

Air Force Civilian Intern Programs

The United States Air Force employs over 150,000 civilians in a full range of occupations, including financial management, information management, public affairs, engineering, computers/communications, sports/fitness recreation management, contracting, logistics, education, human resource management, child development, scientist, technical training, lodging management, community planning, architect, manpower management, safety, security, occupational health, family matters, history, and special investigation. Although the Air Force, along with other Department of Defense components, has experienced a period of downsizing to meet changes in the political, social, economic, technological, and demographic environment, the need to recruit and develop future leaders remains a top priority.

The Air Force is a leader in high technology research, development, and applications. Air Force installations operate like small cities in a businesslike and competitive environment. The Air Force provides an environment in which good ideas and energetic job performance are rewarded. U.S. citizenship is required for security clearance purposes.

Air Force civilian leaders are expected to be geographically mobile. Management must be able to assign the best qualified civilian employees to meet critical manning needs of key managerial positions or to provide employees with exposure to a variety of work experiences to complete their development for assumption of future senior level positions. Therefore, during your career with the Air Force, you may be required, on occasion, to accept assignments to other positions at the same or higher grades including assignment to different geographic locations. Normally, these moves will be at government expense.

The two centralized Air Force recruiting programs for civilians are:

- PALACE Acquire Intern Program
- COPPER CAP Intern Program

These programs provide **full-time** civilian employment opportunities for personal and professional growth in over 20 career fields with 2-4 years full-time on-the-job-training and performance-based annual promotions while in training. Entry level is normally GS-7 with target grades ranging from GS-9 to GS-12, depending on the occupation. U.S. citizenship and mobility are required. The COPPER CAP Program hires Contract Specialists only. The PALACE Acquire Program hires for various career fields. [Click here](#) to view list of career fields available

Civil Engineer-Civilian Personnel-Communications and Information-Education Services-Family Matters-Financial Management-Historian&Museum-Manpower-Public Affairs-Scientists&Engineers-Security-Services-Special Investigations

FOR INFO ON THESE PROGRAMS/LOCATIONS PLEASE GO TO www.askafpc.gov

The Logistics PALACE Acquire Intern Program is a three-year program, which focuses on developing high-potential enthusiastic logistics professionals.

Interns are offered a GS-07 entry-level positions, which provide opportunities to excel and become top civilian logisticians while supporting the Air Force and its mission.

The program offers a three year formal training plan with annual promotion opportunities based upon successful performance and time-in-grade requirements. Upon completion of the training program, graduation occurs at the GS-11 level dependent upon fulfilling all of the program requirements (which includes the ability to obtain a security clearance) and the Intern's supervisor's approval. Air Force Instruction (AFI) 36-602, Civilian Intern Programs outlines the policies and procedures to administer the PALACE Acquire Intern Program.

FY08 Recruiting is complete. The next cycle will begin in the Spring of 2009.

In FY09, the Logistics PALACE Acquire (PAQ) program will hire using the Administrative Careers With America (ACWA) and the Federal Career Intern Program (FCIP) hiring authorities.

The program is currently using two different hiring authorities. One is the Federal Career Intern Program (FCIP) which involves the campus recruiting events listed in the Palace Acquire (PAQ) website. You would need to contact the career services office of the school to obtain more information on the interviews and eligibility to participate. Applications can only be accepted during an interview. The second hiring authority is the Administrative Careers With America (ACWA) authority. Through ACWA, an announcement opens around the August/Sept timeframe that is open to the public. The Office of Personnel Management (OPM) opens the announcement. We do not know the specific date. It is recommended you monitor the PAQ website for the specific date and the latest on the program

Fiscal Year 07 PALACE Acquire Intern Locations and Positions:

Training Site	Position Title
Hill AFB, UT	Industrial Management Specialist Inventory Management Specialist Logistics Management Specialist
The Pentagon Washington, DC	Logistics Management Specialist
Robins AFB, GA	Inventory Management Specialist Logistics Management Specialist
Tinker AFB, OK	Industrial Management Specialist Inventory Management Specialist Logistics Management Specialist
Scott AFB, IL	Logistics Management Specialist
Wright-Patterson AFB, OH	Logistics Management Specialist

LOGISTICS MANAGEMENT SPECIALISTS are assigned to the Product Centers and Air Logistics Centers located at Tinker Air Force Base (AFB) OK, Hill AFB UT, Robins AFB GA, Wright Patterson AFB OH, Scott AFB IL, Dyess AFB TX, Peterson AFB CO, Eglin AFB FL, Los Angeles AFB CA and the Pentagon.

Interns will gain experience and knowledge in a variety of logistics management and program analysis operational program areas.

INDUSTRIAL MANAGEMENT SPECIALISTS, assigned to the Air Logistics Centers located at Hill AFB UT, Robins AFB GA and Tinker AFB OK, are responsible for production methods and procedures as well as assuring that funding, capacity, facilities, machinery and materials are available as required to perform Depot Maintenance. They also provide future or immediate production control for the manufacture, overhaul, or repair of weapons systems or commodities.

INVENTORY MANAGEMENT SPECIALISTS, assigned to the Air Logistics Centers at Hill AFB, UT, Robins AFB, GA and Tinker AFB, OK, are responsible for managing, regulating, coordinating and exercising control over supplies, equipment, or other materiel which include planning, provisioning and determining requirements and issue for consumption, retention and disposal.

PROGRAM PROGRESSION: Entry level is at the GS-7/step 1, approximately \$35,116 per annum (PA) (in today's dollars). Depending on location some may be higher. Approximately 52 weeks after successful completion of the first year of training the intern will be promoted to the GS-09/step 1, approximately \$42,955 PA and again approximately 52 weeks after successful completion of the second year of training the intern will be promoted to the GS-11/step 1, approximately \$51,972 PA. Again, depending on location some may be higher. After successful completion of the third year of training the intern will normally be graduated and placed to a local permanent position. Upon conversion to the National Security Personnel System (NSPS), entry level will be to pay band 1 at a comparable GS-7 salary. The program offers a three year formal training plan to include salary increases comparable to the current GS system. These increases are dependent upon completion of all training requirements (both formal and on-the-job training), successful performance, and supervisor recommendation. Graduation from the program and final placement will move the intern into pay band 2. More detail will be provided at the time of the job offer.

BASIC ELIGIBILITY

U. S. Citizenship

Mobility

Complete degree requirement NLT 30 June 09

Ability to obtain a security clearance

BACHELORS DEGREE in any academic major is acceptable but Logistics or Business is preferred.

QUALIFICATIONS: Bachelor's degree with one of the following: GPA of 2.95 (or better) overall or in last two years; **OR** GPA of 3.45 (or better) in major overall or in last two years (provide degree requirements for degree plan (*i.e.*, excerpt from college catalog)); **OR** class ranking in upper 1/3 of graduating class in the college, university or major subdivision (*i.e.*, School of Business; class rank letter must be signed by Registrar or Dean on official letterhead); **OR** membership in a National Scholastic Honor Society (excluding freshman year); **OR** one full year of graduate level study (typically 18 semester hours or 45

quarter hours or equivalent); **OR** possess a Master's or higher degree, *e.g.*, LL.B.,J.D.,LL.M.,PH.D, in a field that provided the knowledge, skills, and abilities necessary to do the work; **OR** an equivalent combination of graduate education as described above and specialized experience which, when combined, would equate to 100%; **OR** one full year of directly-related specialized experience equivalent to the GS-5 level.

If ungraded hours exceed 10 percent, GPA cannot be used. Examples of ungraded hours are those courses that did not receive a traditional letter grade (*i.e.*, Pass/Fail, CLEP, CCAF, work experience credit, etc.). If you are qualifying on education, please submit copies of all college transcripts to include any transfer course work. Applications that do not include the required documents will result in being rated as ineligible and will result in missing out on employment opportunities.

Administrative Careers With America

Applications for this program are taken on-line at www.usajobs.opm.gov and are open to all that meet the below qualifications.

We use the Administrative Careers with America (ACWA) to fill administrative and technical civilian positions.

To qualify under **ACWA**, applicants must meet one of the following qualification requirements

1. One full year of graduate level education in a formal degree plan. Some occupations require coursework or major.

2. Meet the Superior Academic Achievement Criteria described below in undergraduate coursework/major: Grade point average of 2.95 or higher out of a possible 4.0 (B or better) as recorded on the official transcript, or as computed based on four years of education, or as computed based on courses completed during the final two years of the curriculum; or

3.45 or higher out of possible 4.0 (B+ or better) based on the average of the required courses completed in the major or the required courses in the major field completed during the final two years of curriculum; or

Class ranking in the upper one-third of the graduating class in the college, university or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

Election to membership in a national scholastic honor society other than in a freshman honor society. The honor society must meet the minimum requirements of the Association of College Honor Societies. (Must provide official letter or certificate of membership as proof.

Veterans who are eligible for preference and who meet the minimum qualification requirements of the position, have 5 or 10 points added to their passing score under ACWA. The names of 10-point preference eligibles who have a service connected disability of 10 percent or more are placed ahead of the names of all other eligibles. Other eligibles are then listed in order of their earned ratings, augmented by veterans' preference points. A preference eligible is listed ahead of a nonpreference eligible with the same score.



Federal Career Intern Program (FCIP)

We use the Federal Career Intern Program (FCIP) to fill administrative, technical and professional positions.

To qualify under **FCIP**, applicants must meet one of the following qualification requirements:

1. One full year of graduate level education in a formal degree plan. Some occupations require coursework or major.
2. Meet the Superior Academic Achievement Criteria described below in undergraduate coursework/major: Grade point average of 2.95 or higher out of a possible 4.0 (B or better) as recorded on the official transcript, or as computed based on four years of education, or as computed based on courses completed during the final two years of the curriculum; or
 - 3.45 or higher out of possible 4.0 (B+ or better) based on the average of the required courses completed in the major or the required courses in the major field completed during the final two years of curriculum; or
 - Class ranking in the upper one-third of the graduating class in the college, university or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
 - Election to membership in a national scholastic honor society. The honor society must meet the minimum requirements of the Association of College Honor Societies. (Must provide official letter or certificate of membership as proof).
 - If you qualify based on undergraduate education and you have not graduated at the time of application, you may be offered a position contingent upon your final grade point average or class ranking. **Degree requirements must be met by 30 Jun of the current fiscal year.**

The following does not apply to professional positions (i.e, Scientists, Engineers, Auditors and Accountants):

- Applicants who are rated basically qualified for intern positions will be notified via email to complete on-line assessment questionnaires which are administered by the Office of Personnel Management (OPM). Failure to complete the questionnaires will result in loss of consideration for positions. Based on your answers to the questionnaires, OPM will assign you a score. The score will be used to determine your ranking on the listing of eligible candidates provided to the selecting official.
- Veterans who are eligible for preference and who meet the minimum qualification requirements of the position, have 5 or 10 points added to their passing score under FCIP. The names of 10-point preference eligibles who have a service connected disability of 10 percent or more are placed ahead of the names of all other eligibles. Other eligibles are then listed in order of their earned ratings, augmented by veterans' preference points. A preference eligible is listed ahead of a nonpreference eligible with the same score.

