

**Civilian Human Resource Management (CP10)
Intern Training Plan (ITP)**

Certification Checklist

Certification Checklist includes three parts:

Part I: Listing of required and recommended formal training courses for Interns

Part II: Learning objectives to be achieved during rotational assignment

Part III: Rotation Schedule for Intern (to be completed by supervisor)

The Intern Training Plan (ITP) Checklist is to be used for all CP10 interns (local and centrally-funded) to ensure appropriate training in preparation for full performance level positions in the CP10 Career Field.

EMPLOYEE INFORMATION

Name:

Telephone/email:

Position Title/Series/Grade:

Target Title/Series/Grade:

Date of Assignment:

Proposed Graduation Date:

Supervisor/Telephone Number/email:

SUPERVISORS: Intern and supervisor should sign and date Checklist during initial discussion. A copy should be provided to the employee and the Deputy CPOC Director or CPAC Chief. Subsequent discussions should be held and recorded on a biannual basis. These discussions should occur in conjunction with biannual ratings and performance counseling sessions.

PERFORMANCE RATINGS:

Centrally-funded (ACTEDS) Interns: Interns are rated under the Senior System in TAPES. They will be given a special rating six months after their entrance on duty. One year after EOD, they will receive their first annual rating and will continue to receive annual ratings based upon their EOD date until completion of the Intern Program.

Local Interns: Follow TAPES requirements upon EOD. Local interns require only a semi-annual review and an annual performance appraisal.

I certify that I have reviewed and discussed with my supervisor the MITP and Certification Checklist for CP10 Interns.

SIGNATURE OF INTERN

SIGNATURE OF SUPERVISOR

DATE

DATE

SIGNATURE OF DEPUTY CPOC DIRECTOR/CPAC Chief

DATE

**Civilian Human Resource Management (CP10)
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Certification Checklist

Part I

Part I provides required and recommended training for interns. Completion of the required training is mandatory. Interns must enter the dates of course completion and supervisor must review. Initials of both the intern and supervisor are required.

The basic (core) courses delivered by the Training Management Division (TMD) of CPOCMA develop competencies and serve as building blocks for progression to higher level positions in the Civilian Human Resource Management Career Field.

Required	Course Name	Completion Date	Initials	
			Supv	Intern
X	Action Officer Development Course (CBT)			
X	Intern Empowerment			
X	Intern Leadership Development Course			
X	Basic Staffing (TMD)			
X	Basic PM&C (TMD)			
X	Basic Human Resource Development (TMD)			
X	Basic Labor Relations (TMD)			
X	Basic MER (TMD)			
X	Basic Personnel Functions (CBT)			
X	Effective Briefing (local)			
X	Effective Writing (local)			
X	Basic Pay Setting			
X	PPP, Basic (DoD)			
X	Resumix			
X	Intro to DCPDS (CBT)			
X	Guide to Processing Personnel Actions (CBT)			
X	Automated Personnel Processing (TMD)			
X	FPI's(Regional, PERSACT, OTA, Fasclass,Coredoc)			
X	RIF (CBT)			
X	Payroll Interface			
X	Customer Service Training			
X	Dealing with Difficult Customers			
X	Computer Applications: Word			
X	PowerPoint			
X	Excel			
X	GSLG			
X	GSSG			

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Part II

Part II lists learning objectives that have been identified for assignments in each functional area. Supervisors should ensure employees are given assignments and/or training that will provide an opportunity to acquire and demonstrate these competencies.

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
<u>Classification</u>					
Length of Assignment: 16 wks					
Basic Classification Policies/Guides					
Select appropriate references via Internet					
Advising on economy/efficiency – MEO					
Roles of the CPOC/ CPAC, Classification					
Roles of the CPOC/ CPAC, advisory services					
Pay system determinations					
One vs. two grade interval work					
Supv vs non-supv determinations					
Work leader vs senior specialist vs supervisor					
Major duties & appropriate job factors					
Use of PD library					
Use of COREDOC					
Use of FASCLASS					
FLSA determinations					
How to determine EDP/HDP categories					
How to write narrative evaluation for “special” cases					
PERSACTION processing of routine/non-routine actions					
In box management techniques					
Defining Reorganizations, Realignments, TOFs/RIFs					
Review of classification BPMs/SOPs					
Use of Table 30 changes for reorgs					
A76 responsibilities of CPOC/CPACs					
Alternative Personnel Systems (CIPMS, NAF, demos)					
Army Acquisition Corps					

Part II (cont'd)

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Int
<u>Classification (Con't)</u>					
Classification appeal process/role of Classification Div					
Title determinations (parentheticals, supvy/leader)					

I have reviewed the training objectives and discussed with the Intern. I certify Intern has met the aforementioned objectives.

Deputy CPOC Director/CPAC Chief

Date

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
<u>Staffing</u>					
Length of Assignment: 16 wks					
Staffing Policies/Regulations					
Using Guide to Processing Personnel Actions					
CPOC/CPAC Staffing Roles					
PMC/SSD Relationships					
PPP Requirements/Processes and other special placement programs (ICTAP, RPL, Local, etc.)					
Staffing NOA's/Definitions					
Announcement of Positions <ul style="list-style-type: none"> • Preparing announcement • Determining methods of locating candidates • CPOL/USAJOBS • Paid advertising • Outreach 					
Candidate Evaluation (Rating and Ranking) <ul style="list-style-type: none"> • Applying crediting plan • Determining basic eligibility, TIG, Superior Academic Achievement, substitute education • Applying OPM Handbook, WG X118C • Expedited recruitment rating • KSA rating system • Required/Desired Skills/Resumix 					

Part II (cont'd)

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
<u>Staffing (Con't)</u>					
Length of Assignment: 16 wks					
Merit Promotion – Competitive/ Noncompetitive					
External Recruitment					
Career Program Referrals					
Outplacement Programs					
Setting Pay <ul style="list-style-type: none"> • Grade and pay retention, special salary rate, WG pay, 3 R's 					
Preparation of Referral Lists					
Setting EOD Date					
Hiring Authorities/Special Employ. Programs					
Veteran's Preference Determinations					
Processing Personnel Actions					
Inputting Actions into PERSACTION/DCPDS					
Tracking an Action					
Production Reporting					
TSO Functions/Miscellaneous Staffing Programs <ul style="list-style-type: none"> • SCD Computation, Payroll Reconciliation, Retirement Code Determination, FEGLI, FEHB, TSP, WIGI, Pay Adj, Corrections, Awards, Performance Appraisals, Termination of Details, Termination of Temporary Promotions, Termination of Grade/Pay Retention, TSP Reconciliation, Open Season Processing 					
Job Analysis – Determination of KSAs <ul style="list-style-type: none"> • Developing crediting plans 					
Delegated Examining Units <ul style="list-style-type: none"> • Rating/Ranking, Issuing/Working Certificates • Suitability, Preference Adjudication 					
Development of KSA's					
Resumix/Development of Skills <ul style="list-style-type: none"> • Requisition Tracking 					

Part II (cont'd)

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
Staffing (Con't)					
Length of Assignment: 16 wks					
Reduction in Force <ul style="list-style-type: none"> • Planning, Executing, Auto RIF • Understanding how placements are made • Retention Registers, SCD for RIF • PPP Registration (include early registration) • Bump & Retreat Rights • Competitive Area and Competitive Levels • Reemployment Priority List (RPL) 					
A76 – Staffing Responsibilities					
Transfer of Function (TOF)/Transfer of Work					
Demo Projects <ul style="list-style-type: none"> • Special Authorities, Pay Banding 					
Locating and using Regulations					
Processing Internal Procedures <ul style="list-style-type: none"> • Competitive and Noncompetitive Actions 					
Roles of OPM <ul style="list-style-type: none"> • Types and grades of positions for which they have certification authority • Delegated examining authority (DEU) 					
Internal Audits					
Effective dates of personnel actions <ul style="list-style-type: none"> • FEGLI, FEHB, TSP 					
Basic benefits for new employees <ul style="list-style-type: none"> • Leave, FEHB, FEGLI, Retirement 					
Automation Tools <ul style="list-style-type: none"> • Office Suite (Windows Software) 					

I have reviewed the training objectives and discussed with the Intern. I certify Intern has met the aforementioned objectives.

Deputy CPOC Director/CPAC Chief

Date

Part II (cont'd)

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
<u>Information Systems</u>					
Length of Assignment: 8 wks					
ISD Role					
Relationship with CPOC/CPACs					
Interface with DA					
Define Component Parts of DCPDS					
FPIs					
Working in a Windows NT Environment					
Accounts Management					
Availability of Reports					
Database update, backup and refresh					
Modern DCPDS: What, why and when					
Disposition of Output Products					

I have reviewed the training objectives and discussed with the Intern. I certify Intern has met the aforementioned objectives.

Deputy CPOC Director/CPAC Chief

Date

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
<u>Human Resource Development</u>					
Length of Assignment: 8 weeks					
HRDD Role					
Role of the CPACs					
Role of Management – Delegation of training auth.					
Role of Training Coordinator					
How to Process a Training Request					
Relationships: CPOC/CPACs/CPOCMA,TMD					
Sources of training					
Training needs surveys					
Funding sources					
Understanding ACTEDS					
IDPs					
What training can and cannot do					
Career Ladder Development					
Master Intern Training Plans					

Part II (cont'd)

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
<u>Human Resource Development (Con't)</u>					
Length of Assignment: 8 weeks					
Upward Mobility					
VRA Training Plans					
Special Employee Programs					
Contracting, when, why and how					
Training Tools					
Easy Acces					

I have reviewed the training objectives and discussed with the Intern. I certify Intern has met the aforementioned objectives.

Deputy CPOC Director/ CPAC/Chief

Date

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
CPAC					
<u>Length of Assignment: 26 weeks</u>					
Staffing/Classification/Other: 4 weeks					
Labor/MER: 19 weeks					
EEO: 2 weeks					
Safety .25 week					
Resource Management: .75 week					
<i>Staffing, Classification, Other</i>					
Advisory role on personnel issues					
Advising mgmt on staffing issues					
Advising management on: A76, reorganizations, RIFs					
CPAC/CPOC relationship/partnering					
Training responsibilities					
A76 responsibilities of the CPAC					
Tracking personnel actions					
Timely selections from referral lists					

Part II (cont'd)

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
<i>Labor, MER</i>					
How to process an adverse action					
How to provide advice on grievance procedures					
Difference btwn formal/informal discipline					
How to determine bargaining unit representation					
How to process a union grievance					
Identify/describe common labor relations terms					
How to process a worker's compensation claim					
Explaining the awards program and giving advice					
TAPES procedures					
Senior vs base system, new rating rules					
<i>Operating EEO</i>					
Understanding the principles and role of EEO					
Understanding the complaint process					
Understanding of the EEO/CPAC relationship					
Understanding the importance of coordination-EEO/CPAC on settlement agreements					
<i>Safety</i>					
Understanding of safety program/ Processes/requirements					
Understanding of Safety/Workers' Comp Relationship					
<i>Resource Management</i>					
Explain manning table/TDA/manpower issues					
Explain funding issues which impact on personnel					
Explain Resource Management responsibilities for personnel actions					
Explain why/when/how personnel actions must clear Resource Management Office					

Part II (cont'd)

On the Job Training Objectives	Met	Dates	Method	Initials	
				Supv	Intern
MACOM					
Dates of Rotation: 2 weeks					
Ability to describe relationship of Staff Office to CPOC, CPAC and higher HQ					
Ability to identify appropriate types of command level involvement and guidance					
Ability to identify appropriate chain of command for actions requiring higher HQ approval					
CPOCMA					
Dates of Rotation: 2 weeks					
Intern Empowerment Course					

I have reviewed the training objectives and discussed with the Intern. I certify Intern has met the aforementioned objectives.

Deputy CPOC Director/ CPAC/Chief

Date

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Part III
Rotation Plan

Intern Name: _____

Employing Activity: _____

Functional Rotation	Length	Actual Dates
Classification	16 weeks	
Staffing	16 weeks	
Information Systems	8 weeks	
Human Resource Development	8 weeks	
CPAC	26 weeks	
Staffing/Classification	(4 weeks)	
MER/Labor	(19 weeks)	
EEO	(2 weeks)	
Safety	(.25 weeks)	
Resource Management	(.75 weeks)	
MACOM	2 weeks	
CPOCMA (Intern Empowerment)	2 weeks	