

Appendix I -- MASTER INTERN TRAINING PLAN

PHASE I: 52 WEEKS			
FUNCTIONAL AREA	DURATION	TRAINING SITE	COMPETENCIES
A. Intern Empowerment Seminar	2 Weeks	CPOCMA	BM-9, BM-10, BM-13, PR-7, T-4, T-12, T-11, T-1, T-2, T-3, T-6, T-7, T-16, T-23, T-25, T-28
1. In-processing: Development of Intern's training plan and assignment of advisor/consultant			
2. Introduction to the Federal government and the Department of the Army			
3. Introduction to civilian personnel functions			
4. Army civilian personnel management code of ethics			
5. Federal and Army organization structures			
6. Fundamentals of Civilian Personnel Administration			

Codes for type of training: Class = Classroom; Corr = Correspondence

Codes for competencies: BM = Business Management; PR = Professional; T = Technical; PE = Personal

Appendix I (cont'd) -- MASTER INTERN TRAINING PLAN

PHASE I: 52 WEEKS (continued)			
FUNCTIONAL AREA	DURATION	TRAINING SITE	COMPETENCIES
B. CPOC Rotation and Training			
1. Position Classification*	16 weeks	CPOC	PR-2, PR-3, T-16, BM-6, PR-5, PE-16, PR-7, PR-12, BM-9, PR-17, PE-8, PR-18, PR-19, T-26, T-19, T-21
2. Staffing Services*	16 weeks	CPOC	PR-2, T-16, BM-6, PR-5, PE-16, PR-7, PR-12, BM-9, PR-17, PE-8, PR-18, T-22, T-24, T-27, T-29
3. Information Services	8 weeks	CPOC	PR-2, PR-3, T-16, BM-6, PR-5, PE-16, PR-7, PR-12, BM-9, PR-17, PE-8, PR-18, PR-19, T-25
4. Human Resource Development	8 weeks	CPOC	PR-2, PR-3, T-16, BM-6, PR-5, PE-16, PR-7, PR-12, BM-9, PR-17, pE_8, PR-18, PR-19, T-11
5. Intern Leadership Development Course (ILDC)	1 week	Local (CAL)	PR-2, PR-3, PR-5, PR-7, PE-1,2,3, PR-17, PE-8, PR-18
6. Action Officer Development Course	Varied	Local (AIPD)	PR-2, PR-5, PR-7, PR-17, PE-8

*Assignment in the position classification function should precede assignment in the staffing function
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PHASE II: 26 WEEKS			
FUNCTIONAL AREA	DURATION	TRAINING SITE	COMPETENCIES
CPAC Rotation and Training	6 months (26 weeks)		
1. Advisory Services in Classification, Staffing and Human Resource Development	4 weeks	CPAC	PR-14, PR-9, PR-14, T-4, T-12, T-19, T-21, T-14, T-22, T-24, T-27, T-29
2. Management-Employee Relations / Labor Relations	19 weeks	CPAC	PR-14, PR-9, PR-14, T-1, T-2, T-3 T-6, T-7, T-16, T-23, T-28
3. Equal Employment Opportunity: Understands regulatory basis and policies of the EEO and affirmative action programs.	2 weeks	Installation	PR-5, PR-7, PE-1,2,3, BM-9, BM-14, PR-17, BM-13, PR-18, T-4, T-12, T-1, T-7
4. Safety: Understands the basic policies and functions of the installation safety program	1 day	Installation	
5. Resource Management: Covers TDA and organization approval	4 days	Installation	BM-7, T-18, BM-9

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PHASE III: 26 WEEKS			
FUNCTIONAL AREA	DURATION	TRAINING SITE	COMPETENCIES
A. Concentrated preparation for permanent duty assignment	24 weeks	CPOC / CPAC	Specific assignments and formal training will be determined in consultation btwn intern and advisor
B. MACOM/HQDA Exposure	2 weeks	MACOM & HQDA	BM-1, PR-2, BM-6, BM-9, PR-18, PR-19, BM-16, BM-17

PHASE IV: 52 WEEKS			
FUNCTIONAL AREA	DURATION	TRAINING SITE	COMPETENCIES
Permanent Placement	52 weeks	CPOC / CPAC	Additional technical and leadership competencies
1. The CHRM Intern will be placed in a GS-09 or GS-11 position. Additional on the job training in one or more functional areas, as appropriate			As appropriate to permanent duty position
2. Advanced formal training related to permanent duty assignment			BM-1, BM-2, PR-2, R-3, PR-14, T-16, BM-6, PR-5, PR-9, PE-16, PR-7, PR-12, PR-14, BM-9, BM-10, BM-11, BM-14, PR-17, BM-12, PE-8, BM-13, PR-18, PR-19, BM-17, T-12, T-11, T-19, T-14
3. Self-development, university/college courses	Varied	Varied	Varied

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