

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.

- (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.

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><i>Orientation</i> -- 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>On-the-job training (OJT) One day Priority I</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><i>Intern Leadership Development Course (ILDC)</i></p> <p>Classroom 1 week Priority I</p>	<p>Dates of Training (start - end): _____</p> <p>Training Provider: Center for Army Leadership (CAL)</p>	<p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>

Action Officer Development Course

Dates of Training (start - end):

Verification of Training Completion:

Correspondence
Self-paced
Priority I

Training Provider: Army Institute for Professional Development

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: _____

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: _____

Signature and Date

Supervisor:

Signature and Date

Current Army Education Issues Workshop

Classroom
3 or 4 days
Priority I

Check the course taken:

- Current Army Education Issues Workshop**, provided by Education Division, PERSCOM

Dates of Training (start - end):

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

or

DoD Worldwide Education Symposium

Classroom
3 or 4 days
Priority I

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

Dates of Training (start - end):

EDMIS Workshop

Classroom
2 days
Priority I

Dates of Training (start - end):

Training Provider: Education Division, PERSCOM

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

DANTES Test Administrator Workshop

Classroom
1 week
Priority I

Check the course taken:

- DANTES Test Administrator Workshop**, provided by Department of Defense/Defense Activity for Non-Traditional Education Support (DANTES)

Dates of Training (start - end):

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

or

Test Control Officer Course

Classroom
1-2 days
Priority I

- Test Control Officer Course**, provided by Department of Defense/Defense Activity for Non-Traditional Education Support (DANTES)

Dates of Training (start - end):

Contracting Officer's Representative Course

Classroom
1 week
Priority I

Dates of Training (start - end):

Training Provider: _____

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

**Personal Computer
Fundamentals**

(course(s) with emphasis on
databases, Microsoft Office,
LAN, email, and Internet)
Classroom
1 - 5 days
Priority I

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:

Signature and Date

Name of course: _____

Date(s): _____

Training Provider: _____

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

(Computer courses continued on next page.)

Name of course: _____

Verification of Training Completion:

Date(s): _____

Signature and Date

Training Provider: _____

Supervisor:

Signature and Date

***Guide to Process
Personnel Actions***

Computer Based Training
(CBT)
Self-paced
Priority II

Dates of Training (start - end):

Verification of Training Completion:

Training Provider: Army Civilian Personnel
Operations Center Management Agency (CPOCMA),
Training Management Division

Signature and Date

Supervisor:

Signature and Date

Basic Personnel Functions

Computer Based Training
(CBT)
Self-paced
Priority II

Dates of Training (start - end):

Verification of Training Completion:

Training Provider: Army Civilian Personnel
Operations Center Management Agency (CPOCMA),
Training Management Division

Signature and Date

Supervisor:

Introduction to Human Resource Management

Computer Based Training

Priority II

Dates of Training (start - end):

Training Provider: Army Correspondence Course Program (ACCP), Fort Eustis, VA
Course 131F21, Supervisory Development Course
<https://www.atsc.army.mil/accp/civilian.htm>

Signature and Date

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

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 a 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 MACOM 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 DoD Directives 1322.8, DoD Instruction 1322.25, AR 621-5, policies guidance relate to:</p> <ul style="list-style-type: none"> a. Responsibilities of personnel at various levels within the chain of command. b. Structure of the military, DoD, MACOMs, HQs, installations/communities. c. ACES mission goals and objectives at DoD, DA, MACOM and installation. d. Counseling and testing. e. Soldier development programs. f. Leader development programs 	<p>Dates of Training (beginning and ending): _____</p> <p>Training Provider: _____</p> <p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i> Supervisor: _____</p> <p>_____</p> <p><i>Signature and Date</i></p>

- g. Tuition assistance.
- h. Experiential documentation.
- i. Automation.
- j. Management.
- k. Army Learning Centers.

2. In/Out Processing

Demonstration, Discussion,
Supervised Application of
Knowledge/Skill

2 weeks

- 2. 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. Assist in-processing personnel in clarifying goals.
 - c. Assist in-processing personnel in establishing an Individual Career Plan.
 - d. Out-process a soldier transitioning from active duty.
 - e. 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:

Signature and Date

3. Financial Assistance

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

2 weeks

3. At the end of this training, the intern will:
- a. Possess knowledge of the Army Tuition Assistance Program.
 - b. Possess knowledge of the Federal Loans and Grants program.
 - c. Possess knowledge of other sources of financial assistance.
 - d. Demonstrate the skills necessary to advise military on all aspects of the Army Tuition Assistance program.
 - e. Demonstrate the skills necessary to advise military and other personnel on the types of financial assistance available.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

4. College Programs

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

1 month

4. At the end of this training, the intern will:
- a. Possess a knowledge of the Servicemembers Opportunity College Army Degree (SOCAD) programs.
 - b. Possess a knowledge of post-secondary programs available on and off post to eligible personnel on the installation.
 - c. Demonstrate the ability to advise military personnel

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

- d. on the various procedures involved in college attendance.
- e. Demonstrate familiarity with college registration procedures.
- f. Demonstrate the ability to advise military personnel on non-traditional education programs (experiential learning, external degrees, distance learning).
- g. Demonstrate the ability to make a cost-effective determination before providing tuition assistance considering cost of a similar program courses on or off-post.

Supervisor:

Signature and Date

5. Education Technology

Discussion, Demonstration,
Supervised Application of
Knowledge/Skill

2 months

- 5. Upon completion of this training, the intern will have the knowledge and skills required to:
 - a. Use EDMIS/ACEMIS to input, maintain, and extract data related to soldier educational activities.
 - b. Evaluate and select educational and training technology to deliver a wide range of programs and services.
 - c. Apply principles of the Army Distance Learning Plan to identify commonalities and opportunities for multi-use facilities and other resources to include military training, civilian training, ACES, DANTES, and professional associations.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

6. Military Structure/Criteria

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

2 months

6. Upon completion of this training, the intern will be knowledgeable of the:
 - a. Enlisted Personnel Management System (EPMS).
 - b. Officer Personnel Management System (OPMS).
 - c. Non-Commissioned Officer Education System (NCOES), including career models.
 - d. Reenlistment Program.
 - e. MOS Career Structure.
 - f. Commissioning and Warrant Officer’s program.
 - g. Skill Recognition Program.
 - 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).
 - j. Fully funded and partially funded educational programs.
 - k. MOS and other military training and how this relates to ACE Guide and AARTS.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

7. *Army Learning Centers*

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

2 months

7. Upon completion of this training, the intern will:
- a. Be knowledgeable of the Army Learning Center/MOS Reference Library.
 - b. Be knowledgeable of the Army Correspondence Course Program (ACCP).
 - 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 the Army Distance Learning Plan (ADLP).
 - f. Demonstrate the ability to assimilate the necessary components to effectively deliver diversified learning opportunities to the installation.
 - g. Be knowledgeable of computer and network installation, maintenance and management.
 - h. Be knowledgeable of the theories, principles, and practices of adult education as they apply to the distance learning (DL) mode.

 - i. Be knowledgeable of the assessment of student

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

learning through multi-distance learning modalities.

- j. Be knowledgeable of the techniques for teaching traditional subjects to adults in non-traditional ways, and the sociotechnical approaches to organizational learning.
- k. Demonstrate the ability to develop and conduct formative evaluation of an interactive multi-media, multi-method approach to teaching adults.
- l. Be knowledgeable of DL modalities.
- m. Be knowledgeable of telecommunications capabilities.
- n. Be knowledgeable of current technologies and its uses in Army Training XXI, the ADLP, its various components and the Total Army School System.
- o. Be knowledgeable of the state of the art approaches to training.
- p. Be knowledgeable of Army Force XXI training doctrine.

8. Skills Programs

Required Reading,

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

- a. Be knowledgeable of the:

Dates of Training (beginning and ending):

Discussion, Demonstration,
Supervised Application of
Knowledge/Skill

1 month

- (1) Functional Academic Skills Training (FAST).
- (2) Leader Skill Enhancement courses.
- (3) Read-to-Lead Program.
- (4) High School Completion Program.

- (5) Adult basic skills program conducted off the installation.

Training Provider:

Verification of Training Completion:

- b. Demonstrate the ability to correctly identify, evaluate and place soldiers in appropriate skills programs.
- c. Demonstrate the ability to perform all attendant responsibilities associated with the conduct of skills programs.

Signature and Date

Supervisor:

Signature and Date

9. Testing

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

2 months

- a. Upon completion of this training, the intern will:
- b. Be knowledgeable of the Army Education Center DANTES testing program.
- c. Demonstrate the ability to properly handle, administer, and secure DANTES testing items.
- d. Demonstrate the ability to interpret test results for tests in the DANTES testing inventory.
- e. Be knowledgeable of the Army Personnel Testing (APT) program.
- f. Demonstrate the ability to properly handle, administer and secure APT testing items.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

- g. Demonstrate the ability to interpret test results for tests in the APT inventory.
- h. Be knowledgeable of other tests administered through the Army Education Center testing program.
- i. Demonstrate ability to properly handle, administer & secure other testing items.
- j. Demonstrate the ability to interpret test results for other tests in the inventory.
- k. Demonstrate the ability to process applications for high school diplomas.

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>Education Services Officer Course</i>	Dates of Training (start - end): _____	Verification of Training Completion: _____
Classroom 1-2 weeks Priority I	Training Provider: Education Division, PERSCOM	_____ <i>Signature and Date</i> Supervisor: _____
<i>Planning, Programming, Budgeting, and Execution System (PPBES)</i>	Dates of Training (start - end): _____	Verification of Training Completion: _____
Classroom 9 days Priority I	Training Provider: _____	_____ <i>Signature and Date</i> Supervisor: _____
		_____ <i>Signature and Date</i>

**Manpower and Force
Management**

Classroom
2 weeks
Priority II

Dates of Training (start - end):

Training Provider: Army Logistics Management College
. **ATRRS School Code 907, Class ID ALMC-MG**

Verification of Training Completion:

—
Signature and Date

Supervisor:

Signature and Date

—

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 a 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. <i>Administration</i>	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 a knowledge of proper military correspondence and demonstrate the ability to prepare proper military correspondence.	_____
1 month	b. Possess knowledge of the Modern Army Recordkeeping System (MARKS).	Training Provider: _____
	c. Demonstrate the ability to establish and maintain Army Education Center files in accordance with the MARKS.	Verification of Training Completion:
	d. Possess knowledge of Army Office Administration and demonstrate the ability to properly maintain office administration.	_____ <i>Signature and Date</i>
	e. Demonstrate familiarization with the purpose and use of VA, DA, DD, and local forms and applications in use at the AEC.	Supervisor: _____ <i>Signature and Date</i>

- 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.
- 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.
 - b. Counseling.
 - c. Army Learning Center.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

3. Programs

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

4 months

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:

- a. Skills Programs.
- b. Postsecondary (including MOU development, negotiation, and the conduct of the education search).
- c. Independent Study.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

4. Financial Management

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

3 months

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

- a. Provide financial management.
- b. Prepare ACES Semi/Annual Participation/Cost/ Evaluation Report.
- c. Conduct needs assessment, analyze results.

Dates of Training (beginning and ending):

Training Provider:

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