviv, IS
★4C	Wethersfield (RAF), UK	71	Lajes AFB, Azores
★4D	Ruislip (RAF), UK	★72	Ft Buchanan, PR
★4L	Comiso, IT	73	Alkhobar, SA
★4S	High-Wycombe RAF, UK	74	Cairo, EG
★4U	Karamursel, TK	75	Riyadh, SA
41	Alconbury (RAF), UK	★76	Dharan, SA
42	Bentwaters (RAF), UK	★77	Jidda, SA
43	Chicksands, UK	★78	Mogadiscio, SO
★44	Lakenheath (RAF), UK	★79	Mombasa, KE
45	Mildenhall (RAF), UK	81	Sonderstrom, Greenland
46	Upper Heyford (RAF), UK	82	Thule, Greenland

Civilian Personnel
CIVILIAN CAREER PROGRAM MANAGEMENT

AFR 40-110, 28 October 1985, is changed as follows:

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17 thru 19	28 Oct 85	17 thru 20

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