

# ACTEDS

ARMY CIVILIAN TRAINING  
EDUCATION, AND DEVELOPMENT SYSTEM

## MILITARY PERSONNEL MANAGEMENT



**ACTEDS . . .**

Training

Leader  
Development

Quality

*Linking Imperatives for Tomorrow's Army*

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# **ARMY CIVILIAN TRAINING, EDUCATION AND DEVELOPMENT SYSTEM (ACTEDS) PLAN FOR**






## **MILITARY PERSONNEL MANAGEMENT (CF 50)**

### **INTRODUCTION**

The Army Civilian Training, Education and Development System (ACTEDS) is a Department of the Army (DA) program. This ACTEDS plan provides a logical, visible framework for developing the technical, managerial, and professional skills required of the Military Personnel Management Career Field (CF 50). It provides career field members the opportunity to maximize their personal and professional growth through enhanced service and contribution to the Army of the 21st century. It strengthens the Army's personnel support by providing a more integrated, cohesive, and effective military/civilian personnel community.



### **OBJECTIVES**

The objectives for this ACTEDS plan are presented below.

-  Provide employees with a comprehensive list of competencies needed for performing major tasks in the Military Personnel Management Career Field.
-  Maximize employee job proficiency and improve the quality of mission accomplishment.
-  Provide employees and their supervisors with a single-source reference to assist in determining appropriate training and development for acceptable performance and to prepare the employee for progressively more responsible positions.
-  Enable employees to plan and sequence appropriate career training and development.
-  Develop and strengthen employee professional qualifications and leadership abilities.

### **COVERAGE**

This ACTEDS plan applies to all civilian DA employees in the Military Personnel Management Career Field (CF 50). The following series are in the Military Personnel Management Career Field:






-  GS-204, Military Personnel Management Technical and Clerical Series.
-  GS-205, Military Personnel Management Specialist.

## **CAREER FIELD MANAGEMENT**

Development, coordination, implementation, and management of the Military Personnel Management ACTEDS plan is the responsibility of the proponent, with the assistance of the Military Personnel Management Career Planning Board. The proponent of the Military Personnel Management Career Field (CF 50) is the Commandant of the Adjutant General School. The Functional Official for Military Personnel Management is the Commanding General, PERSCOM. The Functional Official will designate a senior official holding a top level position in Military Personnel Management to be the point of contact for the Army's Military Personnel Management Career Field.



### ***DA Functional Official***



The DA Functional Official will have operational responsibility for the administration of the Military Personnel Management Career Field. The responsibilities include:

-  Assisting the personnel proponent office in preparation of career management regulations by providing advice on career patterns; identifying competencies required for specific job categories; identifying training and development needs; and recommending functional courses and equivalencies for the enhancement of employees in the Military Personnel Management Career Field.
-  Establishing and chairing the DA Military Personnel Management Career Planning Board and assisting in the selection of participants for the Planning Board.
-  Monitoring the affirmative action goals and equal employment opportunity (EEO) progress.
-  Assisting the proponent (Commandant of the Adjutant General School) and the Military Personnel Management Career Planning Board in estimating Army-wide Military Personnel Management training needs and ensuring that the Master Training Plan (MTP) is adequate.
-  Assisting the Military Personnel Management Career Planning Board in establishing standards for selection of Military Personnel Management training sites.

### ***Functional Official's Representative***







The Functional Official's Representative will:

-  Identify ACTEDS key positions.
-  Develop career patterns.

-  Identify career field training requirements.
-  Develop and implement the Military Personnel Management Career Field ACTEDS plan.






### ***Commanders of MACOMs and Independent Reporting Activities (IRAs)***

MACOM and IRA Commanders will:

-  Ensure review, rank-ordering, and endorsement of nominations for Competitive Professional Development.
-  Ensure execution of locally funded career field programs within allocated resources.
-  Ensure execution of locally funded ACTEDS requirements.
-  Ensure identification and resourcing of non-ACTEDS career field training needs (such as training to meet MACOM mission requirements and individual training needs).
-  Ensure career management is evaluated and follow-up actions are taken to support quality staffing, employee communications, Affirmative Employment Program (AEP) and EEO objectives, and ACTEDS training and development requirements.
-  Establish leadership and direction in the Military Personnel Management Career Field.










### ***MACOM Career Field Managers***

MACOM Military Personnel Management Career Field Managers are the MACOM-level counterparts to the Functional Official's Representative. MACOM career field managers will:

-  Advise MACOM headquarters and field activities on career management from a functional standpoint.
-  Solicit nominations from installations for Competitive Professional Development. Provide technical assistance to MACOM commanders in reviewing, rank-ordering, and endorsing nominations for Competitive Professional Development.
-  Monitor EEO progress within the career field and perform the necessary follow-up to ensure full support of EEO goals.
-  Serve, when required, as Activity Career Field Manager for MACOM headquarters.
-  Advise and assist the Functional Official's Representative in matters related to career management.



### ***Activity Commanders and Directors***

Activity commanders and directors will:



-  Ensure communication with supervisors, managers and employees concerning requirements, responsibilities, policies, and procedures used in career management and ACTEDS.
-  Ensure that employees are scheduled for and released to attend mandatory ACTEDS training.
-  Support ACTEDS Competitive Professional Development programs through nomination and release of activity personnel with high potential for advancement.
-  Administer Army-wide and MACOM career field program for Military Personnel Management Career Field employees at the activity. This will include obtaining resources (from the MACOM) to cover administrative costs such as temporary duty (TDY) expenses for participants of planning boards and other situations requiring subject matter experts.
-  Nominate careerists for training/development opportunities.
-  Ensure that all personnel actions, including referrals and selections, are accomplished in accordance with merit principles and EEO policies.
-  Plan, program and budget for resources to support the intake and training of interns and other training and development requirements established in ACTEDS master training plan.
-  Appoint senior Military Personnel Management Specialist as Activity Career Field Manager.
-  Ensure full use of available ACTEDS central resources in support of ACTEDS requirements.

### ***Supervisors***

Supervisors will:










-  Counsel individual employees about their career development. Supervisors who are not in CF-50 must ensure that employees are counseled by an appropriate CF-50 Career Field Manager who is higher graded.
-  Prepare professional development objectives for their employees and incorporate these objectives into the employees' Total Army Performance System (TAPES) Support Form (for employees at the GS-9 level and above and for interns) or the TAPES Counseling

Checklist (for employees below GS-9).






-  Prepare intern training plans.
-  Release employees, mission permitting, for identified ACTEDS training and development opportunities.

### ***Activity Career Field Managers***

The Activity Career Field Managers will:

-  Ensure communication with supervisors, managers and employees concerning requirements, responsibilities, policies, and procedures used in career management and ACTEDS.
-  Ensure that employees are scheduled for and released to attend mandatory ACTEDS training.
-  Support ACTEDS Competitive Professional Development programs through nomination and release of activity personnel with high potential for advancement.
-  Ensure availability of the ACTEDS plan.
-  Provide advice and guidance to Military Personnel Management Career Field employees and serve as resource person by assisting supervisors in furnishing career field information to these employees.
-  In coordination with the civilian personnel office (CPO)/civilian personnel operating center (CPOC)/civilian personnel advisory center (CPAC), give guidance to supervisors on ACTEDS career field requirements.
-  Monitor and evaluate the execution of ACTEDS requirements at the activity level and provide advice and guidance to supervisors and employees on training and development opportunities and requirements.
-  Monitor and advise supervisors and career field employees on how to plan career objectives and plans using ACTEDS plan. (Refer to *A Supervisor's Guide to Career Development and Counseling for Career Program Employees*, DA Pamphlet 690-43, and *Mentoring for Civilian Members of the Force*, DA Pamphlet 690-46).
-  Monitor selection of interns in terms of qualifications and high potential to successfully complete the training program. Monitor the management, training, and performance of interns.



-  Name sponsors for interns new to the activity.
-  Approve modification to Master Intern Training Plan (MITP) for individual CF-50 interns.
-  Approve performance standards for interns, and act as approving official on their intern appraisals.
-  Sponsor and conduct periodic meetings with career field employees to share experiences, and discuss the status and direction of the career field
-  Act as subject matter specialist on Military Personnel Management Career Field to commander and CPO/CPOC/ CPAC as required.

## **CAREER PLANNING AND PROGRESSION**

This section outlines the supervisors' and employees' responsibilities for career planning and progression and describes the various career planning tools contained in this ACTEDS plan.

### **Career Planning Responsibilities**

#### ***Supervisors' Responsibilities***








Supervisors have responsibility for the career management of their employees. They serve in the roles of appraiser, advisor, and coach and, therefore, are essential players in an employee's career development. Supervisors must ensure that employees under their supervision possess, or are provided opportunities to obtain, required competencies. Development and rating methods of civilian employees are outlined and reported through the Total Army Performance Evaluation System (TAPES). The rater/supervisor, with the ratee's input, during the counseling sessions, will assist the ratee in identifying required training and/or professional development objectives. Once identified, the training or development activities are recorded on the Counseling Checklist (for GS-8 and below, excluding interns) or Support Form (for GS-9 and above and interns).

#### ***Employees' Responsibilities***

Each employee is responsible for establishing personal career goals and strategies to achieve those goals, and employees must demonstrate the interest, enthusiasm, and initiative required to achieve the stated objectives. Employees are to be assisted by supervisors in determining how best to carry out career plans. Employees who wish to take full advantage of the program are expected to accept cross-training assignments for developmental purposes. An honest assessment of individual strengths and weaknesses is a key step in developing a career development plan.

### **Key Positions**

Key positions are top positions in Military Personnel Management which establish and/or interpret policy, plans, and strategy. The key positions in the Military Personnel Management Career Field are as follows:

-  All TRADOC Installation Adjutant General/Chief, Military Personnel Division (MPD)
-  All FORSCOM Installation Adjutant General/Chief, Military Personnel Division (MPD)
-  Soldier Support Institute and the Adjutant General Proponency Office (GS-12 and above)
-  Theater PERSCOMs and CONUS commands (GS-12 and above)
-  MACOM HQ (GS-13 and above)
-  HQ DA Branch Chiefs (GS-13 and above)
-  HQ DA Division Chiefs (GS-15)

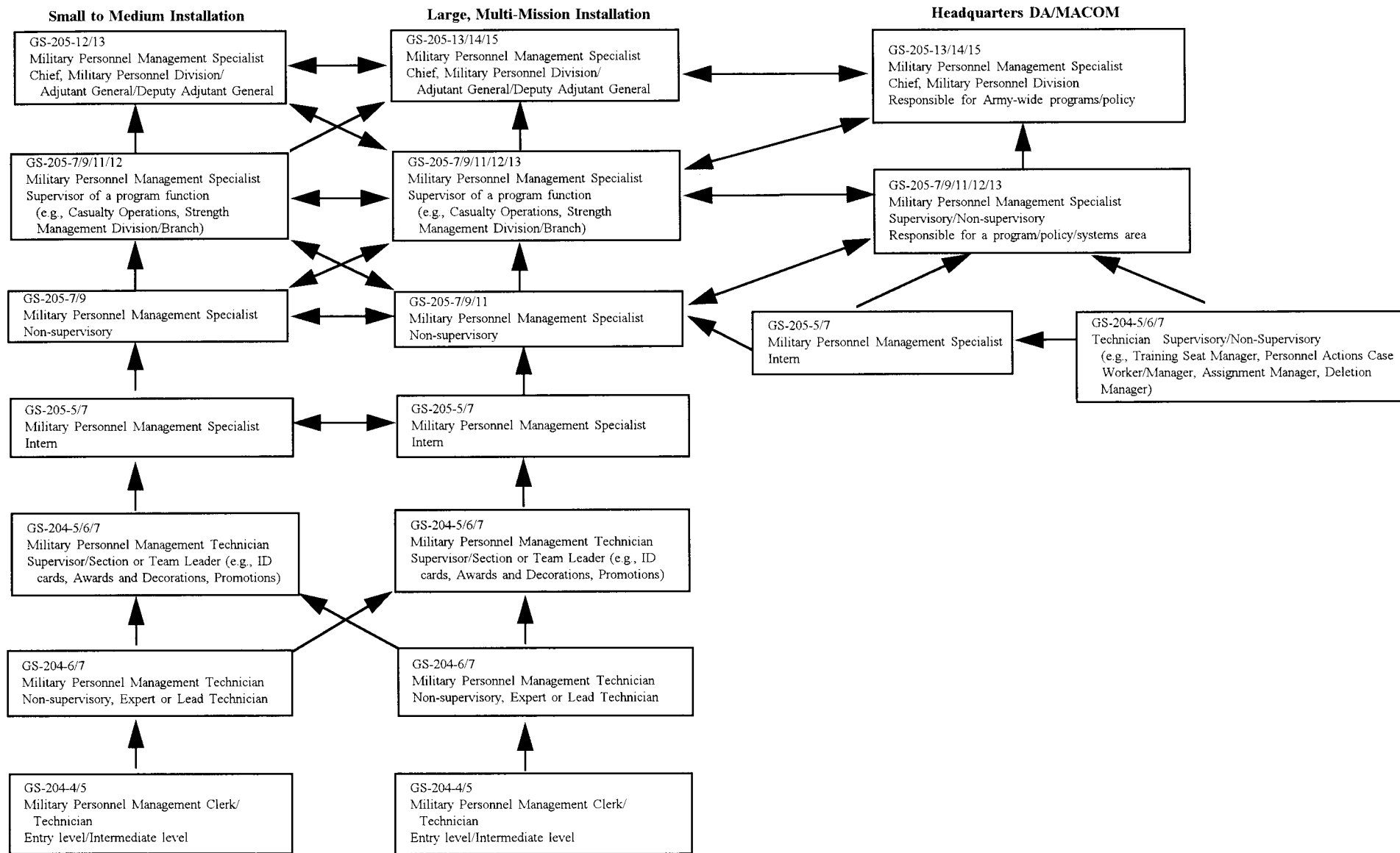
### **Career Paths**

There are several career paths for progressing within the Military Personnel Management Career Field. The most likely means for progressing to higher grades are shown in Figure 1, Chart of Career Paths. As shown in the figure, employees can move to positions within their current organization or to positions in other organization, such as, moving from a small or medium installation to a large installation or moving from an installation to Headquarters DA.

For employees in the Military Personnel Management Series (GS-205), advancement to higher than the journey level can be pursued through either a leader track or a specialist track. For employees in the Military Personnel Management Clerical and Technician Series (GS-204), advancement to higher level positions can be pursued through advancement to a position as a Supervisory Military Personnel Management Technician and/or by transitioning to the Military Personnel Management Series.

In career planning, employees and supervisors should remember that it is important for employees to have knowledge of and experience in a wide variety of the functional areas in the Military Personnel Management Career Field in order to be successful at the higher grade levels.

**FIGURE 1: CHART OF CAREER PATHS**



**This chart of career paths shows the opportunity for horizontal, vertical, and diagonal movement among organizational levels in the Military Personnel Management Career Field.**

## Competencies and Master Training Plan

Identification of the competencies required for successful performance is the initial step in career planning. This ACTEDS plan identifies the competencies required at each level and the means for obtaining those competencies. Specifically:

- The competencies required are presented in [Appendix A](#).
- The Master Training Plan (MTP), which links the competencies required to the means for acquiring those competencies, is presented in [Appendix B](#).
- The Request for Equivalency Credit for Mandatory Functional Training is presented in [Appendix C](#).
- Descriptions of the courses specified in the MTP are presented in [Appendix D](#).

The training and development opportunities in the MTP are divided into two categories -- Universal and Competitive Professional Development.

**Universal training.** Universal requirements provide competencies needed by all individuals who have similar duties and responsibilities across the occupation. Most of the training and development opportunities in the MTP are universal training.

Universal requirements are prioritized in the ACTEDS plan to assist commanders in planning and programming for ACTEDS funding. Universal training priorities are as follows:

- ***Mandatory, Priority I*** -- Training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (1) employee must have for acceptable performance; (2) training is essential for mission accomplishment; (3) training is mandated by higher authority (law or DOD) or is required for certification, health, or safety reasons; (4) training is mandated by the Assistant Secretary of the Army (Manpower and Reserve Affairs) as an ACTEDS leader development core course; or (5) is essential, functional intern training.
- ***Mandatory, Priority II*** -- Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (1) employee should have for maximum proficiency and/or (2) training improves the quality of mission accomplishment.
- ***Recommended, Priority III*** -- This training should be funded after Priority I and II requirements and should meet one or both of the following: (1) provides or enhances competencies needed on the job and/or (2) leads to improvement of mission accomplishment.

**Competitive Professional Development.** This category includes development for which individuals are competitively selected. It covers Army-wide competitive programs such as Senior Service Colleges, Fellowship Programs, and the Army Management Staff College as well as career field or multidisciplinary Army-wide competitive programs such as university training or developmental assignments.

### **Master Intern Training Plan**

All career fields or career programs with interns must have a Master Intern Training Plan (MITP). The MITP for the Military Personnel Management Career Field is presented in [Appendix E](#).

### **Training Levels**

As personnel in the Military Personnel Management Career Field progress through the various levels, they should receive formal training, on-the-job training (OJT), and progressively more responsible assignments. This section provides information on suggested training and assignments. In reviewing and using this information, supervisors and employees should remember that members of the Military Personnel Management Career Field vary widely in their previous training and experience.

#### ***Military Personnel Management Specialist Series (GS-205)***

- Entry Level Training: (Note: The entry level for Military Personnel Specialist is reserved for interns.)

At the GS-5/7 level, the employee generally requires OJT and technical training. The primary source of this technical training is the Adjutant General Officer Basic Course. On-the-job training will include rotational job assignments to provide a comprehensive knowledge of various military personnel functional areas, as well as an overview of the missions of the installation, Major Army Commands, and the Department of the Army. Rotations may include temporary assignments at other installations, PERSCOM, SSI, MACOM HQ, etc.

- Journey-Level Training:

At the GS-9/11 level for non-supervisors, the primary focus will be placed on increasing the technical knowledge and skill of the employee. The secondary emphasis will be on management and human relations skills

Work assignments are selected to add depth and breath of technical competence and of management and human relations skills. Assignments at the journey level include:

- Personnel Automation Systems Specialist

-- Action Officer/Program Manager at HQ MACOM/DA-level

The employee's self-development activities at this level are also accelerated and training is more selective. The focus is to ensure that employees at this level continue to add to the variety their experiences by activities such as:

-- Army correspondence courses

-- Courses at local colleges/universities and/or college correspondence courses

-- Participation in professional associations, such as Toastmasters, Speakers' Bureau, and Adjutant General Corps Regimental Association

-- Special projects

- First-Line Supervisor Level Training:

For the first-line supervisor, the primary focus will be on management and human relations skills. Secondly, emphasis will be placed on increasing the technical knowledge and skill of the employee.

Work assignments are selected to add depth and breath of management/supervisory and technical competence. Assignments at the journey level include:

-- Chief, Personnel Processing Branch

-- Chief, Reassignment Processing Branch

-- Chief, Strength Management Branch

-- Chief, Transition Center

-- Branch Chief in an installation's MPO/MPD

The employee's self-development activities at this level are also accelerated and training is more selective. The focus is to ensure that employees at this level continue to expand the variety of their experiences by activities such as:

-- Army correspondence courses

-- Courses at local colleges/universities and/or college correspondence courses

- Participation in professional associations, such as Toastmasters, Speakers' Bureau, and Adjutant General Corps Regimental Association
- Special projects
- Senior Specialist/Supervisory Training:
 

At the GS-12/13 level, the focus is placed on increasing the employee's competence in management concepts as well as specialized areas related to Military Personnel Management. Since most senior specialist positions require broad managerial knowledge and skill, the training activity will place special emphasis on management and human relations. Attendance at seminars, conferences, and advanced courses in professional development is one of the training requirements in this area. Graduate study, speaking and writing activities, temporary duty assignments, rotation of assignments, and participation in professional association activities will be encouraged.
- Manager Level Training:
 

The Army's Leader Development Core Curriculum includes Mandatory Priority I, Mandatory Priority II, and Recommended Priority III training, as well as Competitive Professional Development. The training courses are presented in the MTP ([Appendix B](#)) and in the Course Descriptions ([Appendix D](#)).

***Military Personnel Clerical and Technician Series*** (GS-204)

- Entry Level and Intermediate Level Training:
 

At the GS-4/5 level, on-the-job assignments are the means by which entry-level military personnel clerks and technicians gain a foundation in the career field. The incumbent is provided with numerous, detailed guidelines for completing work assignments primarily related to the procedural aspects of military personnel transactions. The purpose of these assignments is to gain a general knowledge of regulations and procedures, become familiar with the organization and content of military personnel records and reports, and acquire a working knowledge of military organizational structure, protocol, and similar matters.

Progressive assignments involve increasing responsibility for the more substantive aspects of military personnel transactions. Typical assignments are in work centers throughout the MPO/MPD, such as the Personnel Administration Center (PAC) or Personnel Records Section.

Intermediate level training will emphasize:

- Proficiency in their individual functional area (such as ID card/DEERS; personnel actions)
- General understanding of the military personnel management field
- General knowledge of personnel administration

Typical assignments at the intermediate level include:

- ID clerk
- Transition clerk
- Military personnel staffing technician

- Expert or Lead Technician:

At the GS-6/7 level, the purpose of training is to increase the incumbent's knowledge in one or more specific military personnel systems (such as recruitment, assignment, retirement systems at the installation or headquarters level).

The nature of the work requires increased knowledge, judgment and analytical skills to apply guidelines, verify and insure conformance to standards, and resolve specific cases. The incumbent should be fully proficient in assigned area, frequently acting as expert in assigned area.

Typical assignments at this level include:

- Lead technician
- Supervisor of a work center
- At HQ DA, assignment manager, distribution manager, or analyst

### **Competitive Professional Development**

These are Armywide long-term and short-term training programs which may be centrally funded. These competitive opportunities include formal courses and developmental assignments such as:

- Senior Service Colleges



- LEGIS Fellowship for Executive Development
- Army Management Staff College (AMSC)
- Developmental assignments

Temporary duty assignments for developmental purposes are available on an ongoing basis for members of the Military Personnel Management Career Field. Developmental assignments are available at various grade levels from GS-5 to GS-12 and are typically one to four weeks in duration. The functional area involved may be broad, such as officer and enlisted personnel management and personnel support functions, or be limited to a specific project. For complete, up-to-date information on opportunities and how to apply, see the annual *Catalog of Civilian Training, Education, and Professional Development Opportunities*.

### **Self-development**

Self-development activities will increase employees' knowledge, improve their competence in their area of interest, and offset any limitations identified in the career planning process. A self-development activity is an individual, voluntary effort initiated and conducted by the employee. Active interest in self-development generally indicates that an employee has a strong desire to achieve planned career goals. Employees will be encouraged to take advantage of:

- Army correspondence courses
- Opportunities for study at nearby colleges or universities (for example, to earn degrees in courses of study such as personnel management/administration, public administration, business management/administration, computer science)
- Professional reading
- Active participation in local Adjutant General Corps Regimental Association

### **Developing Your Own Career Development Plan**

The ideal career development program provides the opportunity for the employee to advance to the highest level of his/her capability. The most effective training and development activity for members of the Military Personnel Management Career Field will result from a counseling session which:

- identifies training requirements;
- systematically schedules the training needed to meet the requirements; and

- takes greatest advantage of work situations and operating problems for OJT purposes.

When an employee has completed a required phase of training, it must be documented by the supervisor. This documentation will be recorded on the TAPES record. Since employees enter the Military Personnel Management Career Field at various levels with varying degrees of preparation, capability, and potential for growth, supervisors should ensure that prior experience and training is documented in their employees' records and should consider documented experience and training in planning training and development activities based upon this ACTEDS plan.

## **RECRUITMENT STRATEGIES AND SOURCES**

### **Recruitment Strategies**

The planned recruitment of highly qualified or high potential personnel is essential to the development and maintenance of an effective military personnel management program. The recruitment strategies for the Military Personnel Management Career Field are:

- Recruitment should be related to replacement needs projected on the basis of expected losses and planned expansions.
- Although primary hiring emphasis is generally placed on recruitment at the entry level, recruitment of quality individuals from various sources for the higher levels may also be conducted.
- Recruitment and selection practices are designed to obtain the best qualified candidate for available positions.
- Recruitment brochures, literature, advertising, or other appropriate authorized publicity measures should be employed to support recruitment actions.

### **Recruitment Sources**

- Status candidates eligible for transfer, reassignment, or reinstatement to positions no higher than ones previously held.
- Competitive referral procedures.
- Non-status candidates from an Office of Personnel Management (OPM) certificate or a certificate established by a Delegated Examining Unit (DEU).
- Operation of a special placement assistance program such as the DoD Priority Placement Program.

## **MOBILITY REQUIREMENTS**

While many employees can achieve their career objectives in one geographical area, mobility is often a factor in achieving goals. Relocation increases chances of acquiring the broad-based technical and supervisory experience necessary for management level positions. There is a direct relationship between employees' prospects for enhanced development and career advancement and their availability for varied geographic locations and assignments at different organizational levels.

## APPENDIX A: COMPETENCIES

### *PROFESSIONAL COMPETENCIES*

- P1. Integrity - Displays high standards of ethical conduct and understands the impact of violating these standards on the organization, self, and others; chooses an ethical course of action.
- P2. Commitment - Willingly, consistently carries out goals of the organization, the Army, and the nation; putting the needs of the organization above personal advantage.
- P3. Leadership - Demonstrates and encourages high standards of behavior; influences others to take appropriate action; adapts leadership style to situations and people; empowers motivates, and guides others.
- P4. Communication:
  - Written - expresses facts and ideas in writing in a succinct and organized manner.
  - Oral - expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.
- P5. Team building - Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- P6. Technical competence - Demonstrates technical proficiency and understanding of its impact in the areas of responsibility.
- P7. Problem-solving - Recognizes and defines problems, analyzes relevant information and encourages alternative solutions and plans to solve problems.
- P8. Decision making - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.
- P9. Planning and organizing - Plans, organizes, and prioritizes work to meet deadlines; manages the implementation of projects or programs; coordinates with other parts of the organization to accomplish goals; uses project organization techniques.
- P10. Use of available technology - Integrates technology into the work place; develops strategies using new technology to manage and improve effectiveness to give the organization “the edge”; literally, the use of computers, mathematical or analytical techniques, and other information management means.

- P11. Measurement - Sets performance standards based on process analysis; defines measurement and data collection plans; analyzes results; performs trend analyses; communicates measurement results using graphs and other data presentation management tools.
- P12. Self-direction - Demonstrates belief in own abilities and ideas; is self-motivated and results oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.
- P13. Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.
- P14. Concern for others - Considers and appropriately responds to the needs, feelings, capabilities and interests of others; shows understanding, friendliness, courtesy, tact, empathy, cooperation, and politeness to others; relates well to people from varied backgrounds and different situations.

***TECHNICAL COMPETENCIES*** (arranged in alphabetical order)

- T1. Award/Decoration System - Administers the Army' s awards program.
- T2. Casualty and Memorial Affairs Program of the Army - Administers a sensitive Casualty and Memorial Affairs Program.
- T3. DEERS/Rapids System - Identifies cards, issues cards, and provides overall management of the identification card system.
- T4. Enlisted Promotion System - Reviews, coordinates, and processes promotion actions.
- T5. Enlisted Reclassification System - Administers the Reclassification System (installation and HQ level).
- T6 . Information Systems Management - Knowledge of hardware and software applications.
- T7. Life Cycle Management - Knowledge of concepts, theories and principles.
- T8. Manpower System - Processes changes to manpower documents and interprets TAADS to ensure proper manpower procedures.
- T9. Military Personnel Records System - Maintains and controls Military Personnel Records System.

- T10. Mobilization Plans and Program - Administers the Army's Mobilization Program; executes mobilization plans.
- T11. Officer and Enlisted Evaluation System - Receives, reviews, and processes evaluation reports.
- T12. Officer Promotion System - Reviews, coordinates, and processes promotion actions.
- T13. Organizational Structure - Knowledge of the installation and of military organizational structure, functions, protocol, and similar matters.
- T14. Personnel Actions - Monitors and reviews personnel actions; approves/disapproves or forwards to higher headquarters.
- T15. Personnel Eliminations - Processes personnel eliminations.
- T16. Personnel Reassignment System - Processes reassignment actions at the installation level; generates reassignments at the HQ level.
- T17. Publications System - Knowledge of the Army Publications System.
- T18. Reserve Component - Knowledge of Reserve Component System and interface with active duty Army.
- T19. Retention Program - Administers the Total Army Retention Program.
- T20. SIDPERS - Knowledge of SIDPERS.
- T21. Soldier Readiness Program - Knowledge of Soldier Readiness Program (SRP); coordinates and validates soldier readiness checks; and administers Soldier Readiness Program.
- T22. Strength Management - Administers distribution and assignment of officers/warrant officers; administers distribution and assignment of enlisted soldiers.
- T23. Trainee/Student MILPO - Knowledge of trainee/student military personnel services and procedures.
- T24. Transition Program - Administers separation/retirement processing and coordinates with ACAP; administers SBP counseling.

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**APPENDIX B: MASTER TRAINING PLAN (MTP) FOR MILITARY PERSONNEL MANAGEMENT CAREER FIELD**

Course Code and Title	Source	Type	Level	Priority	Competencies
<b>Military Personnel Management Courses</b>					
7-12-C20-41A Adjutant General Officer Basic Course	AG School	Class	GS-5/7 (Interns)	I (Interns)	T2, T4, T9, T10, T11, T12, T14, T18, T22
AIT 75H Personnel Service Specialist	AG School	Class	GS-4/5	III	P6, T9, T17, T20, T23, T24
BNCOC 75 H Personnel Service Sergeant	AG School	Class	GS-5 and above	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T1, T2, T4, T5, T12, T16, T20, T23
805C W11 RC WOBC Military Personnel Technician Course	AIPD	Corr	GS-6/7	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T1, T2, T3, T4, T5, T9, T11, T12, T13, T16, T17, T18, T19, T21, T22, T23, T24
7C-420A-RC or 7C-420A Military Personnel Technician WO Basic Course	AG School & AIPD	Corr & Class; or Class only	GS-6/7	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T1, T2, T3, T4, T5, T9, T11, T12, T13, T16, T17, T18, T19, T20, T21, T22, T23, T24
805C W31 RC WOAC Military Personnel Technician Course (420A)	AIPD	Corr	GS-8 and above	II	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T1, T2, T3, T4, T5, T8, T9, T10, T11,

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

Codes for competencies: P = Professional; T = Technical.

For complete name of training sources, refer to [Appendix D](#), Training Course Descriptions.



Course Code and Title	Source	Type	Level	Priority	Competencies
					T12, T13, T14, T15, T16, T17, T18, T19, T21, T22, T24
7C-12-C32-RC or 7C-12-C32 Administrative Senior Warrant Officer Training Course	AG School & AIPD	Corr & Class; or Class only	GS-8 and above	II	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T1, T2, T3, T4, T5, T8, T9, T10, T11, T12, T13, T14, T15, T16, T17, T18, T19, T21, T22, T23, T24
805C Q21 Personnel Staff Officer Course	AIPD	Corr	GS-8 and above	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T1, T2, T3, T4, T5, T7, T8, T9, T10, T11, T12, T13, T14, T15, T16, T17, T18, T19, T21, T22, T24
805C D23 Military Personnel Officer Course	AIPD	Corr	GS-8 and above	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T1, T2, T3, T4, T5, T7, T8, T9, T10, T11, T12, T13, T14, T15, T16, T17, T18, T19, T21, T22, T24
805C M19 Personnel Management Course (MOS 75C20)	AIPD	Corr	GS-4 and above	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T2, T4, T5, T12, T16, T22, T23, T24
805C M21 Personnel Records Course (MOS 75D20)	AIPD	Corr	GS-4 and above	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14, T9, T15, T17, T23, T24
805C M23 Personnel Actions Course (MOS	AIPD	Corr	GS-4 and above	III	P1 P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, T1, T3, T4,

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

Codes for competencies: P = Professional; T = Technical.

For complete name of training sources, refer to [Appendix D](#), Training Course Descriptions.

Course Code and Title	Source	Type	Level	Priority	Competencies
75E20)					T5, T12, T14, T15, T16, T17, T19, T24
Distribution and Assignment of Enlisted Soldiers	EPMD, PERSCOM	Class	GS-8 and below	III	T22
Life Cycle Management	EPMD, PERSCOM	Class	GS-9 and above	II	T7
<b>Army Core Civilian Leader Development Courses</b>					
Intern Leadership Development Course (ILDC)	Local	Class	GS-5/7 (interns)	I	P1, P2, P3, P5, P7, P8, P9, P14
			Non-interns	III	
Supervisor Development	AIPD	Corr	New Supervisors	I	P3, P5, P7, P8, P9
			Non-supervisors	III	
Leadership Education and Development Course (LEAD)	Local	Class	New Supervisors	I	P1, P2, P3, P4, P5, P6, P7, P8, P9, P14
			Non-supervisors	III	
ST 6000 Manager Development Course	AIPD	Corr	New Managers	I	P1, P2, P3, P5, P7, P8, P9, P13, P14
Organizational Leadership for	CAL	Class	New	II	P1, P2, P3, P4, P5, P7, P8, P9,

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

Codes for competencies: P = Professional; T = Technical.

For complete name of training sources, refer to [Appendix D](#), Training Course Descriptions.

Course Code and Title	Source	Type	Level	Priority	Competencies
Executives (OLE)			Managers		P12, P13, P14
Personnel Management for Executives (PME) I	ACCHRM	Class	Managers	II	P1, P2, P3, P4, P5, P7, P8, P9, P12, P13, P14
Personnel Management for Executives (PME) II	ACCHRM	Class	Managers	III	P1, P2, P3, P4, P5, P7, P8, P9, P12, P13, P14
Army Management Staff College (AMSC)	AMSC	Class	GS-12 - GS-14	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14
<b>Other Army Courses</b>					
Action Officer Development Course (AODC)	AIPD	Corr	GS5/7 Interns All new 205s	I	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, P14
			Other GS-7s and above	III	
Army Force Management Course	AFMS	Class	GS9-15	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, T8
Force Integration Course	AIPD	Corr	GS9-15	III	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P12, P13, T8
<b>Graduate School, USDA, Courses</b>					
25PD Basic Communication Skills	USDA	Class	Open to all	III	P4
25PM Editing Your Own Writing	USDA	Class	Open to all	III	P4

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

Codes for competencies: P = Professional; T = Technical.

For complete name of training sources, refer to [Appendix D](#), Training Course Descriptions.

<b>Course Code and Title</b>	<b>Source</b>	<b>Type</b>	<b>Level</b>	<b>Priority</b>	<b>Competencies</b>
45CE Effective Communication with Customers	USDA	Class	Open to all	III	P4, P14
45DM Effective English Workshop	USDA	Class	Open to all	III	P4
45DK Effective Listening and Memory Development	USDA	Class	Open to all	III	P4
25DN Effective Writing Skills	USDA	Class	Open to all	III	P4
25PH Essentials of English	USDA	Class	Open to all	III	P4
25EA Fundamentals of Writing	USDA	Class	Open to all	III	P4
25EH Interpersonal Communication	USDA	Class	Open to all	III	P4, P7, P14
45DD Report Writing	USDA	Class	Open to all	III	P4, P9
45DA Writing Effective Letters	USDA	Class	Open to all	III	P4
52KS Time Management	USDA	Class	Open to all	III	P9

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

Codes for competencies: P = Professional; T = Technical.

For complete name of training sources, refer to [Appendix D](#), Training Course Descriptions.

<b>Course Code and Title</b>	<b>Source</b>	<b>Type</b>	<b>Level</b>	<b>Priority</b>	<b>Competencies</b>
43GY Project Management	USDA	Class	Managers, Project Managers, Project team members	III	P9
23MS Succeeding in Work Teams	USDA	Class	Team leaders & members	III	P3, P4, P5, P7, P8, P14
23MM Leading Work Teams	USDA	Class	Team leaders & members	III	P3, P4, P5, P7, P8, P14
23MN Facilitating Work Teams	USDA	Class	Team leaders & members	III	P3, P4
25AT Problem Solving	USDA	Class	Admin. Personnel	III	P7
23LD Presenting Statistics Using Graphs, Charts, and Tables	USDA	Class	Open to all	III	P11
<b>Interagency Training Center, U.S. General Services Administration</b>					
1925 Focusing on Results: Developing and Implementing Performance Measurement Systems	Interagency Training Center	Class	Open to all	III	P11

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

Codes for competencies: P = Professional; T = Technical.

For complete name of training sources, refer to [Appendix D](#), Training Course Descriptions.

**APPENDIX C**

**REQUEST FOR EQUIVALENCY CREDIT FOR MANDATORY FUNCTIONAL TRAINING**

Privacy Act Statement: Authority EO 9397, November 1943 (SSN). The principal purpose of this form is to document credit for equivalency training. The purpose of soliciting the Social Security Number is for positive identification and for processing in the Army Civilian Personnel System (ACPERS). Routine use of this form is for verification by the individual's supervisors, Functional Officials, Personnel Proponents, and the individual's personnel office to ensure that mandatory functional training requirements have been fulfilled. Failure to provide requested information precludes effective evaluation of equivalency credit for mandatory functional training and update of the individual's training record in ACPERS.

**SECTION I - EMPLOYEE/COURSE INFORMATION (Type or print in ink)**

- 1. LAST NAME, FIRST NAME MI      2. SOCIAL SECURITY NUMBER
  
- 3. POSITION TITLE      4. PAY PLAN/SERIES/GRADE
  
- 5. CAREER PROGRAM TITLE      6. CAREER FIELD TITLE
  
- 5a. CAREER PROGRAM NUMBER      6a. CAREER FIELD NUMBER

**IDENTIFICATION OF COURSE FOR WHICH EQUIVALENCY IS REQUESTED**

- 7a. COURSE NUMBER
  
- 7b. COURSE LEVEL (Entry, Intermediate, Senior, etc.)
  
- 7c. COURSE TITLE
  
- 7d. COURSE OFFERED BY (Name of college, institution, school, etc.)  
ADDRESS (Include street, city, state, zip code, etc.)



**REQUEST FOR EQUIVALENCY CREDIT FOR MANDATORY FUNCTIONAL TRAINING**

8. CURRENT ORGANIZATION (Include office symbol, location, address, and zip code)

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9. EMPLOYEE SIGNATURE

10. DATE SIGNED

**SECTION II - TRAINING INFORMATION**

11. TRAINING COMPETENCIES ACQUIRED THROUGH (Check as applicable)

\_\_\_\_\_ WORK EXPERIENCE (Attach detailed explanation of work assignments. Identify competencies and explain how they were acquired.)

\_\_\_\_\_ FORMAL EDUCATION (Attach transcript(s) and descriptions of course work, to include course title, course level, and grade. Identify competencies and explain how they were acquired.)

\_\_\_\_\_ CORRESPONDENCE STUDY (Attach certificate(s) and description of course work. Identify competencies and explain how they were acquired.)

\_\_\_\_\_ SELF-DEVELOPMENT ACTIVITIES (Attach detailed explanation. Identify competencies and explain how they were acquired.)

**SECTION III - SUPERVISOR'S RECOMMENDATION**

12. CONCURRENCE/NONCURRENCE (Check one)

\_\_\_\_\_ Concur - (Based on evaluation of individual's documentation, requisite competencies have been attained.)

\_\_\_\_\_ Noncur - (Return documentation to individual.)

13. HOW WERE EQUIVALENCIES DETERMINED? (Check one)

\_\_\_\_\_ CASE-BY-CASE                      \_\_\_\_\_ STANDARD EQUIVALENT

(Exceptions: See AR 690-400, Chapter 410, Subchapter 19, Army Civilian Training, Education, and Development System (ACTEDS), paragraph 19-7(4).)

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WWW-R



**REQUEST FOR EQUIVALENCY CREDIT FOR MANDATORY FUNCTIONAL TRAINING**

14. SUPERVISOR' S NAME AND TITLE

15. CURRENT ORGANIZATION (Include office symbol, location, address, and zip code.)

16. SUPERVISOR' S SIGNATURE

17. DATE SIGNED

**SECTION IV - APPROVING AUTHORITY**

18. APPROVAL/DISAPPROVAL

\_\_\_\_\_ APPROVED (Remove attachments and return to individual' s supervisor. Forward WWW-R to individual' s servicing Civilian Personnel Office.)

\_\_\_\_\_ DISAPPROVED (Return WWW-R and attachments to individual' s supervisor.)

19. APPROVAL OFFICIAL' S NAME AND TITLE

20. CURRENT ORGANIZATION (Include office symbol, location, address, and zip code.)

21. SIGNATURE OF APPROVING OFFICIAL

22. DATE SIGNED

**SECTION V - DISPOSITION BY CIVILIAN PERSONNEL OFFICE**

23. DOCUMENTATION (Check applicable Army Civilian Training, Education, and Development System (ACTEDS) Data Identification Number (DIN) Code(s) for use in coding training/equivalency information. Reference Field Level Army Civilian Personnel System (ACPERS) User' s Manual, Chapters 5 (CE) and 8.)

23a. DATE OF ACPERS INPUT

\_\_\_\_\_ (year/month/day)

23b. WAS ACPERS DIN FXL USED?

\_\_\_\_\_ Yes \_\_\_\_\_ No

24. FILING INSTRUCTIONS: File WWW-R on the right side of the employee' s (see Item No. 1) Official Personnel Folder.

WWW-R

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## APPENDIX D: COURSE DESCRIPTIONS

Sources for Training
Adjutant General School, Ft. Jackson, SC
Army Center for Civilian Human Resource Management (ACCHRM)
Army Center for Leadership (CAL)
Army Force Management School
Army Institute for Professional Development (AIPD)
Army Management Staff College (AMSC)
Enlisted Personnel Management Directorate (EPMD), PERSCOM
Interagency Training Center, U.S. General Services Administration
Graduate School, USDA

### Army Military Personnel Management Courses<sup>1</sup>

**Course Code:** 7-12-C20-41A

**Title:** Adjutant General Officer Basic Course

**Description:** The purpose of the course is to prepare newly commissioned Adjutant General Corps officers for their initial duty assignments in personnel and administrative management positions. The course covers technical subjects needed for personnel and administrative management and common core subjects needed for combat survival.

**Target Audience:** Interns in Military Personnel Management

**Length:** 13 weeks

**Type:** Classroom

**Source:** Adjutant General School, Ft. Jackson, SC

For course schedule, contact:

Commandant, Adjutant General School

ATTN: ATSG-AGP-P

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<sup>1</sup> Refer to DA PAM 351-4, *US Army Formal Schools Catalog*, and DA PAM 351-20, *Army Correspondence Course Catalog*, for complete course information.

Ft. Jackson, SC 29207-7040  
DSN: 734-8446  
Commercial (803) 751-8446  
To register, use MPM 97-1 Training Application at [Appendix F](#).

**Course Code:** AIT 75H

**Title:** Personnel Service Specialist

**Description:** This course covers the following topics: using military publications; utilizing TACCS; utilizing word processing; basic Army correspondence and administration; processing of classification and reclassification actions; preparing orders; SIDPERS; reviewing/determining proper enlisted promotions; assigning soldiers using wartime strength reporting; processing and responding to EDAS; record and administrative actions; typing; in- and out-processing procedures; processing SIDPERS using TACCS; personnel actions; separations; administrative procedures; and integration with TACCS equipment.

**Target Audience:** GS-4/5

**Length:** Variable. Note: The total course is 8 weeks in length. Civilian personnel may take portions of the course -- but only in an audit status.

**Type:** Audit of specific classroom subcourse(s). Note: Certificate of Completion awarded for specific subcourse(s) completed.

**Source:** Adjutant General School, Ft. Jackson, SC  
For course schedule, contact:  
Commandant, Adjutant General School  
ATTN: ATSG-AGP-P  
Ft. Jackson, SC 29207-7040  
DSN: 734-8446  
Commercial (803) 751-8446  
To register, use MPM 97-1 Training Application at [Appendix F](#).

**Course Code:** BNCOC 75H

**Title:** Personnel Service Sergeant

**Description:** This course covers the following topics: personnel management: SIDPERS; personnel office computations; assignments and utilization of enlisted personnel; requisitions; classifications and reclassifications; officer promotions; enlisted promotions; personnel qualification records (enlisted); separations; reviewing officer procurement applications; awards; casualty reporting; line of duty investigations; and personnel affairs and review a bar to reenlistment.

**Target Audience:** GS-5 and above

**Length:** The total course is 12 weeks in length. Civilian personnel may take portions of the course -- but only in an audit status.

**Type:** Audit of specific classroom subcourse(s). Note: Certificate of Completion awarded for specific subcourse(s) completed.

**Source:** Adjutant General School, Ft. Jackson, SC  
For course schedule, contact:  
Commandant, Adjutant General School  
ATTN: ATSG-AGP-P  
Ft. Jackson, SC 29207-7040  
DSN: 734-8446  
Commercial (803) 751-8446  
To register, use MPM 97-1 Training Application at [Appendix F](#).

**Course Code:** 805C-W11

**Title:** RC WOBC Military Personnel Technician Course (420A)

**Description:** This course is designed to provide training and a working knowledge for military personnel technicians.

**Note:** This correspondence course is Phase 1 of the RC Warrant Officer Basic Course. (Refer to the course description for course code 7C-420A-RC).

**Target Audience:** GS-6/7

**Type:** Correspondence

**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:  
Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** 7C-420A-RC (combination of correspondence and classroom)  
Or 7C-420A (classroom only)

**Title:** Military Personnel Technician Warrant Officer Basic Course

**Description:** The purpose of the course is to provide branch certification training to newly appointed warrant officers prior to their initial assignment as military personnel technicians. The course provides training on both tactical and technical skills for common military training, mobilization training, AG wartime functions, personnel management, actions, records, personnel affairs, and strength accounting.

**Note:** This course is Phase II of the RC WOBC Military Personnel Technician Course (805C-W11). During Phase II, students practice their skills in a classroom setting. Civilian personnel are not required to take Phase 2 but are encouraged to do so.

**Target Audience:** GS-6/7

**Type:** Correspondence plus classroom  
Or classroom (only)

**Length:** Correspondence plus 2 weeks classroom  
Or 4 weeks and 3 days classroom

**Source:** Adjutant General School, Ft. Jackson, SC  
For course schedule, contact:

Commandant, Adjutant General School  
ATTN: ATSG-AGP-P  
Ft. Jackson, SC 29207-7040  
DSN: 734-8446  
Commercial (803) 751-8446  
To register, use MPM 97-1 Training Application at [Appendix F](#).

**Course Code:** 805C W31

**Title:** RC WOAC Military Personnel Technician Course (420A)

**Description:** This course is designed to provide training and working knowledge for advanced military personnel technicians.

**Note:** This correspondence course is Phase 1 of the RC Warrant Officer Advanced Course. (Refer to the course description for course code 7C-12-C32-RC.)

**Target Audience:** GS-8 and above

**Type:** Correspondence

**Source:** Army Institute for Professional Development ( AIPD)

To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:

Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** 7C-12-C32-RC (combination of correspondence and classroom)  
7C-12-C32 (classroom only)

**Title:** Administrative Senior Warrant Officer Training Course

**Description:** The purpose of the course is to train selected senior warrant officers with skills and knowledge required to successfully perform mid-level managerial positions. The course covers the following managerial and professional skills for warrant officers: leadership, operations doctrine, general military subjects, and AG technical subjects.

**Note:** This course is Phase II of the RC WOAC Military Technician Course (805C W31). During Phase II, students practice their skills in a classroom setting. Civilian personnel are not required to take Phase II but are encouraged to do so.

**Target Audience:** GS-8 and above

**Type:** Correspondence and classroom  
Or classroom only

**Length:** Correspondence plus 2 weeks classroom  
Or 5 weeks and 2 days classroom

**Source:** Adjutant General School, Ft. Jackson, SC

For course schedule, contact:

Commandant, Adjutant General School  
ATTN: ATSG-AGP-P

Ft. Jackson, SC 29207-7040  
DSN: 734-8446  
Commercial (803) 751-8446  
To register, use MPM 97-1 Training Application at [Appendix F](#).

**Course Code:** 805C Q21

**Title:** Personnel Staff Officer Course (under review for doctrinal update)  
**Description:** This course is designed to provide training and working knowledge of: personnel programs; civilian personnel activities; community and family activities; and other general personnel activities.  
**Target Audience:** GS-8 and above  
**Type:** Correspondence  
**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:  
Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** 805C D23

**Title:** Military Personnel Officer Course (under review for doctrinal update)  
**Description:** This course provides specialized training in the principles, functions, and procedures of military personnel operations.  
**Target Audience:** Commissioned officers, warrant officers, and civilians  
**Type:** Correspondence  
**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:  
Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** 805C M19

**Title:** Personnel Management Course (MOS 75C20) (under review for doctrinal update)  
**Description:** Provides an introduction to the fundamentals, procedures, and techniques of personnel management and the ability to function as a personnel management specialist in a personnel service company or division.  
**Target Audience:** GS-4 and above  
**Type:** Correspondence  
**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:  
Army Institute for Professional Development (AIPD)

U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** 805C M21

**Title:** Personnel Records Course (MOS 75D20) (under review for doctrinal update)  
**Description:** Provides a basic knowledge of personnel records and the ability to function as a personnel records specialist in a personnel service company or division.  
**Target Audience:** GS-4 and above  
**Type:** Correspondence  
**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:  
Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** 805C M23

**Title:** Personnel Actions Course (MOS 75E20) (under review for doctrinal update)  
**Description:** Provides a basic knowledge of personnel actions and affairs and the ability to function as a personnel actions specialist in a personnel service company or division.  
**Target Audience:** GS-4 and above  
**Type:** Correspondence  
**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:  
Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Code:** None

**Title:** Distribution and Assignment of Enlisted Soldiers  
**Description:** In this course, PERSCOM and HQ DA program managers cover the following topics: enlisted distribution management; FSTE/AOR/HAAP/HIV; command strength; force modernization/Army restructuring; enlisted distribution target model (EDTM); specialized training/SGMA/NCOES; language training; reclassification procedures; recruiters/equal opportunity; drill sergeants/Special Forces/Rangers; appeals and separations/QMP/retirements; RETAIN; deletion/deferment/stabilization; exceptional family member program;



EDAS/STAB DB; and married Army Couples program/overseas assignment/time on station rules/RCP/1st terms/review.

**Target Audience:** GS-8 and below  
**Type:** Classroom  
**Length:** 4 days  
**Source:** Enlisted Personnel Management Division (EPMD), PERSCOM  
For information on course schedule or to register, contact:  
Mrs. Hodge, (703) 325-6099, DSS PROFS HODGESA

**Code:** None  
**Title:** Life Cycle Management  
**Description:** In this course, PERSCOM and HQ DA program managers cover the following topics: overseas extension program (OEIP); personnel management authorization document (PMAD); MOS level system (MOSLS); training requirements; classification, structure, and integration; NCO promotions; in and out calls/reclassification program; enlisted bonus program; selective reenlistment bonus program; incentive pay programs; accession program; training spaces; TRAP process request; enlisted distribution management; requisition management; FSTE/AOR/HAAP/HIV; force modernization/Army restructuring; enlisted distribution target model (EDTM); STATDB; EDAS; drill sergeants; Special Forces; Rangers; laydown; retention issues; separations, appeals, QMP, VSI, SSB; recruiters; and EO/IG.

**Target Audience:** GS-9 and above  
**Type:** Classroom  
**Length:** 3 days  
**Source:** Enlisted Personnel Management Division (EPMD), PERSCOM  
For information on course schedule or to register, contact:  
Mrs. Hodge, (703) 325-6099, DSS PROFS HODGESA

### **Army Core Civilian Leader Development Courses<sup>2</sup>**

**Course Code:** None  
**Title:** Intern Leadership Development Course (ILDC)  
**Description:** This course introduces the participants to operational concepts and organizational structure of the Army; skill in communications including active listening and effective feedback; ability to measure personal strengths and weaknesses as a learner; group dynamics and its impact on

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<sup>2</sup> Refer to the current edition of the *Catalog of Civilian Training, Education, and Professional Development Opportunities* for information on course dates and application procedures.

meeting organizational goals; ability to identify and apply different methods of conflict management, problem solving, and decision making; organizational leadership elements of purpose, direction, and motivation; ability to apply effective leadership style or follower feedback style in a given situation; ability to understand how individual values affect decisions and professional ethics; and career management system.

**Target audience:** Interns (Priority I training); other civilian employees (Priority III training)  
**Type:** Classroom  
**Length:** 1 week  
**Source:** Center for Army Leadership (CAL), on-site

**Course Code:** None

**Title:** Supervisor Development  
**Description:** Trains civilian personnel administration, procedures and techniques. Instruction includes management, delegation, performance appraisals, performance recognition and awards, employee records, duty hours and leave, discipline and grievances, recruiting and selecting, training and development, position management, working with unions, safety in the workplace, wellness in the workplace, equal employment opportunity, security, civilian counseling services program, and civilian supervision of soldiers. KSAs to be acquired: Ability to direct work, plan and organize, interact, analyze, communicate, innovate and initiate action.

**Target audience:** All new supervisors (Priority I training); non-supervisors (Priority III training)

**Type:** Correspondence  
**Length:** 40 hours  
**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:  
Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** None

**Title:** Leadership Education and Development Course (LEAD)  
**Description:** Trains supervisory level leadership and management behaviors and techniques including understanding of Army's leadership competencies and the Office of Personnel Management's managerial competencies; ability to identify strategies for effective decision-making in supervising subordinates as well as molding cohesive work teams through planning, good communications, proper motivation, counseling, and conflict management; ability to understand the role of values and ethics in supervision; ability to use a systems model in assessing organization.

**Target audience:** New supervisors (Priority I training); non-supervisors (Priority II training)

**Type:** Classroom  
**Length:** 1 week  
**Source:** Local

**Course Code:** ST 6000

**Title:** Manager Development Course  
**Description:** Introduces managerial concepts and strategies to new managers. Topics include organizational culture; time management techniques; internal management controls; objective setting and planning; problems solving and decision making techniques; effective communications; the Army Environmental Program; planning, programming and budgeting; manpower management; computer applications; professional ethics; and equal employment opportunity.

**Target audience:** New managers (Priority I training)

**Type:** Correspondence

**Length:** 40 hours

**Source:** Army Institute for Professional Development (AIPD)  
To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:

Army Institute for Professional Development (AIPD)  
U. S. Army Training Support Center  
Newport News, VA 23628-0001

**Course Code:** None

**Title:** Organizational Leadership for Executives (OLE)

**Description:** Develops ability to understand organizational functioning through basic systems models; knowledge of learning styles and ability to recognize factors which drive leadership behavior; ability to recognize stages of group development and steps in building cohesive, high-performance teams; ability to lead more effectively through awareness of importance of values and ethics and application of sound management practices; knowledge of creative problem-solving, decision-making and strategic planning techniques.

**Target audience:** New managers (Priority II training)

**Type:** Classroom

**Length:** 2 weeks

**Source:** Center for Army Leadership (CAL)

**Course Code:** None

**Title:** Personnel Management for Executives (PME) I

**Description:** Ability to understand and manage a culturally diverse workforce; ability to communicate more effectively by using modes of communication that correlate with personality styles; active listening skills; knowledge of the importance of values and ethics; ability to incorporate advanced team

building skills into management style in the workplace; ability to integrate different personality and communication styles for effective management; ability to manage stress by incorporating total wellness (mental and physical); knowledge of the significance/impact of the mission on an international level and of international issues on the mission; skill in selecting the components of multiple management philosophies to increase efficiency, effectiveness, and readiness.

**Target audience:** Managers with several years of managerial experience (Priority II training)  
**Type:** Classroom  
**Length:** 8 days  
**Source:** Army Center for Civilian Human Resource Management (ACCHRM)

**Course code:** None

**Title:** Personnel Management for Executives (PME) II

**Description:** Reinforces the human relations skills developed in the initial PME experience; explores the various dimensions of leadership and human resource management that are primary concerns of the DA executive.

**Target audience:** Managers (For PME graduates at least two years after PME attendance)

**Type:** Classroom

**Length:** 5 days

**Source:** Army Center for Civilian Human Resource Management (ACCHRM)

**Course code:** None

**Title:** Army Management Staff College (AMSC)

**Description:** Trains and educates students on strategies, doctrines, functional relationships, and systems relevant to the Total Army with emphasis on the sustainment base; specifically, address military forces and doctrine, national policy and strategic studies, force integration, resource management, acquisition and logistics management, installation management, information management, management techniques, personnel management systems, health and fitness, communicative arts, and program analysis and evaluation.

**Target audience:** GS-12 - GS-14 (GS-15 may apply by exception)

**Type:** Classroom

**Length:** 14 weeks

**Source:** AMSC, TRADOC

### **Other Army Courses**

**Course code:** None

**Title:** Action Officer Development Course (AODC)

**Description:** Correspondence course that requires joint student/supervisor participation. Covers the following skills needed by action officers to work actions through the system: management techniques, staff procedures, time

management, meetings, decision making, briefings, writing, coordinating, problem solving, and ethics.

**Target audience:** Interns & new 204s (Priority I training); others (Priority III training)

**Type:** Correspondence

**Source:** Army Institute for Professional Development (AIPD)

To apply, send DA Form 145 (Army Correspondence Enrollment Application) to:

Army Institute for Professional Development (AIPD)

U. S. Army Training Support Center

Newport News, VA 23628-0001

**Course Code:** None

**Title:** Army Force Management Course

**Description:** This course is designed to educate and train military and civilian personnel to determine force requirements and alternative means of resourcing requirements to accomplish Army functions and missions. The course teaches current force management policies, procedures, processes, and systems. It prepares students to manage organizations in the force projection position within any functional area of force management. Upon completion of the course, the student will be able to assume a mid-level management position within any functional area of force management.

**Target audience:** All individuals, to include commanders and staff officers, who manage force developments, combat development, material development and training development processes in a centralized documentation environment

**Length:** 4 weeks (80 hours of classroom instruction which is primarily lecture and conference presentations and 30 hours which is dedicated for student groups to develop and present solutions)

**Source:** Army Force Management School

### **Graduate School, USDA, Courses for Professional Competencies**

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The Graduate School, USDA, has regional training centers. For information on courses and course schedules, contact the training center serving your area.

Graduate School, USDA  
Midwest Training Center  
230 S. Dearborn Street, Suite 300  
Chicago, IL 60604-1687

Telephone (312) 353-2919

FAX (312) 353-3297

chicago@chi.grad.usda.gov

Serving: Illinois, Indiana, Iowa, Kansas,  
Kentucky, Michigan, Minnesota, Missouri,  
Nebraska, North Dakota, Ohio, South  
Dakota, West Virginia, and Wisconsin

Graduate School, USDA  
National Capital Training Center  
(Management Sciences)  
1400 Wilson Boulevard, room 1000  
Arlington, VA 22209-2312  
Telephone (703) 312-7300  
FAX (703) 235-5935/7/8  
rosslyn@ros.grad.usda.gov  
Serving: The Washington, D.C.,  
Metropolitan Area.

Graduate School, USDA  
National Capital Training Center  
(Financial Management)  
600 Maryland Ave., SW, Rm 108  
Washington, DC 20024-2520  
Telephone (202) 401-9194  
FAX (202) 401-9417  
careerdev@grad.usda.gov  
Serving: The Washington, D.C.,  
Metropolitan Area.

Graduate School, USDA  
Northeast Training Center Training Center  
801 Arch Street, Room 400  
Philadelphia, PA 19107-1597  
Telephone (215) 597-2527  
FAX (215) 597-8613  
philly@phi.grad.usda.gov  
Serving: Connecticut, Delaware, Maine,  
Maryland, Massachusetts, New Hampshire,  
New Jersey, New York, Pennsylvania,  
Puerto Rico, Rhode Island, Vermont, and  
Virgin Islands

Graduate School, USDA  
Pacific Training Center  
1860 Ala Moana, Blvd, Suite 477C  
Honolulu, HI 96814  
Telephone (808)947-1138  
FAX (808) 941-6276  
jmaykosk@grad.usda.gov  
Serving: Hawaii and Pacific Ocean Area.

Graduate School, USDA  
Southeast Training Center  
75 Spring Street, SW, Suite 940  
Atlanta, GA 30303-3019  
Telephone (404) 331-3488  
FAX (404) 730-3813  
atlanta@atl.grad.usda.gov  
Serving: Alabama, Florida, Georgia,  
Mississippi, North Carolina, South Carolina,  
Tennessee, and Virginia

Graduate School, USDA  
Southwest Training Center  
1100 Commerce Street, Room 4F25  
Dallas, TX 75242-9968  
Telephone (214) 767-8245  
FAX (214) 767-8205  
dallas@dal.grad.usda.gov  
Serving: Arkansas, Arizona, Colorado,  
Louisiana, Montana, New Mexico,  
Oklahoma, Texas, Utah, and Wyoming

Graduate School, USDA  
Western Training Center  
120 Howard Street, Suite 780  
San Francisco, CA 94105  
Telephone (415) 281-7025  
FAX (415) 281-7026  
sanfran@sfo.grad.usda.gov  
Serving: Alaska, California, Hawaii, Idaho,  
Nevada, Oregon, and Washington State

**Code:** 25PD  
**Title:** Basic Communication Skills  
**Description:** This course provides a basic foundation in various areas of the communication process. This includes speaking, listening, writing, and interpersonal skills. The students' verbal and nonverbal communication skills will be analyzed and critiqued, and suggestions and alternatives for improvement will be offered.  
**Target Audience:** Open to all  
**Length:** 5 days  
**Source:** Graduate School, USDA

**Code:** 25PM  
**Title:** Editing Your Own Writing  
**Description:** This course presents simple, objective editing techniques to reduce sentence length to increase clarity and to reveal the inherent logic of the students' draft material. Course objectives include teaching students to recognize and reduce redundancy and jargon; use vivid verbs; eliminate unnecessary phrases; and remove oneself from the material to improve its logic and structure.  
**Target Audience:** Open to all  
**Length:** 1 day  
**Source:** Graduate School, USDA

**Code:** 45CE  
**Title:** Effective Communication with Customers  
**Description:** This course emphasizes courteous, clear, and complete communication as it contributes to customer service. Topics include benefits of effective communication; listening techniques; analyzing communication styles; external and internal customer expectations; and personalizing effective communication techniques.  
**Target Audience:** Open to all  
**Length:** 2 days  
**Source:** Graduate School, USDA

**Code:** 45DM  
**Title:** Effective English Workshop  
**Description:** The topic of this course is correct English including parts of speech, punctuation, capitalization, and word usage. Course objectives are for students to be able to identify parts of a sentence; use punctuation marks correctly; recognize and correct common errors in grammar; and recognize current acceptable usage.  
**Target Audience:** Open to all  
**Length:** 3 days  
**Source:** Graduate School, USDA

**Code:** 45DK  
**Title:** Effective Listening and Memory Development  
**Description:** The purpose of this course is to help participants improve in the closely related skills of listening and memory. Topics include distinguishing between facts and inferences; creating main ideas or categories to increase memory; and applying memory techniques.  
**Target Audience:** Open to all  
**Length:** 2 days  
**Source:** Graduate School, USDA

**Code:** 25DN  
**Title:** Effective Writing Skills  
**Description:** This course reviews basic grammar, punctuation, and sentence structure needed for effective writing. The process covered includes writing an informative, well organized draft, and revising, rewriting and editing to ensure clarity and conciseness.  
**Target Audience:** Open to all  
**Length:** 3 days  
**Source:** Graduate School, USDA

**Code:** 25PH  
**Title:** Essentials of English  
**Description:** Essentials of English covers the fundamentals of standard English grammar for oral and written communication. Topics covered include correct forms of verbs and pronouns, subject-verb agreement, and plural and possessive forms of words.  
**Target Audience:** Open to all  
**Length:** 5 days  
**Source:** Graduate School, USDA

**Code:** 25EA  
**Title:** Fundamental of Writing  
**Description:** This course teaches basic writing skills. This includes determining the audience, organizing material, correct grammar and punctuation, and checking your own writing. The course covers writing memos, electronic mail messages, recommendations, and other short forms of office communication.  
**Target Audience:** Open to all  
**Length:** 5 days  
**Source:** Graduate School, USDA

**Code:** 25EH  
**Title:** Interpersonal Communication



<b>Description:</b>	In this course students will identify characteristics of communication climates, examine behavioral styles, identify influences to building self-esteem; giving and receiving effective feedback; and using problem-solving techniques.
<b>Target Audience:</b>	Open to all
<b>Length:</b>	3 days
<b>Source:</b>	Graduate School, USDA
<b>Code:</b>	45DD
<b>Title:</b>	Report Writing
<b>Description:</b>	Course objectives are for participants to define the purpose and scope of reports, organize and outline material, and write in a clear, concise manner. Topics covered include planning and organizing report material, drafting and editing reports, and using effective writing principles.
<b>Target Audience:</b>	Open to all
<b>Length:</b>	3 days
<b>Source:</b>	Graduate School, USDA
<b>Code:</b>	45DA
<b>Title:</b>	Writing Effective Letters
<b>Description:</b>	This course is designed to help participants write clear, concise letters. Topics covered include principles of effective writing; writing for various audiences; using appropriate tone in writing; and techniques for planning and organizing written information.
<b>Target Audience:</b>	Open to all
<b>Length:</b>	3 days
<b>Source:</b>	Graduate School, USDA
<b>Code:</b>	52KS
<b>Title:</b>	Time Management
<b>Description:</b>	The course content includes techniques for analyzing time usage, establishing priorities, developing plans for improvement, controlling time wasters, and reducing paper work.
<b>Target Audience:</b>	Open to all
<b>Length:</b>	2 days
<b>Source:</b>	Graduate School, USDA
<b>Code:</b>	43GY
<b>Title:</b>	Project Management
<b>Description:</b>	This course helps participants organize and manage a project, develop the project schedule, manage work-in-progress, forecast resources and requirements, and monitor the project to completion.
<b>Target Audience:</b>	Staff specialists; project managers; candidates for a project team or task force; and others responsible for management studies, planning, systems development, research/development, and continuous system maintenance.

**Length:** 4 days  
**Source:** Graduate School, USDA

**Code:** 23MS  
**Title:** Succeeding in Work Teams  
**Description:** This course uses discussion and group exercises to address effective communication, how roles and behaviors impact the success or failure, effective team meetings, and the use of decision-making and consensus-building techniques. This course is intended as a prerequisite to Leading Work Teams (23MM).  
**Target Audience:** Potential team members and team leaders  
**Length:** 3 days  
**Source:** Graduate School, USDA

**Code:** 23MM  
**Title:** Leading Work Teams  
**Description:** This course builds on the material presented in Succeeding in Work Teams (23MS). Participants will learn how to define their role as team leader, assign team responsibilities, plan and conduct effective meetings and work sessions, and work with other team members to get results.  
**Target Audience:** Team leaders and potential team leaders  
**Length:** 2 days  
**Source:** Graduate School, USDA

**Code:** 23MN  
**Title:** Facilitating Work Teams  
**Description:** In this course, participants are taught facilitation skills, and then apply the skills, assess their strengths and weaknesses as a group facilitator, practice style modification, and use alternative intervention techniques.  
**Target Audience:** Team leaders, facilitators, and persons who will perform in these roles in the future  
**Length:** 4 days  
**Source:** Graduate School, USDA

**Code:** 25AT  
**Title:** Problem Solving  
**Description:** Participants learn to apply a systematic approach to defining and solving problems, recognize the need for different problem-solving approaches, and use creativity as a tool in solving problems.  
**Target Audience:** Administrative personnel, GS-5 and above  
**Length:** 2 days  
**Source:** Graduate School, USDA.

**Code:** 23LD  
**Title:** Presenting Statistics Using Graphs, Charts, and Tables  
**Description:** Participants learn to interpret data presented in the form of a graph, chart, or table; use the tools available and mechanics for constructing graphs, charts, and tables; and present statistical data.  
**Target Audience:** Those needing to learn how to interpret and present data objectively.  
**Length:** 3 days  
**Source:** Graduate School, USDA

**Interagency Training Center for Professional Competencies, General Services Administration**

**Code:** 1925  
**Title:** Focusing on Results: Developing and Implementing Performance Measurement Systems  
**Description:** Participants learn to develop, collect, and analyze data an organization needs to improve. Topics include how to use data to develop Strategic Quality Plans and business plans, evaluate achievement of objectives, and identify improvement opportunities. The course also reviews the Government Performance and Results Act of 1993 and its effect on reinvention efforts.  
**Target Audience:** Employees at all levels who need to understand how to use performance measurement to transform their organizations.  
**Length:** 3 days  
**Source:** Interagency Training Center  
For course schedules and/or to register, contact:  
Registrar, Interagency Training Center,  
U.S. General Services Administration  
P.O. Box 15608  
Arlington, VA 22215-0608  
Telephone: 703-603-3216 from Wash., DC and Federal offices  
or (800) 489-7824

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## APPENDIX E: MASTER INTERN TRAINING PLAN

### Purpose

This appendix describes the DA-wide Master Intern Training Plan (MITP) for locally-funded Military Personnel Management interns. The supervisor will use the MITP as a guide when developing the training and development plan for the intern. The MITP is a comprehensive plan outlining the core subject matter which Military Personnel Management interns should know by the time they reach their target grade.

### Responsibilities

**Proponent.** The Military Personnel Management Proponency Office (Adjutant General School) will:

- Maintain the MITP.
- Provide information on training opportunities.
- Determine equivalent training and constructive credit time allowed. Constructive credit may be counted toward time-in-grade for promotion purposes.
- Review Phase II training plans submitted by the intern's permanent duty location. Provide training recommendations as appropriate.

**Activities.** The Senior Military Personnel Management Specialist at the installation will:

- Develop a list of journey-level Military Personnel Management Specialists who will serve as coaches for interns. Coaches should not be a part of the intern's supervisory chain but will advise and assist the intern throughout the program. The coach will make recommendations to the Proponency Office for improvements to the Military Personnel Management intern program.
- The supervisor, in coordination with the Senior Military Personnel Management Specialist, will develop a training plan for the intern's last six months of training (Phase II) at their permanent duty location. A copy will be provided to the Military Personnel Management Proponency Office.

### Intern Acquisition and Funding

Interns may enter the program at the GS-5 or GS-7 level. Based on command needs, the Functional Official will determine the target grade of GS-9 or GS-11 for DA interns. Interns are acquired through merit system placement, co-op program placement, or through external hiring.

Activities must allow the intern to complete Phase II of the training program as outlined in this plan and his/her training and development plan.

Funding for Department of Army Military Personnel Management interns will be determined.

### **Structure of the Training Plan**

The MITP provides guidance for a two-phase training programs of 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-9 or GS-11 in the 205 series. In the case of an intern hired at the GS-5 level and targeted for a GS-11 position, the intern training program will be extended an additional year and documented on the intern's development plan. (Funding for this additional year will be provided locally.)

Deviation from the MITP will be authorized only if the intern has previous experience in the specific functional area for which training is planned.

The career program manager, in coordination with the servicing CPO/CPOC may extend the training program for up to six months for interns who have not yet acquired the KSAs required in the MITP for performance in a target-level position.

In Phase I and Phase II, the intern works under the supervision and guidance of a single supervisor or functional specialist. The intern is given specific developmental work assignments with oral and/or written instructions. The supervisor or functional specialist gives advice or explanations and assesses the intern's progress. The intern's work is reviewed to verify that adequate and accurate application of doctrine or regulation was accomplished. The intern's performance is evaluated to assess capabilities, comprehension of subject matter, initiative, and the basis of conclusions and recommendations prepared.

### **Phase I -- Training and Learning Objectives**

This phase provides 12-18 months of rotational on-the-job training (OJT) and formal training in Military Personnel Management with emphasis on the knowledges, skills, and abilities required in Military Personnel Management. This typically includes the major functional areas.

The intern will also receive orientation on DA, MACOMs, the activity where assigned, and the mission functions. Assignment may also include temporary duty at PERSCOM, SSI, MACOM HQ, and other installations as appropriate.

During this phase, the intern will satisfactorily complete the prescribed courses identified for Phase I. If the intern is unable to attend a mandatory course, the personnel proponent may be able to determine a course with a comparable program of instruction. (See request for equivalency of training at [Appendix C](#).)

After Phase I training, the intern will have the following knowledges:

- Fundamentals of leadership, benefits and responsibilities of Federal service, Army writing, and briefing.
- General knowledge of the technical subjects needed for military personnel management.

**Phase I Training Outline**

<i>Phase I -- 12 Months</i>	<i>Type of Training</i> <sup>3</sup>
1. Orientation	OJT
Federal employment, civil service status, employee benefits, standards of conduct, security requirements, Total Army Culture, mission and organization of DoD, DA, and the command and activity; 2 days	
2. Formal Training	
a. Intern Leadership Development Course; Center for Army Leadership, Fort Leavenworth, KS, or on-site; 1 week; Priority 1	C
b. Adjutant General Officer Basic Course; Adjutant General School, Ft. Jackson, SC; 13 weeks; Priority 1	C
c. Action Officer Development Course; Army Institute for Professional Development; Priority 1	CORR
3. Functional training	OJT
16 to 23 weeks of developmental assignments at at least two sites which may be installations, MACOM HQ, or DA HQ.	

**Phase II -- Training and Learning Objectives**

This phase consists of 6 to 12 months of additional functional training designed to qualify the intern for placement in the targeted GS-9 or GS-11 position.

At the end of Phase II, the intern should possess a comprehensive knowledge of the military personnel management system.

**Phase II Training Outline**

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<sup>3</sup> C= Classroom; CORR= Correspondence; OJT= On-the-Job Training

***Phase II -- 12 Months***

***Type of Training<sup>4</sup>***

- |    |  |              |
|----|--|--------------|
| 1. | Orientation<br><br>Mission and organization of the command and activity to which assigned; 2 days  | OJT          |
| 2. | MACOM<br><br>Specific training and development activities as determined by the employing activity. | CORR, C, OJT |
| 3. | Force Integration Course   | CORR         |

**Developing an Individual Intern's Training and Development Plan**

Development and rating methods of civilian employees are documented through the Total Army Performance Evaluation System (TAPES). The rater/supervisor, with the ratee's input during the counseling sessions, will assist the ratee in identifying required training and/or professional development objectives. Once identified, the training and development activities are recorded on the Counseling Checklist (for GS-8 and below, excluding interns) or the Support Form (for interns and GS-9 and above.)

In developing the training and development plan for an individual intern, the supervisor will compare the intern's education and experience with the requirements of the MITP. Based on that comparison, the supervisor will tailor the MITP. When the intern does not have job-related experiences and/or education, the entire MITP becomes the training and development plan for the intern.

If the intern has work experience or classroom training in the job speciality, selected sections of the MITP may be shortened or deleted. As a substitution, the intern may be assigned additional OJT, such as at a MACOM HQ. Alternatively, additional training time can be added to another segment of the intern's training and development plan to augment the intern's knowledge in an area where he/she has little or no knowledge.

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<sup>4</sup> C= Classroom; CORR= Correspondence; OJT= On-the-Job Training



## **Performance Appraisal**

Activities will ensure that the Civilian Evaluation Report Support Form for those primary individuals involved in intern training and development specifically identifies intern program administration as an objective to be successfully met.

Intern performance objectives will be reflective of the individual's training and development plan. Interns must achieve a rating of successful or better on their semiannual Civilian Evaluation Reports. Supervisors will pass the intern's Civilian Evaluation Report Support Form to the designated training-site supervisor when the intern rotates from one supervisor to another. The installation's Senior Military Personnel Management Specialist will be the Civilian Evaluation Report senior rater.

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<b>Military Personnel Management (CF 50) Training Application</b>		
Purposes and Uses: To obtain information for the enrollment of Military Personnel Management (MPM) personnel requesting resident training within the guidelines of the MPM (CF 50) ACTEDS Plan. All training will be in a TDY status and funded by applicants's activity. Refer to the plan for course information. Send completed form or request for information to: Commandant, AG School, ATTN: ATSG-AGP-P (CF 50), Ft. Jackson, SC 29207-7040.		
APPLICANT		
1. Name (Last, First, Middle Initial)	2. Social Security Number	3. Pay Plan/Series/Grade
4. Duty Position	5. Length of Service (Years, Months)	6. Last Promotion (Yr, Mo) (Attach copy of SF 50.)
7. Home Address (Street, City, State & ZIP)	8. Organization Name/Office Address	9. MACOM
10. Home Telephone Number (with area code)	11. Office Telephone Number (Commercial and DSN)	12. Office FAX Number
13. I request enrollment in:  Course Title or Developmental Assignment:  Subcourse(s) or Task(s):  Date(s):		
14. Training Objectives		
15. Applicant Signature		16. Date
FIRST LINE SUPERVISOR		
17. Supervisor: In the space below, provide your recommendation for this employee's participation in the training/development program indicated AND post utilization upon completion of training which will ensure a return on the training investment.		
18. Supervisor's Name, Title and Grade	19. Signature and Date	20. Office Telephone No.

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