

Appendix N

Master Intern Training Plan (MITP)

for Interns in U. S. Army Recruiting Command (USAREC)

Instructions for Using the MITP

To develop the training plan for an individual intern

- Print the MITP.
- Make pen and ink changes to modify it as needed based upon the intern's background.

To document the intern's progress:

- Complete the documentation section as the intern completes part of his/her training.
- Include a copy of the MITP as the documentation needed for TAPES and promotions.

Entry Level Placement

All interns will be placed in the General Education and Training Series (GS –1701) upon entry into the intern program..

Minimum Qualifications

Upon completion of intern program and prior to placement into the career program as an Education Services Specialist (GS-1740), the intern must meet the following requirements which are specified in OPM's *Operating Manual - Qualification Standards for General Schedule Positions*:

Basic Requirements: Degree that included or was supplemented by at least 24 semester hours appropriate to the position to be filled in one or a combination of the areas described below. At least one course must have been from (1) or (2) below.

- (1) *Tests and measurement:* Study of the selection, evaluation, administration, scoring, interpretation, and uses of group and individual aptitude, proficiency, interest, and other tests.
- (2) *Adult education:* Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities.
- (3) *Educational program administration:* Study of the foundation and methods in organizing for adult and continuing education programs.
- (6) *Curriculum development or design:* Study of the principles and techniques for development of curricula for adult or vocational education programs.

- (7) *Teaching methods*: Study of teaching strategies and learning styles of the adult learner.
- (8) *Guidance and counseling*: Study of the purposes and methods in counseling and guidance, the role of the counselor in various settings, approaches to counseling, and the uses of tests in the counseling situation.
- (9) *Career planning*: Study of career development, learning activities, systems, approaches, program coordination, use of educational and community resources, and vocational counseling systems.
- (8) *Occupational information*: Study of theories of occupational choice and vocational development and their application to the guidance process. Identification and utilization of various types of occupational information and resources.

NOTE: Since careerists in Education Services are counselors, prior to the end of the internship, the intern must meet another requirement specified in the *Operating Manual - Qualification Standards for General Schedule Positions* -- completion of a college or university sponsored practicum in counseling

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Phase I

Formal Training

Course Title, Type of Training, Length of Training, and Priority	Specific Training Information	Documentation
<p><i>Orientation</i> -- Federal employment, civil service status, employee benefits, standards of conduct, security requirements, career management, Total Army Culture, organization of DoD, DA, the command and activity.</p>	<p>Dates of Training (start - end): _____</p> <p>Training Provider: Installation</p>	<p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>
<p>On-the-job training (OJT) One day Priority I</p>		
<p><i>Recruiting Officer's Course</i></p> <p>Classroom 1 week Priority I</p>	<p>Dates of Training (start - end): _____</p> <p>Training Provider:</p>	<p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>
<p><i>Intern Leadership</i></p>	<p>Dates of Training (start - end):</p>	<p>Verification of Training Completion:</p>

Development Course (ILDC)

Classroom
1 week
Priority I

Training Provider: Center for Army Leadership
(CAL)

Signature and Date

Supervisor:

Signature and Date

MEPCOM ESS Orientation

Classroom
1 week
Priority I

Dates of Training (start - end):

Verification of Training Completion:

Training Provider:

Signature and Date

Supervisor:

Signature and Date

Action Officer Development Course

Correspondence
Self-paced
Priority I

Dates of Training (start - end):

Verification of Training Completion:

Training Provider: Army Institute for Professional
Development

Signature and Date

Supervisor:

Signature and Date

Effective Briefing Course

Classroom

Dates of Training (start - end):

Verification of Training Completion:

Signature and Date

3-5 days
Priority I

Training Provider: _____

Supervisor:

Signature and Date

Effective Writing Course

Dates of Training (start - end):

Verification of Training Completion:

Classroom
3-5 days
Priority I

Signature and Date

Training Provider: _____

Supervisor:

Signature and Date

Tests and Measurements Course

Dates of Training (start - end):

Verification of Training Completion:

Classroom
3 semester hours
Priority I

Signature and Date

Training Provider: _____

Supervisor:

Signature and Date

Personal Computer Fundamentals

(course(s) with emphasis on databases, Microsoft Office, LAN, email, and Internet)

Name of course: _____

Date(s): _____

Training provider: _____

Verification of Training Completion:

Signature and Date

Classroom
1 - 5 days
Priority I

Name of course: _____

Date(s): _____

Training provider: _____

Name of course: _____

Date(s): _____

Training provider: _____

(Computer courses continued on next page.)

Name of course: _____

Date(s): _____

Training provider: _____

Supervisor:

Signature and Date

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Verification of Training Completion:

Signature and Date

Supervisor:

**Guide to Process
Personnel Actions**

Dates of Training (start - end):

Computer Based Training
(CBT)
Self-paced
Priority II

Training Provider: Army Civilian Personnel
Operations Center Management Agency (CPOCMA),
Training Management Division

Signature and Date

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Basic Personnel Functions

Dates of Training (start - end):

Computer Based Training
(CBT)
Self-paced
Priority II

Training Provider: Army Civilian Personnel
Operations Center Management Agency (CPOCMA),
Training Management Division

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

**Introduction to Human
Resource Management**

Dates of Training (start - end):

Classroom
1.5 days

Training Provider: Army Civilian Personnel

Verification of Training Completion:

Signature and Date

Priority II

Operations Center Management Agency (CPOCMA),
Training Management Division

Supervisor:

Signature and Date

Rotational Assignments

Content Area, Type of Training, Length of Training	Competencies To Be Acquired	Specific Training Information
<p>1. Secondary Schools Program</p> <p>Classroom, Discussion, Required Reading, Supervised Application of Knowledge/Skill</p> <p>2 months</p>	<p>1. The Secondary Schools Recruiting Program (SRP) is essential to the USAREC mission. At the end of this training, the intern will have demonstrated the ability to:</p> <ul style="list-style-type: none"> a. Provide support to improve the recruiter’s access to assigned high schools. b. Understand USAREC Reg. 601-101 and be able to evaluate educational credentials and know how to conduct evaluations. c. Understand the purpose for school visits. d. Understand the purpose for acquiring school directory information and be able to pursue directory information through legitimate resources. e. Understand the philosophy, purpose, and interrelationships of current secondary school programs, e.g., School-to-Work, Tech Prep, Goals 2000, etc. 	<p>Dates of Training (beginning and ending): _____</p> <p>Training Provider: _____</p> <p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>
<p>2. DOD Student Testing</p>	<p>2. At the conclusion of this training, the intern</p>	<p>Dates of Training (beginning and ending):</p>

<p>Program</p> <p>Classroom, Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill</p> <p>2 ½ months</p>	<p>will understand and demonstrate working knowledge of:</p> <ul style="list-style-type: none"> a. USAREC’s role and responsibilities. b. The role and responsibilities of HQ USMEPCOM to include the ASVAB test specialist, test coordinator, OPM administration, and test proctors. c. Test activities to include marketing, pre-testing, test administration, post-testing, and interpretation. 	<hr/> <p>Training Provider:</p> <hr/> <p>Verification of Training Completion:</p> <hr/> <p><i>Signature and Date</i></p> <p>Supervisor:</p> <hr/> <p><i>Signature and Date</i></p>
<p>3. Communicating the Offer</p> <p>Demonstration, Discussion, Required Reading, Supervised Application of Knowledge/Skill</p> <p>2 ½ months</p>	<p>3. Upon conclusion of this training the intern will possess program knowledge of the listed programs contained in AR 621-5 and USAREC Regulation (UR) 621-1, 621-2, and 621-202 and demonstrate the ability to communicate this information to recruiters and others:</p> <ul style="list-style-type: none"> a. Montgomery GI Bill (MGIB). b. Army College Fund (ACF). c. Loan Repayment Program (LRP). d. Concurrent Admissions Program (ConAP). e. Army Continuing Education System (ACES). f. Job/career opportunities in Today’s Army, both Active and Reserve. 	<p>Dates of Training (beginning and ending):</p> <hr/> <p>Training Provider:</p> <hr/> <p>Verification of Training Completion:</p> <hr/> <p><i>Signature and Date</i></p> <p>Supervisor:</p> <hr/> <p><i>Signature and Date</i></p>

g. Tuition Assistance (TA).

4. Community Relations/Coalition Building

Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill

2 months

4. Upon conclusion of this training, the intern will understand how to develop community relations/build coalitions within the scope of UR 606-101.
 - a. Understand the purpose and be prepared to conduct an Educator Center of Influence Army Installation Tour.
 - b. Coordinate and promote the Army’s Stay in School/Stay off Drugs Programs (SIS/SOD).
 - c. Understand and promote the Planning for Life program.
 - d. Working with the Advertising Directorate's Local Advertising Division, learn the purpose of and how to promote the Scholar/ Athlete Award, JROTC Award, Science & Engineering Fair Award and Youth Certificate of Recognition.
 - e. Learn how to effectively schedule and promote events associated with Total Army in Recruiting within the schools and the community.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

5. Rotational Assignment to Army Education Center

5. The intern will become familiar with the programs and services supported by the Army Education Center/Army Learning Center.

Dates of Training (beginning and ending):

Discussion, Demonstration,
Required Reading,
Supervised Application of
Knowledge/Skill

6 weeks

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Education Services Master Intern Training Plan For U. S. Army Recruiting Command (USAREC) Interns

Phase II

Training time in Phase II: 12 months

Formal Training

Course Title, Type of Training, Length of Training and Priority	Specific Training Information	Documentation
<p><i>Current Army Education Issues</i></p> <p>Classroom 3 or 4 days Priority I</p>	<p>Check the course taken:</p> <p><input type="checkbox"/> <i>Current Army Education Issues Workshop</i>, provided by Education Division, PERSCOM</p> <p>Dates of Training (start - end):</p> <hr style="width: 100%;"/>	<p>Verification of Training Completion:</p> <hr style="width: 100%;"/> <p><i>Signature and Date</i></p> <p>Supervisor:</p> <hr style="width: 100%;"/> <p><i>Signature and Date</i></p>
<p><i>or</i></p>		
<p><i>DoD Worldwide Education Symposium</i></p> <p>Classroom 3 or 4 days Priority I</p>	<p><input type="checkbox"/> <i>DoD Worldwide Education Symposium</i>, provided by Department of Defense/Defense Activity for Non-Traditional Education Support (DANTES)</p> <p>Dates of Training (start - end):</p> <hr style="width: 100%;"/>	<p><i>Signature and Date</i></p>

Rotational Assignments

During Phase II, each intern will again rotate through many of the USAREC educational and related programs and gain "hands on" experience administering these programs at brigade and battalion level.

Content Area, Type of Training, Length of Training	Competencies To Be Acquired	Documentation
<p>1. Partnerships and Outreach Programs</p> <p>Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill</p> <p>2 months</p>	<p>1. At the end of this training the intern will understand the importance of developing communications, formal linkages, and working relationships with:</p> <ul style="list-style-type: none"> a. Government organizations, such as, SOICC, Veterans Affairs, Job Services, and business/industry partnership. b. Professional education organizations, such as, ACA, ASCA, AVA, AACRAO. c. USAREC components, such as, APA, IG, PAE, RML, RO. d. Schools and offices of education at the state and district level. e. The local Interservice Recruiting Council. 	<p>Dates of Training (beginning and ending):</p> <p>_____</p> <p>Training Provider:</p> <p>_____</p> <p>Verification of Training Completion:</p> <p>_____</p> <p><i>Signature and Date</i></p> <p>Supervisor:</p> <p>_____</p> <p><i>Signature and Date</i></p>
<p>2. College Recruiting Program (CRP)</p>	<p>2. The College Recruiting Program (CRP) is essential to the USAREC mission. At the end</p>	<p>Dates of Training (beginning and ending):</p>

Discussion, Demonstration,
Required Reading,
Supervised Application of
Knowledge/Skill

1 month

of this training, the intern will be able to understand the scope of UR 601-104.

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

3. Brigade Policies and Procedures

Discussion, Demonstration,
Required Reading,
Supervised Application of
Knowledge/Skill

1 month

3. At the end of this training, the intern will know how the policies and procedures established for USAREC unique programs are managed at brigade.

- a. Understand UR 601-101 and evaluate educational credentials and conduct tier evaluations.
- b. Understand the purpose for acquiring school directory information and pursue directory information through legitimate resources.
- c. Understand the brigade's role in managing the ASVAB Student Testing Program.
- d. Understand how the brigade develops

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

communications, forms partnerships and working relationships with local, state and regional professional education organizations, agencies and business and community leaders.

- e. Understand how Center of Influence Functions, Educator Tours, Planning for Life and other programs are managed and their importance as effective tools for recruiting.
- f. Understand the leadership role in managing the College Recruiting Program.
- g. Understand the purpose of the Command Inspection Program (CIP) and accompany a CIP visit.

4. Training with Battalion ESS

Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill

5 months

- 4. At the end of this training, the intern will have the knowledge, and skills required to:
 - a. Assist with the implementation of the Secondary Schools Program.
 - (1) Visit both high schools and school districts (rural & urban) to improve the recruiter's access to assigned schools.
 - (2) Visit personnel at a state department of education,
 - (3) Conduct school site visits IAW UR 601-101.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

- (4) Evaluate educational credentials and conduct tier evaluation.
 - (5) Conduct monthly evaluation of education documents.
 - (6) Acquire school directory information and pursue directory information through legitimate resources.
 - (7) Develop an Annual School Recruiting Plan.
- b. Develop a partnership(s) with state level educational agency or other professional education organization.
- c. Understand USAREC's role and responsibilities with the DoD Student Testing Program.
- (1) Perform ASVAB testing activities, to include marketing, pre-test and post-test activities and interpretation of test results, to include using the Interest Finder.
 - (2) Conduct an ASVAB training class for one of the following: Battalion Leadership Team (BLT), Company Leadership Team (CLT), Station Commanders or recruiters.

Supervisor:

Signature and Date

- d. Possess program knowledge, and demonstrate the ability to communicate this information in classes to recruiters and in talks with educators:
 - (1) Montgomery GI Bill (MGIB).
 - (2) Army College Fund (ACF).
 - (3) Loan Repayment Program (LRP).
 - (4) Concurrent Admissions Program (ConAP).
 - (5) Job/Career Opportunities in Today's Army.
 - (6) Tuition Assistance (TA).
 - (7) Army Continuing Education System (ACES).

- d. Develop community relations/build coalitions. At the end of this training the intern will be able to understand the scope of UR 601-81.
 - (1) Assist the battalion ESS prepare for an Educator Tour.
 - (2) Participate in an Educator Tour to an Army Installation.
 - (3) Coordinate and promote the Army's

Stay in School/Stay off Drugs and
Planning for Life Programs.

- (4) Schedule and coordinate a Center of Influence (COI) event for educators.
- (5) Attend a COI event and give a talk on the Army's education benefits.

f. Assist with the Postsecondary Education Recruiting Program.

- (1) Visit colleges with Company Leadership Teams (CLT) or recruiters.
- (2) Ask colleges for permission to recruit on their campus or ask them for directory information.
- (3) Invite a non-participating ConAP college to join the Program.

g. Learn the recruiting process by visiting a recruiting company and a recruiting station.

- (1) Shadow a member of the company leadership team as he/she makes visits to schools and recruiting stations.
- (2) Become more familiar with the recruiting process by sitting through a recruiting session with a recruiter.

- (3) Become more familiar with the recruiting process by making some phone calls with a recruiter, assisting him/her to make contacts and appointments.
- (4) Prepare some school folders, ensuring the information is accurate and complete.
- (5) Prepare and accurately complete some School Data Sheets, USAREC Form 636.
- (6) Learn how to conduct a beneficial staff assistance visit with the battalion education services specialist.

5. Training with the MEPS ESS

Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill

1 month

5. At the end of this training the intern will possess the knowledge and skills required to:
- a. Market the ASVAB to non-participating schools.
 - b. Assist in scheduling ASVAB tests.
 - c. Proctor ASVAB test sessions.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

- d. Attend an Interservice Recruiting Council meeting.

Supervisor:

Signature and Date

6. Training at the MEPS and Reception Battalion

Discussion, Demonstration,
Required Reading,
Supervised Application of
Knowledge/Skill

1 month

- 6. At the end of this training the intern will understand the purpose of the MEPS and Reception Battalion through performing the following activities:
 - a. Tour and become acquainted with all functions of a MEPS.
 - b. Work with Army Guidance Counselors as they contract individuals into the Army.
 - c. Visit a Reception Battalion and work with the Liaison NCO.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

7. Training at a Recruiting Support Brigade

Discussion, Demonstration,
Required Reading,
Supervised Application of
Knowledge/Skill

2 weeks

- 7. At the end of this training the intern will understand the purpose and the capability of the Recruiting Support Brigade.
 - a. Requirements for working the Army exhibit booth at a national and state convention.
 - b. Requirements for briefing and preparing the booth staff prior to their working the booth.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

- c. Knowledge of the assets of the Recruiting Support Brigade, such as cinema vans, cinema pods, personal presentation items and recruiting publicity items.

Signature and Date

Supervisor:

Signature and Date