

Manpower and Force Management

Intern Handbook

This handbook is a general guide for the Intern and his/her supervisor in the Manpower and Force Management Career Program (CP-26). It provides the information necessary to understand the role of each. While every effort was made to ensure the most up-to-date information is contained herein, this handbook is general in nature and not specific to any one organization or function. If you have questions or need clarification, contact your Command or Activity Career Program Manager (ACPM) or the CP-26 Proponency Office. If you do not know who the command or ACPM is, call the CP-26 Proponency Office at (703) 695-5439 or (703) 695-5437.

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Manpower and Force Management Career Program (CP-26). Manpower and Force Management professionals have critical roles in designing and fielding the Army's current and future forces. Analysts ensure Army organizations have the right number of people to do the job and the most efficient organizations to execute Army's missions. Manpower and force management personnel are key players in helping the Army adapt and change to meet new and evolving missions. CP-26 careerists assess missions, and using analytical tools determine the work to be done, the appropriate workforce needed, and the how organizations will operate. These complex tasks involve nine functional areas:

- General Manpower Management
- Manpower Reporting and Allocation
- Planning, Programming, Budgeting and Execution
- Organization, Mission and Functions
- Force Structure
- Combat Developments
- Manpower Requirements Determination
- Equipment Management
- The Army Authorization and Document System (TAADS)

Army Civilian Training, Education and Development System (ACTEDS). ACTEDS is a requirements-based system that ensures the planned professional development of civilian members of the Department of the Army. ACTEDS covers both interns and career professionals by offering a blending of progressive and sequential work assignments, formal training and self-development for employees from entry levels to senior positions. The ACTEDS goal is to develop technically competent and confident civilian leaders essential to the Army's readiness posture. As a DA Intern, you are centrally funded by ACTEDS for all salaries, training, travel, per diem costs and a one-time permanent change of station (PCS) move. **PLEASE NOTE: ACTEDS does not fund rental cars, local travel, travel around training sites, or the purchase of computers or other equipment.**

Your Intern Experience. You will work under the supervision and guidance of a CP-26 supervisor or manpower and force management action officer. You will be given orientations, formal training, and specific developmental and rotational assignments. Your supervisor or other senior analysts will be available to give advice or explanations, and to assess your progress. Your work will be reviewed for adequate and accurate application of regulations and guidelines. Progress will be evaluated every six months to assess your comprehension of subject matter and your initiative.

Types of Interns. There are two types of interns:

- **ACTEDS Interns (commonly referred to as DA Interns).** This program is designed to help agencies recruit exceptional individuals into a variety of occupations and grade levels. Created under Executive Order 13162, this program allows individuals to be appointed to a 2-year internship that provides formal training and developmental assignments as established by the agency. The North Central Civilian Personnel Operations Center (NC CPOC) in Rock Island, Illinois rates applications and issues referral lists to selecting officials. Basic qualifications for an intern appointment include a baccalaureate or equivalent degree, or specialized experience which may be considered in lieu of a degree. A panel of senior CP-26 professionals screens and reviews each applicant's qualifications. Army commands are provided resumes for interviews and selections. DA interns are HQDA employees rather than command assets. You are assigned to the HQDA student detachment rolls for 24 months. You are on a one-year probationary period. After graduation, you will be reassigned to an Army command at a full performance level GS-11 position.
- **Local Interns.** Local interns are hired directly by the parent organization. They are assigned to the

employing activity and remain assigned to that organization throughout their training process. The employing activity funds all costs to include salary, training and travel.

CP-26 Roles and Responsibilities. You are an important asset for the Army as you are the future leaders in the Manpower and Force Management Career Field. Your success and ultimate movement into the professional ranks is a key responsibility of the following individuals and organizations.

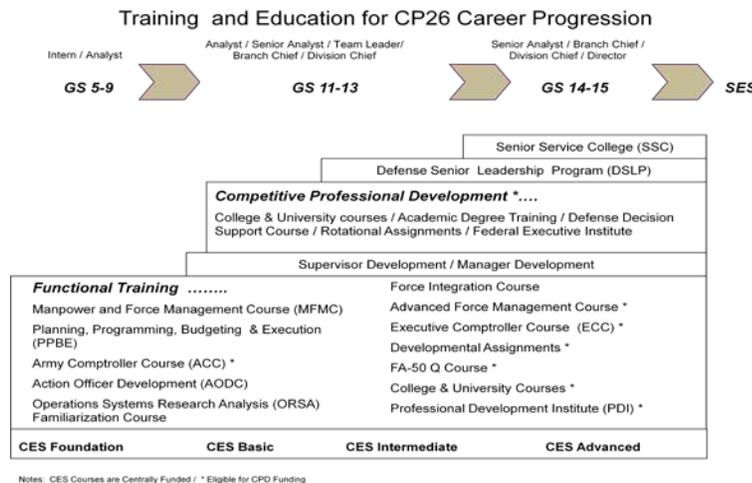
- **Functional Chief (FC).** The Deputy Chief of Staff, G-1 is the Functional Chief (FC) for CP-26. The FC provides overall career program leadership for the development, coordination, implementation and management of the Manpower and Force Management Career Program (CP-26). The G-1 delegates the management of CP-26 to his Functional Chief Representative (FCR).
- **Functional Chief Representative (FCR).** The Director, Plans and Resources, is the Functional Chief Representative (FCR) for CP-26. The FCR will:
 - Monitor candidate evaluation system to ensure competencies are current.
 - Serves as the chair of the Manpower and Force Management Board of Directors.
 - Monitor the effectiveness of the management and administration of the intern program to include assisting in the placement of graduate interns.
- **CP-26 Proponency Office (DAPE-PRM).** This office, the Manpower Policy, Plans, and Programs Division, within the G-1 supports the FC and FCR in their responsibilities. In addition to the aforementioned FC/FCR responsibilities, this division:
 - Initiates intern recruitment and sets selection criteria.
 - Monitors all intern hiring, training and placement.
 - Designs and approves training plans.
 - Advises the FCR on issues related to the career program.
 - Manages the Competitive Professional Development (CPD) program.
 - Maintains the CP-26 website (www.CP-26.army.mil).
 - Publishes the CP-26 Bulletin.
 - Administers the Secretary of the Army's Manpower and Force Management Award Program.
- **Commanders of Army Commands (ACOMs), Army Service Component Commands (ASCCs) and Direct Reporting Units (DRUs).** *Note: for simplicity we will use the term Command or Activity throughout this handbook.* Commanders will:
 - Identify a Command or Activity Career Program Manager.
 - Provide resources to administer and support CP-26.
 - Ensure nominations for the Competitive Professional Development (CPD) program are reviewed, rank-ordered and endorsed.
 - Assist the FCR in supporting the CP-26 career program recruitment.
- **Command or Activity Career Program Managers (ACPM).** ACPMs give technical advice and assistance to the commander and CPOC/CPAC. They also provide advice and information to careerists and interns. Other responsibilities include:
 - 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.
 - Assign sponsors for interns.
 - Approve individual development plans (IDPs) for interns in career field 26.
- **Supervisors.** Supervisors have the primary responsibility for ensuring all CP-26 employees have

access to appropriate training and are advised of career opportunities. Supervisors will:

- Rate interns on a semi-annual basis using DA Form 7222, Senior System Civilian Evaluation Report. Prepare intern training plans and maintain knowledge of the intern program and CP-26.
- Counsel individual employees about career development.
- Prepare professional development objectives for employees.
- Keep the CP-26 Proponency Office informed on all matters relating to the intern. Forward IDPs and completed DA Forms 7222 to CP-26@hqda.army.mil.

- **Intern’s Responsibilities.** To get the most out of your internship experience, you must establish your own career goals. Experienced careerists such as supervisors, other senior leaders in the career program, and those in the CP-26 Proponency Office are ready and willing to help you identify the means to achieve your career goals. You are strongly encouraged to broaden your competencies and enhance your advancement potential by seeking assignments in different functions, in different geographic areas, and/or at different organizational levels.
- **Chain of Command.** It is important to understand the concept of your “chain of command.” Identify those individuals in your chain of command. Address your questions, issues and suggestions to the lowest supervisory level possible. If they are unable to help you, then go to the next level. As an intern, your chain of command is:
 - Team Leader
 - Supervisor
 - Activity Career Program Manager
 - CP-26 Intern Program Manager
- **Day to Day Operations.** Your supervisor is best able to deal with most day-to-day questions that arise. Always consult your supervisor first for help or advice since he/she is the person closest to your work situation. Above all, remember that when things are not exactly what they should be in your organization, your supervisor would prefer hearing it from you rather than from a second or third party. Your supervisor is interested in helping you adjust to your new surroundings and in helping you perform your job well.

Training and Education Progression. The Army Civilian Leadership Training Core Curriculum consists of progressive and sequential leadership training from the entry level to the Senior Executive Service (SES).



Policies and Procedures. The following policies apply to you as an intern in the Manpower and Force

Management Career Program (CP-26).

- **Geographic Mobility.** ACTEDS interns are required to sign a mobility agreement as a condition of employment. It must be completed before entrance on duty (EOD). The mobility agreement implies your consent to be permanently placed in accordance with Army needs worldwide. This requirement will not be waived without FCR approval.
- **Master Intern Training Plan (MITP).** The MITP is a two-year plan to outline the intern's training and development assignments. Use the MITP as a start point for building your individual development plan (IDP). Supervisors have flexibility to customize the plan to meet your needs, those of your activity, and the Army.
- **Individual Development Plan (IDP).** An IDP is your roadmap for success. With your supervisor, you will build your IDP during your first 30 days. Forward a copy of your completed IDP to the CP-26 Proponency Office - CP26@hqda.army.mil. You and your supervisor are responsible for keeping the IDP up-to-date and advising the CP-26 Proponency Office of any changes. When adding details to the IDP, such as training dates and locations, take into consideration training and travel costs. ACTEDS funds are limited. Your supervisor has the responsibility to ensure the most cost efficient use of training dollars. Rotational assignments may include temporary duty (TDY) travel; consider the costs as rotational assignments are planned then weigh the benefits of the rotational assignment with the costs.
- **On-the Job Training (OJT).** OJT is one of the best training methods because it is planned, organized, and conducted at your organization. OJT will generally be the primary method used for broadening your skills and preparing you for placement within your activity. For this training, you will take on and complete assignments at your duty station.
- **Training Courses.** The recommended list of training courses is provided in this Handbook. Adding courses not prescribed in this handbook requires approval of the CP-26 Proponency Office. Again, costs are a concern as is ensuring that training is relevant to manpower and force management functions. Your supervisor is required to submit a written justification and associated training costs for any training not listed in this handbook. The CP-26 Proponency Office will approve or deny the request by formal notification. This should not be confused with the CP-26 Competitive Professional Development Program. While assigned as a DA Intern you are not eligible to participate in the Competitive Professional Development (CPD) for obtaining degrees. Courses must relate to Manpower and Force Management functions, as well as leader development.
- **Rotational Assignments.** Rotational assignments (30-90 days) are recommended, though not a requirement. They are excellent opportunities for both organizational orientation and functional experience. The objective of a rotational assignment is not to become an expert, but rather gain familiarity and develop knowledge of the nine different functional areas of manpower and force management. Together with your supervisor, look within your own organization and at other organizations for broad exposure. Include interaction with as many different staffs and offices as possible. Secure commitments early with trusted and recognized supervisors since rotational assignments should be carefully detailed and meaningful for both you and the organization. Consider rotations at various levels, from installation to HQDA. Assignments should be sought with Resource Management and Human Resources offices.
- **Resource Allocation Selection System (RASS).** You and your supervisors are required to use the Resource Allocation Selection System at <https://rass.army.mil/> RASS is a real-time, web-based computer application that centralizes the management of funds for ACTEDS approved training. It

enables the on-line creation, submission, approval, status tracking and reporting of training and travel-related request forms. It is up to you to keep the routing list updated. Training and travel forms are identified in the Forms section of this Handbook.

- **Performance Standards.** Performance standards are statements of the nature of work which management expects the intern to perform. Your supervisor needs to provide you with copy of performance standards based on your completed IDP agreement and a support form. Counseling should cover how the two documents are related and used. The initial counseling session for you will take place within the first 30 days on duty. To make counseling sessions and the performance appraisal meaningful, you and your supervisor should maintain records of all work and training accomplished during the rating period. Remember, counseling is not limited to the initial and midpoints prescribed by the form; counseling should be done whenever needed to ensure that you are progressing. Performance standards are to be revised or updated after every appraisal period. Performance forms are identified in the Forms section of this Handbook. Forward a copy of your standards to the CP-26 Proponency Office cp26@hqda.army.mil after the initial counseling.
- **Performance Appraisals.** Regular government employees are evaluated annually. However, as an intern you are evaluated on your performance every six months. Your appraisal should reflect performance against your standards as set by your supervisor. Forward a signed copy of each appraisal to the CP-26 Proponency Office. cp26@hqda.army.mil
- **Promotions.** You will be non-competitively promoted provided the following conditions are met:
 - After 12 and 24 months of continuous service.
 - Demonstrated successful performance as documented on DA Form 7222 (Ratings 1-3).
 - Completion of all training requirements.
 - Recommendation for promotion from your supervisor.
 - **PLEASE NOTE:** Promotions are not automatic.

Note: Your supervisor is responsible for initiating a Request for Personnel Action (RPA) for the promotion.

- **Completion Requirements and Placement.** To complete the intern program, you must:
 - Complete all required training
 - Demonstrate a working knowledge of the manpower and force management functions by successfully completing all work assignments and mandatory training.

HQDA or the activity that trained you will assign you to a permanent position. If the training organization cannot place you, your supervisor must notify the CP-26 Proponency Office no later than 90 days prior to the anticipated completion date of the internship. If no vacancies exist, you will remain on the ACTEDS rolls and continue to be paid until a suitable vacancy occurs. You will be promoted to your target grade on schedule if all requirements have been met.

General Information.

- **Personnel Guidance.** The following information is provided to acquaint you with general personnel guidelines. Contact your local Civilian Personnel Advisory Center (CPAC) for complete information.
- **Appointment.** You have been appointed to the excepted service for a 12-month probationary period. This probationary period is designed as an opportunity for you to learn and grow as a CP-26 analyst.

Failure to meet your performance standards or complete training requirements could result in your

release from the ACTEDS intern program.

- **Benefits.** An intern is a full-time civil service employee; you are eligible for the benefits package provided to federal employees. The local CPAC can advise you on these programs:
 - Paid Vacation Leave.
 - Paid Sick Leave.
 - Paid Federal Holidays.
 - Health and Life insurance.
 - A Retirement plan (Federal Employees Retirement System (FERS)).
 - The Thrift Savings Plan (TSP).
- **Veterans.** Consult the local Civilian Personnel Advisory Center for additional information concerning Service Computation Dates (SCD) and other leave policies.
- **Pay.** Pay and earnings are processed and distributed through the Defense Finance and Accounting Service (DFAS). Pay periods are 80-hour cycles based on two consecutive 40-hour workweeks. All employees are required to participate in direct deposit of pay.

Any payroll related problems should be directed to the administrative support staff that manages time and attendance inputs to your agency or organization. The administrative staff will place a pay inquiry with the local Customer Service Representative (CSR); they are responsible for managing the command time and attendance through a centralized command location. The CSR will do the research and work to resolve the issue locally or may refer your case to the DFAS civilian pay center that services your organization.

- **Leave and Earnings Statement (LES).** Leave and Earnings Statements (LES) are generated bi-weekly to provide each employee with a record of earnings, deductions, and leave information. Remarks are included on the LES to show any payroll or personnel actions processed during the specific pay period. You can access your LES online at <https://mypay.dfas.mil/mypay.aspx>.
- **Overtime.** As an intern, you are in a training status. The ACTEDS program maintains that ACTEDS interns should not work overtime. Accordingly, ACTEDS will not pay or reimburse your organization for any overtime.
- **Compensatory Time.** Compensatory time for travel is a separate form of time off that you may earn for time spent in a travel status. Refer to DOD Financial Management Regulation (DoDFMR), Volume 8 for specifics on travel related compensatory time. This form of compensatory time should be recorded on your time card.

Travel

- **The Joint Travel Regulations (JTR).** The JTR prescribes travel reimbursements in great detail. The following points cover some travel related issues of interest to you. Refer to the JTR for further clarification.
 - **Local travel.** You may be authorized reimbursement for mileage in accordance with the appropriate rate for the distance that exceeds your commuting distance to the regular place of work and return. Reimbursement may also include necessary parking fees and tolls. ACTEDS does not fund travel to local universities and colleges when tuition assistance is provided.

- **Travel to training facilities outside the commuting area.** You are authorized one trip to and from the training site and full per diem for the TDY during that trip. Mileage reimbursement and per diem are limited to the constructive cost of common carrier transportation and related per diem as determined in the Joint Travel Regulation (JTR), Volume II and the authorizing officer. It is required that you use Tax Exempt Forms for lodging wherever they are available.
- **Per Diem.** When you attend training located outside of your permanent duty station you are eligible to receive TDY allowances for the training location. Information regarding rates can be found using the Defense Travel System (DTS) <http://www.defensetravel.osd.mil/dts/site/index.jsp>
- **Permanent Change of Station (PCS).** One household move (PCS) for you may be funded through the ACTEDS program. Refer to the JTR and Command or Activity Career Program Manager.
- **Government Credit Card (GOVCC).** The Department of Defense (DoD) participates in the Government Credit Card program that funds travel arrangements (lodging, food, laundry, taxi, etc.) for civil service employees during official business travel. CITI Bank issues this card through an agreement with the General Services Administration (GSA) contract. Each command has an agency/organization GOVCC Program Coordinator who will assist you in completing the individual billed card account setup/application form to establish and monitor the account. Use of the GOVCC is required during your internship and it has a direct impact on your credit history. See DoD Financial Regulation (DODFMR) Volume 9, chapter 3 for additional information.

Card use is granted based on authorized travel status during, or in direct support of, the period of time designated on travel orders. This card should only be used for official travel and official travel related expenses. Civilian personnel who misuse or abuse the government travel card may be subject to appropriate administrative or disciplinary action including removal from government service.

Statements of all charges will come directly to the cardholder's home address; however, an official copy will also be available to Agency or Organization GOVCC Program Coordinators. All payments are due in full by the due date specified on the statement. Notify CITI Bank immediately of any change in your billing address by calling the number located on the reverse of the card.

Forms. Listed here are the forms the intern will use from time to time during the internship period.

- **Personnel Actions**
 - SF 50 Notification of Personnel Action
 - SF 52 Request for Personnel Action
 - SF 71 Request for Leave or Approved Absence
 - DD 5172 Request, Authorization, and Report of Overtime
- **Training and Travel**
 - SF 182 Authorization, Agreement and Certification of Training (RASS)
 - SF 1164 Claim for Reimbursement for Expenditures on Official Business (DTS)
 - DD 1610 Request and Authorization for TDY Travel of DOD Personnel (DTS)

- **Performance**

- SF 7222 Senior System Civilian Evaluation Report
- SF 7222-1 Senior System Civilian Evaluation Report Support Form

Recommendations

- **Dress and Appearance.** Although there are no official dress, appearance or hygiene policies, civil service employees are expected to comply with reasonable dress and grooming standards based on professionalism, comfort, productivity, health, safety and type of position.

Note: You may find yourself at the forefront of many top-notch assignments or special projects unexpectedly. While complying with the reasonable dress and grooming standards, remember to dress for success. When climbing the career ladder, “Dress Down Friday” is truly a myth.

- **Mentors.** CP-26 does not have an official mentor program. However, there are many senior careerists who are willing to give of their time to guide you. You are encouraged to talk with senior CP-26 leaders in your organizations to see if they would be willing to offer advice on training opportunities or career planning. If you would like a mentor, ask your supervisor or ACPM on how to proceed.
- **Reading.** To enhance your experience and develop a broader appreciation for all the interrelated components of leadership and the military, the CP-26 Proponency Office offers the following reading list.

Assignment Pentagon: the Insider’s Guide to the Potomac Puzzle Palace,
MG Perry M. Smith, USAF (Ret)

The Commanders, Bob Woodward

My American Journey: An Autobiography, Colin Powell

On Becoming a Leader, Warren Bennis

Thinking in Time, Richard E. Neustadt and Ernest May

Transformation Leader, Noel M. Tichy and Mary Anne Devanna

Understanding Variation, the Key to Managing Chaos, Donald J. Wheeler

The Fourth Star: Four Generals and the Epic Struggle for the Future of the US Army, David Cloud and Greg Jaffe

There are also several periodicals we recommend:

Armed Forces Journal – www.armedforcesjournal.com

Government Executive Magazine – www.govexec.com

Federal News Radio – www.federalnewsradio.com

Current News – Early Bird: <http://ebird.osd.mil>

If you would like to suggest a reading, please contact the CP-26 Proponency office.

From Our Experience File. Because your internship and career are important to us we offer the following suggestions based on our collective experiences.

- Learn military and civilian ranks. Learn protocol. Show respect. You are the new person on the block.
- Keep your own personnel file. Keep copies of all paperwork that you receive (e.g., SF-50, evaluations, travel orders).
- Review your personnel information in MYBIZ in CPOL quarterly (www.cpol.army.mil).
- Keep track of everything you do. You will find it useful for performance evaluations and future resumes.
- Know how to read an SF-50 (Notification of Personnel Action – NPA).
- Network with fellow interns and classmates. Share information with other interns.
- Make suggestions as to the types of training or tasks you would like to learn. Use your training status wisely. Learn as much as you can while you have the opportunity.
- Keep abreast of up-to-date information in the CP-26 community.
- Look for a mentor. Talk with other employees about their experiences and what they have learned.
- Don't be afraid to make a mistake.
- Watch your computer use. Misuse of a government computer to visit unauthorized sites may be grounds for immediate dismissal. If you have questions, check with your local security office. When in doubt, don't.
- Use your Government Travel Card (GOVCC) only for official business.
- Don't be afraid to ask for guidance or instructions.
- Make the most out of every opportunity. No task is too simple or too difficult. View every task as a stepping stone.
- Volunteer for projects.
- Keep an open mind.
- Ask questions and remember, you are responsible for your own career and the path you take.

RECOMMENDED TRAINING

Priority One Training (Mandatory). Typically, this training is a condition of employment. Must successfully be completed within a specific period and is expected to meet one or more of the following criteria:

- o Mandatory for employee to meet acceptable performance.
- o Essential for mission accomplishment.
- o Mandated by Army G-1 as an ACTEDS leader development core course.
- o Essential to accomplish functional training.

Action Officer Development Course (AODC)

Correspondence

Source: Army Management Staff College

This course prepares individuals for the requirements of staff work by offering instruction in organization and management; conducting completed staff work; managing time and priorities; conducting meetings and interviews; solving problems and making decisions; communicating; writing to the Army Standard; coordinating; conducting briefings; and ethics. The course provides time-saving tips, writing formats, and an appendix of informal staff language, simpler words and phrases.

CES Foundation Course

Distributed Learning

Source: Army Management Staff College (AMSC)

This course will develop an understanding of the Army including its composition, ranks, structure, customs, traditions, and values and how it fits into the Department of Defense; the basics of Army leadership doctrine, leadership styles, and Army ethical standards; group development theories, strategies for dealing with conflict, and basics of communication including Army communication types, and the skills of listening, providing feedback and the basics of oral and written communication. Finally the course will introduce the student to a series of administrative requirements for Army personnel.

Manpower and Force Management Course (MFMC)

Resident, Two weeks

Source: Army Logistics Management College (ALMC)

This is an introductory course for entry level personnel or those with minimal Manpower and Force Management experience. It provides a familiarization in manpower and force management functions within the Army's Generating and Operating Forces.

Planning, Programming, Budget and Execution System (PPBES)

Distributed Learning

Source: USDA Graduate School

This course provides training in resource management organization and functions, review and analysis, identification of key documents and time sequences for PPBES principle, rules and procedures for appropriated funds flow from Congress to user, components of the Army's manpower management system and application of obligation principles and rules.

Army Comptroller Course (ACC)

Resident, Four weeks

Source: Syracuse University, Syracuse, NY

2nd year of Internship

ACC is a training course in Army financial management and comptrollership focusing on federal budget challenges, strategic planning, PPBES, fiscal law, activity and service-based costing, manpower management, contracting, management controls, competitive sourcing, financial operations, the legislative

process, and installation and Army command resource management.

Operations Research/Systems Analysis (ORSA) Familiarization Course (NOT AVAILABLE AT THIS TIME)

Onsite, One week

Source: Army Logistics Management College (ALMC)

To familiarize students with basic analytical tools and techniques. The course is built as modules that consist of half-day lessons covering these topics: Descriptive and Inferential Statistics; Probability Distribution; Project Management; Modeling and Simulation; Regression and Queuing.

Priority Two Training (Advanced). This is training that personnel should have for effective performance. The

training provides skills, knowledge, and experience for careerists to achieve maximum job proficiency. Improves the quality of mission accomplishment.

Greening Course

Resident, One Week

Source: TBD

The Greening Course is a training opportunity open to Army civilians and refers to the process of familiarizing civilians with the operations of workings of the U.S. Army in a field environment. The Greening Course is designed to ensure teambuilding and a sense of camaraderie of civilian members as a part of the total Army Team. It provides the intern with the basic understanding of the Army.

Resource Management Budget Course (RMBC)

Distributed Learning

Source: US Army Finance School, Fort Jackson, SC

Examines the Army's budget formulation process from activity to Congressional level, including key aspects to planning and programming the functions of the activity chief in preparations of the activity budget, the methods used and the actions taken at all levels up to the President. Covers automatic and funded reimbursement programs and their effect on installation funds. Prerequisite: PPBES.

Decision Analysis Course (NOT AVAILABLE AT THIS TIME)

Resident, One week

Source: Army Logistics Management College (ALMC)

DAC provides a comprehensive introduction to the qualitative and quantitative methods for conducting a decision analysis of a project or program.

Risk Analysis Course (NOT AVAILABLE AT THIS TIME)

Resident, One Week

Source: Army Logistics Management College (ALMC)

This course introduces the qualitative and quantitative methods for conducting a risk analysis of a project or program.

Priority Three Training (Career Enhancement). This is training that is recommended, rather than mandated.

Generally, this type of training should be funded only after all P1 and P2 training has been funded. This training provides or enhances the knowledge, skills, and abilities needed on the job. Leads to improved mission accomplishment.

Clear Writing Through Critical Thinking

On-Site, Three days

Source: USDA Graduate School

Participants learn how to develop ideas using a logical framework and reasoning skills that help them organize information, anticipate questions, and draw sound conclusions. By building problem-solving techniques into a critical pattern of thinking, written memos, instructions, and procedures are interpreted correctly and confusion over the meaning and intent of written procedures is avoided.

Effective Writing

On-Site, Three days

Source: USDA Graduate School

Participants learn how to improve their written products and make them capture and hold the reader's attention by writing in a lively and persuasive style. Employees will learn how to outline their information and ideas, select the right details to include, eliminate clutter, structure documents to meet the needs of the reader and edit drafts for greater clarity.

Basic Communications Skills

On-Site, One week

Source: USDA Graduate School

Course designed to develop basic communication skills-speaking, listening, and writing to become more effective on the job. Teaches participant how to deal effectively with different personalities; provides valuable communication experience to help achieve goals; assists individuals in understanding their own behavior style. Participants learn how to deliver oral presentations and organize and compose written work clearly and concisely, analyze verbal and nonverbal communication skills, recognize communication barriers and how to minimize them and examine new approaches that will help in working well with others.

Report Writing

On-Site, Three days

Source: USDA Graduate School

Participants will be able to write reports that get results; produce professional, finished products; and reflect greater emphasis to their report findings and recommendations. The course teaches how to get beyond writer's block to incorporate research into a report, to choose the right style and tone, to organize the report logically, and to pinpoint what the reader needs to know.

Basic Statistics

On-Site, Four days

Source: USDA Graduate School

This course helps participant understand and use measurements, data, compute averages, and measures of variability, correctly apply statistical techniques, and use and interpret correlation and regression analysis. Employees will learn the meaning and role of statistics, use of frequency distributions and arrays, how to calculate means, averages, median and mode, measures of variation, sampling concepts and normal distribution.

Data Collection and Analysis

On-Site, One week

Source: USDA Graduate School

Employees learn how to design a research study, select a sampling procedure, develop effective survey tools and instruments, and apply statistical analysis to data. These tools and techniques will enhance their understanding of what is involved in a management study and aid in developing their ability to collect and analyze data for producing reliable management studies.

Effective Communications with Customers

On-Site, Two days

Source: USDA Graduate School

This course teaches participants how effective communication leads to quality service, how to create stronger relationships with others by recognizing their needs, to develop flexibility to handle requests, problems and complaints, and to enhance listening skills and spot important verbal and nonverbal cues. Participants will be able to build better working relationships, establish greater rapport with colleagues and customers, communicate clearly to prevent confusion, and to ensure positive outcomes in customer interactions.

Budget Analysis Workshop

On-Site, Four days

Source: USDA Graduate School

This course is designed for employee who needs to develop analytical skills in analyzing budgets. Participants learn how to relate goals, objective and priorities to program resource performance; develop meaningful workload, efficiency, and effectiveness measures using analytical methods such as variance and trend analyses; use improved analysis to contribute to enhanced competitiveness in dealing with downsizing issues and contracting-out of commercial type activities.

Budget Execution

On-Site, Four days

Source: USDA Graduate School

Participants learn the steps and strategies in preparing to execute the budget, including contingency planning; recognize liability and responsibility associated with funds control; and understand and address the information needs of decision makers, including considerations for budget close-out and mid-year reviews and actions that can result from them.

Accounting for Non-Accountant

On-Site, Two days

Source: USDA Graduate School

This course is designed for all non-accountants, including administrative personnel who deal with government accounting issues and procedures. You will learn terminology; report analysis; how to keep accurate accounts, ledgers, journals and journal vouchers; and key legal and administrative controls. You learn to read financial statements and enter debits and credits correctly every time.

Introduction to Human Resource Management

On-site, Two days

Source: USDA Graduate School

This course provides an introduction to the primary regulations, practices, and policies of the federal human resource management system. It covers position classification, position management, merit promotion principles, performance management requirements, labor, employee relations, EEO procedures, and staffing and placement techniques.

Introduction to Financial Management

On-Site, Three days

Source: USDA Graduate School

Management professional and employees responsible for financial planning and analysis will benefit from this course. Participants will learn the essential principles of Federal accounting; be able to link management, budgeting, and auditing to performance measurement; become familiar with key accounting principles and standards; and understand the importance of management controls and control systems.

Advanced Force Management Course

On-Site, Four Weeks

Source: Army Force Management School, Fort Belvoir, VA

This an intermediate course for mid-level careerists that provides *detailed* instruction on National Security Strategy, Combat Development, Materiel Development, Force Structure and Force Development.

Combat, Training, Doctrine Developers Integrations Course (CTDDIC)

On-Site, One Week

Source: Army Logistics Management College (ALMC)

This course will provide training developers, combat developers and doctrine developers with skills and knowledge to integrate the basic concepts and principles of training, combat and doctrine developments as part of the requirement determinations and acquisition process.

Capabilities Development Course (CDC)

On-Site, One Week

Source: Army Logistics Management College (ALMC)

This course introduces the processes used to achieve desired joint and Army war fighting capabilities needed for the 21st century.

American Society of Military Comptrollers Professional Development Institute (AMSC PDI)

ONLY DURING THE 2nd YEAR

Site Varies, One Week

Source: American Society of Military Comptrollers

AMSC PDI is an annual training event open to various communities to discuss current budget issues and actions. Senior leaders present perspectives on DoD and Service component activities. Workshops offer opportunities for both professional and personal growth. Interns must coordinate with the CP-26 Intern Program Manager and submit a 500-word essay on their experience at this conference.

ARMY CIVILIAN CORPS CREED

I am an Army civilian - a member of the Army Team.

I am dedicated to our Army, our Soldiers and Civilians.

I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect, Selfless, Service, Honor, Integrity and Personal Courage.

I am an Army Civilian.