



**U.S. ARMY
INSTALLATION MANAGEMENT AGENCY
(IMA)**

**Army Civilian Training Education
Development System (ACTEDS)
Intern Program**

IMA PAMPHLET 600-10

19 October 2005

Mission

Manage Army installations to support readiness and mission execution – provide equitable services and facilities, optimize resources, sustain the environment and enhance the well-being of the Military community.

Vision

The preeminent agency in the Department of Defense that produces highly effective, state-of-the-art installations worldwide, maximizing support to the people, readiness and transformation of an expeditionary force.

The proponent of this pamphlet is the U.S. Army Installation Management Agency (IMA). The IMA has the authority to approve exceptions to this pamphlet that are consistent with controlling laws and regulations. Users are invited to send comments and suggested improvements for this document to Chief, IMA Human Resources (HR) Division, ATTN: IMAH-HRD-D (Workforce Development Branch), 2511 Jefferson Davis Highway, Arlington, VA 22202



PHILIP E. SAKOWITZ, JR.
Acting Director

INSTALLATION MANAGEMENT AGENCY (IMA)
WORKFORCE DEVELOPMENT (WFD) PROGRAM

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1. Purpose.

This document formalizes the Army Civilian Training Education and Development System (ACTEDS) Intern Program within the U.S. Army Installation Management Agency (IMA). It establishes guidance for the management of interns within this agency.

Systematic development of employees is critical to accomplishment of the IMA mission. The ACTEDS Intern Program is one of the essential pillars of the overall IMA Workforce Development (WFD) Program. The primary purpose of the ACTEDS Intern Program is for managers to hire employees at entry-levels, develop and prepare them for full performance-level positions. Hiring and developing interns is part of IMA's overall succession and revitalization efforts to ensure there are fully competent employees throughout the agency to meet the Army's mission. HQ IMA is responsible for the program within Headquarters and IMA wide. Each IMA Region is responsible for its program and is to develop intern opportunities to meet the needs of the Headquarters and the region.

The program is based on a systematic training plan requiring rotational assignments through various functional areas for a two to three-year period. The internship plan incorporates broad, as well as, specific functional training courses, learning objectives, and developmental opportunities. The training provided establishes the basic program framework, but the rotation plan and training objectives may be modified to meet local requirements.

2. References. References are listed in Appendix A.

3. Abbreviations and Terms. Abbreviations and terms used in this pamphlet are explained at Appendix E.

4. Scope. This publication applies to all ACTEDS Interns assigned to IMA, both in the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

5. Policy. Workforce Development is critical to the accomplishment of the IMA mission. It is one of the essential pillars of the IMA philosophy. IMA is committed to developing leaders through the technical development and professional growth of interns assigned to IMA. This pamphlet will serve as a tool in assisting commanders, managers, and supervisors to ensure interns meet their goals and objectives and receive the necessary training to complete this program.

6. Responsibilities.

a. Functional Chiefs (FCs) and Functional Chief Representatives (FCRs): The FC for each civilian Career Program (CP) will select a senior official (normally a civilian) holding a top-level position in the occupational field to be the FCR. The duties of the FCR include the following according to AR 690-950:

(1) Assist the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)), Office of the Assistant G-1 for Civilian Personnel Policy (AG1-CPP) OASA(M&RA), CPP in the preparation of CP instructions and procedures.

(2) Serve as a member of the CP Policy Committee.

(3) Chair CP planning boards and select functional participants for planning boards.

(4) Support and monitor affirmative employment program progress.

(5) Foster broad-based employee representation and ensure all qualified candidates are equitably considered for promotions to Senior Executive Service "feeder" grades.

(6) Monitor effectiveness of career management through the following:

- On-site visits.
- Major Army Command (MACOM) and United States Army Civilian Personnel Evaluation Agency (USACPEA) evaluation reports.
- Planning board reports. The FCR, with assistance from the Central Referral Office (CRO), will evaluate timeliness and effectiveness of CP staffing actions.

(7) Select subject matter experts (SME) to participate in job analysis, development of measurement tools, and the evaluation of applicants for referral.

(8) Ensure that personal career planning and developmental assistance are available to CP employees.

(9) Establish ACTEDS requirements and develop ACTEDS plans (including the Master Intern Training Plan (MITP) and obtain Deputy Assistant Secretary of the Army, Civilian Personnel Policy (DASA (CPP)) approval before publication. Ensure that ACTEDS subject matter content is current and applicable for Army-wide implementation.

(10) Participate in projecting annual ACTEDS centrally funded intern needs to support the programming and budgeting of ACTEDS central resources.

(11) Review and evaluate annual requests for ACTEDS centrally funded intern resources.

(12) Monitor the effectiveness of the management and administration of the intern program to include assisting in the placement of surplus graduate interns.

(13) Determine annual CP ACTEDS competitive professional development needs and submit to OASA (M&RA), Office of the Assistant G-1 for Civilian Personnel Policy (AG1-CPP).

(14) Select and/or review MACOM recommendations on nomination for training assignments.

(15) Assist the CRO by responding to inquiries received regarding CP policies, procedures, and actions.

b. Headquarters (HQ) IMA Intern Program Manager (IPM): Administer the intern program in accordance with specific program goals and policies, to include the following:

(1) Serve as liaison with AG1-CPP on all issues related to ACTEDS interns and provide appropriate advice to HQ IMA Career Program Managers (CPMs), Garrison Commanders, supervisors, managers, and interns; except regarding intern placement which is civilian personnel's responsibility.

(2) Provide career development and training guidance to interns and their supervisors as necessary.

(3) Query HQ IMA CPMs to identify intern allocations for the coming year.

(4) Review all training requests submitted via the Resource Allocation Selection System (RASS) for approval/disapproval within five working days of receipt. Ten working days are allowed for processing when RASS is not operational. RASS is a web-based computer application that centralizes the management of funds for Army Civilian Training, Education and Development System (ACTEDS) funded programs for DA intern and Competitive Professional Development (CPD) training.

(5) Support the Army Functional Chief Representatives/Career Program Managers (FCRs/CPMs) in the development, coordination, implementation and execution of the ACTEDS Plan. Recommend changes to the CPM Proponent Officer.

(6) Inform CPMs and Region Intern Coordinators of impacting changes in the intern program.

(7) Submit Request for Personnel Actions to recruit interns in IMA. Excluded CPs are 12 (Safety), 22 (Public Affairs and Communications Media), 24 (Transportation), 28 (Equal Employment Opportunity), 34 (Information Technology) and CP 35 (Intelligence) who are centrally managed by the Functional Chiefs Representatives (FCRs).

c. HQ IMA Career Program Managers (CPM) will:

(1) Provide guidance and assistance to HQIMA Directors/Division Chiefs, Region Directors, Garrison Commanders/Garrison Managers, functional managers, supervisors, and/or interns regarding career development and rotational assignments. This includes recommending interns for rotational assignments and advising on how the interns may enhance individual career progression within their respective career programs.

(2) Coordinate with their respective Army Career Program (CP) FCRs to identify intern requirements.

(3) Notify HQ IMA Civilian Personnel Division (CPD) in writing not later than 180 days before scheduled graduation if the graduating intern cannot be placed within IMA.

(4) Submit request for new interns to the IMA Intern Program Manager upon request (annually). Exceptions are CPs mentioned in paragraph 6, section b(7) of this regulation. CPM will work directly with Army CPMs for new hires and keep IMA IPM informed of requested interns and distribution of new hires.

(5) Identify placement of interns during the new hire requirement process.

(6) Inform IMA IPM and intern's supervisor in writing of incoming interns within five working days of entry on duty.

(7) Notify IMA IPM immediately, when intern has completed or withdrawn from the intern program.

(8) Assist supervisors in developing Interns' Individual Development Plan (IDP).

d. HQ IMA Civilian Personnel Division (CPD) will:

(1) Provide quarterly update to Region Offices and CPMs based on quarterly updated intern graduation data provided by WFD.

(2) Notify Region Offices 180 days in advance of impending intern graduation date.

(3) Require intern placement projections from the Region Offices 120 days in advance of projected intern graduation dates.

(4) Within 90 days of graduation the HQ CPD Staffing Office will notify the G-1 in writing if a graduating intern cannot be placed within IMA. Note: This process is in compliance with the CPM 20 day notification regarding inability to place the intern in IMA.

e. IMA Region Directors will:

(1) Designate a Region Intern Coordinator.

(2) Provide guidance on potential problems in the intern program to Chief, Workforce Development.

(3) Oversee intern program ensuring Region Intern Coordinator keeps IMA IPM and IMA Career Program Managers (CPM) informed of gains and losses.

f. Activity Commanders and Directors will:

(1) Administer Army-wide CPs covering employees at the activity.

(2) 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 plans.

(3) Select an ACPM for each CP represented at the activity. The ACPM will be a knowledgeable person (civilian or military) in a responsible position on the activity management staff. Commanders of activities with limited numbers of CP employees may arrange with co-located activities to meet this requirement. This includes approving the use of central funds, coordinating with the Resource Manager and CPOC/CPAC in fund administration, assisting managers and ACPMs in the planning, programming, and budgeting for ACTEDS centrally funded intern intake and training or other ACTEDS requirements.

(4) Ensure communication with supervisors, managers, and interns concerning requirements, responsibilities, policies, and procedures used in career management and ACTEDS.

g. Activity Career Program Managers (ACPMs) will:

(1) Give technical advice and assistance to the commander and CPOC/CPAC; provide advice and guidance to careerists; and serve as resource persons by assisting supervisors in furnishing CP information to careerists and interns.

(2) Assure availability of this pamphlet, IMA Pamphlet 600-10 and ACTEDS plans; inform supervisors and monitor compliance of the regulatory, administrative, and procedural requirements of each CP.

(3) In coordination with the CPOC/CPAC, give guidance to supervisors on ACTEDS CP requirements.

(4) Monitor and evaluate the execution of ACTEDS requirements at the activity level and provide advice and guidance to supervisors and employees on training, education, and development opportunities and requirements.

(5) Monitor and advise supervisors and CP employees on how to plan CP assignments by using ACTEDS plans.

(6) 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.

(7) Assist the activity commander in determining annual CP staffing requirements and intern resource needs.

(8) Assist supervisors as needed with approved IDP for interns in their respective career fields.

(9) Assist in the EEO complaint process and in effecting a resolution in the early stages of the complaint process.

(10) Advise and assist interns and supervisors with career counseling responsibilities.

h. Region Intern Coordinator will:

(1) Provide guidance and assistance to supervisors and IMA interns assigned to their region. Act as the intern's advocate.

(2) Serve as a liaison for CPMs, supervisors, and their interns.

(3) Coordinate placement of interns with Region CPMs, i.e, notify CPM in writing of inability to place interns six months to one year of projected graduation.

(4) Responsible for assisting supervisors on the training plan to ensure training is completed IAW the ACTEDS' plan.

i. IMA First-line Supervisors will:

(1) Orient the intern to their workplace, their roles and responsibilities, vision, mission and goals of the Agency.

(2) Provide a sponsor to assist the intern with his/her transition into IMA.

(3) Establish an initial IDP for each intern not later than 30 days after entrance on duty (EOD) by comparing the intern's background, education and experience with the ACTEDS MITP requirements. MITPs for all career programs are located at <http://www.cpol.army.mil/library/train/acteds>.

(4) Establish appropriate performance standards and conduct initial performance counseling with each intern within 30 days of the intern's EOD. Counseling will then be conducted after six months of EOD and annually. This counseling will cover performance and IDP completion.

(5) Develop and periodically revise the intern's IDP to ensure the appropriate blend of competency and core skills are identified. Ensure intern completes Priority I and mandatory training prior to Priority II and III training.

(6) Inform the intern who their CPM is and how to contact them whether at the region or garrison level and at the Headquarters

(7) Orient the intern to the Resource Allocation Selection System (RASS), for example, assist the intern in obtaining access, RASS procedures, how to submit training/travel requests, etc.

(8) Approve/disapprove all training submitted via the RASS within three working days of submission. Five working days are allowed for processing when RASS is not operational. Ensure training requests are in compliance with the MITP and identified in intern's IDP.

(9) Ensure training is in accordance with AR 690-950 for travel and training purposes. Off-the-Shelf (additional) training will be handled on a case-by-case basis through the HQ IMA IPM.

(10) Ensure a variety of training platforms are utilized to train the intern. The two year program will primarily consist of on-the-job training (OJT) and required ACTEDS Intern training, supplemented by appropriate formal classroom instruction in designated courses, selected correspondence courses, computer based training (CBT) modules, short-term visits to other Army installations, rotational assignments, related briefings, symposiums, seminars and conferences, and mentoring. Below is a description of these training platforms.

- On-the-job Training (OJT) - received primarily through learning and performing at assigned duty and other visited locations.
- Correspondence Courses - provide flexibility and helps maximize the amount of available training received. There are a number of related correspondence courses available through Department of Defense, Office of Personnel Management, General Schedule Administration, US Army, and other sources. In addition, correspondence courses are sometimes a prerequisite to in-residence courses offered at various institutions.
- Computer Based Training (CBTs) - provide yet another training platform to help the intern achieve in-depth skills and knowledge and helps maximize training opportunities.
- Formal training – Formal classroom training includes courses, workshops, seminars, and conferences offered by the Army, colleges and universities, training organizations, professional organizations, etc. When personnel are planning training and development activities, formal training is usually their initial thought. However, formal classroom training is not the only type of training and development. Interns have many opportunities to develop/improve the skills they need on their current job -- or in future jobs. Although there are quite a few formal training courses available, some courses have established attendance quotas to ensure a fair distribution of the limited number of available seats.
- Related Briefings, Symposiums, Seminars, and Conferences. These types of learning forums assist in increasing job knowledge and provide a look at “the big picture”. They give the intern an opportunity to interact with other careerists from their career field.

- **Rotational Assignments** - Rotational assignments are an important part of the intern experience. They allow interns to learn specific skills at different organizational levels, establish a professional network, acquire a variety of professional skills, and lay the foundation for future managerial/supervisory responsibilities. Rotations must be carefully planned. Rotations can last up to 120 days. Before a rotational assignment is finalized, a written learning objective planning memo should be developed by the supervisor with coordination from the gaining supervisor. After action memos will be prepared to evaluate the interns' success in meeting these objectives.

(11) Ensure necessary documents have been submitted to local Civilian Personnel Advisory Center (CPAC) in a timely manner to assist intern in promotions. Ensure intern has completed all requirements i.e, mandatory training, before documents are submitted for promotion.

(12) Ensure interns are not assigned to operational duties that will interfere with the completion of training and development listed on their IDPs. This does not preclude interns from serving on operational rotations to introduce them to the functions and scope of their career programs nor from performing structured on-the-job training as part of the development process.

(13) Ensure that HQ CPD has been notified of inability to place an intern. Work with region civilian personnel, region intern coordinators and region CPMs to place interns within region six months to a year out.

j. IMA Interns will:

(1) Take the initiative in establishing their personal career goals. They should be assisted by supervisors, CPMs, and mentors in determining how best to achieve those goals and in developing their IDP. The first step in developing an IDP is a detailed assessment of individual strengths and areas for improvement. The ACTEDS documentation located at <http://www.cpol.army.mil/library/train/actedts> contains more specific information on career planning and MITPs for all CPs.

(2) Complete training requirements within prescribed time. The training plan will primarily consist of on-the-job training (OJT), supplemented by appropriate formal classroom instruction in designated courses, selected correspondence courses, computer based training (CBT) modules, related seminars and conferences, rotational assignments and mentoring.

(3) Utilize RASS to submit all training/travel requests to IMA IPM IAW paragraph 7(b).

(4) Use the chain-of-command (First-line supervisor, Region Intern Coordinator, and/or ACPM) prior to contacting HQ IMA IPM for any assistance. Interns will not go directly to AG1-CPP for assistance without approval from HQ IMA IPM.

7. Program Implementation:

a. RASS is an automated financial system that centrally manages the Army Civilian Training, Education and Development System (ACTEDS) resources for the Intern and Competitive Professional Development programs. RASS is a real time, web-based life-cycle management system for centralized management of funds for ACTEDS-approved DA Intern and Competitive Professional Development (CPD) training. RASS eliminates manual procedures, enables creation, submission, approval, status tracking and reporting of training and travel-related request forms (DD Form 1556, DD Form 1610 and Standard Form 1164).

b. All training and travel (when applicable) requests will be submitted simultaneously via RASS 30 working days prior to start date of training. The link to RASS is: <https://acpwap.army.mil/rass/>. Training not in compliance is subject to disapproval.

c. When RASS is not operational, interns will fax (DD Form 1556 Request, Authorization, Agreement, Certification of Training and Reimbursement) (Appendix B) and signed (DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) (Appendix C) simultaneously, when applicable, to HQ IMA IPM, 45 working days prior to the start date of training/travel. Interns will keep a hard copy of approved training requests until completion of training.

d. Prior to contacting the HQ IMA IPM for administrative assistance, interns and supervisors must coordinate and exhaust all resources to resolve training and other related issues.

e. Interns may not attend training without prior written approval from the HQ IMA IPM and AG1-CPP. Also, interns will not sign up for training (with up-front cost) without prior written approval from IMA's IPM and AG1-CPP. If training is conducted without prior approval, interns are subject to out-of-pocket payment for training.

f. Training requests will be filled out completely to include the priority level. The HQ IMA IPM's signature block will be placed in block 33 and 34 of DD Form 1556 and in block 18 of DD Form 1610 (Appendix C).

8. Rotational Assignments: Rotational assignments are designed to strategically prepare interns for more diverse functional and leadership roles to meet mission requirements, and provide cross-functional opportunities to develop the competencies

needed to progress into senior leaders. Rotations can last up to 120 days. Exceptions must be given by IPM for assignments over 120 days. In each perspective CP, interns will meet the minimum rotational assignments required.

9. Funding:

a. The ACTEDS Intern Program is funded by the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)), Office of the Assistant G-1 for Civilian Personnel Policy (AG1-CPP). Funding includes salary, benefits, training, travel, and per diem. Overtime is provided for ACTEDS centrally funded interns that meet the criteria in AR 690-950, chapter 3(a), subparagraphs 1 and 2. AG1-CPP is the final approving authority for all intern training/travel requests. Misappropriation of government funds is subject to reimbursement by the Agency and intern.

b. ACTEDS funding will not be used for rental cars and local transportation in and around the training site. However, use of local or command mission funds may be authorized. Training sites should be located where public transportation can be easily accessed (see AR 690-950, chapter 3, paragraph 15).

c. ACTEDS funding will not be utilized to assist interns in pursuing advanced degrees, for example, masters or doctorate. However, courses that are mission related and identified in the intern's approved IDP and MITP may be approved on a course-by-course basis.

d. An intern attending training located outside their permanent duty station for more than 30 calendar days is eligible to receive TDY allowances not to exceed 55% of the maximum per diem rates for the training location, or transportation for dependents and household goods to and from the training location. Such moves do not include per diem for dependents; non-temporary storage; real estate or unexpired lease expenses; or, miscellaneous expenses (Department of Defense Civilian Personnel Joint Travel Regulations (JTR) Vol. II, C4502, C4561). Cost comparisons will be used to determine which method for expense reimbursement is less costly to the Government. The JTR can be found at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

e. ACTEDS funds will not be used for intern monetary awards. However, for additional guidance, see AR 690-950, chapter 3, section 23.

10. Permanent Change of Station (PCS) Moves: The gaining activity will coordinate with their local CPAC to process PCS orders for newly assigned interns. **NOTE:** It is the responsibility of management to cut the PCS orders. The Management Support Office will process orders for HQ IMA. Instructions on how to fill out the orders are located at: <http://cpol.army.mil/library/train/rass/howto-manual-pcs.html>. Entitlements

are located at the Personnel Management Information and Support System (PERMISS) webpage: <http://cpol.army.mil/library/permiss/index.html>.

11. Mentoring: Supervisors should assign a mentor to each intern upon assignment to the organization. Mentoring can assist the intern in mastering additional skills and knowledge that enhance their prospects for a successful career. Through mentoring, the interns have the opportunity to become more aware of the numerous career opportunities available within their career program community; work more closely with the senior leadership of the assigned organization or installation; better understand the informal networks within Army; and develop other related skills. While mentoring is not the path to a faster promotion or better job assignment, it is beneficial to the intern, the mentor and the intern's assigned duty office. See IMA Pamphlet 600-10 for more details of mentoring.

12. Sponsorship: The supervisor will designate an individual, in writing, as the intern's sponsor. Sponsor will:

a. Provide the intern with necessary advance and on-duty information by formal memorandum (Appendix D) signed by the second line supervisor. Following are examples of the type of assistance and information a sponsor should include in the welcome letter:

- (1) Directions for reporting for duty.
- (2) Specific requirements for processing and completion of forms.
- (3) Type of dress required; temporary accommodations and local transportation information.
- (4) Local permanent housing information.
- (5) Introduction to co-workers, trainers, coordinators, supervisors, managers, the CPM, IMA IPM, and other personnel as appropriate.
- (6) Motor vehicle registration, licensing requirements for post access.
- (7) Badge requirements; and a welcome packet for the surrounding community and the assigned installation.
- (8) Website: <http://samhouston.army.mil/ima/>.

b. Include the RASS website (<https://rass.ria.army.mil/rass>) in the welcome packet. The Welcome Packet is designed to welcome the intern to IMA, the Army, and

to highlight the important role they will perform as an IMA professional in support of the Army's mission.

13. Promotions: Upon recommendation by the supervisor, interns will be promoted non-competitively on the first full pay period after they become eligible. Eligibility requires that the intern is performing satisfactorily, and that all training and qualification requirements have been met. The supervisor will submit a request for personnel action to the unit civilian personnel office 45 days prior to promotion date. Promotions may be held until the intern meets all requirements.

14. Summary: This pamphlet has been specifically written to assist IMA interns, commanders, managers, supervisors and career program managers in the development and professional growth of IMA's interns. IMA is committed to ensuring each intern receives maximum participation in this program.

**APPENDIX A
REFERENCES:**

Army Civilian Training, Education, and Development System (ACTEDS) Intern Program, Resource Allocation Selection System (RASS) website:

<http://cpol.army.mil/library/train/rass/>

AR 690-950, Civilian Personnel Career Management, December 31, 2001

(http://www.apd.army.mil/pdf/r690_950.pdf).

Office of the Assistant G-1 for Civilian Personnel Policy Memorandum, "Policy for Career Ladder Promotions", October 25, 2000 (on CPOL website at:

http://cpol.army.mil/library/staff/clp_policy.html).

Department of Defense Civilian Personnel Joint Travel Regulations, December 1, 2004,

<https://secureapp2.hqda.pentagon.mil/perdiem/>

X the appropriate copy designator.

Copy 1- AGENCY (TRAINING/PERSONNEL FOLDER) Copy 7- AGENCY (FINANCE/DISBURSING, BOOKS, Etc.) Copy 10- ACTIVITY (OPTIONAL USE)
 Copy 6- AGENCY (FINANCE/DISBURSING, TUITION) Copy 8- AGENCY (EMPLOYEE)

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

A. AGENCY CODE AND SUBELEMENT, AND SUBMITTING OFFICE NUMBER (xx-xx-xxxx) 	B. STANDARD DOCUMENT NUMBER (Org. identifier/FY/Doc.type code/Serial Number) 	C. REQUEST STATUS OR PROCESS CODE (X) <input checked="" type="checkbox"/> (1) Initial <input type="checkbox"/> (2) Resubmission <input type="checkbox"/> (3) Correction <input type="checkbox"/> (4) Cancellation	D. AMENDMENT NO.
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SECTION A - TRAINEE / APPLICANT INFORMATION

1. NAME (Last, First, Middle Initial) TRUSSELL, JEREMY	2. 1st 5 LETTERS OF LAST NAME TRUSS	3. SOCIAL SECURITY NUMBER 123-45-6789	4. ED. LEVEL 18	5. CONTINUOUS FEDERAL SVC. a. Years 1 b. Months 3
6. HOME ADDRESS (Street, City, State and ZIP Code) (optional) 1234 USA ROAD SOMEWHERE, US 99999		7. TELEPHONE NUMBERS (Include area code) a. Home (123) 555-1212 b. Office		8. POSITION TITLE Human Resource Specialist (Military)
11. ORGANIZATION NAME Workforce Development Office		9. POSITION LEVEL (X one) (1) Commercial (123) 456-7890 (2) DSN 332-1212 a. Executive b. Manager		10. PAY PLAN/SERIES/GRADE/STEP (Rank/MOS/AFSC/or Navy Designator) GS-0201-07, CP 50
12. ORGANIZATION MAILING ADDRESS (Include ZIP Code) 7777 Sandylake Road Killeen, TX 76544-5028		13. ORGANIZATION UIC W0VCAA 16. ARE YOU HANDICAPPED OR DISABLED? (X one) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		14. TYPE OF APPOINTMENT CC
				15. NO. PRIOR NON-GOVERNMENT TRAINING DAYS 0

SECTION B - TRAINING COURSE DATA

17. COURSE TITLE NEO and Army Personnel Mobilization Course				
18. TRAINING OBJECTIVES (Benefits to be derived by the Government) To receive an overview regarding mobilization policies and how best to meet future requirements, i.e., mobilization, deployment, redeployment, soldier readiness processing, medical retention processing, replacement operations, etc.			19. RECOMMENDED TRAINING SOURCE, SCHOOL OR FACILITY a. Name NEO Training Facility b. Mailing Address (Include ZIP Code) 265 Peachtree Street Denver, CO 12224 c. Location of Training Site (If other than 19b) Denver, CO	
20. COURSE CODES				
a. Purpose	5	f. Security Clearance	U	k. Training Program
b. Type	1	g. Allocation Status	1	l. Reason for Selection
c. Source	5	h. Priority	1	23. TRAINING PERIOD (YYYYMMDD)
d. Special Interest	0	i. Training Level	3	a. Start 01/24/05
e. Training Vendor		j. Method of Training	3	b. Complete 02/04/05
				21. COURSE HOURS (4 digits) a. Duty 80 b. Non-duty 0 c. TOTAL 80
				22. COURSE IDENTIFIERS a. SAID b. Catalog/Course No. c. Offering/TLN

SECTION C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)

24. IF TRAINING DOES NOT INVOLVE EXPENDITURE OF FUNDS OTHER THAN SALARY, PAY OR COMPENSATION, skip the remainder of questions in Section C and X this box <input checked="" type="checkbox"/>				
25. DIRECT COSTS		26. INDIRECT COSTS (For information only)		27. ACCOUNTING CLASSIFICATION Provided by Army G-1.
a. Tuition cost	\$695.00	a. Travel cost	\$620.00	
b. Books, material, other costs	\$0.00	b. Per diem/other costs	\$2226.00	
c. Total direct costs	\$695.00	c. Total indirect costs	\$2846.00	
d. Funding source		28. LABOR COSTS \$0.00		29. SIGNATURE OF FISCAL OFFICER (Follow local procedure) Army G-1 Signature
31. JOB ORDER NO.		30. TOTAL OF DIRECT & INDIRECT COSTS \$3541.00		

SECTION D - APPROVAL/CONCURRENCE/CERTIFICATION

32. SUPERVISOR: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.)				33. TRAINING OFFICER: I certify this training meets regulatory requirements.					
a. Typed Name (Last, First, Middle Initial) Supervisor's Name		b. Phone Number (Include area code) (703) 602-1234		a. Typed Name (Last, First, Middle Initial) DAVIS, CYNTHIA M.		b. Phone Number (Include area code) (703) 602-4148			
c. Signature & Title Supervisor's signature and title			d. Date (YYYYMMDD)		c. Signature & Title MACOM Intern Program Manager's signature			d. Date (YYYYMMDD)	
34. AUTHORIZING OFFICIAL				35. COURSE ACCEPTANCE (To be completed by school official)					
a. Action (X one) <input checked="" type="checkbox"/> (1) Approved <input type="checkbox"/> (2) Disapproved				a. Accepted c. School Official Signature		d. Date (YYYYMMDD)			
b. Typed Name (Last, First, Middle Initial) DAVIS, CYNTHIA M.		c. Phone Number (Include area code) (703) 602-4148		b. Not Accepted					
d. Signature & Title MACOM Intern Program Manager's signature			e. Date (YYYYMMDD)		36. COURSE COMPLETION (To be completed by school official)				
a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. <input checked="" type="checkbox"/>				b. Actual Completion Date (YYYYMMDD)		c. Grade			
d. Signature & Title			e. Date (YYYYMMDD)						
37. BILLING INSTRUCTIONS (Identify discount terms % days.) Furnish original invoice and 3 copies to: Department of the Army, G-1 Resource Management Office 2461 Eisenhower Avenue Alexandria, VA 22331									
38. CERTIFYING GOVERNMENT OFFICIAL									
a. I certify that this account is correct and proper for payment in the amount of: \$									
b. Signature & Title				c. Date Signed (YYYYMMDD)					
d. DSSN Number		e. Check Number		f. Voucher Number					

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.

ACTEDS Intern DD1556 TRAINING Fund Citation

2142020 4 22-2010 334751.10000 252C \$000.00

TNG##### TACV (Your ACTEDS MACOM APC 4 digit code) S23185

(SEE BELOW REFERENCE)

DOCUMENT REFERENCE NUMBER STRUCTURE ON DD FORM 1556's		
POSITION		REPRESENTS
1 - 3	TNG	for "Training"
4 - 6	---	First 3 letters of last name
7 - 10	----	Last 4 numbers of SSN
11	-	Month training begins *(see chart below)
12 - 14	---	Sequenced order number or Calendar Julian Date

*POSITION 11	MONTH
OCT A	APR G
NOV B	MAY H
DEC C	JUN J
JAN D	JUL K
FEB E	AUG L
MAR F	SEPT. M

EXAMPLE: Intern is John Smith, SSN: 999-99-9999 Traveling in June
Fund Cite would look like this:

2142020 4 22-2010 334751.10000 252C \$155.00

TNGSMI9999J001 TACV L6XX S23185

Appendix C

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)										1. DATE OF REQUEST (YYYYMMDD) 2004/12/16	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) Trussell, Jeremy				3. SOCIAL SECURITY NUMBER 123-45-6789			4. POSITION TITLE AND GRADE/RATING Human Resource Specialist (Military)				
5. LOCATION OF PERMANENT DUTY STATION (PDS) Fort Hood, Killeen, TX					6. ORGANIZATIONAL ELEMENT IMA			7. DUTY PHONE NUMBER (Include Area Code) (703) 602-1234			
8. TYPE OF AUTHORIZATION TDY		9. TDY PURPOSE (See JTR, Appendix H) Training			10a. APPROX. NO. OF TDY DAYS (Including travel time) 14			b. PROCEED DATE (YYYYMMDD) 2005/01/23			
11. ITINERARY FROM: Killeen, TX TO: Denver, CO RETURN: Killeen, TX											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)	
	X								X	RATE PER MILE: \$0.00	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. b. OTHER RATE OF PER DIEM (Specify)											
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$ 2,226.00		b. TRAVEL \$ 620.00			c. OTHER \$ 0.00			d. TOTAL \$ 2,846.00		\$ Max	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) "SAMPLE ONLY" Remarks should be curtailed to fit intern's requirements. Travel voucher will be submitted NLT 5 working days after completion of travel. Government quarters will be utilized if available. Fax settlement voucher claims with travel orders, receipts, etc. to DFAS, ATTN: Travel Division, Indianapolis, IN, DFAS fax number is (317) 510-6213. Provide a copy of paid settlement voucher to Department of the Army, G-1, Resource Management Office, 2461 Eisenhower Avenue, Room 444, Alexandria, VA 22331. Traveler has government card. Not authorized are rental car, excess baggage, and in and around mileage at TDY site.											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) SUPERVISOR'S NAME AND TITLE						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) CYNTHIA M. DAVIS, Intern Program Manager					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)										21. DATE ISSUED (YYYYMMDD)	
										22. TRAVEL AUTHORIZATION NUMBER	

ACTEDS Intern DD1610 TRAVEL Fund Citation

2142020 4 22-2010 334751.10000 21T1 \$000.00 21T2 \$000.00
TACV (Your ACTEDS MACOM APC 4 digit code) S23185
 (SEE BELOW REFERENCE)

DOCUMENT REFERENCE NUMBER STRUCTURE ON DD FORM 1610's		
POSITION		REPRESENTS
1 - 3	---	First 3 letters of last name
4 - 7	----	Last 4 numbers of SSN
8	T	for "Travel"
9	-	Month travel begins *(see chart below)
10 - 11	--	Month orders processed
12 - 14	---	Sequenced order number or Calendar Julian Date

*POSITION 9	MONTH
OCT A	APR G
NOV B	MAY H
DEC C	JUN J
JAN D	JUL K
FEB E	AUG L
MAR F	SEPT. M

**EXAMPLE: Intern is John Smith, SSN: 999-99-9999 Travelling in June
 Fund Cite would look like this:**

2142020 4 22-2010 334751.10000 21T1 \$659.00 21T2 \$750.00
SMI9999TJ06002 TACV L6XX S23185

APPENDIX D
Sample of Welcome Letter

MEMORANDUM FOR Name, Complete Mailing Address (if in CONUS, home address is preferred)

SUBJECT: Welcome Letter

On behalf of the Soldiers, civilians, and family members of the (organization), I welcome you and yours to our organizational family. I have assigned Mr./Ms. (full name) as your sponsor; he/she will assist you and your family during your transition and answer any questions you may have about your new assignment. Mr./Ms. (last name) will contact you prior to your arrival to assist you and answer any questions you may have. You can reach him/her at (phone). Once you arrive, he/she will assist you with local transportation, walk you through your in-processing, help set up any required appointments, and introduce you to your chain of command and co-workers.

The Resource Allocation Selection System (RASS) is one of the primary tools you will utilize for your training and travel submissions. You will need an Army Knowledge Online (AKO) address to use this tool. The web link for RASS is <http://cpol.army.mil/library/train/rass/>.

Your assignment as a member of the (organization) team will be a professional, challenging and a rewarding experience. We have a vital mission in the Army: to provide equitable, effective and efficient management of Army installations worldwide -- all 181 of them. Our role is essential in supporting the Army's mission readiness and execution, to enable the well being of Soldiers, civilians and family members, to improve the Army's aging infrastructure, and to preserve our Nation's environment. We look forward to your arrival and want to do everything possible to assist you in your new assignment.

SECOND LINE
SUPERVISOR

**APPENDIX E
ACRONYM LIST**

ACPMs

Activity Career Program Managers

ACTEDS

Army Civilian Training Education Development System

ASA (M&RA)

Assistant Secretary of the Army for Manpower and Reserve Affairs

CBT

Computer Based Training

CRO

Central Referral Office

CONUS

Continental United States

CP

Career Program

CPAC

Civilian Personnel Advisory Center

CPD

Civilian Personnel Division

CPM

Career Program Manager

CPP

Civilian Personnel Policy

CRO

Central Referral Office

EOD

Entry on duty

APPENDIX E
ACRONYM LIST Continued

FCR

Functional Chief Representative

HQ

Headquarters

IAW

In accordance With

IDP

Individual Development Plan

IMA

Installation Management Agency

IPM

Intern Program Manager

JTR

Joint Travel Regulation

MITP

Master Intern Training Plan

OCONUS

Outside Continental United States

OJT

On-the-job training

PERMISS

Personnel Management Information and Support System

PCS

Permanent Change of Station

RPA

Request for Personnel Action

APPENDIX E
ACRONYM LIST Continued

RASS
Resource Allocation Selection System

SES
Senior Executive Service

SME
Subject Matter Expert

TDY
Temporary Duty

USACEPA
United States Army Civilian Personnel Evaluation Agency

WFD
Workforce Development

