

IMPLEMENTATION OF MITP

★ What have we done?

Adoption of the three phases under the Intern IDP

I

II

III

★ Challenges / opportunities identified?

Workforce Unfamiliarity

Career Program Managers Out of Touch

Need for Training and Certification

Focus Interns Early On



ENGINEERS & SCIENTISTS (CP-18)
ARMY CAREER PROGRAM MANAGERS

15-17 JULY 2008

TRAINING WORKSHOP

BALTIMORE, MD

IMPLEMENTATION OF MITP

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|----|---|---|-----------------|-------------|--|---|--|--|--|
| 1 | | | | | | | | | |
| 2 | Intern Training Plan - Part I | | | | Signatures | | | | |
| 3 | Name of Intern: | | | | Intern: _____ | | | | |
| 4 | Target position title, series, grade: | | | | Immediate Supervisor: _____ | | | | |
| 5 | Entry position: | | | | Senior Rater: _____ | | | | |
| 6 | Date entered program: | | | | Gustavo E. De Jesus, CP-18 SWRO Career Program Manager, CML (210) 295-2182 | | | | |
| 7 | Tentative completion date: | | | | | | | | |
| 8 | Length of time covered by this ITP: 2 years | | | | | | | | |
| 9 | Assigned to: | | | | | | | | |
| 10 | Funding: ACTEDS Centrally Funded | | | | | | | | |
| 11 | CONTENT DESCRIPTION | RESPONSIBLE INDIVIDUAL | DURATION | DATE | LOCATION (Training Sites) | KNOWLEDGE, SKILLS & ABILITIES | | | |
| 12 | Phase I Upon completion of this orientation, the intern will be able to describe the organization of the government, Department of Defense, Department of the Army, IMA SWRO, and Installation. <i>Evaluations will be conducted immediately upon completion of each rotation.</i> | | | | | | | | |
| 13 | A. General Orientation | | | | | | | | |
| 14 | * Civil Service appointment status: Employee Benefits; Code of Conduct; Security requirements; CAC card; EEO Program. | Local Civilian Personnel Advisory Center (CPAC) | 2 Days | | On-Site | This will be interns initial point of entry into the program. Intern will enter the oath of office. Intern will receive the basic Civilian Service orientation that includes processing of pay with Direct Deposit, Sick and Annual Leave, the Federal Retirement System, Thrift Savings 401K plan, Medical and Life Insurance benefits, Mobility Agreement, etc. | | | |
| 15 | * General Orientation and Local Directorate of Public Works Orientation | Immediate Supervisor | 1 Week | | On-Site | The intern will become familiar with the Organization of the U.S. Government, DOD/DA organization and functions, IMA organization and function, MACOM organization and function, and Corps of Engineers organization and function. The intern will, also, become familiar with the overall mission and functions and general organization of all installation divisions and offices. Orientation of how Public Works fits in with the local installation and garrison staff and within the overall organization of the Army the Installation Management Agency, IMA Regions, MACOMS and support to tenant activities. | | | |
| 16 | * Organization of the U.S. Government. | Immediate Supervisor | 1 Day | | On-Site | Demonstrate an understanding of the provisions, benefits, and responsibilities of federal employment and the provisions of the Army Career Management Program. | | | |
| 17 | * Organization of Department of Defense and Department of Army | Immediate Supervisor | 1 Day | | On-Site | Understand the organization, functions, and services provided, and understand the responsibilities, criteria, standards, and controls under which Public Works must operate. | | | |
| 18 | * RASS System | Immediate Supervisor | 1 Day | | SEE E-TRAINING | | | | |
| 19 | * Intern Leadership Development Course | Immediate Supervisor | 1 Week | | Location to be determined (SEE E-TRAINING for Link) | | | | |

SWRO Master Intern Plan IMA Master IP Le PDSC COURSE E-TRAINING DPW STRUCTURE

Ready 100%

CP18-IMC... Cynthia J... SWRO IDP... Welcome... SWRO IDP... 10:35 PM



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| E9 | | | | | | | | | | | | |
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| 1 | PROSPECT | | | | | | | | | | | |
| 2 | USACE | COURSE TITLE | COURSE DESCRIPTION | | | | | | | | | |
| 3 | 4 | A-E CONTRACTING | Through lectures, individual study, and work group activities, this course provides detailed explanations of the laws and regulations affecting the A-E acquisition process, including selection, cost principles, preparation of Government cost estimates, cost or pricing data (truth-in-negotiations), negotiation strategies and techniques, contract award, and contract administration. Also covered are types of A-E contracts, contract clauses, proposal analysis, contractor liability, performance evaluations, and the A-E Contract Administration Support System (ACASS). The students are provided a course manual with essential background information, regulations, examples and exercises. | | | | | | | | | |
| 4 | 75 | REAL PROPERTY / MASTER PLANNING | This course is an introduction to REAL PROPERTY MASTER PLANNING for planners and Real Property Specialists at Army installations and Corps of Engineers district levels. The goal of the course is to make planners more effective by providing them with the information, understanding, and tools they need to operate within the Army Real Property Master Planning system. For non-planners, this course provides an overview of how an installation's planning is performed and how their organizations fit into the process. General planning principles covered in this course may be applicable to the U.S. Army Reserves and other military services and Government agencies. | | | | | | | | | |
| 5 | 205 | GIS INTRODUCTION | Instruction is designed to introduce students to the concept of GIS as an integrator of geospatial data and analysis tool emphasizing emergency management, natural resource and environmental applications. Topics include (a) concept and operation of GIS, data entry, storage, display, output, (b) geospatial data structures and advantages of different data structures; (c) compatibility issues; (d) analysis, modeling, QA/QC; (e) how to select a GIS; (f) importation of imagery CAD files; and (g) related USACE and Federal policies and standards. | | | | | | | | | |
| 6 | 252 | 1391 PROCESSOR | The DD Form 1391 Processor System, which is available in a web-enabled environment, is the means for documenting and submitting military construction project requirements and justification data for funding requests to Congress. Through lectures and practical exercise sessions, this course introduces the student to the capabilities, formats, functions, and usage procedures of the DD Form 1391 Processor System. The DD Form 1391 Processor System allows the user to prepare, edit, query, submit, review, and distribute DD Forms and supporting DD Form 1391 documents electronically using a personal computer. | | | | | | | | | |
| 7 | 253 | 1391 PREPARATION | Identification and verification of project requirements: (a) project requirement identification and definition; (b) required verification and justification; (c) alternative considerations; (d) criteria and standards; and (e) practical exercises (case study). Preparation of DD Form 1391 and related documentation: (1) detailed justification; (2) supplemental data preparation; and (3) project summary. Programming policies and procedures: (a) HQDA/HQUSACE military construction policies; (b) program development cycle for military construction; (c) appropriations and programs that provide for military construction; (d) program formulation and approval; (e) congressional interest; (f) Region/ACOM/IN/SC/USACE/USACE/SEC/HQDA, IN/AR/HQDA review, certification and approval process; and (g) how to market a project. Overview of automated applications to support the military construction process. | | | | | | | | | |
| 8 | 288 | REAL PROPERTY MANAGEMENT | This course is designed as an introduction to Army Military Real Property Management, as well as a means of providing Army Military Real Property personnel up-to-date information on changes and issues relating to the responsibilities, regulations, policies, and procedures of Army Military Real Property Management from an installation and HQDA perspective. The objective of the course is to provide an overall understanding for the new Army military real property person and also to enhance the experienced real property person's knowledge of the functions of Army Military Real Property Management. | | | | | | | | | |
| 9 | 321 | DPW IFS INTRODUCTION | This course will cover all the modules of the Integrated Facilities System (IFS). The students will learn the following: (1) How to sign on to IFS; (2) Accessing each IFS Module to include Real Property, Job Cost Accounting, Customer Service, Credit Card, Stored Queries, Cultural Resource, Work Estimating and PDA (Personal Digital Assistant); (3) Menu Bar and Tool Bar; (4) How to use Hotkeys in IFS; (5) Basic SQL; (6) Adding, Inquiring and Updating different modules in IFS. | | | | | | | | | |
| 10 | 372 | DPW QUALITY ASSURANCE | Through lectures, individual study, and work group activities, this course provides a detailed description of service contract surveillance techniques. Quality terms and definitions are presented and illustrated through the use of examples and practical exercises. Pertinent quality related contract clauses are identified and explained. New DoD procedures which shift the quality assurance focus from oversight to insight are addressed. The concept of partnering with the contractor to validate the contractor's quality control system, establish meaningful metrics, and monitoring of those metrics is explained. Emphasis is on understanding what is needed in terms of contractor management, worker skills, training, processes, procedures, materials, tools, equipment, facilities, and all other elements of quality control. The focus is on fixing the cause of problems identified as well as correcting the defects found. Specific inspection and acceptance responsibilities are identified. The elements of the Quality Assurance Surveillance Plan are discussed and the need for objective quality assurance data is identified. Sample Surveillance Checklists are provided and the students prepare tailored checklists in class. Surveillance methods are explained and practical exercises are used to illustrate the essential features of random sampling, planned sampling and 100 | | | | | | | | | |
| 11 | 374 | DPW PERFORMANCE-BASED SERVICES ACQ | Through lectures, individual study, and work group activities, this course provides a detailed description of PBSC methods. The course has three components. In the first component the emphasis is on the Pre-Award phase of DPW Performance-Based Services Contracting. In this component; unique PBSC terms and definitions and the structure of the contract is demonstrated through the use of examples and discussion. The systems approach to job analysis is covered in detail with examples and exercises which are used as the building blocks for required solicitation documents. Development of the pricing schedule and Performance Work Statement are addressed in detail and reinforced in practical exercises. Emphasis is placed on identifying performance indicators, objectives, and standards, and the desired performance thresholds. The importance of market research is stressed in identifying commercial products or services available that might satisfy Government needs. New rules and procedures which allow the Government to select contractors with proven performance records are explained. The importance of selecting the contractor that offers the best value to the Government is identified. In the second component the emphasis is on the Post-Award phase of DPW Performance-Based Services Contracting. Applicable FAR clauses, This course will involve 4 levels of Management: (1) Executive Level, which will define facility management executive level information, familiarize the Directorate of Public Works (DPW) and management personnel with the IFS hierarchy and structure to better understand its functionality. (2) Industrial Engineering Principles: demonstrate practical techniques through data export and import into graphical presentations software. (3) Activity Based Management: apply ABM principles to the R&A process and use IFS as a means for activity based costing and primary data source for analysis. (4) Installation Executive Information System (IEIS-HQEIS): demonstrate value of EIS and purpose and show and demonstrate how IEIS links to other systems. | | | | | | | | | |
| 12 | 384 | IT FOR PUBLIC WORKS MANAGERS | The course covers the Real Property requirements planning, acquisition planning, financial and work management systems, and operational evaluation procedures, organization, function, and mission of the DPW, and how to integrate real property maintenance activities. Classroom instructions includes lectures, and practical exercises. | | | | | | | | | |
| 13 | 388 | DPW BASIC ORIENTATION (DPWBOC) | This course covers the administration, organization, functions, and management systems of the installation DPW to include: An Overview of the DPW, Organization; Business Operations Overview, Business Management, CP-18 Career Management, Environmental Programs Overview, Sustainable Range Management, Contract Management, Housing Functions & Funding Limits, OMA Project Classification & Approval the DPW Financial Management and DPW Work Management Systems; the | | | | | | | | | |



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Public Works Standard Organization



Public Works (DPW)

| Operations & Maintenance | Environmental | Housing | Engineering | Master Planning | Business Operations/Integration |
|--|---|--|---|---|---|
| <ul style="list-style-type: none"> • Facility Maintenance & Minor Repair • Building Maintenance • Facility repairs • Improved grounds maintenance • Unimproved grounds maintenance • Maintenance of surface areas • Maintenance of Bridges & Dams • Maintenance of utility plants & systems • Maintenance of Railroads • Snow & Sand removal • Pest control • Refuse removal & Recycling operations • Waste water operations • Water production • Utility Usage & Payments • Supply Operations • Self Help Operations | <ul style="list-style-type: none"> • Pest control program oversight • Conservation • Partner with ITAM • Environmental Restoration • Compliance Programs • Pollution Prevention Program • Recycling policy & reuse program mgmt • Environmental audits • INRMP & ICRMP • Forestry Mgmt • Agriculture Lease • Hunting & Fishing Program • Training programs • Law & regulation implementation • Energy Conservation Program | <ul style="list-style-type: none"> • Family Housing • Housing inventory • Housing budget management • Housing Referral Service • Housing furnishings & appliances • GFOQ annual and long range plans • Occupancy Maintenance coordination • Housing inspections • UPH housing • SBQ & BOQ inventory • UPH furnishings & appliances • RCI | <ul style="list-style-type: none"> • Facility eng services • Statutory & regulatory requirement execution • Contract Quality Assurance • CADD/GIS functions • Annual Contract design/constructi on Plan • Installation custodial contract services • Minor Construction • Military Construction • JOC • Facilities Reduction • AT/FP • Engineering • Engineering Procurement | <ul style="list-style-type: none"> • Installation Master Planning • GIS Mapping • Real Property Management • Architectural Design • Installation Design Guide • Real Estate Services & Leases | <ul style="list-style-type: none"> • Annual Work Planning, prioritization, & Execution • Work Reception & Scheduling • Installation Facilities System Operation (IFS-M) • Installation Status Reporting (ISR) Part 1, Part 2, and Part 3 • Activity Based Costing/Management • Common Levels of Support accountability • A-76 contract quality assurance • Business Engineering • Reimbursable work planning, integration and execution. |

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Ready | CP18-IMC... | Cynthia J... | SWRO IDP... | Welcome!... | SWRO IDP... | 10:37 PM



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★ What's the planned path forward?

Full Implementation of the Plan
Adopt Performance Evaluation Process

★ What can we do better??

Use it
Develop Tracking Mechanism



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