

Annex A: Intern Master Training Plan

- A. Planning Process.** CPOD administers the manpower planning process for determining ACTEDS centrally funded intern requirements with civilian personnel and functional participation at all levels of Army. An automated intern forecasting system predicts current and future CP intern needs. The system takes into consideration past employment patterns and expected changes in Army end strength to predict out year intern requirements by command and CP. Intern requirements reported by
- B.** ACOMs, HQDA staff support activities and IRAs are considered in the allocation process as follows:

1. ACTEDS centrally funded intern manpower requirements will be identified by CP on a fiscal year (FY) basis.

2. ACOMs, ASCCs and HQDA staff support activities will prepare annual requests for ACTEDS centrally funded interns (see DA Pam 690-950).

a. Intern requests will be based on documented needs, training capability, future staffing needs, and the ability to place graduate interns into permanent positions.

b. Requests for ACTEDS centrally funded interns will identify mission changes or other factors that will affect intern requirements.

c. The requirements will be coordinated with CPMs and other functional officials before submission.

4. The proposed ACTEDS centrally funded intern allocation for each CP will be staffed with the appropriate FCR. Upon receipt and review of FCR comments, CPOD will incorporate recommendations into the ACTEDS centrally funded intern allocation proposal for presentation to the CPPC.

5. The DASA(CPP) considers ACTEDS centrally funded intern allocation recommendations from the CPPC, approves final allocations in terms of work years, and distributes those allocations (by CP) to the ACOMs, ASCCs and HQDA staff support activities.

B. Policy.

1. ACTEDS intern positions may be announced at any or all intern entry levels. The entry levels are grade GS-5 or GS-7 for regular interns. While it is not a requirement, advertising to include the highest level entry grade will ensure that applicants qualified for the entry series can enter the intern program at the highest level for which they are qualified.

2. Voluntary acceptance of a CLG to enter an intern program is not considered a demotion at the request of the careerist for pay retention purposes. Careerists entering the intern program at a lower grade are entitled to pay retention as stated in 5 CFR Part 536 if all other eligibility requirements have been met.

3. To minimize relocation costs of ACTEDS centrally funded interns, selectees should be assigned to a nearby training site when possible.

C. Funding. ACTEDS Centrally Funded Interns. ACTEDS centrally-funded interns will be assigned to the ACTEDS student detachment Table of Distributions and Allowances (TDA) which is managed by the CPOD. ACTEDS funds all costs incurred in employing and training these interns for a maximum of 48 months, not to exceed the length of the MITP. Costs include salary, benefits, training, travel, and per diem. Within the allocated resources, ACTEDS can be used to fund training as stated in the IDP of each intern. An ACTEDS Intern hired in a 36-month program must be reassigned to a permanent position on local mission rolls upon expiration of the 24-month ACTEDS funding limitation.

D. Responsibilities.

1. Functional Chief Representative (FCR).

- a. Review and evaluate annual requests for ACTEDS centrally funded intern resources.
- b. Monitor the effectiveness of the management and administration of the intern program.

2. Career Program Proponent/Manager (CPM).

- a. Assists the FC/FCR in the administration of his responsibilities, as requested.
- b. Advise ACOM headquarters on intern management from a functional standpoint. Inform Activity Career Program Managers (ACPM) of the regulatory, administrative, and procedural requirements of CP60 MITP.
- c. Monitor the effectiveness of the management and administration of the intern program.

3. ACOM Career Program Manager (ACPM).

- a. Advise ACOM headquarters and field activities on career management from a functional standpoint.
- b. Analyze ACTEDS centrally funded intern and competitive careerist development requirements to support the development of budget requests. Recommend annual ACTEDS centrally funded intern resource needs and monitor program execution.

c. Plan, program, and budget for resources to support the intake and training of interns and other training, education, and development requirements established in ACTEDS Master Training Plan.

d. Assist the ACOM Civilian Personnel Director (CPD) in the identification of intern training sites. Assess the quality of intern intake and training and ensure that any needed corrective action is taken.

e. Advise and assist the FC/FCR in matters related to intern management.

4. Activity Career Program Manager (ACPM).

a. Give technical advice and assistance to the Commander and CPOC/PAC; Provide advice and guidance to careerists; and serve as resource persons by assisting supervisors in furnishing CP information to careerists and interns. The responsibilities of the ACPM include:

b. Monitor selection of interns in terms of qualifications and high potential to successfully complete the training program. Monitor the management, training, and the performance of interns.

c. Assist the activity commander in determining annual CP staffing requirements and intern resource needs.

d. Name sponsors for interns new to the activity.

e. Approve individual development plans (IDP) for interns in their respective career fields.

f. Approve performance plans for interns, and act as approving official on their intern appraisals.

5. Supervisors. Supervisors, with the help of the CPAC and the ACPM, will:

a. Be the careerist's initial source of information and counseling on: (1) Career Programs; (2) ACTEDS training, education, and development opportunities, requirements, and features to include career progression patterns and mobility; (3) Career appraisal and CP referral registration; and (4) Realistic career expectations.

b. Consult with careerist in developing an IDPs based on CP60 ACTEDS Plan and individual training needs. Supervisors will ensure that careerists attend mandatory courses and will release careerists selected to participate in competitive training, education, and development activities.

c. Develop intern performance plans.

d. Assign on-the-job training as prescribed in the IDP. Nominate interns for required formal training and assure that interns attend the training.

e. Evaluate intern performance, counsel interns on the quality of their performance, and record intern performance on performance appraisal forms IAW the Total Army Performance Evaluation System (TAPES).

f. Consult with ACPMs and recommend or initiate action if an intern is not progressing satisfactorily.

E. Master Intern Training Plan (MITP) Guidance.

1. Individual MITPs will follow guidance set force by CP60 Proponent. The plans will specify the length and type of training needed to qualify the intern, regardless of funding source, for the target position. Interns will attend only those courses deemed essential and directly related to performance in their target positions. When applicable, interns will complete a continued service agreement prior to training, as specified by AR 690-400, chapter 410.

2. Training programs for regular interns may be lengthened up to six months over the total internship, and any promotions delayed, if an intern has not successfully completed the prescribed training or fails to fully meet all conditions of employment required by a specific intern program. Examples include absence on approved leave, illness, inability to grasp the subject matter, delay in obtaining a security clearance or entry into a Personnel Reliability Program. Each request must be fully justified and forwarded through command channels to CP60 at least 90 days before the normal promotion or graduation date. ACTEDS resources may be used for centrally funded interns.

3. Provisions for shortening the training program. Interns may be promoted in less than the time normally required when BOTH of the following conditions apply:

a. Time-in-grade restrictions have been met.

b. Minimum qualification requirements for the next higher grade have been met.

F. Individual Development Plan (IDP).

1. The intern's supervisor and the intern will prepare an IDP within 30 days of the intern's entrance on duty.

2. The requirements of the MITP and the background of the intern will be used to formulate the IDP.

3. The IDP must be approved by the ACPM and CP60 Proponent.

4. The IDP may be used in conjunction with the intern's performance evaluation.

G. Training Sites. Any activity designated as a training site must be able to furnish quality on-the-job training in the major aspects of the career field as outlined in this MITP. The site will have a quality program in the specific career field (as evidenced by surveys, reports, on-site visits, and other means of evaluation). The MCPM/ACPM will approve each training site within the command.

H. Outside Continental United States (OCONUS) Training. When ACTEDS centrally funded interns, with duty stations in CONUS, are scheduled for training outside the 50 states, prior approval by CP60 Proponent must be obtained (see AR 690-400, chapter 410).

I. Promotion Requirements. The intern's supervisor will ensure timely submission of all promotion paperwork when the intern meets all of the conditions stated below. Failure of the intern to meet any of these conditions may result in the intern's reassignment or removal from the federal service.

1. Time-in-grade requirements are met or waived by an OPM-approved training agreement.

2. Performance is at successful level III or above.

3. All training stated in the MITP has been successfully completed and certified by the ACPM and CPAC.

J. Evaluation of Progress.

1. Performance. Evaluation of Interns will include: (1) AR 690-400, chapter 4302, will be used to rate career interns; and (2) Special evaluations will be prepared to keep track of intern performance if the intern rotates from one supervisor to another. These evaluations are maintained by the supervisor and not submitted to the CPOC.

2. Performance requirements will follow: (1) Raters will establish critical objectives to document the training to be accomplished based on the MITP, the IDP, and input from the intern; and (2) Requirements will be developed for the semi-annual and annual rating period.

3. Recognizing interns for performance is permissible. However, not all awards available to other Army careerists are suitable for interns. Guidance on qualifying criteria, appropriateness of awards, or recognition instruments are in AR 672-20, Incentive Awards. ACTEDS funds will not be used for intern monetary awards.

K. Mobility Agreements.

1. An employment and mobility agreement is required as a condition for appointment for all ACTEDS centrally funded interns. The mobility agreement must be completed prior to entrance on duty. Use of mobility agreements allows management to place graduating interns in available permanent target positions DA wide. Local interns may also be required to complete employment and mobility agreements.

2. ACTEDS centrally funded interns who fail to meet the terms of the DA employment and mobility agreement may be separated from the federal service unless a waiver of the agreement has been approved. When separation is warranted, adverse action procedures will be followed (see 5 USC, chapter 75). ACTEDS centrally funded interns will be removed from ACTEDS student detachment rolls no later than 60 days after refusing a valid placement offer.

L. Placement.

1. The ACOM, ASCC or HQDA will notify CPOD no later than 90 days prior to the intern's graduation date. CPOD will initiate an Army-wide search for a permanent position, while the reporting ACOM, HQDA staff support activity or IRA continues their efforts to place the intern.

2. CPOD has the authority to direct the placement of graduating interns who cannot be placed to any appropriate vacancy Army-wide. Directed placements will be coordinated with the FCRs. Payment for placement of the graduating interns will be IAW paragraph 3-12.

3. Failure of the intern to accept the directed reassignment may result in separation.

4. When no permanent vacancies exist, graduating interns will remain on ACTEDS rolls until suitable vacancies occur, provided the intern was reported to CPOD for placement assistance within the prescribed time frame. These interns will be promoted to their target grades on schedule if all requirements have been met. Recruitment against these spaces will not be authorized until placement of the graduating intern is accomplished.

5. Commands/ Activities are encouraged to place ACTEDS centrally funded interns against local TDA permanent spaces before the intern completes the training. This will ensure a permanent position for the intern upon graduation, and will free the centrally controlled space for recruitment of another intern.

M. Intern Reduction-in-Force Policy. All ACTEDS centrally funded interns will be placed in a separate competitive area for RIF purposes (see 5 CFR Part 351 and AR 690-351-1). The performance evaluation given at the end of the first year, 12-month rating, will be the rating of record for the year. The evaluations given after 24 and 36 months will be the ratings of record for the second and third years.

N. Sponsor. A sponsor will be named for each intern facing a new employment situation. The ACPM is responsible for appointing someone in the CP to perform this function (see DA Pam 690-950).