

Appendix M Master Intern Training Plan (MITP) For Interns in Army Continuing Education System (ACES)

Instructions for Using the MITP

To develop the training plan for an individual intern

- Print the MITP.
- Make pen and ink changes to modify it as needed based upon the intern's background.

To document the intern's progress:

- Complete the documentation section as the intern completes parts of his/her training.
- Include a copy of the MITP as the documentation needed for TAPES and promotions.

Entry Level Placement

All interns will be placed in the General Education and Training Series (GS –1701) upon entry into the intern program.

Minimum Qualifications

Upon completion of intern program and prior to placement into the career program as an Education Services Specialist (GS-1740), the intern must meet the following requirements which are specified in OPM's *Operating Manual - Qualification Standards for General Schedule Positions*:

Basic Requirements: Degree that included or was supplemented by at least 24 semester hours appropriate to the position to be filled in one or a combination of the areas described below. At least one course must have been from (1) or (2) below.

- (1) *Tests and measurement:* Study of the selection, evaluation, administration, scoring, interpretation, and uses of group and individual aptitude, proficiency, interest, and other tests.
- (2) *Adult education:* Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities.
- (3) *Educational program administration:* Study of the foundation and methods in organizing for adult and continuing education programs.
- (4) *Curriculum development or design:* Study of the principles and techniques for development of curricula for adult or vocational education programs.

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- (5) *Teaching methods:* Study of teaching strategies and learning styles of the adult learner.
- (6) *Guidance and counseling:* Study of the purposes and methods in counseling and guidance, the role of the counselor in various settings, approaches to counseling, and the uses of tests in the counseling situation.
- (7) *Career planning:* Study of career development, learning activities, systems, approaches, program coordination, use of educational and community resources, and vocational counseling systems.
- (8) *Occupational information:* Study of theories of occupational choice and vocational development and their application to the guidance process. Identification and utilization of various types of occupational information and resources.

NOTE: Since careerists in Education Services are counselors, prior to the end of the internship, the intern must meet another requirement specified in the *Operating Manual - Qualification Standards for General Schedule Positions* -- completion of a college or university sponsored practicum in counseling.

The practicum can be documented by ESO and another SME as a part of the internship in conjunction with the 24 semester hours required in designated areas listed above.

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Phase I

Training time in Phase I: 12 months

Formal Training

Course Title, Type of Training, Length of Training, and Priority	Specific Training Information	Documentation
<p>Orientation -- Federal employment, civil service status, employee benefits, standards of conduct, security requirements, career management, Total Army Culture, organization of DoD, DA, the command and activity.</p>	<p>Dates of Training (start - end): _____</p> <p>Training Provider: Installation</p>	<p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>
<p>On-the-job training (OJT) One day Priority I</p>		
<p>CES Foundation and Basic</p>	<p>Dates of Training (start - end): _____</p> <p>Training Provider: Army Management Staff College http://www.amsc.belvoir.army.mil/main</p>	<p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>

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Action Officers Development Course, Course 131 P00

Dates of Training (start - end):

Verification of Training Completion:

Correspondence
Self-paced
Priority I

Training Provider:
Army Institute for Professional Development
www.atrrs.army.mil

Signature and Date

Supervisor:

Signature and Date

Effective Briefing Course

Dates of Training (start - end):

Verification of Training Completion:

Classroom
3-5 days
Priority I

Training Provider:
Civilian Human Resource Agency (CHRA)
www.atrrs.army.mil

Signature and Date

Supervisor:

Signature and Date

Effective Writing Course

Dates of Training (start - end):

Verification of Training Completion:

Classroom
3-5 days
Priority I

Training Provider:
Civilian Human Resource Agency (CHRA)
www.atrrs.army.mil

Signature and Date

Supervisor:

Signature and Date

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Test and Measurements

Dates of Training (start - end):

Verification of Training Completion:

Classroom
Priority I

Signature and Date

Supervisor:

Signature and Date

DoD Worldwide Education Symposium

DoD Worldwide Education Symposium, provided by Department of Defense/Defense Activity for Non-Traditional Education Support (DANTES)

Verification of Training Completion:

Tri-annual Conference
4 or 5 days
Priority I

Dates of Training (start - end):

Signature and Date

Supervisor:

Signature and Date

Online GoArmyEd Training

Dates of Training (start - end):

Verification of Training Completion:

Classroom
3 days
Priority I

Signature and Date

Training Provider: Education Division, HRC

Supervisor:

Signature and Date

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AAACE/CMET
Annual Conference
4-5 days
Priority 1

Dates of Training (start-end):
www.aaace.org
Training Provider: Education Division

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

CCME/Army Day
Annual Conference
4-5 days
Priority I

Dates of Training (start-end):
www.ccmeonline.org
Training Provider: Education Division

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

SOC Workshop

Dates of Training (start - end):

Training Provider:
Servicemembers Opportunity College
www.soc.aascu.org

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

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**Contracting Officer's
Representative Course,
COR 222**

Dates of Training (start - end):

Verification of Training Completion:

Signature and Date

Classroom
1 week
Priority I

Training Provider:
Defense Acquisition University
www.icatalog.dau.mil/onlinecatalog/tabnav.aspx?tab=COR

Supervisor:

Signature and Date

**Personal Computer
Fundamentals**

(course(s) with emphasis on
databases, Microsoft Office,
LAN, email, and Internet)
Distance Learning
Priority I

Demonstrated Competency

Training Provider: Army e-Learning Program
<https://usarmy.skillport.com/skillportfe/custom/login/usarmy/login.action>

Name of course: _____

Date(s): _____

Training Provider: _____

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Name of course: _____

Date(s): _____

Training Provider: _____

Verification of Training Completion:

Signature and Date

Supervisor:

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Signature and Date

Name of course: _____

Verification of Training Completion:

Date(s): _____

Signature and Date

Training Provider: _____

Supervisor:

Signature and Date

Name of course: _____

Verification of Training Completion:

Date(s): _____

Signature and Date

Training Provider: _____

Supervisor:

Signature and Date

***Guide to Process Personnel
Actions***

Dates of Training (start - end):

Verification of Training Completion:

DCPDS
Priority II

Training Provider: DCPDS

Signature and Date

Supervisor:

Computer-Based Training

Signature and Date

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Budgeting/General Fund Enterprise Business System (GFEBS)	Dates of Training (start - end): <hr/>	Verification of Training Completion: <hr/>
Computer Based Training (CBT) Self-paced Priority II	Training Provider: Army Civilian Personnel Operations Center Management Agency (CPOCMA), Training Management Division	<i>Signature and Date</i> Supervisor: <hr/>
Current ACES Metrics (CLS/PMR/ISR/LSS) Classroom/Distance Learning Varies Priority II	Dates of Training (start - end): <hr/>	Verification of Training Completion: <hr/>
Current Army Education Issues Workshop Varies	Dates of Training (start-end): <hr/> Training Provider: Education Division, HRC	Verification of Training Completion: <hr/> <i>Signature and Date</i> Supervisor: <hr/>

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Marketing/Public Affairs

Dates of Training (start –ending):

Verification of Training Completion:

Training Provider:

Signature and Date

Supervisor:

Human Resources
Management

Dates of Training (start –ending):

Verification of Training Completion:

Training Provider:

Signature and Date

Supervisor:

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Rotational Assignments

Each intern will rotate through education and training functions, learning about the different content areas. At the end of the year, the intern will have knowledge of each of the areas to include a general practical knowledge of the following: effective methods of adult instruction (Especially Distance Learning); coordinating and promoting education and training programs, activities, standards, and opportunities in accordance with DoD policies and objectives; effective educational research; and administering and evaluating education and training programs.

(Note: CP-31 Interns enter the programs with different backgrounds. Therefore, the time in each of the content areas **is only an estimate and should be adjusted to meet the training needs of each intern.**)

Content Area, Type of Training, and Length of Training	Competencies To Be Acquired	Specific Training Information and Documentation
<p>1. Department of Defense, Department, of Army and IMCOM Policies and Procedures</p> <p>Required Reading, Supervised Application of Skill/Knowledge, and Demonstration</p> <p>1 month</p>	<p>1. At the end of this policy and procedures section, the intern will know how the policies and procedures contained in the current DoD Directives 1322.8, DoD Instruction 1322.25, AR 621-5, policies guidance relate to:</p> <p>a. Responsibilities of personnel at various levels within the chain of command.</p> <p>b. Structure of the military, DOD, IMCOM, HQs, installations/communities.</p> <p>c. ACES mission goals and objectives at DOD, DA, IMCOM and installation.</p> <p>d. Counseling and testing.</p> <p>e. Soldier development programs.</p>	<p>Dates of Training (beginning and ending): _____</p> <p>Training Provider: _____</p> <p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>

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- f. Leader development programs.
- g. Tuition assistance.
- h. Experiential documentation.
- i. Automation.
- j. Management.
- k. Army Learning Centers.
- l. Counselor’s Handbook – ACES extranet
- m. Intern Leadership Development Course
Understanding the Army Booklet
- n. Organizational charts for displaying current
IMCOM, HRC, and local HUB hierarchy.
- o. Future Soldiers website
<http://www.futuresoldiers.com/>
- p. SOC/CONAP website

2. AAC, USARC, MEPCOM

1 week AAC/USARC, 1
week MEPCOM, and 2
weeks at the nearest
battalion

Secondary School Programs

Dates of Training (beginning and ending):

Training Provider:

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DOD Student Testing
Communicate the offer
Community Relations/Coalition
Building

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

3. In/Out Processing

Demonstration, Discussion,
Supervised Application of
Knowledge/Skill

2 weeks

3. At the end of this training, the intern will have demonstrated the ability to:

- a. In-process military personnel to the Army Education Center.
- b. Provide VA benefit information.
- c. Conduct the Army Education Center portions of pre-separation and pre-retirement programs.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

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4. Financial Assistance

4. At the end of this training, the intern will:

Dates of Training (beginning and ending):

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Demonstration, Discussion,
Required Reading,
Supervised Application of
Knowledge/Skill

2 weeks

- a. Possess and demonstrate knowledge of GoArmyEd.com.
- b. Possess knowledge of the Federal Loans and Grants program.
- c. Possess knowledge of other sources of financial assistance including scholarships.

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

5. College Programs

Supervised Application of
Knowledge/Skill, Required
Reading, Discussion,
Demonstration

1 month

- 5. At the end of this training, the intern will:
 - a. Possess knowledge of the Servicemembers Opportunity College Army Degree (SOCAD) programs.
 - b. Possess knowledge of post-secondary programs available on and off post to eligible personnel on the installation including high volume Distance Learning institutions.
 - c. Demonstrate the ability to advise total Army personnel.
 - d. Possess knowledge of the various procedures involved in college attendance.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

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- e. Demonstrate familiarity with college registration procedures to include entrance exams, placement assessments, registration procedures and document requirements.
- f. Demonstrate the ability to advise military personnel on non-traditional education programs (experiential learning, external degrees, distance learning), types of accreditation, proprietary and Not for Profit, degree types such as A.A.S. and Professional Degree Accreditation such as NLN and ABET.
- g. Demonstrate the ability to make a cost-effective determination before providing tuition assistance considering cost of a similar program's courses on or off-post.

Signature and Date

Supervisor:

Signature and Date

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6. Education Technology

Discussion, Demonstration,
Supervised Application of
Knowledge/Skill

2 months

6. Upon completion of this training, the intern will have the knowledge and skills required to:
- a. Use GAE/CMT to input, maintain, and extract data related to Soldier educational activities. Advise clients on Distance Learning modalities.
 - b. Use AKO to locate personnel documents, databases, and other services.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

7. Military Structure/Criteria

Required Reading,
Discussion, Demonstration,
Supervised Application of
Knowledge/Skill

2 months

7. Upon completion of this training, the intern will be knowledgeable of the:
- a. Rank structure, promotion process, to include promotion and OCS memos.
 - b. Office of Personnel Management System (OPMS).
 - c. Non-Commissioned Officer Education System (NCOES), including career models.
 - d. Reenlistment Program.
 - e. MOS Career Structure.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

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- f. Commissioning and Warrant Officer’s program. *Signature and Date*
- g. Skill Recognition Program. Supervisor:
- h. Skills Certification. _____
- i. Admission requirement for Officer Candidate School (OCS), U.S. Military Academy (USMA) Preparatory School, USMA, and Reserve Officer Training Corps (ROTC), and Warrant Officer. *Signature and Date*
- j. Fully funded and partially funded educational programs.
- k. MOS and other military training and how this relates to the ACE Guide and AARTS.
- l. Retention Control Points (RCP).
- m. Unfavorable personnel action, flags, and removal process.

8. Army Learning Centers

Required Reading, Discussion, Demonstration, Supervised Application of Knowledge/Skill

2 months

8. Upon completion of this training, the intern will:

- a. Be knowledgeable of Multi-use Learning Facility (MLF) and programs accessed through the MLF. Train no longer than thirty days at another education center to include remote locations under conflict conditions to broaden perspective to better service the client.
- b. Be knowledgeable of the Army Correspondence

Dates of Training (beginning and ending):

Training Provider:

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Course Program (ACCP) and how to access course material and search by MOS.

- c. Demonstrate the ability to incorporate technologies into adult multi-use learning centers.
- d. Demonstrate the analytical ability to determine the appropriateness of various instructional technologies and their effectiveness in the learning environment.
- e. Be knowledgeable of computer and network installation, maintenance and management.
- f. Be knowledgeable of the theories, principles, and practices of adult education as they apply to the distance learning (DL) mode.
- g. Be knowledgeable of the assessment of student learning through multi-distance learning modalities.
- h. Be knowledgeable of the techniques for teaching traditional subjects to adults in non-traditional ways, and the sociotechnical approaches to organizational learning.
- i. Demonstrate the ability to develop and conduct formative evaluation of an interactive multi-media, multi-method approach to teaching adults.
- j. Be knowledgeable of DL modalities.

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

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- k. Be knowledgeable of telecommunications capabilities.
- l. Be knowledgeable of current technologies and its uses in Army Training XXI, the ADLP, its various components and the Total Army School System.
- m. Be knowledgeable of the state of the art approaches to training.

9. Skills Programs

Required Reading,
Discussion, Demonstration,
Supervised Application of
Knowledge/Skill

1 month

9. Upon completion of this training, the intern will:

- a. Be knowledgeable of the:
 - (1) Functional Academic Skills Training (FAST).
 - (2) Leader Skill Enhancement courses.
 - (3) Program and General.
 - (4) High School Completion Program.
 - (5) Adult Basic Skills Program conducted off the installation and college remediation programs.
- b. Demonstrate the ability to correctly identify, evaluate and place Soldiers in appropriate skills assessment tools.
- c. Demonstrate the ability to perform all attendant responsibilities associated with the conduct of skills programs.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

10. Testing

10. Upon completion of this training, the intern will:

Dates of Training (beginning and ending):

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Required Reading,
Discussion, Demonstration,
Supervised Application of
Knowledge/Skill

2 months

a. Be knowledgeable of the Army Education Center DANTES, National Testing Center (NTC), and Army Personnel Testing (APT) testing program.

b. Demonstrate the ability to properly handle, administer, and secure all testing items.

c. Demonstrate the ability to interpret test results for all tests.

d. Be knowledgeable of the Army Personnel Testing (APT) program.

e. Demonstrate the ability to process requests for GED diplomas.

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Education Services Master Intern Training Plan (MITP) Phase II

Total training time in Phase II: 12 months.

Formal Training

Course Title, Type of Training, Length of Training and Priority	Specific Training Information	Documentation
<i>Planning, Programming, Budgeting, and Execution System (PPBES)</i>	Dates of Training (start - end): <hr/> Training Provider: AMC Logistics Leadership Center (ALLC) www.allc.army.mil.	Verification of Training Completion: <hr/> <i>Signature and Date</i> Supervisor: <hr/> <i>Signature and Date</i>
Classroom 9 days Priority I		

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Rotational Assignments

During Phase II, each intern will again rotate through many of the education and training functions, but this time the focus is on administration and management. At the end of the year, the intern will have knowledge of each of the areas.

(Note: CP-31 Interns enter the programs with different backgrounds. Therefore, the time in each of the content areas is only an estimate and should be adjusted to meet the training needs of each intern.)

Content Area Type of Training Length of Time	Competencies To Be Acquired	Specific Training Information
1. Administration	Upon completion of this training, the intern will:	Dates of Training (beginning and ending):
Required Reading, Discussion, Demonstration, Supervised Application of Knowledge/Skill	a. Possess knowledge of proper military correspondence and demonstrate the ability to prepare proper military correspondence.	_____
1 month	b. Possess knowledge of the Army Records Information Management System (ARIMS).	Training Provider:
	c. Demonstrate the ability to establish and maintain Army Education Center files in accordance with the ARIMS.	_____
	d. Possess knowledge of Army Office Administration and demonstrate the ability to properly maintain office administration.	Verification of Training Completion:
	e. Demonstrate familiarization with the purpose and use of VA, DA, DD, and local	_____
		<i>Signature and Date</i>
		Supervisor:

		<i>Signature and Date</i>

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forms and applications in use at the AEC.

- f. Demonstrate knowledge of the procedures for scheduling and coordinating classes, dates, and times, with available facilities for academic programs.
- g. Demonstrate knowledge of the role and activities of publicity and the marketing plan (on the job training).
- h. Demonstrate knowledge of the property book, hand receipts, and property accountability.

2. Services

Required Reading,
Discussion, Demonstration,
Supervised Application of
Knowledge/Skill

1 month

- 2. Upon completion of this training, the intern will demonstrate the ability to apply knowledge and skills acquired to administer and manage the following services:
 - a. Testing. Possible training at NTC
 - b. Counseling. Including but not limited to the following programs:
 - 1. VA/GI Bill/Incentive Center
 - 2. AMEDD
 - 3. Green to Gold
 - 4. Troops/Spouses to Teachers
 - 5. PA Program
 - 6. My CAA

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

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	<ul style="list-style-type: none"> 7. Warrant Officer 8. OCS 9. West Point 	<p>Supervisor:</p> <hr/> <p>Signature and Date</p>
	c. Army Learning Center.	
<p>3. Programs</p> <p>Required Reading, Discussion, Demonstration, Supervised Application of Knowledge/Skill</p> <p>4 months</p>	<p>3. Upon completion of this training, the intern will demonstrate the ability to apply knowledge and skills acquired to administer and manage the following programs:</p> <ul style="list-style-type: none"> a. Skills Programs. b. Postsecondary (including MOU development, negotiation, and the conduct of the education search). c. Independent Study. 	<p>Dates of Training (beginning and ending):</p> <hr/> <p>Training Provider:</p> <hr/> <p>Verification of Training Completion:</p> <hr/> <p><i>Signature and Date</i></p> <p>Supervisor:</p> <hr/> <p><i>Signature and Date</i></p>
<p>4. Financial Management</p> <p>Required Reading, Discussion, Demonstration, Supervised Application of Knowledge/Skill</p> <p>2.5 months</p>	<p>4. Upon completion of this training the intern will demonstrate the ability to:</p> <ul style="list-style-type: none"> a. Provide financial management. b. Prepare ACES Semi/Annual Participation/Cost/ Evaluation Report. c. Conduct needs assessment, analyze results. 	<p>Dates of Training (beginning and ending):</p> <hr/> <p>Training Provider:</p> <hr/>

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Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

5. Budgeting and Planning

Required Reading,
 Discussion, Demonstration,
 Supervised Application of
 Knowledge/Skill

3 months

5. Upon completion of this training, the intern will demonstrate the ability to:

- a. Demonstrate the knowledge of the budget process and documentation procedures.
- b. Prepare the Educational Services Brochure (ESB), including the financial portion of the ESB.
- c. Prepare and defend the Fiscal Year Operating Budget.

Dates of Training (beginning and ending):

 Training Provider:

 Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

6. CONUS/OCONUS

Required Reading,
 Discussion, Demonstration,
 Supervised Application of
 Knowledge/Skill

6. Upon completion of this training the intern will demonstrate the ability to:

Complete rotational assignment at another Education Center to become familiar with daily operations and procedures at different locations.

Dates of Training (beginning and ending):

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1 month

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

7. Recruiting/MEPS
Rotational assignment

7. Upon completion of this training, the intern will demonstrate the ability to:

Complete rotational assignment at another Education Center to become familiar with daily operations and procedures at different locations.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

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Internship Completion

Upon successful completion of the Master Intern Training Plan (MITP), the signed MITP must be submitted to CPOC or local POC and intern will receive a certificate of completion, and official promotion (GS-1740). Intern may graduate from the program early if all program requirements have been met before training deadline. All timelines for training are recommended and may be adjusted as needed.