

COMPTROLLER CIVILIAN CAREER PROGRAM (CP 11) HANDBOOK FOR INTERNS AND SUPERVISORS



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Purpose

Preface. This handbook serves as a general guide for interns and supervisors in the Comptroller Civilian Career Program (CP-11). While every effort is made to ensure the most up-to-date information is contained here-in, this handbook is general in nature and not specific to any one organization or function. If you have questions or need clarification, contact your Comptroller Junior Executive Council (CJEC) member or the Comptroller Proponency Office.

Comptroller Civilian Career Program (CP 11). The Comptroller Civilian Career Program (CP-11) covers professional and administrative positions in a variety of financial and resource management related functional specialties. Principally among these are the following (by specialty and principal job series):

- | | |
|---------------------------------------|------|
| • Multi-Disciplined Financial Analyst | 501* |
| • Accounting | 510 |
| • Auditing | 511 |
| • Budget Analyst | 560 |
| • Operations Research (Cost Analysis) | 1515 |

* GS-301, GS-343, GS-505 series are contained in the Multi-Disciplined Financial Analyst series group designation of GS-501.

Army Civilian Training Education and Development System (ACTEDS). The purpose of ACTEDS is to provide for the systematic training and development of Army career civilians from intern to senior managerial and executive levels. The CP-11 ACTEDS Plan outlines sequential and progressive training in the Comptroller functional specialties and in leadership, supervision, and managerial development. It also provides general information and guidance on management of the Comptroller Civilian Career Program, career progression ladders, key positions, and mobility requirements in CP-11. Department of Army interns are centrally funded by ACTEDS for all salaries, training, travel, per diem costs and a one-time Permanent Change of Station (PCS) move. **NOTE: ACTEDS does not fund rental cars, local travel and travel in- and-around training sites or the purchase of computers or other equipment. Command operational funds may be used to execute non-ACTEDS funded requirements, but will not be reimbursed by ACTEDS.**

TABLE OF CONTENTS

PART I:	Career Program 11 (CP-11) Overview	3
PART II:	CP-11 ACTEDS Intern Program Overview.....	7
PART III:	CP-11 ACTEDS Intern Program Requirements Overview	13
PART IV:	CP-11 ACTEDS Intern Program On-Boarding Policies and Procedures ...	17
Part V:	ACTEDS Intern Program General Policies and Procedures.....	22
<i>Appendix A:</i>	<i>CP-11 ACTEDS Intern Program: Frequently Asked Questions (FAQs)</i>	
<i>Appendix B:</i>	<i>CP-11 ACTEDS Intern Program Course Descriptions & Registration Requirements</i>	
<i>Appendix C:</i>	<i>Resource Allocation Selection System (RASS)</i>	
<i>Appendix D:</i>	<i>Defense Travel System (DTS)</i>	
<i>Appendix E:</i>	<i>DoD Financial Management Certification Program (DoD FMCP)</i>	

PART I: Career Program 11 (CP-11) Overview

CP-11 CAREER PROGRAM ROLES AND RESPONSIBILITIES

Functional Chief (FC). The FC for the Comptroller Civilian Career Program is the Assistant Secretary of the Army (Financial Management and Comptroller). The CP-11 FC provides overall career program leadership for the development, coordination, implementation and management of the Comptroller Civilian Career Program.

Functional Chief Representative (FCR). The CP-11 FC designates a senior civilian executive to serve as his/her principal advisor to serve as the Career Program FCR. The FCR for the Comptroller Civilian Career Program is the Chief of ASA (FM&C) Proponency Office. The CP-11 FCR will:

- Monitor candidate evaluation systems to ensure competencies are current.
- Evaluate the effectiveness of the management and administration of the CP-11 programs.
- Support career program intake and estimate workforce requirements.
- Serve as the Component Certification Authority (CCA) for CP-11 and BC36 careerists within the Department of Defense (DoD) Financial Management Certification Program (FMCP)
- Serve as Selecting Official for CP-11 ACTEDS Intern recruitment.

CP-11 Executive Council. CP-11 Executive Council assists and advises the FC and FCR in oversight of the career program. The CP-11 Executive Council is chaired by the FCR, and meets at least four times a year. Members are senior resource managers in selected Army commands and HQDA staff elements. The CP-11 Executive Council will:

- Provide resources to administer and support Army Comptroller career program.
- Ensure nominations for the Competitive Professional Development (CPD) program are aligned to CP-11 competencies and professional development objectives.
- Assist the CP-11 FCR in supporting career program intake.

CP-11 Junior Executive Council (CJEC) Member. The CJEC member assists the CP-11 Executive Council in Command coordination related to Comptroller career program initiatives. Members are resource managers and G-1 personnel within Army commands as represented in the CP-11 Executive Council, and meet at least semi-annually. CJEC members will:

- Serve as Command representative and liaison between the Comptroller Proponency Office and their respective leadership, CP-11 careerists, and CP-11 ACTEDS interns.
- Serve as the CP-11 functional Subject Matter Expert (SME) and represents the Command on the Comptroller Junior Executive Council.

- Disseminate CP-11 ACTEDS training and recruitment information throughout the Command for visibility.
- Coordinate with Command leadership to ensure CP-11 careerists and interns to ensure training requirements are being fulfilled
- Assist Command CP-11 community with training requests, submission, and processing as needed.
- Maintain a basic understanding of CP-11 ACTEDS training opportunities, processes, and products.

Activity Career Program Managers (ACPM). ACPMs are the FCR's counterparts at the Army commands and are typically within the Command G-1. In many cases ACPMs will also hold Command Training Coordinator roles. ACPMs will:

- Advise Command headquarters and field activities on career management from a functional standpoint.
- Solicit nominations for Competitive Professional Development (CPD).
- Advise and assist the FCR in matters related to career management.
- Support AG1-CP and Career Programs in the administration of ACTEDS programs.
- Conduct agency orientation on mission and structure.
- Assist in clarifying training responsibilities and commitments.
- Review training program agreements and evaluations.
- Monitor ACTEDS intern on-boarding and progression.

Comptroller Proponency Office. This office supports the FC and FCR in their responsibilities. In addition to the aforementioned FC/FCR responsibilities, this office:

- Advises CP-11 FC on trends and issues related to CP-11 and BC36 workforce training and development.
- Reviews CP-11 ACTEDS personnel recruitment and Career Program transition requests.
- Monitors and reports on CP-11 and BC36 workforce metrics.
- Coordinates and supports CP-11 ACTEDS centrally funded training.
- Develops and updates CP-11 ACTEDS Plan, CP-11 Master Intern Training Plan (MITP), CP-11 ACTEDS Intern Handbook, and subsequent guidance.

- Maintains the DoD FMCP for the Department of Army financial management community.
- Maintains the ASA (FM&C) Proponency website and related resources.

Supervisors. Supervisors have the primary responsibility for ensuring all CP-11 careerists and interns have access to appropriate training and are advised of career opportunities. Supervisors will:

- Establish office expectations and conditions for evaluating performance and achieving developmental objectives.
- Assist in developing Individual Development Plans (IDP) based on the CP-11 functional training plans, and monitor progress.
- Establish performance objectives based on respective GS level and occupational series.
- Evaluate performance through annual performance appraisals.
- Initiate all appropriate personnel actions in a timely manner.
- Assist with administrative issues, e.g. travel, benefits, time keeping, training requests etc.
- Maintain a basic knowledge of CP-11 ACTEDS funded program requirements.
- Ensure completion of relevant On-the-Job Training (OJT) and formal training applicable to occupational series and DoD FMCP requirements as applicable.
- Serve as S1 approval for careerists in DoD FMCP as applicable.
- Mentor careerists and interns and provide regular feedback, and advice on progress.

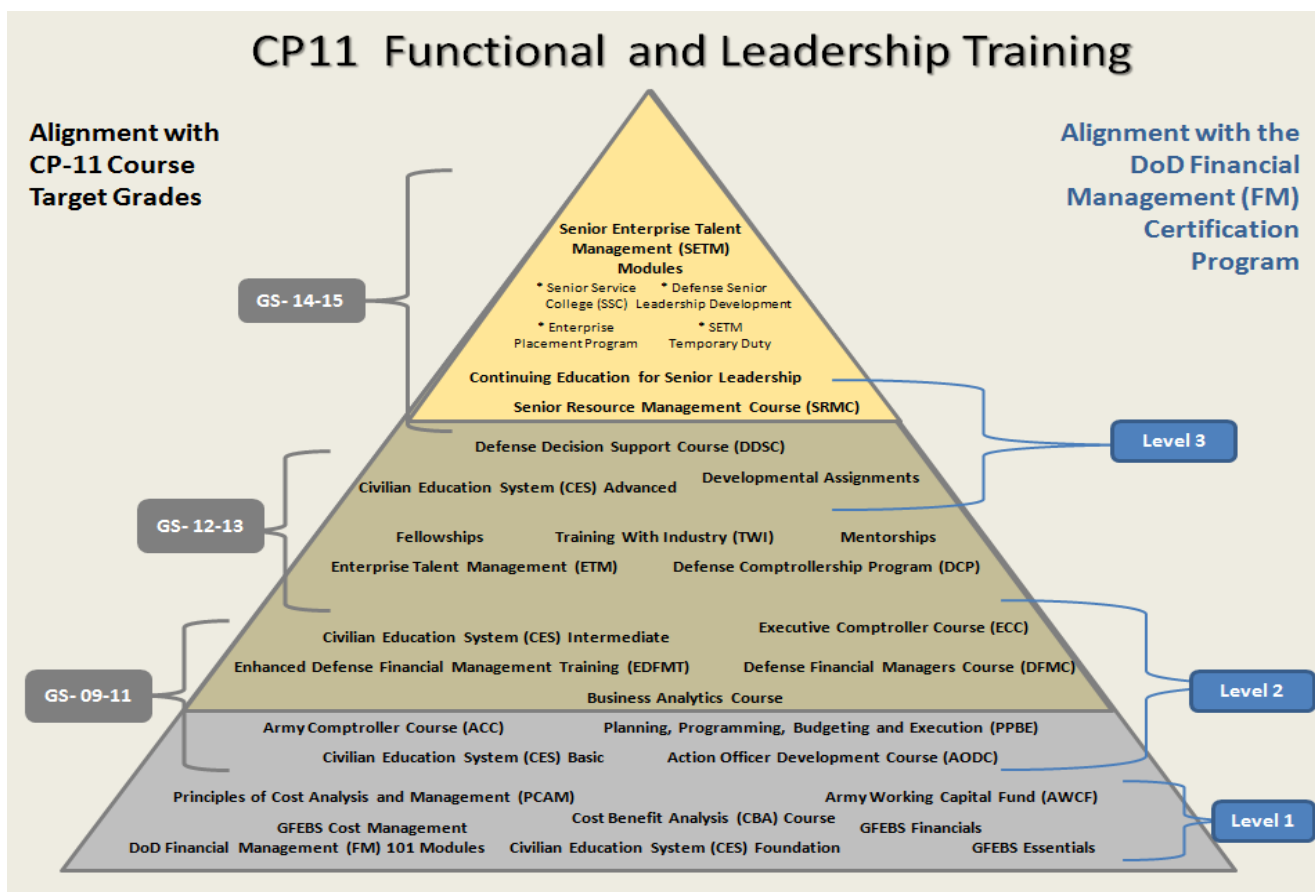
Careerist Responsibilities. CP-11 careerists are responsible for establishing and progressing in their individual career goals with the assistance of their supervisors and available CP-11 training and development opportunities. Careerists will:

- Achieve designated goals and objectives for each developmental assignment.
- Maintain satisfactory mid-year review and annual performance appraisals.
- Develop and enhance financial management core competencies.
- Coordinate with supervisor in a timely manner on scheduled training and development activities pertinent to CP-11 professional development.
- Maintain record of Certificates of Completion and ensure IDP is kept up-to-date.
- Record and maintain progress relating to DoD FMCP as applicable.
- Network with other careerists and/or interns.

CP-11 FUNCTIONAL AND LEADERSHIP TRAINING

The Army Civilian Leadership Training Core Curriculum consists of progressive leadership training from the entry level to the Senior Executive Service (SES). CP-11 training and development is intended to expose all CP-11 careerists to ample formal education, training, professional development, and performance-enhancing job experiences to ensure all CP-11 careerists have the opportunity to grow professionally throughout their careers.

The following chart provides a snapshot view of centrally funded CP-11 functional and leadership training opportunities currently available to CP-11 careerists. CP-11 careerists are encouraged to utilize this model to develop their own Individual Development Plans (IDP) to ensure sustainment and growth within the CP-11 career field. Please reference the CP-11 ACTEDS Plan for further guidance regarding CP-11 career paths and occupational specific training.



The courses within the foundation of this model reflect baseline training requirements within the CP-11 ACTEDS intern program. The CP-11 ACTEDS Intern Program curriculum is designed to provide participants with a baseline knowledge necessary for rapid growth within the Career Program.

Part II: CP-11 ACTEDS Intern Program Overview

The CP-11 ACTEDS Intern Program is a comprehensive development program designed to educate and posture journey level staff into mid-senior level positions within the CP-11 Comptroller career program. Over the course of 24 months, CP-11 interns will complete web-based and residential training courses, and developmental experiences. On-the-Job Training (OJT), consisting of various tasks and training outlined by their Immediate Supervisor, is an essential part of the overall CP-11 ACTEDS Intern Program experience.

CP-11 ACTEDS Intern Population

As a whole, the ACTEDS Intern Population spans across thirty-one Career Programs (CP) within the Department of Army, each CP focusing on a different functional capability. The Comptroller Career Program falls under CP-11 and focuses on the Department of Army population serving in financial and resource management capacities.

CP-11 population is composed of Mission Critical Occupations (MCO) that serve functions critical towards the achievement of overall CP-11 mission, and are comprised of the following occupational series: 0501 (Financial Management Analyst), 0510 (Accountant), 0511 (Auditor), and 0560 (Budget Analyst). To ensure the CP-11 MCO population remains strong and supported, CP-11 ACTEDS Interns are requested and sustained within MCO series.

A significant amount of the CP-11 ACTEDS intern population is captured under occupational series 0501, 0560, and 0510. With a continued focus on audit readiness and cost analytics, steady increases are also seen in the 0511 and 1515 Operations Research Analyst CP-11 ACTEDS intern population each year.

As of FY15 more than 80% of the CP-11 ACTEDS Intern program population entered the program with at least a Bachelor's Degree, 30% of which held a Master's degree. Academic majors and minors vary but overall a strong focus is maintained in fields of study pertaining to accounting, business, finance, and economics.

CP-11 INTERN PROGRAM KEY PLAYER ROLES AND RESPONSIBILITIES

In addition to their roles and responsibilities as Comptroller Career Program stakeholders, the previously notated offices also have key roles and functions specific and vital to the ACTEDS Intern Program. The following include a variety of ACTEDS Intern Program stakeholders, which are integral in creating a cohesive environment for CP-11 ACTEDS intern growth and professional development.

Assistant G-1 for Civilian Personnel (AG1-CP)

- Responsible for managing Civilian personnel programs and implementing policies affecting Army Civilians.
- Serves as an advisor to the Assistant Secretary of the Army, Manpower & Reserve Affairs, on the development and management of the Army's Civilian Human Resources (CHR) program.
- Determines and coordinates ACTEDS intern recruitment policies and procedures for all Career Programs with the Civilian Human Resources Agency (CHRA) and Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA [M&RA]).

AG1-CP - ACTEDS Intern Program Office

- Serves as Lead Defense Travel Administrator (LDTA) for ACTEDS Intern attachment in the Defense Travel System (DTS).
- Provides final approval for TDY Travel Authorizations and Vouchers DTS for ACTEDS interns.
- Provides final approval for SF-182 training requests in Resource Allocation Selection System (RASS) for ACTEDS Interns.
- Coordinates with Career Program Managers and CP FCR on policies pertaining to ACTEDS intern program execution.

AG1-CP - ACTEDS Budget Office

- Serves as budgetary arm for AG1-CP on resource management issues pertaining to ACTEDS programs.
- Coordinates budget execution for ACTEDS funded personnel and training.
- Monitors and tracks execution of ACTEDS Line of Accounting.
- Processes and resolves invoicing for ACTEDS funded training.
- Monitors payroll pertaining to ACTEDS funded personnel and coordinates recoupment procedures with respective stakeholders.
- Coordinates and assists with Permanent Change of Station (PCS) orders for ACTEDS funded personnel.

Comptroller Propensity Office

- Provides guidance specific to ACTEDS interns assigned to the Comptroller Career Program.
- Establishes and coordinates CP-11 training requirements for CP-11 ACTEDS interns.
- Provides concurrence of CP-11 ACTEDS intern training requirements for program completion.
- Assists with coordination efforts for ACTEDS funded Permanent Change of Station (PCS).
- Serves as S1 and CA roles for CP-11 ACTEDS Interns in DoD FM Certification Program.
- Maintains CP-11 ACTEDS Master Intern Training Plan (MITP).
- Serves as ATRRS Quota Manager for CP-11 ACTEDS interns.

- Coordinates registration for CP-11 ACTEDS Intern Program mandatory resident courses.

Civilian Human Resources Center (CHRA) - ACTEDS Recruitment Cell (ARC)

- Executes ACTEDS intern recruitment effort in coordination with AG1-CP.
- Maintains and updates ACTEDS Intern Recruitment Handbook and provides guidance related to ACTEDS intern recruitment.
- Coordinates and monitors ACTEDS intern recruitment efforts and selection procedures with the Career Program offices.
- Coordinates with Command Servicing Civilian Personnel Advisory Center (CPAC) on ACTEDS intern on security clearance processing and provides input for Table 30 builds.
- Maintains contact with ACTEDS intern selected candidate during preliminary on-boarding processes to ensure interest and availability.

Servicing Civilian Personnel Advisory Center (CPAC)

- Responsible for processing Human Resources (HR) and personnel actions pertaining to ACTEDS Interns after Entry On-Duty (EOD) date has been established.
- Serves as the Subject Matter Expert on HR and personnel processes and procedures for civilian personnel and ACTEDS interns.
- Ensures Command HR specialists are aware of the most current guidance pertinent to civilian personnel and ACTEDS interns.
- Coordinates with CP FCR and ACTEDS Budget on Continuing Service Agreements and Permanent Change of Station (PCS) in case of early termination of an ACTEDS intern.
- Assists Immediate Supervisors with local placement and personnel concerns as needed.
- Processes Requests for Personnel Actions pertaining to ACTEDS interns.

Command Junior Executive Council (CJEC) Members

- Serves as liaison between Command and Comptroller Proponency Office regarding CP-11 ACTEDS interns within their respective Command
- Maintains understanding of CP-11 ACTEDS Intern Program requirements and updates to assist in Command inquiries as necessary.
- Advises Comptroller Proponency Office of issues, questions, or concerns pertaining to ACTEDS interns as applicable.

- Assists Immediate Supervisors in navigating proper Coordination POCs for CP-11 interns at Command, Comptroller Proponency Office, and AG1-CP levels.
- Verifies and submits Command nominations of CP-11 interns for the Army Comptroller Course (ACC) to the Comptroller Proponency Office.
- Monitors Command interaction and response to CP-11 ACTEDS intern recruitment efforts and tracks received allocations per Fiscal Year.

Command Intern Training Coordinator (Command G-1)

- Provides Intern Coordinator (IC/FCR) approval for SF-182 training requests in RASS.
- Coordinates with AG1-CP and Career Program regarding ACTEDS intern recruitment efforts.
- Coordinates with Command Divisions and Directorates to obtain CP-11 ACTEDS intern requested requirements.
- Maintains understanding of Career Program specific training and requirements relevant to ACTEDS interns.

Intern Immediate Supervisor.

- Develops intern objectives aligned to CP-11 ACTEDS Intern Program requirements, Command mission and functional requirements for the intern's respective GS level.
- Ensures interns complete all training and remain on-track with program requirements.
- Conducts mid-year review and annual performance appraisals.
- Reviews and approves intern Master Intern Training Plan (MITP).
- Provides progress report to CJEC member of discrepancies with intern performance.
- Serves as approval authority on CP-11 ACTEDS intern SF-182 training requests in RASS.
- Coordinates Request for Personnel Action for promotion and program completion for ACTEDS intern to Command Servicing CPAC.
- Coordinates objectives to be accomplished during developmental/rotational assignments.

Intern

- Coordinates Individual Development Plan with Supervisor and successfully executes CP-11 ACTEDS Intern Program requirements as designated in an in a timely manner.
- Completes On-the-Job Training (OJT) to support Command mission and functions to further their functional understanding within the Command.

- Adheres to and performs at or above the professional standards identified within the Department of Army, Command, and OPM regulations and guidance.
- Maintains CP-11 Intern Program records for future reference (i.e. course completion certificates, SF-182 training documents, performance appraisals and objectives, etc).
- Promptly advises Immediate Supervisor of training request or requirement changes for coordination with CJEC Member and Comptroller Proponency Office.

CP-11 INTERN PROGRAM ADDITIONAL STAKEHOLDERS

The following are additional stakeholders to the ACTEDS Intern Program. These stakeholders are relevant to the ACTEDS intern program and its functions but not steadily involved in program requirements.

Rotational Supervisor. The rotational supervisor is the manager responsible for the intern during the temporary assignments outside the intern's core area/parent organization. They are responsible for the following while the intern is on rotation assignment:

- Develops objectives to be accomplished during the assignment in coordination with intern Supervisor.
- Ensures the intern is assigned a full and appropriate workload based on duties.
- Communicates the objectives of the assignment to the intern prior to assignment start date.
- Evaluates the intern's performance and provides written assessment to the Immediate Supervisor of the intern for consideration on performance appraisal.

Command Lead Defense Travel Administrator (LDTA). Command LDTA serves as the Subject Matter Expertise on matters related to the Defense Travel System (DTS). Interns should utilize their Command LDTA for any procedural questions regarding DTS in accordance with guidance pertinent to ACTEDS central fund execution and Individually Billed Accounts.

- Provides clarification to CP-11 ACTEDS interns regarding DTS processing in accordance with the Joint Travel Regulation (JTR).
- Provides application for the Government Travel Charge Card (GOVCC) to intern if needed.
- Assists interns with resolving discrepancies regarding their TDY and/or GOVCC.
- Assists interns with TDY obtaining and applying Command Cross Organization LOA as approved by Command leadership for non-ACTEDS supported requirements.
- Ensures non-ACTEDS supported TDY expense and Local Travel authorizations have been properly reallocated to the Command Cross Organization LOA in DTS.

DOD FINANCIAL MANAGEMENT CERTIFICATION PROGRAM

In November 2013, the Undersecretary of Defense for Comptroller (USD[C]) identified the initiation of the DoD Financial Management (FM) Certification Program that supports the professional development of the FM workforce and provides a framework for a standard body of knowledge across the FM workforce.

Members of the FM workforce are required to participate in the Certification Program, and obtain the appropriate certification level for their positions within 2 years after assignment. The DoD FMCP went live within the Department of Army on 1 July 2014, and is applicable to 0500 series positions, which are encompassed within the Army Comptroller Career Program.

CP-11 ACTEDS interns are on-boarded into the Financial Management Learning Management System (FM LMS). CP-11 interns are coded as Certification Level 1 while actively engaged in the ACTEDS Intern Program. As of FY16, CP-11 ACTEDS interns must complete Level 1 Certification as a condition of their ACTEDS Intern Program completion.

The CP-11 ACTEDS Intern Program baseline training is aligned with DoD FMCP certification requirements and respective occupational series competencies to ensure successful completion of requirements for both programs. Many of the courses also align to Certification Level 2 requirements, and time spent as an intern fulfills the DoD FM professional experience requirement for Level 2 Certification.

At the completion of the ACTEDS Intern Program and achievement of Level 1 Certification, the graduated intern will be transitioned onto Command TDA and be assigned a PD associated to a GS-11 position coded Certification Level 2.

Please reference Appendix E for more information regarding the DoD FMCP as it pertains to CP-11 ACTEDS Intern and additional resources regarding the DoD FMCP.

Part III: CP-11 ACTEDS Intern Program Requirements Overview

CP-11 ACTEDS INTERN PROGRAM TRAINING REQUIREMENTS

The CP-11 ACTEDS Intern Program baseline training is composed of courses and professional development experiences that provide an introduction to DoD and DA financial management, and enhance foundational and technical competencies essential to the CP-11 career program. The CP-11 ACTEDS intern curricula focuses on course based training requirements and developmental experience.

COURSE BASED TRAINING

CP-11 Baseline Foundational Courses (Priority 1)

The following chart presents an overview of current CP-11 ACTEDS Intern Program Training Requirements. CP-11 ACTEDS interns are to participate and attend mandatory training as designated by the Comptroller Proponency Office. Training locations utilize DoD and DA training resources, and incorporate Army mission, values, and capabilities into the CP-11 ACTEDS intern experience. CP-11 ACTEDS interns will attend courses held at the Soldier Support Institute (SSI) at Fort Jackson, SC, Martin Whitman School of Management at Syracuse, NY, and a variety of Army supported vendors.

CP-11 Financial Management Intern Program (1st Year)	Training Type	Productive Days	Provider	Category
Civilian Education System (CES) Foundation Course	DL	5	Army	Acculturation
Action Officer Development Course (AODC)	DL	5	Army	Acculturation
GSA 101 Civilian Pay	DL	0.5	Army	Acculturation
Travel Card Program (Travel Card 101)	DL	0.5	Army	Acculturation
DoD FM 101 - Introduction to Department of Defense (DoD)	DL	3	DoD	Foundational
DoD FM 101 - Planning, Programming, Budgeting, and Execution (PPBE)	DL		DoD	Foundational
DoD FM 101 - Fiscal Law	DL		DoD	Foundational
DoD FM 101 - Finance	DL		DoD	Foundational
DoD FM 101 - Decision Support	DL		DoD	Foundational
DoD FM 101 - Budget	DL		DoD	Foundational
DoD FM 101 - Cost Analysis	DL		DoD	Foundational
DoD FM 101 - Auditing	DL		DoD	Foundational
DoD FM 101 - Accounting	DL		DoD	Foundational
DoD FM 101 - Acquisition & Contracting	DL		DoD	Foundational
DoD FM 101 - Audit Readiness	DL		DoD	Foundational
DoD FM 101 - Ethics	DL		DoD	Foundational
GFEBS Essentials (L101E, L201E, L303E)	DL	0.75	Army	Foundational
Army Planning, Programming, Budgeting and Execution (PPBE) Course	RES	10	Army	Foundational
General Fund Enterprise System (GFEBS) Financials	RES	10	Army	Foundational
Army Working Capital Fund (AWCF)	RES	5	Army	Technical
Cost Benefit Analysis (CBA) Course	RES	5	Army	Technical
Comptrollers Accreditation and Fiscal Law Course	DL	1.5	Army	Foundational
Total Mandatory Training - 1st Year		46.25		
CP-11 Financial Management Intern Program (2nd Year)	Training Type	Productive Days	Provider	Category
Army Comptroller Course (ACC) - Syracuse	RES	15	Army	Foundational
Principles of Cost Analysis Management (PCAM)	RES	15	Army	Foundational
Manager's Internal Control Plan (MICP) Basic Awareness	DL	0.5	DoD	Technical
Audit Readiness (FIAR 102)	DL	0.5	DoD	Technical
Command Designated Training (~ 3-5 Resident Courses)	RES	NTE 20	Varies	Technical
Total Mandatory Training - 2nd Year		51		
Mandatory Rotational Assignments - (1st/2nd Year)		120		Developmental Experience
TOTAL DAYS SPENT ON ACTEDS INTERN PROGRAM REQUIREMENTS		217		

Please reference Appendix B for more information regarding Course Descriptions and Registration Processes for CP-11 ACTEDS Intern Mandatory Training Requirements.

Occupational Series Specific Courses (Priority 2)

Occupational specific courses are training instances achieved outside of the mandatory training requirements but are necessary to maintain competency in the respective target occupational series.

The below Occupational Specific Courses are applicable to all interns in the 1515 occupational series and optional for interns within the 0501/0510 occupational series in which their target PD will be coded Acquisition:

1515 Operational Research Analyst	Training Type	Productive Days	Provider	Category
ACQ 101 Fundamentals of System Acquisition Management	DL	3.13	DoD	Technical
BCF 103 Fundamentals of Business Financial Management	DL	3.25	DoD	Technical
BCF 106 Fundamentals of Cost Analysis	DL	4.63	DoD	Technical
EVM 101 Fundamentals of Earned Value Management	DL	2.25	DoD	Technical
BCF 107 Applied Cost Analysis**	RES	4.5	DoD	Technical
ORSAMAC**	RES	15	DoD	Technical
** Course is specific to 1515 occupational series				

The courses above are available through the Defense Acquisition University (DAU) and in accordance with the Defense Acquisition Workforce Improvement Act (DAWIA) curricula. With the achievement of the above courses, 1515 interns will be applicable for DAWIA Level 1 Certification in Business – Cost Estimating. If Supervisor designated, 501/510 interns will be applicable for DAWIA Level 1 Certification in Business – Financial Management with achievement of the notated Distance Learning courses.

The following Occupational Specific Courses are applicable for all 0511 occupational series, with the exception of the Data Analysis Course, which is specific only for HQ Army Audit Agency (AAA) interns:

0511 Auditor	Training Type	Productive Days	Provider	Category
Audit Process Basic Course	RES	8	Army	Technical
Intermediate Auditor Course	RES	4.5	Army	Technical
Data Analysis Course**	RES	4.5	Army	Technical
** Course is specific to HQ Staff Auditors				

Auditing courses are resident and administered by HQ AAA through allocations. Processes will be provided to Supervisors with 0511 interns for course registration and requirements as needed.

Elective Training (Priority 3)

Elective training is directly tied to the interns target occupational series competencies and functions, and designated by the CP-11 ACTEDS Intern's Immediate Supervisor.

Elective training is not required, and is intended to be used to help the intern acclimate to their target occupational series and the Command as needed. There is no limited on web based elective training, although resident elective training is Subject to Availability of Funds.

Elective training that incurs cost (e.g. local travel, TDY, tuition, books, etc), is executed under ACTEDS funds, and is not listed within the Master Intern Training Plan (MITP) must be coordinated and approved through the CJEC member and CP FCR prior to execution.

Elective Training is not required to be executed to successfully fulfill ACTEDS Intern Program requirements for graduation. Commands may choose to support costs associated with elective training with the Command operational funding, but cannot be reimbursed by ACTEDS.

Course Substitution

The following chart depicts CP-11 ACTEDS courses may be substituted at the Supervisor's discretion for notated applicable series to better enhance the intern's target occupational knowledge. All applicable distance learning courses must be taken in order to substitute the identified CP-11 ACTEDS Intern Program Course.

CP-11 ACTEDS Intern Program Course	Substitution Course/Experience Waiver	Delivery Method	Vendor/Waiver Materials
DoD FM 101 - Cost Analysis DoD FM 101 - PPBE DoD FM 101 - Fiscal Law DoD FM 101 - Budget DoD FM 101 - Decision Support DoD FM 101 - Acquisition/Contracting	ACQ101 Fundamentals of System Acquisition Management	DL	Defense Acquisition University (DAU)
	BCF 103 Fundamentals of Business Financial Management	DL	
	BCF 106 Fundamentals of Cost Analysis	DL	
	EVM 101 Fundamentals of Earned Value Management	DL	
	BCF 107 Applied Cost Analysis	Resident	
	Significant Working Knowledge of GFEBS with Active Roles and Functions	OJT	
GFEBS Financials	GFEBS Cost Management	Resident	Soldier Support Institute (SSI)
	GFEBS L432E Cost Collection and Allocation	DL	Army Learning Management System (ALMS)
	GFEBS L435E Cost Reporting and Analysis	DL	
	GFEBS L457E Purchase Card	DL	
Army Working Capital Fund (AWCF)	DoD Introduction to Defense Working Capital Funds	DL	FM MyLearn - Web Based Training (WBT)
	The Basics of Making Payments	DL	
	Decision Support Basics	DL	
Cost Benefit Analysis (CBA) Course	DoD FM 101 Cost Analysis	DL	FM MyLearn - Web Based Training (WBT)
	Action Officer Development Course (AODC)	DL	CHRTAS
Army Planning, Programming, Budgeting, and Execution (PPBE) - Resident	Army PPBE - Distance Learning	DL	Soldier Support Institute (SSI)
ORSAMAC	Supplemental Experience and/or Education	OJT	Supervisor Memo
Principles of Cost Analysis Management (PCAM)	Significant Experience and/or Education in Cost Accounting	OJT	Supervisor Memo and/or Academic Transcript

DEVELOPMENTAL EXPERIENCE REQUIRMENTS

To balance knowledge and experience, CP-11 ACTEDS Intern Program requirements include developmental experience. Many interns enter the program with prior civilian and/or military experience and education, and are eager for constructive, hands-on engagement. The following developmental experience requirements provide CP-11 ACTEDS interns a means to utilize knowledge and skills gained within program while enhancing their understanding the core mission and functions of the Department of Army and their respective Command:

Rotational Assignments

Rotational assignments are designed to engage interns in tasks outside of their day-to-day duties while maintaining relevance to their current and expected functions within the Command.

CP-11 ACTEDS Interns are required to complete a minimum of 120 days cumulatively of rotational assignment work, which can be achieved within their current Command or in coordination with another related Command. Scheduling of rotational assignments is at the Supervisor discretion but must not

occur until after the intern's completed their mid-year performance review and is noted in good standing. Rotational assignments should be coordinated with the intern's Supervisor and Command Junior Executive Council (CJEC) member to ensure applicability to Command objectives.

The intern's Supervisor arranges the rotational assignments and coordinates completion of the Rotational Assignment Worksheet with the Rotational Assignment Supervisor. Interns must provide an updated IDP reflecting the confirmed rotational assignment for approval 30 days prior to the start of the assignment.

ACTEDS Funds will support only up to 30 calendar days of Temporary Duty (TDY) travel applicable to rotational requirements at 100% per diem rate; any TDY pertaining to an assignment exceeding 30 days must be coordinate with the Comptroller Proponency Office and AG1-CP-ACTEDS Intern Program Office to assess availability of ACTEDS funds. As of FY15, per diem rate for long-term TDY decreases to 75% from day 31 to day 60, and to 55% when extending past 61 days. Supervisors should initiate requests for ACTEDS support 90 days in advance of the expected rotational assignment to ensure enough time for coordination.

Non-ACTEDS supported expenses must be supported by Command operational funding if desired, but cannot be reimbursed. Local Travel Vouchers and rental cars are not supported by central funds.

On-the-Job Training (OJT)

On-the-Job Training (OJT) is the most effective approach to training interns. A strong OJT plan is a vital tool to grow CP-11 interns, and provides benefits to the CP-11 intern and the Command in a way that is most advantageous to the Army resource environment.

OJT provides an opportunity for interns to learn in the real work environment and gain valuable experience dealing with the task and challenges they will encounter during a typical working day. OJT should include developmental tasks, such as developing information papers, attending senior leader briefings, assisting preparation of and executing informational and decision briefs for leaders, and providing after action reports for meetings attended. Routine training completed as part of daily duties is also encouraged.

Part IV: CP-11 ACTEDS Intern Program On-Boarding Policies and Procedures

On-Boarding an ACTEDS Intern sets the structure and tone for their experience. The following section describes multiple sections of the on-boarding process and procedures to ensure the process is beneficial for all parties and fluid for those involved.

CP-11 ACTEDS INTERN SECURITY CLEARANCE

CP-11 ACTEDS Interns are typically on-boarded under Interim Secret-level Clearance, a preliminary process in obtaining a Secret-level security clearance. This allows the CP-11 ACTEDS Interns to be granted building and computer access while their full clearance investigation is being processed. Full clearance processing for Secret-level clearance can take anywhere from 6 months to 12 months. If a candidate is not able to be granted interim security clearance, their eligibility is forfeited. Failure to obtain the necessary security clearance will result in dismissal from the program.

CP-11 INTERN TIME AND ATTENDANCE

All CP-11 ACTEDS Interns execute Time and Attendance against the ACTEDS Unit Identification Code (UIC), W4CMAA, and align to a Command specific Cost Center in the General Fund Enterprise Business System (GFEBS). Time and Attendance reporting protocol may vary depending on the reporting protocol of host Command/Organization procedures. Approval of ACTEDS Intern time and attendance routes through Command channels before reaching ACTEDS Budget for disbursement.

During in-processing, new employees will fill out an employee mailing address card, direct deposit form, and W2 form. The personnel office must send these forms to the local Customer Service Representative (CSR), typically located at the Command Servicing CPAC. The CSR will input initial payroll data on employees (e.g. Electronic Funds Transfer, direct deposit, tax information, and address) accurately and timely, and assist Supervisors in resolving timekeeping discrepancies.

Organizations that process time and attendance manually are to have their respective Timekeeper/Certifying Official input ACTEDS Intern into the Defense Civilian Payroll System (DCPS).

Immediate Supervisors will serve as the Certifying Official for ACTEDS intern Time and Attendance. Timelines for processing ACTEDS Intern Time and Attendance should be aligned to the civilian processing timelines. If assistance is necessary the Supervisor should contact the local CSR.

Supervisors are responsible for ensuring that intern time and attendance is properly recorded and OPM guidelines are adhered to. Not adhering to applicable OPM guidance may result in disciplinary action.

ARMY AUTOMATED TIME AND ATTENDANCE PAYROLL SYSTEM (ATAAPS)

Command/Organizations that process Time and Attendance through the Army Automated Time and Attendance Payroll System (ATAAPS) may add interns as a user under their Command. This must be coordinated with the ACTEDS Budget Analyst respective to their Command to ensure proper budgetary alignment. The Command/Organization is responsible for the cost of creating an ATAAPS user account, but payroll will be fully funded by ACTEDS while the intern is actively participating in the program.

When establishing an account for an ACTEDS Intern in ATAAPS, the CSR must create a Team specific to ACTEDS interns. Unlike civilian ATAAPS users, ACTEDS Interns and their Timekeepers will not be able to view their UIC, only their Cost Center.

LEAVE REQUESTS

Leave requests must be captured through the use of a Leave Request Form; when using ATAAPS the following codes will be utilized: LA – Leave Annual LS – Leave Sick, CT – Compensatory Time Taken, LN- Administrative Leave (only for OPM directed closures or delays). All leave must be pre-approved by the Supervisor, with the exception of sick leave. Interns claiming sick leave for three (3) consecutive days or longer must provide a doctor's note to their Supervisor upon their return to work.

PREMIUM REQUESTS

ACTEDS funding does not support Overtime. If a Supervisor requires the intern to work hours in addition to their regular schedule it must be captured as Compensatory Time through the use of a Premium Request Form; when using ATAAPS the proper code is CE – Comp. Time Earned. All premium requests must be designated and pre-approved by the Supervisor in advance of execution. ACTEDS will not support payout of compensatory time. Supervisors must ensure CE- Comp. Time Earned is executed through CT – Comp. Time Taken in lieu of Sick (LS) or Annual (LA) Leave until CE balance has been exhausted.

CP-11 INTERN RESOURCE ALLOCATION SELECTION SYSTEM (RASS)

ACTEDS Intern SF-182 training request submission must be processed through the Resource Allocation Selection System (RASS) and approved through the AG1-CP for ACTEDS funded training execution. SF-182 training requests cannot be approved after the start date of the course, and interns must not attend training without an SF-182 approved through AG1-CP prior to the start date of the course.

To initiate access to RASS, an email must be sent to AG1-CP for attachment. If the intern is coming from an agency that used RASS they may need to contact their previous Training Coordinator to be release so that AG1-CP can attach them.

Supervisors must remain cognizant of SF-182 submissions, and ensure that they have reviewed and approved all CP-11 ACTEDS Intern training requirements for applicability and functionality.

Please refer to Appendix C for more information pertaining to SF-182 submissions.

CP-11 INTERN DEFENSE TRAVEL SYSTEM (DTS)

All CP-11 ACTEDS Interns are required to use DTS for temporary duty (TDY) travel related to program requirements. CP-11 Interns assigned to United States Corps of Engineers utilize DTS for execution of TDY requirements pertaining to the intern program, but must manually register their accounts.

Upon in-processing ACTEDS interns must either self-register in DTS or contact AG1-CP to be assigned under the ACTEDS organizational hierarchy in DTS. Interns coming from prior federal employment must check with their prior Command Lead Defense Travel Administrator (LDTA) to ensure the intern has been detached from the previous organization. Please see Appendix D for more information on this process.

ACTEDS Interns must execute their TDY travel under the ACTEDS organizational hierarchy to ensure proper approval routing and funding. The default Line of Accounting (LOA) under ACTEDS organizational hierarchy links directly to ACTEDS funds and routes to AG1-CP for final approval. ACTEDS funding does not support Local Travel, rental cars, or in-and-around mileage. The intern's

Command may choose to support the expense using Command operational funds by authorizing a Cross Organization LOA. Please see Appendix D for more information on this process.

ACTEDS interns may not utilize Centrally Billed Account for TDY requirements. Use of non-government travel booking sources is prohibited and is not reimbursable through government funds. Use of GOVCC to procure unofficial travel expenses or expenses unrelated to travel is prohibited and may be subject to loss of GOVCC privileges and further disciplinary actions.

GOVERNMENT TRAVEL CHARGE CARD (GOVCC)

ACTEDS Interns must obtain a GOVCC to execute their TDY travel requirement for ACTEDS reimbursement. GOVCC Application forms are typically provided when in-processing by the Command Lead Defense Travel Administrator (LDTA). Interns with an existing GOVCC will maintain their account unless the account has expired. GOVCC should be used for all TDY related expenses. The intern is responsible for ensuring their GOVCC account information is properly input in their DTS user profile and actively maintained. Interns are further responsible for payments to their GOVCC accounts even when a voucher has not yet processed. In case of out-of-pocket costs to their GOVCC account, the voucher will still disburse and credit the account, which can be reconciled back into the intern's account.

CP-11 INTERN MASTER INTERN TRAINING PLAN (MITP)

The CP-11 ACTEDS Intern Master Intern Training Plan (MITP) is similar to a careerist's Individual Development Plan (IDP) as it reflects all training executed under the CP-11 ACTEDS Intern Program. The MITP includes three major sections: 1) Baseline Training Requirements (Priority 1), 2) Occupational Specific Training Requirements (Priority 2), and 3) Elective Training (Priority 3). Although periodic updates due to schedule changes and circumstance may occur, the MITP is intended to be relatively standard throughout the intern's two year program, in comparison to an IDP.

All CP-11 ACTEDS Interns must have a completed MITP within 30 days of entering the program. Each version of the MITP must be signed by the CP-11 ACTEDS Intern and CP-11 Intern Supervisor. A copy should be sent to the CP-11 Functional Chief Representative (FCR) and CJEC Member for tracking.

CP-11 ACTEDS Intern Program Priority 1 Training is to be listed on all MITP templates. Priority 1 Training should be noted "Substituted" with the alternate coursework or experience identified as applicable.

Supervisors are encouraged to discuss the MITP with the CP-11 ACTEDS prior to submission to ensure the intern is aware of mandatory CP-11 ACTEDS Intern program requirements. This also provides the Supervisor an opportunity to better assess the intern's background and capability, which may help determine applicable Priority 1 and 2 Training, and OJT responsibilities.

CP-11 INTERN PERFORMANCE OBJECTIVES

ACTEDS Interns are permanent, career-conditional civilian employees under the Department of Army and must adhere to DA civilian personnel standards and processes. Interns are to receive performance objectives within 30 days of arriving at their ACTEDS position duty station using DD Form 7222-1. The objectives must be aligned with ACTEDS intern program requirements and tasks associated with their intended target grade. Performance objectives are the metrics in which the ACTEDS Intern will be rated on for their corresponding performance appraisals. ACTEDS Intern performance objectives should maintain relevant to the intern's target occupational series as well as Command mission and function as the intern completes their program requirements.

CP-11 INTERN PERFORMANCE APPRAISALS

The first year of the ACTEDS Intern Program is probationary and requires the intern's Immediate Supervisor to conduct both a mid-year performance review and an annual performance appraisal. Execution dates of ACTEDS Intern Performance Appraisals are based on the intern's Entry On-Duty (EOD) date rather than their GS level. Mid-Year Reviews should be scheduled on or about 6 months after the intern EOD date using DD Form 7222-1. Performance Appraisals must occur prior to their 12 month and 24 month of being on-board using the DD Form 7222. In good business practice the fully approved DD Form 7222 should be added to the intern's permanent personnel file upon submission of the SF-52 for Promotion as processed through the Command Servicing Civilian Personnel Advisory Center (CPAC).

CP-11 ACTEDS Interns are expected to perform at the highest standard, but must maintain performance that justifies a performance rating of Satisfactory (Rating Level 3) at minimum. Supervisors must notify the Comptroller Proponency Office immediately if an Intern is exhibiting performance below satisfactory, particularly at the Mid-Year Review. All documentation concerning erroneous performance, disciplinary actions, or other issues concerning the intern's performance or clearance processing must be provided to Comptroller Proponency Office for CP-11 FCR coordination.

CP-11 INTERN PROMOTIONS

CP-11 ACTEDS Intern positions have target grades, but promotions are not automatic. To be eligible for promotion, the intern must have a) fulfilled the time-in-grade requirements of 52 weeks within the assigned grade, b) completed their time in grade with performance at a satisfactory level (DD Form 7222 rating level 3 or above), and c) fulfilled and scheduled applicable training requirements in accordance with their MITP. If all criteria has been met, the Supervisor will prepare a SF-52, Request for Personnel Action, for submission no less than 30 days before the intern is scheduled to be promoted.

The RPA for promotion must notate the appropriate ACTEDS Position Description (PD) reference number identified in the ACTEDS Intern Recruitment Handbook. The Supervisor will submit the RPA to the Command Servicing CPAC, with performance appraisal attached, at least two pay periods prior to the promotion effective date to ensure ample time for processing. The effective date notated must comply with Office of Personnel Management (OPM) guidelines regarding time-in-grade. Once the RPA has been fully processed, a SF-50, Notification of Personnel Action, will be generated, finalizing the promotion.

CP-11 GRADUATION REQUIREMENTS AND PLACEMENT

To graduate from the intern program, interns must have a) fulfilled the time-in-grade requirements of 52 weeks within the assigned grade, b) demonstrated a working knowledge of comptroller functions, and c) fulfilled all applicable training requirements in accordance with their MITP unless otherwise coordinated.

Interns will be non-competitively placed in a position equal to their target grade of GS-11. Supervisors cannot place an intern non-competitively into another targeted position (e.g. GS-11/12).

Supervisor should provide a written notice to the intern within 60 days of graduation date offering permanent placement; offer must identify the occupational series, title, pay plan and pay level, duty station, effective date and a signature block for intern concurrence.

For placement occurring at the intern's initial duty location and organization, the Supervisor will initiate the SF-52 for Re-assignment with notation to officially transition the intern from ACTEDS to a permanent civilian position at the target grade aligned to the Command's Table of Distribution Allowance (TDA).

For placement occurring outside of the intern's initial duty location and/or organization, the gaining organization will initiate the SF-52 for Re-assignment under their respective Command TDA, and coordinate its processing with the intern's current Servicing CPAC.

If placement is not secured at the intern's initial duty location and/or organization, the Supervisor must notify the Comptroller Proponency Office and CJEC member as soon as know, but no later than 120 days prior to the intern's expected graduation date, to coordinate enterprise placement. Regional preferences identified by the intern may be considered, but placement is ultimately based on the needs of the Army.

Unless there is a performance or other related issue pending, promotion to the GS-11 should still occur. Pending placement or achievement of Level 1 Certification should not prevent promotion processes.

DECLINATION OF PLACEMENT

If permanent placement has been established but the intern declines non-competitive placement is no longer a valid option. Supervisor must provide documentation of the intern's declination with SF-52 action to terminate at the conclusion of the intern's program to the Command Servicing CPAC for processing. Removal is to occur within 60 day of declination receipt. Supervisor must notify both the CJEC Member and Comptroller Proponency Office of actions taken. The Command Equal Employment Opportunity (EEO), Manpower and Employee Relations (M&ER), and legal counsel offices will also be engaged for concurrence before final processing. The Command Servicing CPAC will advise of applicable policies, procedures, and provide estimated recoupment costs as applicable to the Continuing Service Agreement.

CP-11 INTERN PERMENANT CHANGE OF STATION (PCS)

AG1-CP will only support one PCS move for ACTEDS Interns; this can either be used to support the intern's arrival to their assigned duty station, or to transition the intern to their permanent duty station, if outside of the initial duty location.

The gaining organization is responsible to initiate the paperwork for the PCS move. Instructions for PCS moves can be found at the Civilian Personnel Online (CPOL) website at the following link:
<http://cpol.army.mil/library/train/rass/howto-manual-pcs.html>.

PCS moves only support the ACTEDS Intern and his or her dependent(s). If the ACTEDS Intern processing the PCS has a spouse in the military, the spouse must PCS under their own military PCS orders. NOTE: Persons can only be claimed on one set of PCS orders. CP-11 Interns who have prior military PCS provisions may chose to PCS under that provision; however, it is not required. ACTEDS Intern PCS moves are not retroactive; ACTEDS will not support a PCS move once the Intern is off of the ACTEDS TDA.

Part IV: ACTEDS Intern Program General Policies and Procedures

INTERN CONDUCT

ACTEDS Interns are full-time, federal civilian employees working within the Department of Army. Interns are subject to the same Office of Personnel Management (OPM) guidelines, restrictions, and disciplinary actions as a full-time Department of Army careerist, and are expected to maintain professional appearance and conduct at all times.

ACTEDS Interns are appointed to the Excepted service for the first 12 months of their internship. The first year is a probationary period. Definition of excepted service can be located at: <http://www.opm.gov/policy-data-oversight/hiring-authorities/excepted-service/>. After the probationary period is complete, ACTEDS interns transition to Career Conditional service for the remainder of the program.

In a situation where the intern is not performing up to standard or their promotion potential is uncertain, the Supervisor must notify the CJEC member and Comptroller Proponency Office immediately to coordinate a respective way ahead. If questionable performance continues, the intern's Immediate Supervisor must provide documentation to substantiate further action, such as poor ratings, unmet objectives, disciplinary actions or counseling sessions. Un-remediated questionable performance can result in dismissal.

CROSS ORGANIZATIONAL LINE OF ACCOUNTING (LOA)

ACTEDS will not provide a Cross-Organization LOA. ACTEDS interns must use a DTS account designated under the ACTEDS organizational hierarchy in DTS to execute their program training requirements. If the Command is willing to support a non-ACTEDS funded expense, the Command must authorize a Cross-Organization LOA to be applied to the intern's travel authorization in DTS. AG1-CP will not approve non-ACTEDS funded expenses without a Cross-Organizational LOA present.

ADMINISTRATIVE ROLES IN DEFENSE TRAVEL SYSTEM (DTS)

ACTEDS interns must be attached under the ACTEDS Organizational Hierarchy in the Defense Travel System (DTS) in order to execute their ACTEDS Intern Program training requirements. Supervisors may assign interns administrative duties in DTS to assist the Command Lead Defense Travel Administrator (LDTA), but may not designate the intern as the primary Point of Contact while the intern has outstanding program training requirements. Please contact the Command LDTA for user profile options.

MONETARY AWARDS

ACTEDS funding does not support monetary awards for ACTEDS interns. Supervisors may coordinate Time Off Awards with the Command Servicing CPAC to reward performance, but must monitor intern Time and Attendance to ensure accrued leave does not result in payout. Over execution of ACTEDS funds is prohibited and must be reimbursed with use of Command operational funds.

UNFULFILLED PROGRAM TRAINING REQUIREMENTS

ACTEDS interns in good standing that have pending resident course requirements respective to their Career Program may be eligible to defer coursework until next available session. The CP-11 ACTEDS intern must have the course scheduled and identified on their final IDP to be considered for ACTEDS funding. Unfilled course based training requirements must not prevent promotion.

PLACEMENT CONCERNS

The CP-11 Proponency Office works diligently with Commands in their recruitment process to identify positions where permanent placement is available at the end of the intern's assignment. In some cases placement at the intern's initial organization and/or duty station is not possible. ACTEDS interns sign a Mobility Agreement as a condition of ACTEDS intern program, which confirms their acknowledgement of potential mobilization due to fulfillment of DA mission and need.

When graduation is imminent and there are concerns with final placement, refer to AR 690-950, chapter 3, 3-25b for clarifying procedures. Supervisors should notify the CJEC member and Comptroller Proponency Office as soon as it's identified that permanent placement is not secured.

If placement is not available at the intern's initial duty station, the Career Program Proponency Office may request an extension for ACTEDS to keep the intern on ACTEDS rolls for up to 120 days while placement is being secured. Interns must adhere to the Mobility Agreement if final placement is secured away from the intern's initial duty station, resulting in a Permanent Change of Station (PCS) move. ACTEDS funds will not be used to support program extensions for interns that decline permanent placement.

MILITARY LEAVE/DEPLOYMENT

ACTEDS interns are not exempt from duties pertaining to uniformed service during their participation in the CP-11 ACTEDS Intern Program. Prior to reporting for temporary military deployment the ACTEDS Intern must be temporarily transitioned off of the ACTEDS TDA onto their respective military TDA. The hosting organization submits a SF-52 Request for Personnel Action (RPA) through their Servicing CPAC using the code "LWOP US".

The time spent on military leave/deployment does not count against the time-in-grade requirements necessary for promotion or completion of the ACTEDS Intern Program. Upon returning to the ACTEDS TDA, the ACTEDS intern will be assigned a new program completion date by their Servicing CPAC that is in accordance with the time on LWOP US. Within-grade step pay increases will be honored in accordance with 5 CFR 353, *Restoration to Duty from Uniformed Service or Compensable Injury*, Subparts A and B, and 38 U.S.C. 4316, *Rights, Benefits, and Obligations of Persons Absent from Employment for Service in a Uniformed Service*.

ACTEDS interns are not eligible for promotion or graduation without fulfilling their time-in-grade requirements respective to the ACTEDS Intern Program with successful program performance.