

CHAPTER 3 MASTER INTERN TRAINING PLAN (MITP)

3-1. PURPOSE

This chapter describes the Department of Army Master Intern Training Plan (MITP) for career interns and Presidential Management Interns (PMIs). The supervisor will use the MITP as a guide when developing the intern's Individual Development Plan (IDP). The MITP is a comprehensive plan outlining the core subject matter which interns should know upon promotion to the target grade.

3-2. RESPONSIBILITIES

a. Intern's proponency office will:

- (1) Maintain the MITP.
- (2) Provide information on training opportunities.
- (3) Determine equivalent training for mandatory functional training and constructive credit time allowed. Constructive credit will be counted toward time-in-grade for promotion purposes.
- (4) Review training plan submitted by the intern's permanent duty location. Provide training recommendations as appropriate.
- (5) Distribute pertinent intern information to MACOM career program managers.
- (6) Serve as the intern supervisor of record during training and prior to arrival at the intern's permanent duty location (PDL).
- (7) Provide overall management and administration of the intern program.

b. Activity Career Program Manager (ACPM) will:

Develop list of journeyman-level employees who will serve as mentors and sponsors for interns. Mentors will not be a part of the intern's supervisory chain but will advise and assist the intern throughout the program. The mentor will relate program weaknesses to the ACPM. The ACPM will coordinate training with the intern's supervisor and the Logistics Management Proponency Office (LogPro) or the Transportation Management Proponency Office (TMPO).

c. The supervisor, in coordination with the ACPM and using the MITP as a foundation, will develop a training plan (Phase II) at the permanent duty location. A copy will be provided to the LogPro or the TMPO, whichever is applicable.

3-3. INTERN ACQUISITION, FUNDING, AND ASSIGNMENT

a. Interns will enter the program at the GS-7 or GS-9 (PMI) level. The target grade will be GS-11; GS-12 for PMIs. Interns may be recruited through external hiring, merit system placement, co-op program placement or any method authorized by ASAMRA in accordance with appropriate policy and guidance.

b. Department of Army interns are centrally funded for up to 24 months depending upon the career program. The interns during that period are assigned to the appropriate proponency office.

c. Intern permanent duty assignments will be made based on the needs of the Army logistics community and may change. Each intern will sign a Mobility Agreement during the selection process. Individual preferences may be considered. Personal requests for changes of assignments may be considered in extenuating circumstances. The Proponency office will coordinate approval of such requests.

3-4. STRUCTURE OF THE TRAINING PLAN

a. The MITP provides guidance for the two-phase training programs of both 18 and 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-11 or GS-12, depending on the program.

b. The MITP for the each intern program in this chapter has been formatted with blank columns for Dates of Training and Supervisor Certification. The supervisor will develop an individual development plan (IDP) for each intern by (a) printing off a copy of the MITP, (b) comparing the intern's education and experience with the requirements of the MITP, and then (c) making pen and ink changes to the MITP as needed based upon the intern's background. If the intern has work experience or classroom training in the job specialty, the supervisor may shorten or delete selected sections of the MITP. As a substitution, the intern may be assigned alternate training objectives, such as, on-the-job training (OJT) at a MACOM HQ, Directorate of Logistics, or HQDA DCSLOG. If needed, additional training time can be added to another segment of the IDP in which the intern has little or no knowledge. In this way the MITP is transformed into the intern's IDP. When the intern does not have job-related experience and/or education, the entire MITP becomes the intern's IDP.

c. The IDP prepares the intern for target-level performance. It serves as a basis for developing performance objectives and is used as documentation for the intern's performance appraisal. (See paragraph 3-5 Performance Appraisal.)

d. The Office of Personnel Management facilitates and provides structured career development activities for participants in the PMI program.

3-5. PERFORMANCE APPRAISAL

a. Career interns are rated under the Senior System of the Total Army Performance Evaluation System (TAPES). Interns will be rated every six months with the 6-month and 18-month rating being "special" ratings. The 12 and 24 month rating will be the annual appraisal of record and will be at one and two years following the EOD.

b. Intern supervisors will attach the intern's IDP to the Senior System Civilian Evaluation Report Support Form (DA Form 7222-1) and annotate it as courses and on-the-job training are accomplished. Accordingly, the DA Form 7222-1 with the annotated IDP will provide the documentation for the intern's official performance appraisal, Senior System Civilian Evaluation Report (DA Form 7222). The Director, LogPro, is the senior rater for Supply and Maintenance interns. The Personnel Proponency Officer is the senior rater for the Transportation interns. The intern must achieve a rating of successful or better on their semiannual/annual ratings.

c. Activities will ensure that the Civilian Evaluation Report Support Form specifically identifies intern program administration and evaluation as a performance element for the supervisors of interns.

3-6. SUPPLY, MAINTENANCE, OR TRANSPORTATION INTERN

3-6(a). CP-13 SUPPLY MITP

Department of Army supply interns are centrally funded for 24 months. Activities must allow the intern to complete Phase II of the training program as outlined in this plan and his/her IDP.

a. The MITP provides guidance for two-phase training programs of 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-11 positions in the 340, 346, 2001, 2003, 2010, 2030, 2032, and 2050 job series.

b. 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 appropriate proponency office may authorize deviation.

c. The career program manager, in coordination with the servicing CPAC/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.

d. 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 a 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.

CP 13 (Supply Management) Phase I - Training and Learning Objectives

a. This phase provides approximately 10 months of formal and rotational on-the-job training in supply, maintenance, and transportation. For retail and wholesale OJT, the emphasis will be on supply policy and operations. The intern will also receive an orientation on Department of the Army, Major Army Commands, the activity where assigned, and the mission, functions, and organization of the Defense supply system. The OJT may be at any of the following activities: DA, MACOM Headquarters, Major Subordinate Command, or Major Installations. The intern will learn various supply functions such as:

(1) Materiel Distribution. The intern will gain knowledge of troop support requirements and materiel support requirements for specific supply and distribution and redistribution plans.

(2) Requisition. The intern will gain knowledge of the policies governing the Military Standard Requisitioning and Issue Procedures (MILSTRIP) system and the Uniform Materiel Movement and Issue Priority System (UMMIPS), to include the standard coding and processing of issues from depot to user, vendor to user, and user to user.

(3) Federal Catalog System. The intern will gain knowledge of the federal policy governing the single catalog and standardization system (that is the Defense Cataloging and Standardization Act, U.S. code Titles 10 and 401; the Army policy governing cataloging procedures; and the Army Master Data File.)

(4) Wholesale Supply Policy. The intern will gain knowledge of the regulations and policies affecting national-level supply operations management.

(5) Retail Supply Policy. The intern will gain knowledge of the regulations and policies affecting field-level supply operations management.

(6) Inventory Reporting. The intern will gain knowledge of policies and procedures that classify inventory records, classify transactions affecting the inventory, and regulate the basis for financial inventory accounting of assets.

(7) Storage and Distribution. The intern will gain knowledge of policy and regulations governing storage and distribution facilities operations and their interfaces with resource management, transportation, preservation and packaging, safety, security, planning, operational work standards, quality assurance, and data processing.

(8) Inventory Management. The intern will gain the knowledge to be able to analyze demand, asset and requirements data to make materiel management decision.

(9) Other logistics and logistics related topics. The intern will gain knowledge in other logistics functions such as materiel maintenance, transportation management, demilitarization, and acquisition logistics, as well as leadership, decision analysis, environmental management, manpower management, and presentation techniques.

(10) Army Organization. The intern will gain knowledge of the organization, functions, roles and missions of the U.S. Army, including the Army components of the Joint and Unified Commands.

b. During this phase, the intern will satisfactorily complete the prescribed training identified for Phase I. If the intern is unable to attend a mandatory course, the proponent office may be able to determine a course with a comparable program of instruction, or means to ensure acquisition of needed competencies.

CP 13 (Supply Management) Phase II - Training and Learning Objectives

This phase consists of approximately 14 months of additional functional training designed to qualify the intern for placement in the targeted GS-11 or GS-12 position. This phase provides 14 months of rotational on-the-job training (OJT) in National/Wholesale or Field Retail supply management with emphasis on the knowledges, skills, and abilities required in the wholesale supply management arena.

CP 13 (Supply Management) Training Outline (24-Month Training Program)

Phase I - 10 months approximately (Includes: Classroom = C, Correspondence = CORR and On-The-Job-Training = OJT)

1. Orientation:

Federal employment, civil service status, employee benefits, standards of conduct, security requirements, career management, total Army culture briefings, the mission and organization of DOD, DA, MACOMS and activities (1 week)

2. Formal Training:

All classroom courses are at the Army Logistics Management College, Ft. Lee, VA, unless otherwise noted.

Length	Mode	Supv
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Course	Days	Cert
a. Army Logistics Introductory Course (8A-F16) Priority 1.	6	C
b. Logistics Management Development Course (ALMC-MG) Priority 1.	15	C
c. Manpower and Force Development Course (ALMC-MG) Priority 2.	10	C
d. Major Item Management Course (ALMC-MB) Priority 1.	4	C
e. Presentation Techniques Course (ALMC-PT) Priority 3.	3	C
f. Intern Leadership Development Course Fort Leavenworth Instruction Priority 1.	5	C
g. Command Commodity Standard System (ALMC-3L) Priority 1.	4	C
h. Decision Analysis for Logisticians Course (ALMC-DC) Priority 2.	10	C
i. Army Secondary Item Management Course (ALMC-SI) Priority 1.	10	C
j. Army Maintenance Management Course (8A-F3) Priority 1.	7	C
k. Retail Supply and Maintenance Systems Course (ALMC-RM) Priority 1.	3	C
l. Defense Distribution Management Course (8B-F10) Priority 2.	10	C
m. Introduction to Transportation Management Ft. Eustis Instruction Priority 2.	10	C
n. Defense Demilitarization Course (ALMC-BD) Priority 2.	3	C
o. Fundamentals of Systems Acquisition Management (ACQ-101) DAU on-line course	10	CORR

Priority 2.

p. Acquisition Logistics Fundamentals Course (Log-101) DAU on-line course Priority 2.	10	CORR
q. Action Office Development Course (12AOC) Priority 1.	N/A	CORR

3. Functional Training:

a. The objective of functional training is to develop a solid foundation for growth in the Supply Management Career Field. Functional training will include planned OJT rotational assignments with specific learning objectives based on the activity mission. Assignments will be based on the intern's projected permanent duty assignment, the intern's experience, and the intern's previous performance in classroom learning. Assignments may be at MACOM HQ, Major Subordinate Commands, or major installations, both CONUS and OCONUS.

b. The Logistics Executive Development Course, ALMC, may be utilized for individuals meeting basic prerequisite experience. The intern program manager will approve and determine LEDC attendees.

c. Rotational assignments with the Logistics Management Proponency Office may be utilized for individuals as determined by the intern program manager. These assignments will familiarize the intern with career management, staff and analytical work.

Phase II - 14 months approximately accomplished at PDL

1. Assignments will be determined by the Activity Career Program Manager and the immediate supervisor. Assignments will cover, at a minimum, the following topics:

- a. National Wholesale Supply Policy and Management
- b. NICP/IMMC supply processes and operations
- c. Technical training based on specific work assignment
- d. Weapons Systems Training and IPT functions
- e. ILS procedures and processes
- f. Logistics Automation Systems

2. Interns assigned to retail/field level duty stations will receive, at a minimum, complementary retail training as that given at the wholesale level. Retail/field level operations, procedures, processes and policy will be covered.

3. If determined by the immediate supervisor and ACPM and approved by the proponent office, centrally funded classroom training may be used in conjunction with hands-on training. This training must be specifically related to the position in which the intern will serve. Central ACTEDS funds may not be used for generalized or organizational training any employee may receive that is normally funded with local training dollars.

3-6(b). CP-17 MAINTENANCE MITP

Department of Army maintenance interns are centrally funded for 24 months. Activities must allow the intern to complete Phase II of the training program as outlined in this plan and his/her IDP.

a. The MITP provides guidance for two-phase training programs of 24 months. Career interns who successfully complete the program will qualify for noncompetitive promotion to GS-11 positions in the 340, 346, or 1670 job series.

b. 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 appropriate proponent office may authorize deviation.

c. The career program manager, in coordination with the servicing CPAC/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.

d. 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 a 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.

CP 17 (Materiel Maintenance) Phase I - Training and Learning Objectives

a. This phase provides approximately 10 months of formal and rotational on-the-job training in supply, maintenance and transportation. For retail and wholesale OJT, the emphasis will be on maintenance policy and operations. The intern will also receive an orientation on Department of the Army, Major Army Commands, the activity where assigned, and the mission, functions, and organization of the Defense supply system.

The OJT may be at any of the following activities: DA, MACOM Headquarters, Major Subordinate Command, or Major Installations. The intern will learn maintenance functions such as:

(1) Materiel Distribution - The intern will gain knowledge of troop support requirements and materiel support requirements for specific supply and distribution and redistribution plans.

(2) Logistics Support Planning - The intern will gain knowledge of the policies and procedures relevant to the integrated logistics support (ILS) of equipment throughout the overall life cycle and acquisition and management of ILS for systems and equipment.

(3) Configuration Management - The intern will gain knowledge of policy and procedures governing configuration management, to include technical documentation procedures and requirements for tracing modifications and engineering changes made throughout the life-cycle of equipment or hardware and software.

(4) Maintenance Operation Policy - The intern will gain knowledge of the policies, systems, data bases, procedures and regulations pertaining to preventative, corrective and fabrication maintenance programs.

(5) Maintenance Skills Requirements - The intern will gain knowledge of type and level of skill required for the maintenance and repair of materiel, the support of developmental and fielded items, and the overhaul and rebuild of materiel.

(6) Maintenance Engineering - The intern will gain knowledge of emergency plans for mobilization, war reserve stocks, materiel maintenance support requirements and special operating forces, continuity of operations, characteristics in order to recommend design changes, transportation needs and support of civil authorities, and modifications to materiel for maintainability.

(7) Provisioning - The intern will gain knowledge of the regulations governing development or assessment of provisioning requirements; that is, selection, coding, and allocation of repair parts to all levels of maintenance; provisioning planning; the maintenance of a repair parts database, either by automated or manual means; and performing post provisioning review.

(8) Other logistics and logistics related topics. The intern will gain knowledge in other logistics functions such as materiel maintenance, transportation management, demilitarization, and acquisition logistics, as well as leadership, decision analysis, environmental management, manpower management, and presentation techniques.

(9) Army Organization. The intern will gain knowledge of the organization, functions, roles and missions of the U.S. Army, including the Army components of the Joint and Unified Commands.

b. During this phase, the intern will satisfactorily complete the prescribed training identified for Phase I. If the intern is unable to attend a mandatory course, the proponent office may be able to determine a course with a comparable program of instruction, or means to ensure acquisition of needed competencies.

CP 17 (Materiel Maintenance) Phase II - Training and Learning Objectives

This phase consists of approximately 14 months of additional functional training designed to qualify the intern for placement in the targeted GS-11 or GS-12 position. This phase provides 14 months of rotational on-the-job training (OJT) in National or Field Level maintenance management with emphasis on the knowledges, skills, and abilities required in the national maintenance management arena.

CP 17 (Materiel Maintenance) Training Outline (24-Month Training Program)

Phase I - 10 months approximately (Includes: Classroom = C, Correspondence = CORR and On-The-Job-Training = OJT)

1. Orientation:

Federal employment, civil service status, employee benefits, standards of conduct, security requirements, career management, total Army culture briefings, the mission and organization of DOD,DA, MACOMS and activities (1 week).

2. Formal Training:

All classroom courses are at the Army Logistics Management College, Ft. Lee, VA, unless otherwise noted.

Course	Length Days	Mode	Supv Cert
a. Army Logistics Introductory Course (8A-F16) Priority 1.	6	C	
b. Logistics Management Development Course (ALMC-MG) Priority 1.	15	C	
c. Manpower and Force Development Course (ALMC-MG) Priority 2.	10	C	
d. Major Item Management Course (ALMC-MB) Priority 1.	4	C	
e. Presentation Techniques Course (ALMC-PT) Priority 3.	3	C	
f. Intern Leadership Development Course	5	C	

Ft. Leavenworth Instruction Priority 1.

g. Command Commodity Standard System (ALMC-3L) Priority 1.	4	C
h. Decision Analysis for Logisticians Course (ALMC-DC) Priority 2.	10	C
i. Army Secondary Item Management Course (ALMC-SI) Priority 1.	10	C
j. Army Maintenance Management Course (8A-F3) Priority 1.	7	C
k. Retail Supply and Maintenance Systems Course (ALMC-RM) Priority 1.	3	C
l. Defense Distribution Management Course (8B-F10) Priority 2.	10	C
m. Introduction to Transportation Management Ft. Eustis Instruction Priority 2.	10	C
n. Defense Demilitarization Course (ALMC-BD) Priority 2.	3	C
o. Fundamentals of Systems Acquisition Management (ACQ-101) DAU on-line course Priority 2.	10	CORR
p. Acquisition Logistics Fundamentals Course (Log-101) DAU on-line course Priority 2.	10	CORR
q. Action Officer Development Course (12AOC) Priority 1.	N/A	CORR

3. Functional Training:

a. The objective of functional training is to develop a solid foundation for growth in the Materiel Maintenance Management Career Field. Functional training will include planned OJT rotational assignments with specific learning objectives based on the activity mission. Assignments will be based on the intern's projected permanent duty assignment, the intern's experience, and the intern's previous performance in classroom learning. Assignments may be at MACOM HQ, Major Subordinate Commands, or major installations, both CONUS and OCONUS.

b. The Logistics Executive Development Course, ALMC, may be utilized for individuals meeting basic prerequisite experience. The intern program manager will approve and determine LEDC attendees.

c. Rotational assignments with the Logistics Management Proponency Office may be utilized for individuals as determined by the intern program manager. These assignments will familiarize the intern with career management, staff and analytical work.

Phase II - 14 months approximately accomplished at PDL

1. Assignments will be determined by the Activity Career Program Manager and the immediate supervisor. Assignments will cover, at a minimum, the following topics:

a. National Maintenance Policy and Process

b. Technical training (electronics, hydraulics, pneumatics, mechanics, based on specific position)

c. Weapons Systems Training and IPT functions

d. Logistics Automation

e. ILS procedures and processes

2. Interns assigned to retail/field level duty stations will receive, at a minimum, complementary retail training as that given at the wholesale level. Retail/field level operations, procedures, processes and policy will be covered.

3. If determined by the immediate supervisor and ACPM and approved by the proponency office, centrally funded classroom training may be used in conjunction with hands-on training. This training must be specifically related to the position in which the intern will serve. Central ACTEDS funds may not be used for generalized or organizational training that any employee may receive and that is normally funded with local training dollars.

3-6(c). CP-24 TRANSPORTATION MITP

Department of the Army Transportation interns are centrally funded for 18 months, and are assigned to the Ft. Eustis Office of the Chief of Transportation Civilian Proponency Office. The supervisor, in coordination with the ACPM 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 Transportation Proponency Office. Activities must allow the intern to complete Phase II of the training program as outlined in this plan and his/her IDP.

CP-24 Structure of the Training Plan

a. The MITP provides guidance for 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 positions in the 346, 2101, 2130, 2150, and 2161 job series. In the case of an intern 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 IDP.

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

c. The career program manager, in coordination with the servicing CPAC/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.

d. 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/or written instructions. The supervisor or a 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.

CP-24 (Transportation) Phase I – Training and Learning Objectives

a. This phase provides 12 to 18 months of rotational on-the-job training (OJT) and formal training in transportation management with emphasis on the knowledges, skills, and abilities required in defense transportation. This includes transportation operations among government and commercial shippers worldwide via installations, vendors, contractors, depots, containerization and consolidation points (CCP) (port of embarkation/port of debarkation (POE/POD)), first destination report point (FDRP/supply support activities (SSA), and aerial and surface ports overseas until receipted for at the requisitioners' locations. The intern will also receive orientation on Department of the Army, Major Army Commands, the activity where assigned, and the mission, function, and organization of the Defense Transportation System (DTS). The OJT may be at any of the following activities; one assignment should be outside of Army:

(1) Installation Transportation Office: The intern will learn the various transportation functions for which the ITO has responsibility.

(a) Personal Property: The intern will be familiar with pertinent regulations and how to apply them. The intern will understand all methods of personal property movement available. They should be able to determine the most economical method of storage of property. The intern will be able to advise personnel on entitlements

for movements, storage, and damage claims. The intern should know how to process applications for shipment and storage, use a traffic distribution record, and determine cost and travel time. They will understand carrier quality evaluation programs. They will be able to advise personnel on receiving inbound household goods and unaccompanied baggage. The intern should be able to advise on damage claim procedures.

- (b) Passenger Movements: The intern will understand responsibilities of the military services, MTMC, and carriers in arranging for passenger travel. They will be able to counsel personnel on routing, port calls, and required documents. The intern should know procedures for issuing government travel requests and arranging transportation for soldiers, DA civilians, dependents, human remains, personal baggage, and small groups.
 - (c) Freight Movements: The intern will learn receipt and shipment of government owned freight, to include policy and procedures for first and second destination transportation (F/SDT). The intern will attain a basic knowledge of issuing, reviewing, and obtaining bills of lading. They will learn freight classification; rating and routing; carrier selection and tonnage distribution; the coordination process for overages, shortages, and damages; the preparation of discrepancy reports/reports of survey; inspection of inbound/outbound freight shipments. The intern should become familiar with applicable regulations.
 - (d) Motor Pool Operations: The intern will understand motor pool administration, operations, and maintenance procedures. The student will learn vehicle supply, repair parts supply, and procurement and inspection of non-tactical vehicles. They will also learn the dispatch system and preparation of accident reports and investigations.
 - (e) Unit Movements: The intern will know how to arrange group travel by commercial charter, military air, and commercial bus. The intern should learn to prepare travel requests and other official documents for the unit moves. They will acquire knowledge of the basic principles of unit movement plans and COMPASS and AUDEL reports. They should also understand preparation of documents and clearance from state, county, or local governments for movement of convoys and oversized vehicles.
- (2) U.S. Air Force Mobility Command Aerial Port Squadron: The intern will learn the various components and capabilities of the global airlift system and the role that airlift and Air Mobility Command play in strategic transportation.

- (a) The intern will comprehend day-to-day airlift operations, and the interface of airlifter and user agencies. The intern should understand operating procedures for contingency situations.
 - (b) The intern will know the cargo and passenger capabilities of AMC aircraft and contracted civilian aircraft. The intern will understand AMC passenger operations and the documents required. They should have a basic knowledge of documenting and tracking cargo and preparing manifests. The intern should be able to describe pertinent safety regulations and the safe stowage and handling of hazardous cargo. They should be familiar with the process of building pallets. The intern will understand load-planning and the efficient loading of aircraft as well as the equipment and personnel used for loading and discharge.
- (3) Defense Logistics Agency Depot: The intern will learn the cost and routing implications of truckload and less-than-truckload shipments, containerization, and intermodal shipments. The intern will understand the Guaranteed Traffic Program and be able to apply it to routing decisions. The intern should get some exposure to transportability of outsize and oversize freight. The intern should become familiar with DLA policy and procedures for operating and billing for use of: the Defense Contract Management Command; Containerization and Consolidation Points/Supply Depot Operations; and Defense Business Operating Funds.
- (a) Freight Terminal Operations: The intern should learn the concepts and procedures in operating a freight terminal. The intern should understand how shipment units are controlled and routed to form cost-effective transportation shipping units. In addition, the intern will learn the processes involved with truck control.
 - (b) Freight Rates: The intern will learn the process of rate making and the factors considered by the carrier industry in setting rates. The intern will be able to apply rates to the various classes and commodities and compute cost. The intern will understand how to build cost-effective loads to both high- and low-volume customers.
 - (c) Routing of Freight: The intern will learn the capabilities and advantages and disadvantages of each mode of transportation and type of carrier.
 - (d) Government Bills of Lading: The intern will learn when to use GBLs and how to prepare them. The intern will understand how the forms act as “contracts” to acquire transportation services, as receipts for goods, and as evidence of ownership of goods under transport.
 - (e) Hazardous/Sensitive Materials: The intern will be familiar with regulations for shipping hazardous and sensitive Materials. The

intern will learn how to research compatibility of hazardous items. The intern will learn proper labeling.

- (f) Supply Operations: The intern will learn the receiving process and become familiar with the Materiel handling equipment used in receiving. They will learn the various types of storage facilities at the depot and gain some knowledge of the preservation, packing, and packaging of inventory. The intern will learn the procedures involved in the release of stored Materiel.

- (4) Military Traffic Management Command Outport: The intern will understand the various transportation functions relating to the ocean terminal's responsibilities.

- (a) Marine Cargo: The intern will learn pier operations—shiploading and stowage of cargo, including containers and privately owned vehicles. They should observe ship berthing procedures and learn the characteristics of ships loading and discharging at the terminal. They will learn how to determine stevedore gang requirements and how to prepare stowage plans, with CODES familiarization where possible. They will learn port clearance procedures.
- (b) Container Stuffing: The intern will understand container stuffing and unstuffing procedures, including documentation, cargo booking, and Materiel handling equipment required. They should learn warehousing procedures.
- (c) Traffic Management: The intern will learn proper documentation of export cargo and use of Logistics Applications of Automated Marking and Reading Symbols (LOGMARS). They will understand rating and routing and preparation of TCMDs and GBLs, using TC-ACCIS when possible. They will know manifesting procedures for seavans and retrograde cargo and should learn the quality control process as well as loss/damage claims documentation. They will understand the negotiation principles under the Guaranteed Traffic Program.
- (d) Exercises: The intern should become involved in deployment exercise operations, if the opportunity comes up during the rotational assignment.
- (e) Resource Management: The intern will learn the procurement and contractual responsibilities relating to GBLs/CBLs and MILSTAMP Transportation Account Codes.

b. 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.

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

- (1) Fundamentals of leadership, benefits and responsibilities of federal service, Army writing, and briefing.
- (2) The overall structure and the transportation mission of DOD and each of its levels, including transportation operating agencies and commodity commands.
- (3) The various modes and nodes of transportation, types of carriers, and Army transportation functions.
- (4) The overall structure and mission of the employing activity and its role within the DTS.

CP-24 (Transportation) Phase II – Training and Learning Objectives

- a. 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.
- b. At the end of Phase II, the intern should possess:
 - (1) A general knowledge of Army traffic management, the defense acquisition cycle, Army use of commercial carriers, Army information systems, Transportation Corps missions and operations, surface deployment, hazardous Materiels, analysis and evaluation, and other logistical functions.
 - (2) A comprehensive knowledge of the transportation functional area to which the intern will be assigned.

CP-24 (Transportation) Training Outlines

(C = Classroom, CORR = Correspondence, OJT = On-the-Job Training)

24-Month Training Program for GS-5, Target GS-9 Positions

<u>Phase I – 12 Months</u>	<u>Type of Training</u>		
	Date	Type of Training	Supervisor Certifies
1. Orientation: Federal employment, civil service status, employee benefits, standards of conduct, security requirements, and career management, total Army culture briefings,		OJT	

the Defense Transportation System, 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, Ft. Leavenworth, KS, or on-site; 1 week; Priority 1. C
- b. Transportation Officer Basic Course; (TOBC); USA Transportation School, Ft. Eustis, VA; 17 weeks; Priority 1. C
- c. Introduction to Defense Transportation; USA Transportation School, Ft. Eustis, VA; 1 week; Priority 2. C
- d. Joint Personal Property Course; USA Transportation School, Ft. Eustis, VA; 2 weeks, Priority 2. C
- e. Basic Freight Traffic Course; USA Transportation School, Ft. Eustis, VA; 2 weeks; Priority 2. C
- f. Decision Analysis for Logisticians; U.S. Army Logistics Management College; Ft. Lee, VA, or on-site; 2 weeks; Priority 3. C
- g. Logistics Management Development Course; U.S. Army Logistics Management College Ft. Lee, VA, 4 weeks; Priority 3. C
- h. Action Officer Development Course (12AOC); Army Institute for Professional Development; Ft. Eustis, VA (corres), Priority 1. CORR

- 3. Functional training at two of these sites, (1 assignment will be outside Army): Depot, ocean terminal, aerial port, installation transportation office; 16 to 23 weeks. OJT

Phase II – 12 Months

Type of Training

Date Type of Supervisor

	Training	Certifies
1. Orientation: Mission and organization of the command and activity to which assigned; 2 days.	OJT	
2. MACOM-specific training; 12 months.	CORR, C OJT	

24-Month Training Program for GS-7 Target GS-11 Positions

Phase II – 12 Months		Type of Training	
	Date	Type of Training	Supervisor Certifies
1. Orientation: Federal employment, civil service status, employee Benefits, standards of conduct, security requirements, And career management, “greening” briefings, the Defense Transportation System, mission and Organization of DOD, DA, and the command and Activity; 2 days.		OJT	
2. Formal Training:			
a. Intern Leadership Development Course; Center for Army Leadership, Ft. Leavenworth, KS, or on-site; 1 week; Priority 1		C	
b. Transportation Officer Basic Course; (TOBC) USA Transportation School, Ft. Eustis, VA; 17 weeks; Priority 1.		C	
c. Introduction to Defense Transportation; USA Transportation School, Ft. Eustis, VA; 1 week; Priority 2.		C	
d. Joint Personal Property Course; USA Transportation School, Fort Eustis, VA; 2 weeks; Priority 2.		C	
e. Basic Freight Traffic Course; USA Transportation School, Ft. Eustis, VA; 2 weeks; Priority 2.		C	

- f. Effective Briefing Techniques; Contracted, on-site; 4 days; Priority 2. C
 - g. Decision Analysis for Logisticians; U.S. Army Logistics Management College, Ft. Lee, VA, or on-site; 2 weeks; Priority 3. C
 - h. Military Standard Transportation and Movement Procedures Course (MILSTAMP); USA Transportation School, Ft. Eustis, VA; 1 week; Priority 3. C
 - i. Transportation Coordinator – Command and Control Information System (TC-ACCIS); Joint Strategic Deployment Training Center, Ft. Eustis, VA; 1 week; Priority 3. C
 - j. Planning, Programming, Budgeting and Execution System; U.S. Army Resource Management Center, Ft. Benjamin Harrison, IN, or on-site; 9 days; Priority 2. C
 - k. Logistics Management Development Course; Army Logistics Management College; 4 weeks, Priority 3. C
 - l. Hazardous Materials Handling Course; School of Military Packaging Technology; Aberdeen Proving Ground, MD; 7 hours; Priority 3. CORR
 - m. Action Officer Development Course (12AOC); Professional Development; Ft. Eustis, VA, (corres); Priority 1. CORR
3. Functional Training: OJT
- a. One twelve-week assignment at a transportation office.
 - b. Ten-week assignments at two of the areas listed below, (1 assignment will be outside Army):
 - (1) Aerial port
 - (2) Defense depot
 - (3) Ocean terminal
 - (4) Other area approved by

Transportation Personnel
Proponency Officer

4. MACOM-requested training; 11 weeks.

CORR, C,
OJT

Phase II – 6 Months

Type of Training

	Date	Type of Training	Supervisor Certifies
1. Orientation: Mission and organization of the command and activity to which assigned; 2 days.		OJT	
2. MACOM-specific training; 6 months.		CORR, C, OJT	