

**General.**

This Master Intern Training Plan (MITP) describes the general requirements for training and development of CP-26 interns as well as the specialized requirements in each of the Manpower and Force Management functional areas. The plan covers a 24-month period. The target grade may be GS-9 or GS-11 upon completion of the intern program, depending on the individual's qualifications upon entering the program.

**Structure of the MITP.**

The two-year training plan is comprehensive, designed for the intern who does not possess specialized experience or education in manpower and force management. It identifies functional training, leader development training, rotational assignments, and on-the-job training necessary to acquire the knowledges, skills, and abilities needed to work as an analyst in any of the manpower and force management functions. It was intentionally developed this way in order to offer the maximum flexibility for custom-tailoring the plan to meet the needs of the individual intern and the employing organization. The General Orientation portion of the MITP is applicable to every intern. It provides the intern with the basic knowledge needed to function successfully in any of the specialized manpower and force management areas.

- **Training Description.** This first column of the MITP describes the content of the training.
- **Type of Training.** This identifies how the training is delivered or acquired. Types include formal training course, correspondence course, rotational assignment, and on-the-job training.
- **Year 1 and Year 2 Training Hours.** These columns describe the number of training hours in the General Orientation and in each of the individual functional areas.
- **Knowledges, skills and abilities to be acquired as a result of the training.**
- **Date and Initials.** This is to be completed by installation personnel as the intern completes each of the training activities. It is used to document the intern's progress and can be used in conjunction with performance appraisals and career ladder promotions.

More information on the MITP, see Section III, Intern Training Plan.

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

TRAINING DESCRIPTION	TYPE	YEAR 1	YEAR 2	KNOWLEDGES, SKILLS AND ABILITIES TO BE ACQUIRED	DATE	INITIALS
<b>1. GENERAL ORIENTATION</b>		<b>120</b>	<b>54</b>			
a. Individual orientation	OJT	6		Familiarization with individual development plan. Understanding of standards of conduct. General understanding of Manpower and Force Management Career Program.		
b. Introduction to the Army	OJT	10		Describe the organization of the US government, the Department of Defense, the Department of the Army, the parent major command, and the employing activity.		
c. Introduction to management analysis	OJT	10		Describe the principles and objectives of management analysis.		
d. Mandatory command training	OJT	30	30	Attend mandated training, such as SAEDA, Prevention of Sexual Harassment, Safety, EEO/Affirmative Action, etc.		
Training Opportunities	COR FOR FOR	24 40	24	Action Officer Development Course (PI) Clear Writing Through Critical Thinking (PIII) Intern Leadership Development Course (PI) Effective Writing (PIII)		
<b>2. ORGANIZATION, MISSION AND FUNCTIONS</b>		<b>300</b>				
a. General principles of organization	OJT	20		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 missions.		
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	50		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 organization study of a specific organizational element, write 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.		
Training Opportunities	FOR	40		Basic Communications Skills (PIII)		

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	FOR FOR	80 24		Manpower and Force Management Course (PI) Report Writing (PIII)		
<b>3. MANPOWER REQUIREMENTS DETERMINATION</b>		<b>260</b>	<b>320</b>			
a. Manpower requirements determination policy and doctrine	OJT	80	72	Describe DA manpower policy guidance and doctrine on determining manpower requirements.		
b. Manpower requirements determination processes	OJT	108	200	Describe the use of selected manpower requirements determination processes in 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.		
Training Opportunities	FOR FOR FOR FOR	32 40	16 32	Basic Statistics (PIII) Data Collection and Analysis (PIII) Effective Communication with Customers (PIII) Management Analysis: Data Gathering (PIII)		
<b>4. FORCE DATA DOCUMENTATION</b>		<b>250</b>	<b>250</b>			
a. The Army Authorization and Documentation System (TAADS) overview	OJT	40	30	Explain the purpose and uses of TAADS. Describe the content and format of TAADS. Identify levels of approval authority for TAADS changes. Describe central documentation (CENDOC) process.		
b. Processing TAADS	OJT	210	100	Describe and flowchart the procedures for TAADS update. Conduct a detailed review of TAADS (Sections I, II, and III). Participate in the development of a TAADS document and input manpower and equipment data into the system. Describe the relationship of TAADS to SAMAS and manpower to budget guidance documents.		
Training Opportunities	FOR		120	Force Management Course (PIII)		
<b>5. EQUIPMENT MANAGEMENT</b>		<b>100</b>	<b>196</b>			
a. Equipment management overview	OJT	20	10	Describe Army, major command, and activity equipment allowance and authorization policies. Describe/explain the process used to validate minimum essential quantities of equipment (unit and/or individual) used by activities to perform assigned mission.		
b. Conduct of equipment surveys	OJT	60	40	Participate as a member of an equipment survey team, assisting in the writing of the report and briefing the results.		

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c. Equipment documentation	OJT	20	66	Prepare and process equipment authorization data in MTOE, TDA, and Common Tables of Allowances.		
<b>Training Opportunities</b>	<b>FOR</b>		<b>80</b>	<b>Combat Development Course (PII)</b>		
<b>6. MANPOWER ALLOCATION</b>		<b>260</b>	<b>200</b>			
a. Manpower allocation decision process	OJT	60	20	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	148	Describe the procedures and coordination requirements for the preparation of activity manpower/budget guidance documents. Prepare activity manpower/budget guidance transactions.		
<b>Training Opportunities</b>	<b>FOR</b>		<b>32</b>	<b>Budget Analysis Workshop (PIII)</b>		
<b>7. MANPOWER UTILIZATION</b>		<b>190</b>	<b>200</b>			
a. Civilian manpower	OJT	50	50	Describe the differences between various civilian types (C-Types) and their utilization. Describe the differences between various types of civilian appointments. Describe the policy on position identification – civilian, military, contractor. Prepare personnel section of TAADS documents properly coding civilian positions.		
b. Military manpower	OJT	50	50	Describe the military personnel system. Describe the purpose and role of personnel proponents, to include standards of grade. Prepare personnel section of TAADS documents properly coding military position grades, MOS/AOC, SQI/ASI, etc.		
c. Manpower controls	OJT	90	68	Describe applicable manpower controls impacting manpower utilization, such as Army Management Headquarters Account (AMHA), spaced imbalanced MOS (SIMOS), overseas ceilings, congressionally mandated floors and ceilings, etc. Prepare personnel sections of TAADS documents properly considering manpower controls.		
<b>Training Opportunities</b>	<b>FOR</b>		<b>32</b>	<b>Budget Execution (PIII)</b>		
<b>8. MANPOWER PROGRAM / BUDGET DEVELOPMENT</b>		<b>260</b>	<b>280</b>			
a. Planning, Programming Budgeting and Execution System (PPBES)	OJT	40	20	Identify and describe the major PPBES events and their sequence for programming manpower, new systems and		

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				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 intermediate levels of command to DA and DOD.		
b. Manpower program development	OJT	102	74	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.		
c. Manpower budget development	OJT	102	74	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.		
Training Opportunities	FOR FOR FOR FOR	16	72 40 160	Planning, Programming, Budgeting & Execution (PII) Accounting for Non-Accountants (PIII) Resource Management Budget (PII) **Army Comptroller Course (PII)		
<b>9. ROTATIONAL ASSIGNMENTS</b>			<b>240</b>			
a. Civilian personnel	OJT		96	Describe the types of coordination required between civilian personnel organizations (Civilian Personnel Advisory Centers and Civilian Personnel Operating Centers) 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 activities, job analysis, and processing requests for personnel actions.		
Training Opportunities			24	Introduction to Human Resource Management (PIII)		
b. Budget office	OJT		96	Describe the interface and coordination required between the manpower and budget functions to ensure an integrated manpower/dollar program. Describe the process involved in developing the manpower budget. Participate in budget development activities, such as developing POM input, Schedule 8 input, and other activities.		
Training Opportunities	FOR		24	Introduction to Financial Management (PIII)		

The various blocks of this training plan maybe tailored to meet the specific training needs of individual interns.

\*\*To avoid subject-matter duplication, interns should not attend both ACC and the financial management/budgeting courses. Supervisors should adjust the training hours accordingly.

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