EDUCATION WITH INDUSTRY

HANDBOOK

Updated: August 2009
# Table of Contents

**Chapter 1 – Introduction and Background**

1.1 The Air Force and Education with Industry Program Overview ........................................ 1
1.2 Education with Industry History ..................................................................................... 1
1.3 Air Force Instruction 36-2639 - Education with Industry Program .................................... 1

**Chapter 2 – Company Assignment Process**

2.1 In-processing EWI ........................................................................................................... 2
2.2 Selection Notification ....................................................................................................... 2
2.3 Assignment ....................................................................................................................... 2
2.4 The Air Force and Company Service Agreement ........................................................... 2

**Chapter 3 – Prior to the Assignment**

3.1 Laying the Groundwork for a Successful Tour ............................................................... 3
3.2 In-processing EWI -- Prior to Leaving Current Duty Station .......................................... 3
3.3 Military Physical Fitness Testing ..................................................................................... 4
3.4 Military PCS Orders ......................................................................................................... 4
3.5 EWI Orientation Seminar ............................................................................................. 4

**Chapter 4 – Arrival and In-processing**

4.1 Military PCS—In-processing the MPF ........................................................................... 5
4.2 Arrival at the Program Location ...................................................................................... 5
4.3 Final In-processing .......................................................................................................... 5
4.3.1 Updating Contact Information ................................................................................ 5
4.3.2 Government Travel Card ....................................................................................... 5
4.4 Officer Development Plan .............................................................................................. 5
4.5 Civilian Career Enhancement Plan (CEP) ........................................................................ 5
4.6 Government E-mail Accounts ....................................................................................... 7

**Chapter 5 – EWI and You**

5.1 Company Overview and Orientation ............................................................................. 7
5.2 Continuity Book .............................................................................................................. 7
5.3 Work Plan ....................................................................................................................... 7
5.4 Travel ............................................................................................................................. 8
5.4.1 Travel Plan ............................................................................................................. 8
5.4.2 Request for Travel .................................................................................................. 8
5.4.3 Company Reimbursable Travel .......................................................................... 9
5.4.4 Travel Reimbursements ....................................................................................... 9
5.5 Claims for Reimbursement ........................................................................................... 10
5.6 Military Personnel Flight ............................................................................................... 10
5.7 Security Responsibilities ............................................................................................... 11
5.8 Leave/Pass/Holidays/Timecards ................................................................................... 11
5.8.1 Military Leave ....................................................................................................... 11
Chapter 1 – Introduction and Background

1.1 The Air Force and Education with Industry Program Overview
The Education with Industry (EWI) program is a highly selective, competitive non-degree educational assignment within an industry related to the student’s career field. The program uses a hands-on educational experience to provide students with management skills and technical expertise as they study best practices with leaders of industry. The assignment is ten months in length and, in most cases, for military involves a Permanent Change of Station (PCS) both before and after the EWI assignment. For civilian students, the assignments take place in the local area where the student currently works. The program follows an academic year calendar, which begins in late August or early September and ends in late June. Both defense- and non-defense-focused companies host students.

EWI is an Air Force Level Basic Developmental Education program under the Force Development concept. It is sponsored by SAF/AQ and managed by the Air Force Institute of Technology (AFIT), more specifically AFIT/ENEL.

1.2 Education with Industry History
The EWI program has a long and proud history that dates back to the birth of the Air Force in 1947. At the end of World War II the Air Force was making a transition to the development and acquisition of new weapons systems. It was at this time that the Air Force leadership determined that it needed a corps of talented officers who were capable of understanding the inner workings of the defense industry. In addition, there was a need for officers who could successfully interpret the Air Force needs in the terms of industry and vice versa. Initially the program focused on high-level management and consisted of senior officers (lieutenant colonels and colonels). However, the program has transitioned and is now primarily made up of mid-level officers (captains and majors) and civilian employees GS-11 through 13, and NSPS equivalents.

1.3 Air Force Instruction 36-2639
The EWI AFI was published on 22 May, 2009. This instruction provides further guidance on the management and administration of the EWI program. Used in tandem with the EWI Handbook, this instruction applies to all personnel who manage, administer, operate, or support the program, all students assigned to the program and all agencies that nominate or select students for the program. AFI 36-2639 can be found at:
Chapter 2 – Company Assignment Process

2.1 In-processing EWI
Immediately following selection and before company assignment, the student will begin in-processing. To ease the transition into the EWI program, the EWI Program Office has developed an online in-processing system. This system will be used from first notification of EWI selection through the student’s arrival at the assigned EWI company.

The student can access the system through the AFIT web site at: https://www.afit.edu/cip/. The student must select the “Student Sign-in” option. Under the “In-processing Checklists” menu, there are a series of three checklists to guide the student through in-processing (see para. 3.2 below).

2.2 Selection Notification
The first step to AFIT in-processing is the “AFIT Selection Notification” portion of the web site. This covers the following:

- The roles and responsibilities of both the EWI student and the EWI PM. The student must check off a list of items stating that they have read the program roles and requirements and understand them.
- Current contact information is required, as this ensures that the student is able to receive the most up to date program information and that the EWI PM can contact the student when necessary. Any changes due to the PCS or any other reason should be updated immediately.
- The student must also submit a background sketch (https://www.afit.edu/cip) and resume (https://www.afit.edu/cip).
- EWI Officers must complete the AFIT Motorcycle Safety Form only if they have a motorcycle endorsement on their driver’s license, even if the officer does not currently own or operate a motorcycle. https://www.afit.edu/cip. If the officer will be riding a motorcycle during the EWI tour, the officer must complete a safety course prior to the PCS if they have not already done so.

2.3 Assignment
The EWI Program Office will assign students to their companies. Much like the Air Force, companies must approve the student selection at various levels within their corporate structure. This process is time consuming and often takes six to eight weeks.

2.4 The Air Force and Company Service Agreement
Upon company acceptance of the student, the Air Force and the company enter into a service agreement signed by the EWI PM and a company representative. The agreement outlines the terms of the EWI program. The selected students are not required to sign the agreement; however they may obtain a copy through the EWI program office for review. Companies may have the EWI student sign a Non-Disclosure Agreement to add to the Service Agreement.
Chapter 3 – Prior to the Assignment

3.1 Laying the Groundwork for a Successful Tour
Upon learning of the EWI assignment, the student should contact the Company Coordinator and the company’s current EWI student (if applicable). The EWI program office will provide contact information to the newly selected student as soon after the assignment match as possible (see also 8.1). The incoming student and current student should meet as early as possible, since the incumbent EWI student’s tour ends prior to the incoming student start date. Some suggested topics of discussion are:

- (Military) Housing can be expensive in larger cities; the current officer may give insight as to the best areas to live.
- Overview into the job and projects performed by the current officer.
- Knowledge about company-specific nuances, such as dress requirements.
- Contact information for the company coordinator (if necessary), mentor or supervisor. This will provide a head start on any in-processing actions or paperwork specific to the company (i.e. e-mail applications, company badge requests, security clearances, etc.).
- Coordinating the transfer of security clearance information from the Air Force organization to the company prior to starting EWI, if necessary.
- The possibility of spending a day with the incumbent EWI student to meet company personnel and get an overall feel of the organization.

The student is strongly encouraged to research the company through all available resources to include company web sites or internet search. Showing up informed with intelligent questions will allow the student to interview successfully, jump right in, and present a positive first impression. Some companies also have a web page devoted to the EWI program which is quite informative.

3.2 In-processing EWI – Prior to Leaving Current Duty Station
For military, the EWI portion of in-processing is done prior to the PCS and immediately after company acceptance. This is completed through the AFIT web site in the section titled, “In-processing Checklist”. The key points are:

- The EWI PM completes an AFIT Form 9 and sends it to AFPC to initiate the PCA or PCS orders. Students should review the form through the web site and notify the EWI PM of any errors.
- Officers need to ensure their OPRs for their current assignment or any award submissions have been completed prior to their departure.
- If officers will be in a promotion zone for major or lieutenant colonel during their EWI tour, they are required to have an AF Form 709, Promotion Recommendation Form (PRF) (http://www.e-publishing.af.mil/formfiles/af/af709/af709.xfd), completed prior to departure from their losing base. EWI officers not within the promotion zone receive a slight variation of this form, referred to as a “Narrative Only” PRF. Further guidance is in chapter eight of AFI 36-2406. (http://www.e-publishing.af.mil/pubfiles/af/36/afi36-2406/afi36-2406.pdf)

For civilians, the AFIT portion is done immediately after company acceptance through the AFIT web site in the “In-Processing Checklist” section.
3.3 Military Physical Fitness Testing
Officers must have a valid and passing physical fitness test recorded within two months prior to their PCS and the start of their EWI assignment. This will cover them for their tenure with the EWI program; they will not be required to test again until arrival at their follow-on assignment. (See also para 5.13) It is also highly recommended that officers complete a health assessment form (https://www.afit.edu/cip) prior to departing their duty station for the EWI program.

3.4 Military PCS Orders
After the EWI PM has completed and forwarded the AFIT Form 9, the assignment information is loaded into MilPDS by the AFPC Officer Developmental Education Branch and sent directly to the officer’s current Military Personnel Flight (MPF). The losing MPF will then create an assignment Report on Individual Personnel (RIP) and subsequently the orders. This process can take from one to five weeks after submission of the AFIT Form 9. If there are any delays in the process the officer should contact the EWI PM to help resolve any issues. It is important for officers to review their orders upon receipt and immediately report any discrepancies to the EWI PM. Officers are also required to forward a copy of their PCS orders to the EWI program office.

3.5 EWI Orientation Seminar
The EWI Orientation Seminar is a mandatory two-day event which presents an overview of the program. Most students meet with their company coordinator and/or mentor during the seminar. Air Staff and AFPC representatives attend and are available to discuss career management issues and follow-on assignments. Officers will meet with their assignment team during their mandatory HQ AFPC tour and records review. Civilians may wish to make appointments to meet with their CFMT representative.

In most cases the officer will PCS with a TDY en route to the seminar. However, situations may arise where it is not in the best interest for the officer to go TDY en route. For example, if the officer’s losing base and EWI company are both in California, an en-route TDY to Texas is not necessary, and a standard TDY will suffice. Officers in this type of situation should contact the EWI PM to determine the appropriate action. The EWI program office will provide a fund cite letter to civilian students for the orientation trip.
Chapter 4 – Arrival and In-processing

4.1 Military PCS—In-processing the MPF
Due to the nature and location of many EWI assignments, the PCS and in-processing will have some variations. As the officer will not be on an Air Force installation they will not have a traditional MPF, but instead will work with a “Servicing MPF”.

The difference extends beyond the terminology. Rather than in-processing on a base, officers will report directly to the company they will be working with (this is the PCS location on their orders). Officers will then need to deliver or mail all Air Force documentation and/or records to their new Servicing MPF. It is the officers’ responsibility to contact the Servicing MPF to obtain the proper mailing address and inform the Servicing MPF of their intentions (also see 5.6).

4.2 Arrival at the Program Location
Upon arrival at the company the student will meet with the company coordinator and manager. In the vast majority of cases this will not be the first meeting, as both parties will have already communicated and may have met at the EWI orientation seminar. The student will perform any necessary company in-processing/personnel actions not accomplished prior to arrival.

4.3 Final In-processing
Students must complete the “Arrival at Program” checklist on the AFIT web site. This can easily be accomplished online in the in the “Student Sign-in” Section of the EWI database under “In-processing Checklist”.

4.3.1 Updating Contact Information
The student will be required to update their contact information via the “Student Sign-in” Section of the EWI database under “In-processing Checklist”—“Update Contact Information.” It is imperative that this is completed immediately upon arrival, so the EWI PM is able to contact the student. Duty contact information is updated using the “Locator Info” document found under “Forms” on the web site.

4.3.2 Government Travel Card
Military students will need to contact Citibank directly to update their billing address. If there are any other issues that require assistance from Citibank, they can be reached at: http://www.transactionservices.citigroup.com/transactionservices/home/card_solutions/commercial_cards/fed_govt_svcs/dod.jsp or through customer service agents at: 1-800-200-7056.

Use of the GTC is required for travel-related expenses, such as airfare and lodging in order to receive reimbursement (see section 5.4 for more information). The Joint Travel Regulation (JTR) can be found at: http://dodtravelregs.hqda.pentagon.mil/propub/template.htm?view=main

4.4 Military Airman Development Plan
The ADP should be updated upon arrival at the EWI assignment in conjunction with the Work Plan (see para 2.1 and para 5.3). This will help HQ AFPC assignment teams tailor the follow-on
assignment to capitalize on the EWI experience. The career field DTs will use the ADP to help determine EWI follow-on vectors.

4.5 Civilian Career Enhancement Plan (CEP)
Civilians must ensure proper completion and coordination of their CEP.

4.6 Government E-mail Accounts
AFIT will provide e-mail accounts to students who request one. Please contact your EWI Program Office to sign-up for an AFIT.EDU account. It is important you know your Air Force Email 4-Life address as your AFIT.EDU account will mirror this account. It also is important to ensure your AF Portal account is up-to-date so you can access important information that would otherwise require *.mil access.
Chapter 5 – EWI and You

5.1 Company Overview and Orientation
While the EWI program is tailored to each assignment and student, a common structure guides the program.

Each company has its own policies, management structure, and corporate culture. In order to ensure a smooth transition into industry and a productive year of study it is important to begin on the right foot. The assigned company will provide a company coordinator and a manager (these two roles can be filled by one or two individuals, depending upon the company). The company coordinator works in an administrative role, acting as the intermediary between the Air Force and the company. The coordinator has responsibilities such as signing the EWI agreement, taking care of administrative duties and setting up a generic program roadmap.

The manager closely tracks the work and progress of the student and ensures the desired learning objectives (DLO) and needs of the host company are met. This may be done in coordination with supervisors unique to each project.

5.2 Continuity Book
Each student is required to maintain and update a continuity book at their company for subsequent EWI students (see also 8.1). The continuity book should include, but is not limited to the following:

- EWI Handbook
- Copies of EWI program deliverables (work, travel plans and student reports, etc.)
- EWI “homework” assignment
- Job description and responsibilities
- Important company contact information (e-mail and phone roster and org chart)
- Any additional information that will help the incoming officer (badging process, dress code)
- Housing information such as recommended areas, best ways to find an apartment, etc.
- Student follow-on contact info

5.3 Work Plan
Shortly after arriving, the mentor and student will begin to develop a roadmap for the student’s tenure in the program. This will be done using a work plan. The form can be downloaded at: https://ci.afit.edu/docs/Work_Plan_Sample.doc.

The work plan is not an inflexible document, but a guide that both the company mentor and student agree upon in order to meet the DLO (which can be found at: https://www.afit.edu/cip/). It is important to remember that there is no one plan that applies to all students, but rather a variety of plans, as some students may spend the entire 10-months in one position, while others may rotate through company assignments every four to six weeks. Moreover, the work plan should be somewhat flexible to accommodate unforeseen opportunities the company and student may see as beneficial. After the work plan is completed, it should be initialed by the company
coordinator and then forwarded to the EWI program office. If the work plan changes, a new work plan with the appropriate initials would need to be submitted to the EWI program office.

5.4 Travel
Due to end-of-year constraints and fiscal year changeover, the EWI PM will approve travel requests on a case-by-case basis. During the EWI program most students will travel at least once. Due to the unique nature of the EWI program, there are a few key points the student must be aware of when requesting travel and traveling:

- The EWI PM is the approval authority for all travel, with the exception of overseas travel.
- Overseas travel requests must be submitted no later than 60 days prior to the TDY because clearance must be obtained through the State Department. **The Dean of Students is the approving authority for overseas travel.**
- Permission to proceed with travel must be approved prior to the student traveling, and the student will have orders in-hand before travel begins. There are no exceptions to this rule. After-the-fact travel will not be approved.
- Student travelers must book airfare and rental cars through a Government Travel Office. Failure to comply with proper booking/reservation procedures may result in the student being held financially responsible for expenses incurred. All rental cars must be approved by the EWI PM prior to traveling. In order to be reimbursed, any additional registration fees or charges in excess of the JTR approved rates must be approved by the EWI PM prior to travel.
- If there is a change in the dates of travel which results in a shift of more than seven days, or the travel is cancelled, notify the EWI Program Office ASAP.

5.4.1 Travel Plan
The travel plan (https://www.afit.edu/cip/) should be developed during the company orientation phase of the program. The travel plan supplements the work plan and allows the EWI PM to properly budget student travel for the year. Situations may cause this document to change (e.g. short-notice TDYs, or a company may later decide to provide funding for travel). A company representative must sign the travel plan prior to submittal.

5.4.2 Request for Travel
Two weeks prior to traveling, the student must file a request for travel with the EWI PM https://www.afit.edu/cip/. When this is not possible, it should be submitted as soon as the student is aware of the travel. Once your travel request has been accepted by the EWI PO, you may input/submit your travel into the Defense Travel System (DTS). DTS log-in screen can be found at http://www.defensetravel.osd.mil/dts/site/index.jsp.

Pay special attention to the following areas on the travel request form:

- The “Number of Days TDY” and “Beginning and Ending Dates” blocks should correspond with each other.
- Provide the specific TDY destination/location, as it will be stated on the orders.
- Ensure you check the appropriate “Method of Travel” block
- It is mandatory to delineate and total all estimated costs. Obtain estimated rental car and airfare costs from your local Commercial Travel Office (CTO). Obtain per diem and
current mileage rates at: https://secureapp2.hqda.pentagon.mil/perdiem/, sum these amounts and enter them into the “Total Cost of TDY” block.

- If you need a rental car, you must complete the “Rental Car Justification” worksheet that accompanies the Form 115.
- When the company is funding all or part of the travel, check the “Company Reimbursable” box. For further information on Company Reimbursable Travel see below.

5.4.3 Company Reimbursable Travel
Due to limited EWI travel funding, the EWI PM will evaluate all travel requests to determine if the trip meets the following criteria:

- Does the trip support a company assigned project?
- Does the trip support EWI Desired Learning Objectives (DLO)?
- Is the trip directed by EWI PM?

During the program it is not uncommon for the company to pay all or part of student travel costs, or a portion thereof, for the officer. The Air Force will work as an intermediary between the company and the student to facilitate company reimbursable travel. This is done to comply with the Joint Travel Regulation (JTR) and avoid the appearance of any impropriety. The process is:

- The student fills out the travel request and marks the “Company Reimbursable” box as described in 5.4.2.
- In situations where the company is paying for a portion of the costs, the “Company Reimbursable” box should be checked and the amount the Air Force is to pay marked in the appropriate column.
- The student will obtain their airplane tickets through their approved Government Travel Office, as they would with any other government related travel.
  Exception: Companies are permitted to provide airplane tickets and/or lodging directly to the officer (also known as an “in-kind”). If this occurs, the student must annotate it on the travel request and receive approval from the EWI PM.
- The student must obtain lodging within the amount allowed by the JTR. Exception: if the EWI student travels with a team that stays at a hotel exceeding the JTR per diem, and the company is pre-paying the lodging cost, then, with the permission of the EWI PM, the student may stay with their company team.
- All airfare and lodging should be charged to the student’s GTC.
  Exception: If the company is providing airfare/lodging in-kind. See above.
- The student will receive the standard per diem rate for meals and should plan accordingly.

Under no circumstance should the student receive any financial reimbursement from the company.

See Appendix II for a detailed example of a travel request form.

5.4.4 Travel Reimbursements
The final step to both Air Force funded and company reimbursable travel is for the student to file their travel voucher through DTS. This should be done immediately after the TDY is finished,
no later than five business days. Please attach the necessary receipts in DTS, and send your trip report via email or fax.

For Company Reimbursable travel, the company will then reimburse the Air Force. A Company Reimbursable invoice is available on the web site. Complete the invoice using the reimbursement information from your paid TDY voucher and submit the invoice to the company for payment. The company must send the reimbursement payment to the EWI PM within 30 days after travel is completed. The company should make the check payable to DFAS-DY-FTD, Wright-Patterson AFB OH and then mail the payment to:

AFIT/ENEL EWI Program  
Bldg 16, Room 120  
2275 D Street  
Wright-Patterson AFB OH 45433-7221

5.5 Claims for Reimbursement
Throughout the EWI experience students may need to submit a claim for reimbursement for the following: local travel that exceeds one’s daily commute, Exception: any and all reimbursements for medical claims should be submitted on a separate form to the Resource Management Office (RMO) at the military medical facility. See section 7.2.

The reimbursement process is:
- The EWI PM is the approval authority for all reimbursement claims.
- Submit reimbursement requests to the EWI PM. After the fact requests will not be approved.
- Complete a DTS local voucher for reimbursement, and submit it to the EWI PM.
- List each item separately and provide a full description.
- Submit one voucher per month to cover all requested reimbursements for that month.
- When filing for mileage reimbursement, the student must deduct their normal commute from the requested reimbursement. For example, if the student normally drives 10 miles to work, but will be working off-site at a plant 50 miles away from their home they would request reimbursement for 40 miles (50 less 10 miles) each way traveled. The current mileage rate is at: https://secureapp2.hqda.pentagon.mil/perdiem.

Note: The EWI Program Office’s limited travel budget, reimbursement for traveling to the servicing MPF will only be authorized in rare circumstances (refer to para 5.6. for information on conducting business with the MPF).

5.6 Military Personnel Flight
Throughout the year the officer may be required to perform other activities involving the MPF. Whenever possible, the member should accomplish MPF business through e-mail or facsimile. Many actions are now available via the Virtual MPF (vMPF) which is accessible through the Air Force Portal (https://www.my.af.mil/) or AFPC Secure (https://www.afpc.randolph.af.mil/AFPCSecure/default.asp).
5.7 Security Responsibilities
If the student is required to access classified information, a request to verify the security clearance should be submitted through the EWI Program Office. Under certain circumstances the student may need to coordinate the transfer of their security clearance information to the company from their organization prior to starting EWI.

5.8 Leave/Pass/Holidays/Timecards
Throughout the EWI tour students may need to process leave, call in sick, or experience a holiday schedule different from the government. The processes for these are outlined in the following paragraphs. A student will be removed from the EWI program if they miss two weeks (sick and annual leave or a combination of both) of duty in the program (No exceptions).

5.8.1 Military Leave
As students have a limited time to maximize their EWI experience, leave should be kept to a minimum. No leave will be approved for more than one week at a time (total of two weeks for entire EWI program).

However, it is understood that officers may encounter situations requiring the use of leave outside of company down days. The EWI PM is the approval for all leave requests, except for Permissive TDY (PTDY) and overseas leave. PTDY and overseas leave must be approved by the Dean of Students. Submit all leave requests via the AF Form 988 (http://www.e-publishing.af.mil/formfiles/af/af988/af988.xfd).

The leave form should be submitted as early as possible, but no later than three days prior to the requested leave start date for ordinary leave and 30 days prior for overseas leave. In order to submit leave the officer must have the approval of the company coordinator. This can be accomplished by 1) having the company coordinator submit the electronic form to the EWI program office or 2) the officer submits the form directly to the EWI program office with the company coordinator copied on the e-mail. It is important to understand that until a leave number is received from the EWI PM the officer is not authorized to depart on leave. Additionally, overseas country clearance must be obtained prior to the start of any overseas leave. For detailed information regarding overseas travel requirements and needed clearances, check the Foreign Clearance Guide at http://www.fcg.pentagon.mil.

5.8.2 Military Emergency Leave
For emergency leave officers must contact the EWI program office immediately. If you are unable to reach the EWI program office during normal duty hours (0800-1700 EST), you should call AFIT/CI at: 937-255-3151 (DSN 785) and enter “3001” for assistance. Outside of normal duty hours you should contact the Wright-Patterson AFB Command Post at: 937-257-6314 (DSN 785), inform them you are an AFIT student, and you will be connected with the appropriate individual(s).

5.8.3 Military Pass
The EWI PM may authorize a pass for up to 48 hours. If officers choose to leave the local area during an approved pass period, they must provide the EWI PM with their whereabouts and
contact information. Furthermore, a pass cannot be combined with leave, and passes cannot be combined with weekends.

5.8.4 Holidays and Company Down Days
In many cases government holidays will differ from that of the company’s holidays. For example, many companies work through holidays such as Columbus Day or Veteran’s Day and are closed the day after Thanksgiving or for a period of time between Christmas and New Year’s. Students are highly encouraged to mirror the company’s work schedule.

5.8.4.1 In instances where the company shuts down for a period of time, such as a holiday break, military students will not be required to be on pass or leave status as long as they stay in the local area. If officers leave the local area during a long break, they must request to be placed on leave or pass status. These rules are in place for the benefit and protection of the officer in the event that a line-of-duty determination needs to be made. Direct any questions concerning an officer’s status to the EWI PM for clarification.

5.8.4.2 Civilian students are required to report to their home unit during company down days which are not government holidays or they must take annual leave. The student can trade holidays. For example, many companies work through holidays such as Columbus Day or Veterans Day. In situations such as these, the student can choose to work Columbus Day and take the Friday after Thanksgiving off. This must be accomplished through the Leave/Holiday plan at: http://ci.afit.edu/ewi/forms.asp.

5.8.5 Civilian Timecards
Home unit supervisors manage civilian student timecards during the EWI tour. The student should continue to report any required information to their government supervisors.

5.8.6 Civilian Sick Leave
A student unable to make it to work because of illness must notify the EWI program office, company coordinator, company supervisor and home unit supervisor. It is recommended that the student call each individual. In addition, the student should send an e-mail to all individuals stating the reason for the absence. This will ensure that the student's timecard reflects the sick leave absence. Students who miss a total of two weeks (sick, annual or a combination of both) while in the EWI program will be immediately removed from the program/company and placed back at their home unit. No credit will be given for the EWI assignment.

5.8.7 Civilian Annual Leave
When possible, students should coordinate their leave around company down days. As students have a limited time to maximize their experience, leave should be kept to a minimum. Upon notification of acceptance into and prior to beginning the program, the student should plan to use some leave in order to avoid a use-or-lose situation.

However, it is understood that students may encounter situations requiring the use of leave outside of company down days. The EWI PM and home supervisor are the approval authorities for all leave requests. No leave will be approved for more than one week at a time for a total of two weeks (sick, annual or a combination of both) for entire EWI program.
5.9 EWI PM Contact and Correspondence
Throughout the program the student will have close contact the EWI program office. The student should use the following standards when communicating with the EWI office. These allow effective and efficient responses to questions or requests.

- Many questions can be answered and documents retrieved from the EWI web site.
- Questions can also be answered by posting a message to the community of practice web site, through the AF Portal.
- If the web site does not address the student's need, e-mail is the preferred mode of correspondence; the EWI e-mail address is: enel.ewi@afit.edu. Messages to this address are received by both the EWI PM and the assistant PM, providing the student with more effective service.
- Include the subject and the student’s name in the subject line. The EWI office manages more than 300 AFIT students, and this allows the EWI office to properly prioritize and route requests for appropriate action. For example, a leave request may go unnoticed for a few days if combined with a work plan in the same e-mail and not annotated in the subject line.
- All attachments should be in a Microsoft Office-compatible format. Documents can also be scanned and e-mailed in PDF format.
- If corresponding through the web site or e-mail is not possible, the student should call the EWI Program Office with any questions.
- If the student cannot submit documentation electronically, the next preferred method is through facsimile, and mail as the last option.
- If you need to submit a very large file, it is recommended that you post your file to the EWI Communities of Practice and inform the EWI PO.
- Certain documents will require company coordinator coordination in order to be approved. The student should not send these documents without prior company coordinator approval. The following is an inclusive list of such items: all Leave Requests (including emergency leave), Student Reports, TDY Requests, Work and Travel Plans, and any item which contains company sensitive or proprietary information. All other items do not require coordination. If there are any questions, please contact the EWI program office or review the most current EWI Quick Reference Guide.

5.10 Program Requirements
The Student Report relays what the student has accomplished during the reporting period. Reports will be forwarded to the EWI Program Office, which then forwards them to the Air Staff CFMs and student mentors. The student should include information on activities performed, benefits derived and personal observations. An outline is located at: https://www.afit.edu/cip/
Student Reports are written three times during the program. Students will also complete a research paper while in the program. The EWI Program Office will provide further guidance during EWI orientation.

5.11 Military Air Force Reserve Officer Training Corps Relationship
Depending upon the officer’s assignment location he or she may have interaction with an Air Force Reserve Officer Training Corps (AFROTC) detachment.
This may provide officers with many excellent opportunities. AFROTC detachments often give officers the occasion to participate in mentoring, where they can discuss their career fields, EWI, and Air Force experiences with the cadets. This may also provide officers with an opportunity to participate in Air Force functions during the EWI tour.

There may be confusion concerning the administrative role AFROTC detachments play during the EWI tour. Often, AFIT students are attached to an AFROTC detachment for administrative purposes. However, due to the unique constraints of the EWI program, all EWI officers are managed by the EWI program office and all administrative issues will be accomplished through the EWI PM. This includes requests for Leave, TDY, and reimbursements of any sort, along with any physical fitness requirements. If any issues related to this arise, the officer needs to contact the EWI program office who will work with the AFROTC detachment. In addition, if officers are approached to do any additional work for an AFROTC detachment they should first consult with the EWI program office. Finally, if any unique support is needed that cannot be completed through the EWI program office or AFIT, with approval from the EWI PM it is then acceptable to request this support from an AFROTC Detachment.

5.12 Ethical and Legal Issues

Much like the USAF, each company has its own set of core values, rules, regulations and standards of conduct by which the company abides. The student should read and understand these company guidelines.

The student is required to adhere to the USAF’s core values, the Uniform Code of Military Justice and the Joint Ethics Regulation (JER). However, as they become quasi-company employees, they are required to follow company policies as well. As a rule of good practice, the officer should follow whichever rules are the most stringent. While not inclusive, the following JER guidelines address some situations EWI students have experienced in the past:

- The student will NOT receive money or be reimbursed directly from the company under any circumstances
- The student will NOT aid in prosecuting a claim against the Government
- The student will NOT assist in contract negotiations with the Government
- The student will NOT lobby the Government
- The student will NOT attempt to profit financially
- The student will NOT accept or solicit valuable gifts/gratuities

Refer to AFI 36-XXXX for complete information on ethics and legal.

5.12.1 Joint Ethic Regulations Exceptions

Due to the unique nature of the EWI program there are some exceptions to the JER. A detailed legal opinion from the Air University Judge Advocate General (JAG) is provided in the appendix (legal opinion) of this document. Additionally, if students are ever unsure of how to handle a situation they should immediately contact the EWI PM who will refer the question or situation to the appropriate JAG office.
5.13 Military Physical Fitness
In 2004 the USAF introduced its Fit to Fight Policy. The program covers all USAF Active Duty personnel. However, AFIT officers at civilian institutions must abide by a unique set of rules.

5.13.1 Military Physical Fitness Requirements
Special arrangements have been made in order to meet the requirements of the physical fitness program. As EWI officers are located at companies, they are not able to participate in unit or group activities. The Dean of Students, requires all EWI officers to complete a minimum of three one-hour workouts per week. These must include at least thirty minutes of cardiovascular activity. Additionally, this is required to be accomplished even when on TDY or a leave status.

5.13.2 Military Documenting Physical Fitness Activities
Prior to beginning the program a health assessment form (https://www.afit.edu/cip/) must be accomplished and submitted to the EWI program office. Any officer having a positive response must be cleared and have the form signed by their primary care manager.

EWI officers may be required to record their workouts to include the following information: date, exercise/activity, muscle groups targeted, duration or sets and intensity level or repetitions. The Dean of Students has the authority to require students to record workouts if requested. To facilitate this, the AFIT web site contains a physical fitness log. This and other valuable physical fitness information can be found at: (https://www.afit.edu/cip/).


5.14 Student Articles/Publications
Throughout the EWI tour, students may take advantage of opportunities to contribute to a company newsletter, publish a journal article, or give a presentation on the USAF, among other things. While these efforts are applauded there are guidelines which must be adhered to when communicating or presenting on behalf of the USAF, whether in fact or appearance.

AFIT requires all communications of this sort to be reviewed by AFIT’s Public Affairs (AFIT/PA) office. The student must fill out the required worksheet, Security and Policy Review Worksheet—Request for Public Release Clearance. This, along with the publication must be submitted to the EWI program office. The EWI PM will review the documents and submit them to AFIT/PA. Due to the vast number of requests AFIT/PA receives, it routinely takes two to three weeks to receive approval.

Students should also clear their reports and presentations on their assignment using their companies’ clearance procedures.

5.15 Off-Duty Employment
Off-duty employment is prohibited for all EWI participants.
5.16 Unions
Many EWI companies have union employees. Understanding the union and management roles provides an excellent learning opportunity. Also see union participation (5.16.1) and strikes (5.16.2).

5.16.1 Union Participation
Participation in or “joining” a company’s union is prohibited.

5.16.2 Union Strikes
While uncommon, a union presence does present the possibility of a strike. If there appears to be a pending strike or if one occurs the officer should immediately report the situation to the EWI program office. In the past EWI students have not been permitted to cross picket lines; however, all cases are determined on an individual basis. The EWI PM will refer this to the appropriate JAG office and a determination whether to continue the program and/or find an alternative work site will be determined.
Chapter 6 – During the EWI Assignment

6.1 During the Tour
The EWI tour should be an excellent and rewarding learning experience. The following are recommendations provided by past EWI students and company coordinators to ensure a successful tour.

6.2 EWI Student Collaboration
It is highly recommended that EWI students stay in touch with other EWI students, especially those in their career field. Past students have found it beneficial to have telephone conversations to share their experiences and work through issues together.

6.2.1 EWI Community of Practice
Students should also join the Education With Industry Community of Practice (CoP) (https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-ED-AF-06).

The EWI CoP can be accessed by AF Portal account holders from any .com internet site and provides a forum for EWI students to discuss and compare their varying experiences in the EWI program.

6.2.2 Career Field Visits
Students may look into hosting a site visit for their EWI contemporaries. This is an excellent way to share experiences and learn from others. Such visits often receive attention from high-level management personnel. However, students should not look to attend more than one site visit. As with any EWI travel, these plans should be submitted on the EWI Travel Plan (see para. 5.4.1).

6.3 Company Personnel
In many cases the company will already have a history with the EWI program. However, it is possible that the student will be the first EWI student at the company, or in a specific division. As such, each student should be aware that his or her assignment may be the only exposure to the Air Force or EWI program for these companies or employees. The student serve as Air Force ambassadors and a good first impression will go a long way. Students should educate co-workers about the EWI program and the USAF. In all cases, and especially with DOD contractors, the students should let them know that they are there to learn, understand their perspective and improve the manner in which USAF conducts business with its contractors. This allows for the best possible experience with the students’ co-workers.

6.4 Culture Shock
The private sector may greatly differ from the USAF. As the program is based on exchanging ideas, it is important to be open minded and gain an understanding of how the company does business. Students should look for areas and new ideas which the USAF could use to improve our processes.
6.5 Company Mentor/Coordinator
Students should stay in close contact with the company coordinator and manager. What students gain from this program is often based on personal initiative and desires. Students need to be proactive in order to maximize the experience; if there is something that is not going well or if there is an opportunity they would like to take advantage of, they should speak up. Students will find that in the vast majority of situations, open discussions with the company contacts greatly benefit everyone.

6.6 Overtime
Most company management personnel will work in excess of 40 hours per week, sometimes upwards of 50 or 60. It is important for students to work the same hours as their team members as this will bring instant credibility. This is the student's only job for the ten months of the program, so he or she should give it 100 percent.

6.7 Defense Contract Management Agency
At a major defense contractor, there is often a Defense Contract Management Agency (DCMA) presence. Students are strongly encouraged to make the DCMA employees aware of their presence and role at the company. DCMA can be a great resource as there often is a senior Air Force officer in the DCMA contingent.

6.8 Students from Sister Services
Some companies will have students from other services participating in the EWI equivalent program, Training With Industry (TWI). Students are strongly encouraged to get in touch with these other students to compare and share their experiences.

6.9 EWI as an Education Program
EWI is not a training program. Students are assigned to companies to understand the environment – not train for a specific job. Students should strive to understand how the company operates,

6.10 True Payoff
The true payoff of EWI is the experience gained from working toward company goals. Students should dig in and become part of the team. A positive attitude goes a long way. Don’t be reluctant to put in a few extra hours now and then. Other employees will respect you for it and integrate you further into their organization. Be positive, and avoid being critical of the company. Ask for feedback. If you can, try to spend time shadowing a key executive.
Chapter 7 -- Military Medical Care

7.1 Options for Medical Care
There are two basic options for medical care while in the EWI program: standard medical care at a Medical Treatment Facility (MTF) or TRICARE Prime Remote (TPR). It is important to understand differences between these to receive the best care in the most efficient manner. Officers will receive a TRICARE briefing during orientation. Officers must also visit the TRICARE web site at: http://tricare.osd.mil.

7.2 Dental Care
Dental care differs from overall healthcare in that there is not a dental network. Therefore, any licensed dentist may be used. Dental care that costs more than $500 per visit or more than $1,500 per calendar year requires TRICARE approval. Please contact 1-800-406-2832 to obtain approval. TRICARE also reserves the right to refer extensive dental work to a MTF. Furthermore, any orthodontic work must be completed by a military orthodontist.

It is the responsibility of the member and not the care provider to request reimbursement for dental care. Dental Claims should be mailed to:

Military Medical Support Office (MMSO)
Attn: Dental Claims
P.O. Box 886999
Great Lakes, ILL 60088-6999
The web address is: http://mmsso.med.navy.mil/

7.3 TRICARE Assistance
TRICARE representatives are there to support officers and their medical needs. If officers have any questions or are unclear on any TRICARE policies, it is important to ask questions and fully understand them prior to making an appointment. This ensures that officers are fully reimbursed for any out of pocket medical costs. If officers have any questions whatsoever, they should consult the TRICARE Prime Remote web site at: http://www.tricare.osd.mil/remote/ or call TRICARE directly at: 1-800-406-2832 and select option 7.
Chapter 8 – End of the Program

8.1 Sponsor activities for EWI Replacement
An important role of EWI students is to act as sponsor for the student selected to replace you. You are in the best position to facilitate the transition of students for both the incoming student and the company. Contact the new select as soon as he or she is identified. Share information about the assignment, the company, the area, housing, MPF, MTF, schools, and other pertinent information. The EWI program office will provide contact information to both the newly selected EWI students and the member as soon as the information becomes available.

8.1.1 Annual Appraisal
The appraisal process has a great affect on the student's career and promotion potential. Therefore, it is important that students take a hands-on approach to keeping their supervisor informed of their accomplishments throughout the program. In addition with the permission of the company coordinator, students should consider hosting their Air Force supervisor at the company for a day. Civilians who have questions regarding the appraisal process under NSPS should contact the Labor/Employee Relations representative at their local personnel office.

8.2 Military Training Reports
Upon completion of the program officers will receive an Air Force Form 475, Training Report (TR). The TR documents the accomplishments of officers throughout their EWI tour and becomes part of their permanent Air Force record.

8.2.1 Inputs
The EWI PM is responsible for authoring the TR. However, it is important and in the officer’s best interest to provide clear and concise inputs. The inputs will be due approximately 30 days prior to the last day of the program and need to be submitted through the AFIT web site. AFIT writes the TR according to AFIT TR policy. Although there is a correlation between the quality of the inputs provided and the quality of the final TR, the TR will not read like an OPR. Specific headings and statements are included on all TRs with some room for major accomplishments and leadership positions the officer had while assigned to the company. Off-duty volunteer or civic duties, and professional development bullets will not be included on the officer’s TR.

8.2.2 Signing
The Dean of Students is responsible for signing TRs for officers in the grade of major or above. All other TRs will be signed by the Chief, Graduate Education Division. The signed TR is forwarded to AFPC within 120 days of the closeout date, per AFI 36-2406. If officers are meeting a promotion board or have any other urgent need for the TR to be inserted into their records prior to the 120 day deadline they should contact the EWI PM and inform them of their situation in order to meet the suspense date.

8.2.3 Obtaining a Signed Training Report
The EWI program office is not authorized to distribute Training Reports to students. Officers who desire a copy of their TR need to request one from either AFPC or their servicing MPF. To request a copy of your record from AFPC, fax a signed letter of request with your SSAN to DSN
8.3 Receiving Military Follow-on PCS Orders
Before receiving follow-on assignment orders officers will receive a RIP from their Servicing MPF. Officers must complete all items that pertain to them and e-mail or fax the form to the EWI program office. The Dean of Students will sign the “Commander’s Blocks” of the RIP and send the completed forms back to the officers. This is AFIT’s only involvement in this process. It is the officers’ responsibility to return the completed form to the Servicing MPF. When the orders have been completed they will be sent to officers through their Servicing MPFs.

8.3.1 Acquisition Workforce Continuous Learning
OSD (AT&L) policy requires that all acquisition workforce members accumulate 80 hours of acquisition-related continuous learning (CL) credit every two years to maintain professional currency. The EWI broadening tour counts as a rotational/broadening assignment for 40 CL points (the maximum possible for one year). Students should apply for these points at the end of their tour through the Acquisition Now CL system at: http://www.atrrs.army.mil.

8.4 Follow-on Contact Information
Prior to completion of the program it is important to fill out the follow-on assignment worksheet at: https://www.afit.edu/cip/ and to forward this info to the EWI Program Office.

8.5 End of Course Survey
At the end of the program the EWI Program Office and AFIT request that the officer participate in their online survey located on the EWI web site in the “Student Sign-in Section”. By completing this survey the student is able to voice feedback directly to the EWI program office and AFIT leadership. Student input is not only appreciated, it is also used to improve the EWI program for future students. The survey can be completed in a minimal amount of time.

8.6 SURF
After program completion the officer should check his SURF to verify that the EWI assignment has been recorded properly. In the past some EWI officers have received incorrect information on their SURF, such as being listed as an AFIT student rather than an Education with Industry student. For example, a correct SURF for a student in the Program Management option should read, “EWI Program Management Student” and list the location of the EWI tour. Problems should be remedied through the officer’s MPF. The EWI program office cannot change the SURF, but they may act as a reference if required by the MPF.
Chapter 9 – Resources

9.1 Important and Informative Resources
As the student is not assigned to an Air Force Base and does not have .mil access it can at times be difficult to stay in touch with the Air Force. The student needs to use other avenues to mitigate this inconvenience. We recommend that the student check the AFIT, EWI, and CoP web sites on a weekly basis. The student will find information and links to hot topics within the Air Force, as well as EWI specific issues, at these sites.

AFIT
https://www.afit.edu/cip/

AFIT/ENEL (EWI)
https://www.afit.edu/cip/

EWI Community of Practice

AFPC
http://www.afpc.randolph.af.mil

Assignment Management System (AMS)
https://afas.afpc.randolph.af.mil/amsweb/master.cfm

vMPF
http://www.afpc.randolph.af.mil/vs/

DFAS (pay and benefits)
http://www.dod.mil/dfas/

DTIC (travel and per diem)
https://secureapp2.hqda.pentagon.mil/perdie

TRICARE
http://www.tricare.osd.mil

US Postal Service
http://www.usps.com/

The Air Force Portal
https://www.my.af.mil/

Air Force Publishing
http://www.e-publishing.af.mil/

Air Force Link
http://www.af.mil

The Early Bird
http://ebird.afis.osd.mil/

Air Force Times
http://www.airforcetimes.com

Air Force Association
http://www.afa.org

Federal Voting Assistance Program
http://www.fvap.gov/

Knowledge Now

Acquisition Career Development

Defense Acquisition University
http://www.dau.mil/
9.2 Important Contact Information
It is extremely important to stay in touch with the EWI program office. This can be done through the following:

E-mail:  enel.ewi@afit.edu
This address will reach both the EWI PM and Assistant PM

Web site:  https://www.afit.edu/cip/

Phone:
Toll Free  800-543-3490
Commercial  937-255-3151
DSN     785-3151

EWI PM – extension 3039
Asst PM – extension 3033

Facsimile:
Commercial  937-255-5371
DSN     785-5371

Emergency Contacts – Wright-Patterson AFB Command Post (After Business Hours)
Commercial  937-257-6314
DSN     787-6314
** Inform the Command Post that you are an AFIT student and they will put you in contact with the appropriate individual(s). **
**Appendix I – Acronym Listing**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>Air Force</td>
</tr>
<tr>
<td>AFI</td>
<td>Air Force Instruction</td>
</tr>
<tr>
<td>AFIT</td>
<td>Air Force Institute of Technology</td>
</tr>
<tr>
<td>AFIT/CIGH</td>
<td>EWI Program Manager (position within Civilian Institutions)</td>
</tr>
<tr>
<td>AFIT/PA</td>
<td>Air Force Institute of Technology Office of Public Affairs</td>
</tr>
<tr>
<td>AFITI</td>
<td>Air Force Institute of Technology Instruction</td>
</tr>
<tr>
<td>AFPC</td>
<td>Air Force Personnel Center</td>
</tr>
<tr>
<td>AFROTC</td>
<td>Air Force Reserve Officer Training Corps</td>
</tr>
<tr>
<td>AMS</td>
<td>Assignment Management System</td>
</tr>
<tr>
<td>CFM</td>
<td>Career Field Manager</td>
</tr>
<tr>
<td>CFMT</td>
<td>Career Field Management Team</td>
</tr>
<tr>
<td>CI</td>
<td>Civilian Institutions</td>
</tr>
<tr>
<td>CIGH</td>
<td>EWI Program Manager (position within Civilian Institutions)</td>
</tr>
<tr>
<td>CoP</td>
<td>Community of Practice</td>
</tr>
<tr>
<td>CTO</td>
<td>Commercial Travel Office</td>
</tr>
<tr>
<td>DCMA</td>
<td>Defense Contract Management Agency</td>
</tr>
<tr>
<td>DFAS</td>
<td>Defense Finance &amp; Accounting Service</td>
</tr>
<tr>
<td>DLO</td>
<td>Desired Learning Objectives</td>
</tr>
<tr>
<td>DOD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DT</td>
<td>Development Team</td>
</tr>
<tr>
<td>DTIC</td>
<td>Defense Technical Information Center</td>
</tr>
<tr>
<td>EFT</td>
<td>Electronic Funds Transfer</td>
</tr>
<tr>
<td>EWI</td>
<td>Education With Industry</td>
</tr>
<tr>
<td>EWI PM</td>
<td>Education With Industry Program Manager</td>
</tr>
<tr>
<td>GSA</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>GTC</td>
<td>Government Travel Card</td>
</tr>
<tr>
<td>JAG</td>
<td>Judge Advocate General</td>
</tr>
<tr>
<td>JER</td>
<td>Joint Ethics Regulation</td>
</tr>
<tr>
<td>JTR</td>
<td>Joint Travel Regulation</td>
</tr>
<tr>
<td>MMSO</td>
<td>Military Medical Support Office</td>
</tr>
<tr>
<td>MPF</td>
<td>Military Personnel Flight</td>
</tr>
<tr>
<td>MTF</td>
<td>Medical Treatment Facility</td>
</tr>
<tr>
<td>OPR</td>
<td>Officer Performance Report</td>
</tr>
<tr>
<td>PA</td>
<td>Public Affairs</td>
</tr>
<tr>
<td>PCA</td>
<td>Permanent Change of Assignment</td>
</tr>
<tr>
<td>PCM</td>
<td>Primary Care Manager</td>
</tr>
<tr>
<td>PCS</td>
<td>Permanent Change of Station</td>
</tr>
<tr>
<td>PM</td>
<td>Program Manager</td>
</tr>
<tr>
<td>POV</td>
<td>Privately Owned Vehicle</td>
</tr>
<tr>
<td>PRF</td>
<td>Promotion Recommendation Form</td>
</tr>
<tr>
<td>PTDY</td>
<td>Permissive Temporary Duty</td>
</tr>
<tr>
<td>RIP</td>
<td>Report on Individual Personnel</td>
</tr>
<tr>
<td>RMO</td>
<td>Resource Management Office</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>SF</td>
<td>Standard Form</td>
</tr>
<tr>
<td>SLEC-P</td>
<td>Spacelift Education and Crossover Program</td>
</tr>
<tr>
<td>SURF</td>
<td>Single Unified Retrieval Format</td>
</tr>
<tr>
<td>TDY</td>
<td>Temporary Duty</td>
</tr>
<tr>
<td>T-ODP</td>
<td>Transitional Officer Development Plan</td>
</tr>
<tr>
<td>TPR</td>
<td>TRICARE Prime Remote</td>
</tr>
<tr>
<td>TR</td>
<td>Training Report</td>
</tr>
<tr>
<td>USAF</td>
<td>United States Air Force</td>
</tr>
<tr>
<td>vMPF</td>
<td>Virtual Military Personnel Flight</td>
</tr>
</tbody>
</table>
## Appendix II – Request for Travel – Key Points

### REQUEST FOR TRAVEL

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 8012. **PRINCIPAL PURPOSE:** To obtain background information on officers assigned to the Education With Industry Program. SSN is used to positively identify individual. **ROUTINE USE:** Used by company to which individual is attached for training. **DISCLOSURE:** Voluntary; however, failure to comply would place student in violation of AFIT directives and could result in dismissal from program.

### ANNUAL TRAVEL PLAN ITEM NUMBER

- [ ] This travel substitutes for annual plan item number ____________
- [ ] This travel is in addition to the travel listed on the annual travel plan.

### NAMES, SSNS, AND SECURITY CLEARANCES OF STUDENTS TO TRAVEL

(Include current office phone and fax number)

### ITINERARY

(List in order of travel. Include City, State and Zip Code information for each TDY point.

If military base is to be visited, please list.)

### NUMBER OF DAYS TDY

5

### BEGINNING AND ENDING DATES

(Request for travel should be sent to AFIT/CIGH 3 weeks prior to beginning date of travel.)

14 Apr 2005 to 18 Apr 2005

### METHOD OF TRAVEL

<table>
<thead>
<tr>
<th></th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] MILITARY AIR
- [ ] PRIVATE AUTO
- [ ] COMMERCIAL AIR
- [ ] TAXI
- [ ] GSA
- [ ] BUS
- [ ] CONTRACT RENT-A-CAR
- [ ] OTHER

**PER DIEM (Rate per day X number of students X days)**

**AIR TRANSPORTATION**

- [ ] TRANSPORTATION REQUEST (TR)
- [ ] OTHER (Explain)

**MILEAGE ESTIMATE FOR PRIVATE AUTO/PARKING**

**GSA OR RENT-A-CAR**

**OTHER (Registration Fee, etc.)**

**TOTAL COST OF TDY**

**COMPANY REIMBURSABLE** (Coordinator’s Initials) ________________

**AIR FORCE FUNDED**

**SPECIFIC JUSTIFICATION FOR PRIVATE AUTO OR GSA / CONTRACT RENT-A-CAR / REGISTRATION FEE** (Attach pamphlet describing Registration Fee)

**PURPOSE OF TRAVEL AND OTHER REMARKS** (If company will provide any transportation or if team integrity is important for lodging, so state.)

**COMPANY**

**COORDINATOR**

**SIGNATURE**

**TELEPHONE NUMBER**

**DATE**

- Ensure that the TDY dates and number of days TDY are filled in and correspond to each other.
- Ensure that the appropriate box is checked.
- It is important to accurately estimate the travel costs. In addition, if it is 100% company reimbursable it should read “$0”.
TRAVELER: ______________________  DATE OF TDY: _________________  

**Rental Car Justification:**

a. Is a GSA Motor Pool Vehicle available?  
   ☐ YES  ☐ NO  

Insert the information as requested below in the un-shaded cells below. If you change a number, place the cursor in last cell (total cell for that row), click one time to highlight, press F9 to recalculate for the specific total cell. Make sure to recalculate for each total including the “Savings to Government” cell.

<table>
<thead>
<tr>
<th>Cost of Taxi to lodging</th>
<th># of travelers (enter above)</th>
<th>Cost (enter above)</th>
<th>Total for Taxi to lodging (Calculated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Taxi per Day</td>
<td># of trips (enter above)</td>
<td>Cost per trip (enter above)</td>
<td>Total for Taxi per day TDY (Calculated)</td>
</tr>
<tr>
<td>Cost of Taxi to Airport</td>
<td># of travelers (enter above)</td>
<td>Cost (enter above)</td>
<td>Total for Taxi to Airport (Calculated)</td>
</tr>
<tr>
<td>Rental Car Estimate</td>
<td># of days TDY (enter above)</td>
<td>Rental car cost (enter above)</td>
<td>Total for Rental Car (Calculated)</td>
</tr>
</tbody>
</table>

Savings to Government Calculated

**Use of Private Auto (POV)** Same table instructions as above:

<table>
<thead>
<tr>
<th>COMMERCIAL AIR Round Trip</th>
<th>POV Round Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round Trip Airfare (enter to right)</td>
<td>Authorized Rate per Mile (enter to right)</td>
</tr>
<tr>
<td># of people traveling (enter to right)</td>
<td>Total Round Trip Miles* (enter to right)</td>
</tr>
<tr>
<td>Total RT Air Fare (calculated)</td>
<td>Total POV Cost (calculated)</td>
</tr>
<tr>
<td>Est. Per Diem (enter to right)</td>
<td>Per Diem including excess travel time** (if applicable) (enter to right)</td>
</tr>
<tr>
<td>Taxi (enter to right)</td>
<td>Salary Cost for excess travel time** (if applicable) (enter to right)</td>
</tr>
<tr>
<td>Rental Car (enter to right)</td>
<td></td>
</tr>
<tr>
<td>Excess Baggage (enter to right)</td>
<td></td>
</tr>
<tr>
<td>Other Costs (enter to right)</td>
<td></td>
</tr>
<tr>
<td>Total Commercial Air Cost (calculated)</td>
<td>Total POV Travel Cost (calculated)</td>
</tr>
</tbody>
</table>

Total Savings to Government Calculated

DATE ___________________________________________  
APPROVED/DISAPPROVED _____________________________________________

You can download this form at the link:  
https://www.afit.edu/cip/docs/Request_for_Travel.doc
Appendix III – JAG Legal Opinion over Gifts and Benefits

11 April 2005

MEMORANDUM FOR: AFIT/CIGS
FROM: HQ AU/JA
SUBJECT: Education with Industry

1. This memo responds to your request for legal advice regarding acceptance of gifts from private companies by Air Force officers and civilian employees participating in the Education with Industry (EWI) program.

2. FACTS: The EWI program provides Air Force members and civilian employees an opportunity to work with, and receive training at, an industry participant for a period of either 10 months (members) or one year (civilians). During this period, EWI participants receive training at the participating company and act in the capacity of an employee of the company for the duration of the program. Some of these industry participants are DoD contractors or are seeking business with the Department, while others are not involved in or pursuing DoD business. Incident to their duties as acting employees of the companies, some EWI participants are offered certain benefits, many of which are offered on an equal basis to all company employees. These benefits include free lunches, gifts of nominal value (coffee mugs, t-shirts, pens, etc), free use of facilities (gyms, golf courses, etc) and incentive “bonuses” offered to individuals or teams for successful performance.

3. LAW: The issue of acceptance of gifts from outside sources by federal employees is covered by the Joint Ethics Regulation (5 CFR 2635).

   a) The first question to be asked is whether the benefit is conferred by a prohibited source or because of the recipient’s official position. (5 CFR 2635.202(a)) Prohibited sources include entities doing business with or seeking to do business with the recipient’s agency (the Air Force). (5 CFR 2635.203(d)) A benefit is offered because of the recipient’s official position if it would not have been given had the employee not held the status, authority or duties associated with his Federal position. (5 CFR 2635.203(e)).

   b) The next issue is whether the benefit is considered a gift or whether it meets one of the exemptions enumerated in the JER. None of the stated exemptions is relevant to the facts of this issue. (5 CFR 2635.203(b)).

   c) The final question is whether any of the exceptions to the gift prohibition apply. (5 CFR 2635.204). There are two exceptions to the general gift prohibition which are relevant. First is the $20/$50 rule which allows employees to accept gifts of less than $20 value on any one occasion, provided the total value of gifts accepted from any one source does not exceed $50 in any calendar year. (5 CFR 2635.204(a)). Second, there is an exception for
opportunities and benefits offered to members of a group or class in which membership is unrelated to Government employment (5 CFR 2635.204(c)).

4. **ANALYSIS:** In reviewing the various scenarios presented in the request for legal review, there are two distinctions which must be made. The first distinction is between those companies that would qualify as “prohibited sources” versus those who do not and the second is between “opportunities and benefits” versus giving of cash and other tangible items.

   a) EWI participants should be able to accept “opportunities and benefits” that are generally available to employees of the company they are working for. These benefits appear to be offered to the participants because of their membership in the class of people working for the company, not their status as DoD employees. Thus, EWI participants should be able to accept benefits such as use of company gyms and golf courses, provided those same benefits are provided to all company employees or a broad class of company employees. This exception applies only to “opportunities and benefits” and does not include gifts of money or other tangible objects.

   b) Any benefits or gifts offered to spouses or family members of EWI participants are treated the same as gifts to the participant (5 CFR 2635.203(f)).

5. **RECOMMENDATION:** In response to the specific scenarios, I make the following recommendations. I would also make two general observations. First, the responses below assume that the company is a prohibited source, if the company is not a prohibited source and the offer is made to large classes of employees then EWIs can accept any gift/benefit. Second, gifts/benefits offered to spouses or family members are treated exactly the same as gifts to the EWIs themselves.

   a. The company gives the EWIs company coffee mugs, pens, t-shirts, etc – These gifts can be accepted subject to the $20/$50 rule. The market value of the gifts (amount it would cost to purchase equivalent items on the street) cannot exceed $20 on any one occasion or $50 in any one calendar year.

   b. Free lunches at company cafeteria – These lunches are opportunities or benefits and are permissible under the exception for opportunities and benefits offered because of membership in a class not related to government employment.

   c. Free use of gym facilities – Use of the company’s gym facilities could also be classed as an opportunity or benefit and is permissible.

ADAM M. COOK, Capt, USAF
Assistant Staff Judge Advocate