

Civilian Personnel
CAREER MANAGEMENT AND INTERN PROGRAM

History. This is a revised publication in electronic format.

Summary. Joint Readiness Training Center (JRTC) and Fort Polk (FP) Regulation 690-13 establishes basic responsibilities for career management of personnel resources and the filling of positions in occupations covered by Department of the Army (DA) career programs and Department of Defense (DOD) career programs.

Applicability. This regulation will be applied to employees (including voluntary registrants) and positions in Army-wide programs and DOD-wide career programs located at the Joint Readiness Training Center and Fort Polk, Louisiana. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

Proponent and Exception Authority. The proponent agency for this regulation is Civilian Personnel Advisory Center (CPAC), AFZX-CP, Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Supplementation. Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Director-

ate of Information Management (DOIM), Administrative Services Division, Building 330, Suite 111, 1820 Corps Road, Fort Polk, Louisiana 71459-0908.

Suggested Improvements. Users of JRTC & FP Regulation 690-13 are invited to send comments and suggested improvements on Recommended Changes to Publications and Blank Forms (Department of the Army (DA) Form 2028) directly to CPAC, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

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1. Purpose. This regulation establishes basic responsibilities for career management of personnel resources and the filling of positions in occupations covered by DA career programs and DOD-wide career programs.

2. Reference. AR 690-950, Career Management.

3. Compliance. The provisions of this regulation will be enforced by all levels of supervision and by all other responsible individuals specifically designated in this and separate career-program regulations. Regulatory compliance will be achieved only when all concerned are fully responsible to each principle and the intent of this career management regulation.

4. Objectives. The primary objectives of career management are to anticipate and meet continuing and future needs with the highest quality staffing and

*This regulation supersedes JRTC & FP Reg 690-13, 13 March 1980.

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to provide foreseeable career opportunities which will attract, develop, and retain qualified employees in key occupations within the DA.

5. Responsibilities.

a. Activity Commanders. Through designated representatives, commanders of activities will:

(1) Administer Army and Major Army Commands (MACOM)-wide career programs covering employees of the activity, including to provide for manpower spaces and funds to cover administrative costs (e.g. temporary duty (TDY) expenses for participants of DA/MACOM planning boards/screening panels.

(2) Assure that all personnel actions, including referrals and selections, are accomplished in accordance with merit principles and equal employment opportunity policy.

(3) Utilize specific intern allocations under DA and MACOM direction, and plan and budget for intake and training of career interns according to program requirements.

(4) Assure that all career interns assigned to the activity are accorded the terms and conditions of career intern work-training programs specified in separate career program regulations.

(5) Designate an Activity Career Program Manager (ACPM) for each career program represented at the activity, appointing in each case an individual (civilian or military) who occupies a responsible position on the activity management staff and who is at or near the top of the pertinent career field. The ACPM may be designated by position. In most instances, the ACPM will be the senior civilian in the career program.

(6) Assure communication with employees concerning the requirements, responsibilities, policies, and expectations of career management; the meaning and characteristics of the career system in terms of career progression, equal employment opportunity, and training opportunities.

b. Activity Career Program Managers (CPM). Activity CPM give technical advice and assistance to the activity commander and Civilian Personnel Advisory Center (CPAC). They act as advisers, or designate appropriate advisers, to give career guidance and advice to interns individually or collectively. Also, they serve as resource persons for assisting line supervisors in furnishing career program information to interns or they furnish information directly to interns. The activity CPM will:

(1) Obtain from the DOIM, Administrative Services Division, Bldg 330, enough copies of this

regulation to give a copy to each career program employee (including interns) and their supervisors. This will help supervisors inform employees on the following:

(a) Career program scope and patterns.

(b) Characteristics of career progression.

(c) Benefits of mobility and developmental assignments.

(d) Realistic career expectations on the basis of the individual's desires, quality of performance, and availability of jobs.

(2) Give guidance to supervisors on training needs and training courses considered desirable for improved employee performance and career progression. The activity CPMs will coordinate this action with the CPAC.

(3) Monitor and advise supervisors and career program employees on use of the career appraisal and planning for career program assignments.

(4) Give advice and guidance to supervisors and employees on career program opportunities and requirements.

(5) Monitor management and training of interns.

(6) Ensure that intern performance requirements are met in terms of qualifications and high potential to succeed in the job.

(7) Monitor selection of interns in terms of qualifications and high potential to complete successfully the training program.

(8) Assist in determining annual career program staffing requirements and intern resource needs.

(9) Name sponsors for interns new to the activity.

(10) Approve Individual Development Plans (IDP) for interns in their respective career fields.

(11) Approve performance standards for interns.

(12) Act as approving officials on intern appraisals.

(13) Sponsor and conduct periodic intern meetings. At these meetings, interns can share experiences; and, the status and direction of the intern program can be presented and discussed.

(14) Monitor management of interns by supervisors and ensure compliance with Master Intern Training Plans (MITPs) and IDPs.

(15) Monitor the intern's on-the-job training (OJT) to ensure that performance requirements are met before completion of internship and certify interns for promotion and graduation.

(16) Monitor and coordinate actions required by the AAP or other requirements established in career programs.

(17) Help the CPAC:

(a) Recruit minorities, women, and disabled persons.

(b) Conduct post-selection audits.

(c) Monitor training and development data.

(18) Participate in upward mobility program planning.

(19) Assist in the informal stage of EEO complaint processing and in effecting a resolution in the early stages of the complaint process.

c. Civilian Personnel Advisory Center (CPAC). The CPAC is responsible for the effective administration of various career programs and will:

(1) Monitor overall career management and provide support in program administration for the activity commander.

(2) Direct training aspects of career management, including intern training, executive and management development, and long-term training.

(3) Ensure compliance with regulatory, administrative, and procedural requirements of each career program.

(4) Guide and support supervisors and activity CPMs in carrying out career appraisal and counseling.

(5) Ensure that orientation is given and that career program data are communicated to supervisors and employees.

(6) Ensure that individuals with program responsibility are informed on their duties.

(7) Distribute materials on career management received through command channels and coordinate this information with activity CPMs.

(8) Provide program support and technical assistance on career management actions taken to support EEO goals, and coordinate these actions with EEO officials.

(9) Ensure use of available recruitment sources, including those that produce qualified minorities, women, and disabled persons.

(10) Ensure use of employment programs that obtain qualified candidates, including minorities, women, and disabled persons, from within the current work force.

(11) Administer referral records.

(12) Carry out intern placement follow-up procedures with activity CPMs.

(13) Train supervisors, activity CPMs and interns in their responsibilities for the intern program.

(14) Ensure that all intern personnel documents, including Standard Form 50-B (Notification of Personnel Action) reflect the proper career program codes, and that these codes are accurately entered into the Special Employment Program (SPEP) information system as published in SPEP reporting procedures.

(15) Act as program manager for intern resources. This includes planning for and approving the use of central funds, coordinating with the Director of Resource Management in fund administration, and planning and budgeting for intake and training of local interns according to program element requirements.

(16) Ensure that interns are trained according to the Master Intern Training Plan. Monitor the quality of training being given by intern supervisors. Counsel supervisors who are ineffective, and recognize supervisors who give outstanding training.

(17) Ensure communication with interns concerning the requirements, responsibilities, policies, and expectations of the intern program.

(18) Maintain current EEO statistics on selections and training and coordinate DCP actions involving use of these data with EEO officials.

(19) Work with the activity CPM and EEO officials in conducting post-selection audits for compliance with affirmative action, Federal Equal Opportunity Recruitment Program (FEORP).

(20) Keep records and follow up with supervisor and employees to comply with record submission requirements.

(21) Serve as the activity clearinghouse for submission of local career data to the Centralized Referral Office (CRO).

(22) Ensure that employees are aware of procedures for submitting applications to the CRO.

(23) Advise employees, supervisors, and the activity CPM of training and development opportunities in each career program and availability of training funds and budget procedures.

(24) Train supervisors on career program management and administration with the assistance of the activity CPM.

(25) Determine annual career program staffing requirements with assistance from functional officials.

d. Supervisors. Supervisors with assistance from CPAC and ACPMs will:

(1) Be the employee's initial source of information for the following:

(a) Career programs.

(b) Career Progression Patterns.

(c) Career appraisal.

(d) Mobility.

(e) Assignment opportunities and intern placement.

(2) Discuss with employees the following:

(a) Career appraisals.

(b) Training and development opportunities.

(c) Realistic career expectations.

(3) Consult with employees to review training

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needs. Supervisors will make reasonable efforts to ensure that employees are available for planned training.

(4) Assist employees with appraisal forms, as appropriate.

(5) Develop Individual Development Plans for interns in their career fields. Supervisors will use the Master Intern Training Plan (IDP) as a guide.

(6) Develop intern performance standards.

(7) Assign On the Job Training (OJT) as prescribed in the IDP.

They will nominate interns for required formal training and ensure that interns attend the training.

(8) Evaluate intern performance, counsel interns on the quality of their performance, and record intern performance on appraisals.

(9) Consult with activity CPMs and recommend action to CPAC if an intern is not progressing satisfactorily.

(10) Consider minorities, women, and disabled employees for selection, promotion, developmental assignments, and training including long-term training.

e. Employees in positions covered by a career program (excluding interns) should submit career appraisal forms as identified in individual career program instructions. Employees should continually improve knowledge, skills, and abilities required in the career program through self-development and training. They should help supervisors, CPAC, and functional officials to:

(1) Assess strengths and weaknesses.

(2) Develop training plans.

(3) Complete career appraisals.

(4) Career Program interns at all levels will:

(a) Participate fully in the activities and assignments prescribed in their IDP, and strive for a high level of work performance.

(b) Strive to improve knowledge, skills, and abilities required in the career field through pertinent self-development activities.

(c) Participate in oral and written evaluations.

(d) Comply with the terms of the intern employment and mobility agreement (mandatory for HQDA central interns).

6. Career Interns.

a. Intern Recruitment. Each Fort Polk CPM should maintain a forecasting system designed to provide accurate estimates of intake required to meet current and anticipated mission and technological changes. These estimates will be used to request Central Student Detachment spaces and funds from DA. As a minimum, the system will include the maintenance of the following data in each occupation

within the career program field by title, grade, and classification series:

(1) Cumulative resignations, transfers, retirements, deaths, and jobs vacated by promotion or reassignment over a period of not less than 3 years.

(2) Projected retirements covering a 5-year period.

(3) Projected increases in occupations which can be expected to result from new missions or mission changes during the coming 5-year period.

b. Training. Through concentrated study and work experience, the objective of the Career and Army Management Opportunities Development (AMOD) Intern Programs provide the intern the essential skills required to advance to the journeyman level of the occupational field in the minimum time permitted by applicable directives. It is essential for the following:

(1) Training plans be well organized and executed in a manner which will enable the intern to develop as rapidly as his ability will permit.

(2) Those to be directly responsible for the training be selected for their professional knowledge, skills, abilities, to train others, interest in the program, and empathy with the interns.

(3) Along with study of applicable regulations, directives, and scholarly writings in the career field, interns will be given progressively more responsible work assignments which will challenge their best efforts. After year sin school, interns typically become disenchanted when they find the job situation just a continuation of the classroom. Both the intern and activity will benefit from the use of productive work in the training process.

c. Advancement.

(1) All interns should be advised that their promotions during their training period and up to the journeyman level depends upon their demonstrated ability and potential to perform at the higher grade levels. Sixty days prior to the date on which the intern would be eligible for promotion to the next higher level, the appropriate CPM and the intern's supervisor will consult and determine whether or not promotion is appropriate. When promotion is appropriate, the CPM will initiate necessary action at least 45 days prior to the effective date of the promotion. Those interns who fail to demonstrate potential or conduct standards may be reassigned to other positions or separated under applicable directives at any time during the training period.

(2) All career and AMOD interns will be placed into separate competitive levels of occupations for reduction in force purposes; therefore, employees above the intern level will not be accorded bumping rights to valid career intern positions. Central career

interns will not be demoted or separated by reduction in force until their cases have been referred to the appropriate command for appropriate action.

(3) As a minimum, an evaluation team composed of the CPAC, the appropriate CPM, and the intern's immediate supervisor will determine during the eighth month prior to a intern's (career and AMOD) graduation if conditions of the training agreement have been met and promotion to the target grade is appropriate and whether the installation can place the intern into a permanent TDA space at the target grade. A decision concerning the promotability of installation career and AMOD interns will be made in accordance with the requirements of paragraph 7, this regulation.

d. Placement.

(1) Movement of Interns Between Installations. Central Student Detachment interns will not be moved between installations on a temporary or permanent basis without approval from MACOM.

(2) Refusal to Accept Assignment to Permanent TDA Position. Refusal of a graduate Central Student Detachment intern to accept assignment to a continuing TDA position without reasons acceptable to MACOM will require involuntary reassignment of the intern under the provisions of appropriate regulations. Refusal to accept assignment after reassignment procedures have been implemented may result in separation of the intern under appropriate regulations.

(3) Cost associated with the placement of a central intern at an activity other than the training locations will be paid by the losing employing activity from installation operating funds.

e. Appraisal and Counseling. During the period of the intern's status, all career interns will be afforded specialized career counseling and appraisal procedures. Informal discussions will be held periodically during the intern training period between the intern and his supervisors. Sufficient records of these informal discussions will be maintained by supervisors to assist them in preparing the official appraisals. Interns will be encouraged to communicate their questions and problems to the proper source during the informal discussions.

7. MACOM Career Program Inventories.

a. In order to provide all employees within the minimum area of consideration the opportunity to be considered for positions for which they are interested and eligible, a MACOM inventory will be maintained. The MACOM inventory will contain the career records of all employees who occupy or qualify for positions as the grade level indicated in

Appendix B, and who are interested in being referred for other positions.

b. Expanding MACOM area of consideration. If MACOM-wide consideration fails to produce a sufficient number of highly qualified candidates, outside recruitment may be authorized by the MACOM and/or referral requests may be made to other MACOM inventories.

c. Employee registration in the DA MACOM inventories is a prerequisite to referral eligibility and is the responsibility of the careerist. The DA registration levels are outlined in Appendix B. According to USCSC Handbook X-118, the servicing CPAC will determine the employee's qualifications for registration in all cases. If referral consideration for another position is not desired by the careerist (e.g., careerist plans to retire), registration is not required. A decision by an employee to not register in the inventory should be documented for the record.

d. Stated availability is interpreted literally; therefore, careerist who have expressed interest in certain locations on DA Form 4338-R are expected to be available when queried. Consideration will be only in job categories for which the careerist has requested referral and for which appropriate screening panel has certified referability. Careerists who reply not available or who decline a definite offer will be deferred from further referral except at their installation. A revised availability statement must be submitted to restore referability beyond the careerist's installation.

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**Appendix A
Career Program Managers**

The Career Program Managers designated to fulfill responsibilities as set forth in paragraph 5b, this regulation, and to fulfill requirements of applicable career program regulations are as follows:

<u>Career Program</u>	<u>Number</u>	<u>Career Program Manager</u>
Civilian Personnel	10	Director of Civilian Personnel
Comptrollership	11 26	Director of Resource Manpower and Force Management
Safety Management	12	Safety Officer
Supply Management	13	Deputy, Directorate of Logistics
Ammunition Management	33	
Materiel Maintenance Management	17	
Transportation Management	24	
Contracting Acquisition	14	Director of Contracting
Quality and Reliability Assurance	15	Chief, Quality Assurance Branch, Management Analysis Division, Directorate of Resource Management
Engineers and Scientists	18	Deputy Director of Public Works
Physical Security and Law Enforcement (GS-080, GS-1810)	19	Chief, Physical Security Division, Provost Marshal Office
Quality Assurance (Ammunition Surveillance)	20	Chief, Quality Assurance Specialist (AMMO), Directorate of Logistics
Public Affairs and Communications Media	22	Public Affairs Officer
Housing Management	27	Chief, Housing Division, Directorate of Public Works
Equal Employment Opportunity	28	Equal Employment Opportunity Officer
Commissary Management	29	Commissary Officer
Education	31	Chief, Education Division, Directorate of Community and Family Activities

Table A-1. Career Program Managers Listing.

<u>Career Program</u>	<u>Number</u>	<u>Career Program Manager</u>
Information Mission Area	34	Director of Information Management
TRACK MANAGER Librarian		Chief, Library Division, Directorate of Community and Family Activities
Automatic Data Processing		Director of Information Management
Telecommunications		Chief, Logistics Support Division, Directorate of Plans, Training, Mobilization, and Security, TASC
Printing/Publishing		Chief, Defense Automated Printing Service
Civilian Intelligence Personnel Management System	35	Chief, Intelligence & Security Division, Directorate of Plans, Training, Mobilization and Security

Table A-1 (Continued). Career Program Managers Listing.

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**Appendix B
Career Program Registration and Referral Levels**

<u>Code</u>	<u>Career Program</u>	<u>FORSCOM</u>	<u>HSC</u>	<u>DA</u>	<u>DOD</u>	<u>FORSCOM</u>	<u>HSC</u>	<u>DA</u>	<u>DOD</u>
10	Civilian Personnel Admin			GS-12				GS/GM-13 & Above	
11	Comptroller			GS-11				GS-12 & Above	
12	Safety Management								
13	Supply Management			GS-12				GS-13 & Above	
14	Contracting & Acquisition			GS-11				GS-12 & Above	
15	Quality & Reliability Assurance			GS-12				GS/GM-13 & Above	
17	Materiel Maintenance Management			GS-12				GS/GM-13 & Above	
18	Engineers & Scientists (Resources & Construction)	GS/GM-12		GS-13			GS/GM-13	GS/GM-14 & Above	
19	Physical Security & Law Enforcement			GS-08				GS-10/Above	
20	Quality Assurance (Ammunition Surveillance)			GS-05				All Grades	
22	Public Affairs & Communication			GS-09				GS-11 & Above	
24	Transportation Management			GS-12				GS/GM-13 & Above	
26	Manpower & Force Management			GS-11				GS-12 & Above	
27	Housing Management			GS-09				GS-11 & Above	
28	Equal Employment Opportunity			GS-09				GS-11 & Above	
29	Commissary Management				GS-4			GS-5 thru GS/GM 15	
31	Education Services			GS-11				GS-12 & Above	
32	Training			GS-11				GS-12 & Above	
33	Ammunition Management (4)			GS-09				GS-11 & Above	

Table B-1. Table for Career Program Registration and Referral Levels.

<u>Code</u>	<u>Career Program</u>	<u>FORSCOM</u>	<u>HSC</u>	<u>DA</u>	<u>DOD FORSCOM</u>	<u>HSC</u>	<u>DA</u>	<u>DOD</u>
34	Information Mission Area Area (GS/GM 301 (1))			GS/GM-12				GS/GM-13-15
	TRACK							
	Librarian			GS-7				GS-9 & Above
	Automatic Data Processing			GS-12				GS/GM 13 & Above
	Telecommunications			GS-11				GS-12 & Above
	Records Management			GS-09				GS-11 & Above
	Visual Information Printing/Publishing			GS-09				GS-11 thru GS/GM-15
	Civilian Intelligence Personnel (5) Management System (GS-132 & Related Series)			GS-05				GS/GM 13 & Above

NOTES:

(1) Safety career program employees at all grade levels are required to register in the Safety Program Management System, U.S. Army Safety Center, Fort Rucker. Positions covered by the Safety career program are filled under local merit promotion. Vacancy announcements for GS-09 through GS/GM-15 positions are distributed through the Army Safety Announcement and Referral System (ASARS), Fort Rucker. Employees desiring to receive vacancy announcements for these grade levels will register in ASARS.

(2) Quality and Reliability Assurance employees eligible for grades GS-13 through GS/GM-15 positions will register in DACADS. Vacancies will be filled under local merit promotion procedures. Vacancy announcements will be distributed through the DA Civilian Announcement Distribution system (DACADS).

(3) Positions covered by the Quality Assurance Specialist (Ammunition Surveillance) Career Program are filled from the central inventory maintained by the U.S. Army Defense Ammunition Center and School.

(4) All vacancies covered by the Ammunition Management Career Program will be filled from the central inventory maintained by the U.S. Army Defense Ammunition Center and School.

(5) Intelligence career program vacancies at grades GS-13 and above, will be filled from the DOD inventory (Defense Intelligence Special Career Automated System (DISCAS)). Vacancies at grade GS-12 and below will be filled in accordance with local merit placement and promotion plan requirements (although courtesy referrals may be requested from DISCAS)

Table B-1 (Continued). Table for Career Program Registration and Referral Levels.

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**Appendix C
Career Intern Target Grade Levels**

<u>Career Programs</u>	<u>Number</u>	<u>GS-09</u>	<u>GS-11</u>
Civilian Personnel Administration	10	X	X
*Comptroller	11	X	
Safety	12	X	
Supply	13	X	
Contracting and Acquisition	14	X	
Education and Training		X	
Materiel Maintenance	17	X	
Engineers and Scientists	18		X
Librarian	21	X	
Information and Editorial	34	X	
Automatic Data Processing	34	X	
Transportation	24	X	
Communications	34	X	
Manpower and Force Management	26	X	
Housing Management	27	X	
Equal Employment Opportunity	28	X	
Records Management	34	X	
Intelligence	35		X

**Target grade may be GS-11; however, prior clearance for recruitment is required at the GS-09 level only.*

Table C-1. Table for Target Levels for Career Interns.

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