

Appendix F: Manpower and Force Management - Master Intern Training Plan

| TRAINING DESCRIPTION | TYPE | YEAR 1 | YEAR 2 | KNOWLEDGE, SKILLS AND ABILITIES TO BE ACQUIRED |
|--|--------------|------------|-----------|--|
| 1. General Orientation | | 186 | 52 | |
| a. Individual orientation | OJT | 8 | 6 | Familiarization with individual development plan. Understanding of standards of conduct. General understanding of Manpower and Force Management functions and processes. General understanding of Manpower and Force Management Career Program. |
| | Training FOR | 40 | | Manpower and Force Management Course (MANDATORY) |
| b. Introduction to the Army | OJT | 8 | | Describe the organization of the US Government Describe the organization of the Department of Defense Describe the organization of the Department of the Army Describe the organization of the employing activity |
| | Training FOR | 40 | | CP26 Intern Orientation (MANDATORY) |
| | DL | * | | CES Foundation Course (MANDATORY) * Complete in Year 1 |
| | DL | * | | CES Action Officer Development Course (MANDATORY) * Complete in Year 1 |
| | FOR | 40 | | Greening Course (Optional) |
| | FOR | | 40 | Action Officer Force Integration Course (MANDATORY) |
| c. Introduction to Management Analysis | OJT | 8 | | Describe the principles and objectives of management analysis. |
| | FOR | 32 | | Management Analysis: Data Gathering (P2) |
| d. Mandatory Command Training | OJT | 10 | 6 | Attend mandated training: Prevention of Sexual Harassment; Safety; EEO/Affirmative Action; Ethics; Suicide Prevention; Security; etc. |

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| 2. Organization, Mission and Function | | 262 | 0 | |
| a. General Principles of Organization | OJT | 32 | | Describe DA policies and common practices for structuring organizations. Identify official Army publications having organizational and mission data Describe the specific degree of authority required to establish and modify organizational structures and mission. |
| b. Mission and Functions | OJT | 36 | | List the major organizational elements within DA and provide a general description of their relationship to one another. List the major organizational elements that make up a typical Army installation and describe their missions. |
| c. Organizational Review | OJT | 80 | | List the factors that must be considered, and describe the process to accomplish review, analysis and studies of organizations and missions. Plan for and conduct an on-site study of a specific organizational element; write the report and conduct briefings on the study results. |
| d. Organizational Structure | OJT | 50 | | Prepare a detailed organizational chart and a basic mission statement for each element in the chart. |
| e. Training Opportunities | FOR FOR | 40 24 | | Communications Skills (P3) Report Writing (P3) |

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| 3. Manpower Requirements Determination | | 272 | 256 | |
| a. Manpower requirements determination policy | OJT | 40 | | Describe DA manpower policy guidance and doctrine on determining manpower requirements requirements |
| b. Manpower requirements determination process | OJT | 160 | 80 | Describe the use of selected manpower requirements determination processes in conducting conducting workload analysis and developing manpower requirements. Function as a team member in the use of workload analysis processes to develop current and projected manpower requirements, analyzing workload data, conducting interviews, writing reports and conducting briefings on the study results. Describe the purpose of a concept plan. Review and prepare comments on a concept plan. |
| | Training FOR | 32 | | Basic Statistics (P3) |
| | FOR | 40 | | Data Collection and Analysis (P3) |
| | FOR | | 16 | Effective Communication with Customers (P3) |
| c. Manpower Modeling | OJT | | 120 | Describe the use of models to project manpower requirements. |
| d. Force Design Update | OJT | | 40 | Describe FDU process to ensure understanding of process to change Operating Forces and how they are designed to meet mission capabilities. |
| 4. Force Data Documentation | | 240 | 264 | |
| a. The Army Authorization and Documentation | OJT | 40 | 24 | Explain the purposes, differences and uses of FMS and FMSWEB. Describe the content and format of TOE/MTOE/TDA documents. Identify levels of approval authority for changes in each type of document. Describe the FDU and command plan process. |
| b. Processing TAADS | OJT | 200 | 80 | Describe and flowchart the procedures for updates to requirements and authorization documents. Conduct a detailed review of TOE/MTOE/TDA. Participate in the development of TOE/MTOE/TDA documents and input manpower and equipment data into the system. Describe the relationship of FMSWEB to SAMAS and manpower to budget guidance documents. Prepare update to activity document(s). |
| | Training FOR | | 160 | Army Force Management Course (MANDATORY) |

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| 5. Equipment Management | | 84 | 120 | |
| a. Equipment management overview | OJT | 24 | | Describe Command and Activity equipment allowance and authorization policies. Describe and explain the process used to validate minimum essential quantities of equipment (unit and/or individual) used by activities to perform assigned missions. |
| b. Conduct of equipment surveys | OJT | 40 | 24 | Participate as a member of an equipment survey team, assisting in the writing of the report and briefing the results. |
| c. Equipment documentation | OJT | 20 | 16 | Prepare and process equipment requirement and authorization data in TOE/MTOE/TDA and Common Common Tables of Allowances (CTA). |
| | Training | FOR | 80 | Capabilities Development Course (CDC) (P2) |
| 6. Manpower Allocation | | 260 | 216 | |
| a. Manpower allocation decision process | OJT | 60 | 40 | Describe the purpose and process of manpower allocation. Describe the interface of the manpower allocation function with the manpower requirements determination process and the documentation process. |
| b. Preparation and use of manpower guidance documents, such as Program Budget Guidance (PBG). | OJT | 200 | 120 | Describe the procedures and coordination requirements for the preparation of activity manpower/budget guidance documents. Prepare activity manpower/budget guidance transactions. |
| | Training | FOR | 24 | Cost Benefit Analysis Workshop (P2) |
| | | FOR | 32 | Budget Analysis Workshop (P3) |

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| 7. Manpower Utilization | | 200 | 120 | |
| a. Civilian Manpower | OJT | 80 | 40 | Describe the differences between various civilian types (ctypes) and their utilization. Describe the differences between various types of civilian appointments. Describe the policy on position identification - civilian, military, contractor. Prepare the personnel section of TDA documents properly coding civilian positions. |
| b. Military Manpower | OJT | 80 | 40 | Describe the military personnel system. Describe the purpose and role of personnel proponents to include standards of grade. Prepare the personnel section of TAADS documents properly coding military positions, grades, MOS/AOC, SQI/ASI, etc. |
| c. Manpower Controls | OJT | 40 | 40 | Describe applicable manpower controls impacting manpower utilization, such as Army Management Headquarters Activities (AMHA), space imbalanced MOS (SIMOS), congressionally mandated floors and ceilings, etc. Prepare personnel sections of TAADS documents properly considering manpower controls. |

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| 8. Manpower Program / Budget Development | | 236 | 544 | |
| a. Planning, Programming Budgeting and Execution (PPBE) | OJT | 60 | 120 | Identify and describe the major PPBE events and their sequence for programming manpower, new systems and force structure. Describe the processes involved in the preparation of the activity's formal input to the programming process. Describe the budget process and the flow of budget data from the installation through immediate levels of command to DA and DoD. |
| | Training DL | * | | Planning, Programming, Budgeting & Execution (MANDATORY) * Complete in Year 1 |
| | FOR | | 160 | Army Comptroller Course (MANDATORY) |
| | FOR | | 32 | ASMC Professional Development Institute (P3) |
| | FOR | | 40 | Resource Management Budget Course (P2) |
| b. Manpower Program Development | OJT | 80 | 80 | Describe the interface of the manpower management function with the programming, force structure review and new system fielding processes. Participate in the development of activity's programming guidance and objectives for functional staffs and subordinate activities. |
| | Training FOR | | 16 | Accounting for Non-Accountants (P3) |
| c. Manpower Budget Development | OJT | 80 | 80 | Describe the processes involved in developing the manpower budget. Participate in the development of activity's manpower budget guidance for functional staffs and subordinate activities. Prepare reports supporting budget cycles to include execution data. |
| | Training FOR | | 32 | Budget Execution (P3) |

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| 9. Rotational Assignments | | 0 | 168 | |
| a. Leadership | RA | | 40 | Describe the strategic perspectives and responsibilities of the SES or GO Describe the interaction between staff principals and directors Develop understanding of required leadership skills and professional deportment |
| b. Civilian Personnel | RA | | 40 | Describe the types of coordination required between civilian personnel organizations (Civilian Personnel Advisory Centers (CPACs), Civilian Personnel Operating Centers (CPOCs), organizational HR offices, and manpower management organizations. Describe the relationship between civilian personnel reporting and manpower reporting. Participate in civilian personnel activities, such as position management audits, position classification, job analysis and processing requests for personnel actions. |
| | Training | FOR | 24 | Introduction to Human Resource Management (P3) |
| c. Budget Office | RA | | 40 | Describe the interface and coordination required between the manpower and budget functions to ensure an integrated manpower/dollar program. Describe the processes involved in developing the manpower budget. Participate in budget development activities, such as POM input, Schedule 8 input, PB narrative justifications. |
| | Training | FOR | 24 | Introduction to Financial Management (P3) |