

CEHR-Z

Regulation  
No. 690-1-1216

30 September 2013

Training  
USACE ARMY CIVILIAN TRAINING, EDUCATION AND DEVELOPMENT  
SYSTEM (ACTEDS) CAREER INTERN PROGRAM

1. Purpose. This regulation provides guidance for the management of the USACE Army Civilian Training, Education and Development System (ACTEDS) Career Intern Program and applies to centrally funded ACTEDS interns (CFAI) and locally funded interns (LFI) for career programs within USACE. (NOTE: CFAI interns were previously referred to as DA Interns). The primary purpose of the ACTEDS Career Intern Program is to enable managers to hire employees at entry-level positions and develop and prepare them for full performance-level positions. Hiring and developing interns is part of the USACE overall succession and revitalization efforts ensuring a skilled workforce to meet the mission. It is the Command's responsibility to ensure that interns in all career programs are placed upon graduation. Furthermore, the Command should be informed of all intern resignations and terminations.

Although Army and USACE will continue to refer to the employees covered under this ACTEDS ER program guidance as CFAI and LFI "interns", the positions will be primarily recruited as "recent graduates" under the authority of the Pathways Program (i.e. "interns" are students and "recent graduates" have completed their schooling).

2. Applicability. All USACE organizations to include Major Subordinate Commands (MSC), Districts, Field Operating Activities, Laboratories, and Centers.

3. Distribution Statement. For public release primarily for USACE employees.

4. References.

a. Department of Defense Civilian Personnel Joint Travel Regulations, retrieved from: [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil) on 29 April 2013

b. Army Regulation (AR) 690-950, Career Management, 31 December 2001

c. AR 672-20, Incentive Awards, 29 January 1999

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- d. AR 690-400, Total Army Performance Evaluation System (Chapter 4302), 16 October 1998
- e. ACTEDS Career Intern Plans and Master Intern Training Plans (MITP), retrieved from [www.cpol.army.mil/library/train/actedts](http://www.cpol.army.mil/library/train/actedts) on 29 April 2013
- f. USACE Campaign Plan, FY13-18, 1 March 2013
- g. Commanding General Memo, 14 December 2010, SUBJECT: Engineers and Scientists Career Program (CP-18) Intern Program
- h. USACE Mentoring Program Handbook, 5 January 2012
- i. Engineering Pamphlet (EP 690-1-823), USACE Intern Quick Reference Guide Brochure, April 2013 (Appendix A)
- j. USACE Policy for Deployment of ACTEDS Interns, 28 January 2010
- k. Rock Island Civilian Personnel Advisory Center (CPAC) Handbook for Centrally Funded Intern, February 2012

5. Policy. This regulation prescribes policies, responsibilities, and procedures that govern the ACTEDS Career Intern Program for USACE in accordance with AR 690-950, Career Management. The program is based on a systematic training plan requiring training and developmental assignments for a 2 to 3-year period as governed by ACTEDS. The plan incorporates broad, as well as specific, functional training courses, learning objectives, and developmental opportunities. The training provided establishes the basic program framework, but the developmental training objectives may be modified to meet local requirements. This applies to all ACTEDS interns (CFAI and LFI) assigned to USACE, both in the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

6. Roles and Responsibilities. The Functional Chiefs (FC) for each civilian Career Program (CP) will select a senior official (usually a civilian) holding a top-level position in the occupational field to be the Functional Chief Representative (FCR).

a. Functional Chief Representative responsibilities include: The FCR assists the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) and the Office of the Assistant G-1 for Civilian Personnel (AG1-CP), in the preparation of CP instructions and procedures in addition to supporting and monitoring affirmative employment program progress. Further information regarding FCs and FCRs, as well as a list of all FCs/FCRs can be found in AR 690-950.

b. HQ Human Resources (CEHR) Intern Coordinator responsibilities include:

(1) Serves as liaison with AG1-CP on all issues related to ACTEDS interns and provide appropriate advice to Activity Career Program Managers (ACPMs) supervisor, managers, and interns.

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

(3) Solicits USACE CPMs/HR offices to identify intern allocations for the coming year and forwards consolidated requirements to AG1-CP. Compiles command intern requirements data call and responds on behalf of USACE.

(4) Reviews all training requests submitted via the Resource Allocation Selection System (RASS) and renders approval/disapproval.

(5) Informs ACPMs and HR offices of changes impacting the intern program.

(6) Obtains ACPM intern placement projections 180 days in advance of projected intern graduation date.

c. Command Career Program Managers responsibilities include:

(1) Serves as liaison with CEHR, AG1-CP and FCRs. Assist on issues related to ACTEDs interns and provides appropriate advice to ACPMs and supervisors.

(2) Provides career development and training guidance to ACPM, supervisors and interns under their career program.

(3) Coordinates with CEHR on requested and final intern allocations for designated career program. This includes resolving any placement issues of interns.

d. HR Forward (Division) responsibilities include:

(1) Disseminates guidance and information to CPACs, ACPMs and Division/District Intern Coordinators.

(2) Collects and consolidates annual CFAI data call and forward to HQ USACE Intern Program Coordinator. Works with Division CPMs to distribute allocations throughout the region.

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(3) Tracks graduating interns across the Division to ensure that placement issues are resolved. Notify the CEHR on any placement issues no less than 3 months prior to an intern graduating. Notify CP-18 ACPM on any placement issues for CP-18 CFAs no less than 3 months prior to graduation.

(4) Reports quarterly to the Director of CEHR on the status of graduating interns, the placement of graduating interns, including Science, Mathematics, and Research for Transformation (SMART) scholars, through the Directorate Management Review (DMR). The quarterly reporting through the DMR will also include reporting of intern resignations or terminations.

e. ACPMs (typically located at Division or District and appointed by Command memo) responsibilities include:

(1) Provides guidance and assistance to directors/division chiefs, functional managers, supervisors, and/or interns regarding career development and developmental assignments. This includes recommending interns for assignments and advising on how the interns may enhance their individual career progression within their respective CPs.

(2) Coordinates with HR Forwards regarding the permanent placement of graduating interns. Notify the CEHR Intern Coordinator, through appropriate HR Forward, in writing as soon as possible, but no less than 180 days before the scheduled graduation, if an intern cannot be placed within the local office.

(3) Submits requests for centrally funded allocations to include new hires, SMART, and Pathways Intern Conversions to the CEHR, through HR Forward, upon request (annually).

(4) Identifies placement positions for interns during the new requirement process.

(5) Assists supervisors in developing interns Individual Development Plans (IDPs, EN 5055). Reviews and approves Intern IDPs within 30 days of their entrance on duty (EOD).

(6) Certifies the intern has met training requirements and that they have a satisfactory or higher appraisal prior to non-competitive promotion.

f. Division/District Intern Coordinators (appointed by memo from the ACPM) responsibilities include:

(1) Provides guidance and assistance to supervisors and USACE interns assigned to their area of responsibility. Acts as the intern's advocate.

(2) Serves as liaison for ACPMs, supervisors, and interns.

(3) Coordinates initial placement of interns with Districts.

(4) Assists supervisors with the development of IDPs to ensure training is completed in accordance with CP requirements and applicable MITPs.

(5) Provides guidance and assistance to ACPMs, supervisors, and/or interns regarding career development and developmental assignments. This includes recommending interns for assignments and advising on how the interns may enhance their individual career progression within their respective CP.

(6) Coordinates with ACPMs regarding the permanent placement of graduating interns. Notify CEHR in writing, no less than 180 days before the scheduled graduation, if a graduating intern cannot be placed within their local area or Division.

(7) Notifies HR Forward when CFAI interns reassign outside District, resign, or are terminated.

g. Supervisor responsibilities include:

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

(2) Provides a sponsor to assist the intern with his/her transition.

(3) Establishes appropriate performance standards and conducts initial performance counseling with each intern within 30 days of the intern's EOD. Counseling will then be conducted after 6 months of the EOD and annually. The counseling will cover expected performance and IDP completion.

(4) Establishes an initial IDP for each intern no later than 30 days after their EOD by comparing the intern's background, education, and experience as well as anticipated position needs with the ACTEDS Master Intern Training Plan (MITP) requirements. (The MITP plans specify the length and type of training needed to qualify the intern, regardless of funding source, for the target position. In addition, functional guidance for training is given by the proponency office of the associated career program office.) Forwards IDP and cost estimate worksheet to ACPM for final approval.

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(5) Develops and periodically revises the intern's IDP to ensure the appropriate blend of competencies and core skills are identified and training is accomplished to learn these competencies and skills. Ensures interns complete Priority I mandatory training prior to Priority II recommended training.

(6) Informs the interns on the contact information for ACPM as well as contacts for pay issues, training, TDY, etc.

(7) Orients the CFAI intern to the RASS by assisting the intern in obtaining access, understanding procedures and how to submit training/travel requests, etc.

(8) Approves/disapproves all training submitted via the RASS within 3 working days of submission.

(9) Ensures a variety of training platforms are utilized to train the intern. The 2 to 3-year program will primarily consist of on-the-job training and ACTEDS intern training supplemented by appropriate formal classroom instruction in designated courses, selected correspondence courses, distributed learning, developmental assignments, and mentoring.

(10) Ensures developmental assignments are in accordance with AR 690-950, MITP and ACPM guidance. Developmental assignments are extremely important and allow interns to learn specific skills at different organizational levels, establish a professional network, acquire a variety of professional skills, and lay the foundation for future managerial and supervisory responsibilities. Developmental assignments must be carefully planned and vary by CP. Length of developmental assignments is specific to each career program and MITP. Approved assignments should be the most cost effective and within the local community area when feasible. Prior to starting a developmental assignment, a learning objective will be developed by the intern and his/her supervisor, monitored by the gaining supervisor, and validated upon completion of the developmental assignment.

(11) Ensures interns are assigned tasks and work assignments that have value and relevancy to the Army Campaign Plan, USACE Campaign Plan, and USACE organizational goals. Ensures performance appraisals are completed on time, and the intern is counseled on her/his performance.

(12) Notifies the District Intern Coordinator or ACPM regarding any issues or changes with employment for interns to include requests for leave without pay, extended absence, performance, placement or development, reassignments outside District, resignations, or terminations.

h. Intern responsibilities include:

(1) Takes the initiative in establishing personal career goals with assistance from supervisors, ACPMs, and mentors in determining how best to achieve those goals and in developing an IDP.

(2) Develops an IDP using a detailed assessment of individual strengths and areas for improvement within 30 days of EOD. IDPs should be developed using CP objectives and career maps provided by the intern supervisor, local intern coordinator, or ACPM.

(3) Completes training requirements within prescribed timelines. The training plan/IDP will primarily consist of experiential learning supplemented by appropriate formal classroom instruction in designated courses, selected correspondence courses, developmental assignments, and mentoring.

(4) Completes training requests, Standard Form (SF-182), to include the Continuous Service Agreement form. All training requests should be submitted 30 days prior to the start of training. If travel is involved, the training request should be submitted 45 days prior or is subject to disapproval. Do not attend training until you receive approval of the training request and approval for any related travel. Interns should always compare costs of training vendors and locations and choose the most cost effective and efficient training to ensure prudent use of government/Army resources. (Random audits will be conducted to ensure interns are utilizing most cost effective travel/training means).

CFAI - Utilize the RASS website for training: <http://cpol.army.mil/library/train/rass>. The RASS is an automated financial system that centrally manages the ACTEDS resources for centrally funded interns. The RASS eliminates manual procedures and automatic creation, submission, approval, status tracking, and reporting of SF-182. Interns may not attend training that requires ACTEDS funding without prior written approval from CEHR and AG1-CP. Interns will not sign up for training (with upfront cost) without prior written approval from CEHR and AG1-CP. If training is conducted without prior approval, interns are subject to an out-of-pocket payment for training and will not be reimbursed.

LFI - Utilize the Corps of Engineers Financial Management System (CEFMS) to initiate SF-182. Supervisors must approve training requests prior to training, otherwise interns are subject to an out-of-pocket payment for training and will not be reimbursed.

(5) Interns should use the chain-of-command (first-line supervisor, intern coordinator, and/or CPM) for assistance on training and travel issues.

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## 7. Travel.

a. Permanent Change of Station (PCS): CFAIs recruited competitively through CEHR and Rock Island CPAC may be eligible for one paid PCS. When a graduating ACTEDS CFAI cannot be placed at the training site or within the training Command, the losing activity will pay PCS costs from mission, not ACTEDS, dollars. Local activity may fund PCS for LFI. Payment of PCS costs for interns will not be authorized at government expense when the move is primarily for the benefit of the intern (see 5 USC section 5724).

### b. Temporary Duty (TDY):

(1) All CFAIs must use the Defense Travel System (DTS) for travel. Government Travel Cards are required for DTS.

(2) All LFIs must use the Corps of Engineers Financial Management System (CEFMS) for travel. Government Travel Cards are required for LFIs traveling more than twice a year.

(3) Contingency Operations Deployments of interns must be supported by the Commander of the Division/District to which the ACTEDS Intern is assigned and approved by the appropriate functional chief office.

(4) USACE Line of Accounting is provided by Army and will change each FY.

## 8. Funding/Administrative Requirements.

a. CFAIs are funded by ACTEDS and the AG1-CP.

b. LFIs are funded by the local activity.

c. Army allocates CFAIs with a budget threshold each FY (fluctuates each year) for salary, benefits, training, travel, per diem, and PCS costs if applicable. The same budget threshold should be used for LFIs as well. The ACTEDS budget or LFI budget threshold should not be exceeded under any circumstances. All associated budget costs should be scrutinized to ensure it is the most cost effective to the Government.

d. ACTEDS funding will not be used for rental cars and local transportation in and around the training site. However, the use of local/Command mission funds may be authorized for rental cars. If authorized, CEFMS will be used to fund this cost. When possible, training sites should be located where public transportation can be easily accessed (see AR 690-950, chapter 3).

e. Pre-employment interviews are at management discretion. Any costs associated with the interview (travel/TDY, etc.) will be locally funded. No ACTEDS funding will be used for interview costs.

f. Funding is often limited and uncertain at the beginning of the fiscal year. Due to this uncertainty, training documents (SF-182 ) should note that payment is contingent upon funding availability. Since many vendors do not accept this contingency statement, it is recommended that training should be planned no earlier in the FY than November.

g. As with all employees, interns can be recognized for their performance and achievements. However, not all awards available to other Army employees are suitable for interns. Guidance on qualifying criteria, appropriateness of awards, or recognition instruments is in AR 672-20, Incentive Awards. ACTEDS funds will not be used for intern monetary awards.

h. Time and Attendance duties are handled by the intern's organization. Army pays salary and benefits of CFAI interns and overtime for interns that meet the criteria in paragraph nine below. Local funds must be used to fund all other overtime by means of cost transfer.

#### 9. Overtime Enroute to Training.

a. Intern's nonexempt under the Fair Labor Standards Act (FLSA) 29 USC section 20-219. Consistent with OPM guidance, employees are entitled to overtime pay for travel away from the official duty station on non-workdays when travel is performed during hours that correspond with the employees' regular working hours.

b. Interns exempt under FLSA. Employees are entitled to overtime pay for travel time away from the official station on non-workdays only when the purpose or the condition for the travel meets the criteria set forth in section 5542 (b), title 5, USC.

c. Overtime during training. Interns, both exempt and nonexempt under FLSA, are entitled to overtime pay for time spent during training outside regular duty hours when productive work is performed. Overtime pay for training scheduled under these conditions must be approved in advance by Army G-1 (CP) at least two weeks prior to expected use.

i. Accurate intern coding is crucial to Army Headquarters organizations which draws on personnel data to conduct current and historical analyses. Special Employment Program (SPEP) data is a key component of intern coding, and is used in budgeting, forecasting future requirements, and effective management of the intern program. CHRA employees will utilize the Intern Coding Job Aids (ACTEDS and non-ACTEDS) found on CHRA's Guidance and Procedure Guide (GPS) website for processing personnel actions on CFAI and LFI interns: <http://www.chra.army.mil/hr/tools/gps/search.asp>.

#### 10. Intern Employment and Mobility Agreements.

a. AR 690-950, Chapter 3, Section VI, paragraph 3-24a, states that Department of the Army (DA) interns are required to sign employment and mobility agreements as a condition of employment and that they are subject to separation from Federal service if they fail to complete the terms of the agreements, unless a waiver is approved. Per memorandum, Assistant Secretary of the Army (AASA), September 29, 2003, the AASA has retained the authority to approve subject waivers. Requests for approval must be forwarded through the CEHR to the AASA for decision. Local interns should also be required to complete employment and mobility agreements.

b. Supervisors/management officials, in coordination with the appropriate ACPM, will decide whether to support or initiate a request for waiver of intern agreements. Such a decision will be based on a review of the information and justification submitted by the intern and/or appropriate supervisor and manager. Additionally, the decision will address an assessment of the individual circumstances, the impact on the intern and the organization, and the likelihood for future placement at that organization.

c. Approval of requests for waivers of intern employment/mobility agreements is rare. However, when one is initiated, it is normally due to unforeseen personal circumstances that would create undue hardship on the intern. Decisions on whether to support such requests must be made in a timely manner so as to mitigate the situation. Supervisors/management officials should act immediately on intern requests for waivers and ensure that they have the appropriate documentation to support the requests.

d. If the decision is to not support or endorse a request, management officials will notify the next lower supervisor within their command channels of the decision. Supervisors will discuss decisions to not support, initiate, or endorse a request for waiver with the intern involved and, in consultation with the HR Forwards, advise them

of the consequences of not fulfilling the terms of the agreements. Supervisors should provide the written decision to the intern.

11. Program Evaluation. The program evaluation will be conducted through the Human Resources Directorate Management Review process.

FOR THE COMMANDER:



R. MARK TOY, P.E.  
Colonel, Corps of Engineers  
Chief of Staff

b. Use of public web and intranet is strongly encouraged in lieu of printed materials whenever possible in order to increase distribution and save resources.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'R. Mark Toy', written in a cursive style.

R. MARK TOY, P. E.  
Colonel, U.S. Army Corps of Engineers  
Chief of Staff