

Appendix A: CP-11 ACTEDS Intern Program Frequently Asked Questions (FAQs)

SECTION I: RECRUITMENT

Question: How is CP-11 Requested Requirement for ACTEDS Interns generated?

Answer: CP-11 Functional Chief Representative (FCR) receives a memo from Assistant G-1 for Civilian Personnel (AG1-CP) indicating a request for Career Program (CP) ACTEDS Intern requirements. CP-11 FCR initiates a request for CP-11 ACTEDS Intern requirements from the Commands. The CP-11 Intern Program Manager (IPM) sends the data call to the CP-11 Command Junior Executive Council (CJEC) members for input of Command request. CJEC Members internally coordinate with Command stakeholders and generate the CP-11 ACTEDS Intern requirements. CP-11 FCR reviews the submissions and compiles recommended requested requirements, based on Command population statistics and historical execution, to fulfill the allocations, and provides to the CJEC member. CP-11 IPM consolidates the requests and submits to CP-11 FCR for submission back to AG1-CP for ASA (MR&A) approval.

Question: What information is requested in the CP-11 ACTEDS Intern Requested Requirement data call?

Answer: CP-11 IPM will send out template and request the following information be provided for each position: a) Command, b) Sub-Command, c) Occupational Series (one line per Occupational Series), d) Number of Interns Applicable (to the respective Occupational Series), e) Is a culminating assignment available for the position, f) is the culminating assignment Acquisition Coded, g) Justification for the Requested Requirement.

Question: How is CP-11 ACTEDS Intern Requirement Allocated?

Answer: AG1-CP submits the CP Requested Requirements by Command to the Assistance Secretary of the Army for Manpower and Reserve Affairs (ASA [M&RA]) for consideration. ACTEDS Interns are allocated per Fiscal Year as approved by ASA (M&RA). The final memorandum identifies allocations by CP and by Command. CP-11 IPM sends final allocations to the CJEC member and coordinates with the Command stakeholders for Request for Personnel Action (RPA) input.

Question: What information is requested for RPA input of CP-11 Allocations?

Answer: CP-11 IPM will send out a template based on the CP-11 ACTEDS Intern Requested Requirement data call, which notates the specific position(s) with approved allocations for that fiscal year. Template will request the following information be provided for each position: a) Command, b) Sub-Command, c) Occupational Series (one line per position), d) Name, Phone and Email of Intended Supervisor of the position, e) Acquisition Coded.

Question: Who is the Selecting Official for CP ACTEDS Intern Allocations?

Answer: The CP FCR is the designated Selecting Official or their respective CP ACTEDS intern allocations.

Question: Who enters the Request for Personnel Action (RPA) to initiate the recruitment action?

Answer: CP FCR or the Career Program Manager (CPM) enters RPAs for their respective CP ACTEDS intern allocations. Processes for RPA input and CP/Command coordination will vary per CP.

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Question: How does CP-11 coordinate their ACTEDS Intern recruitment actions?

Answer: CP-11 IPM (CPM for CP-11) will enter RPA data IAW the data provided by the CJEC Members in CP-11 ACTEDS Intern requested requirement. A Command POC is designated per relevant Command allocation to coordinate the selection procedures internally with the Command. CP-11 IPM will prepare selection feedback received from the Command POC for CP-11 FCR review, and enter Command input into Selection Manager portal for ACTEDS Recruitment Cell (ARC) coordination.

Question: Who can be designated the Command POC?

Answer: Command POC should be someone other than the gaining Supervisor within the Command that will be able to liaison the referral list review and selection processes and procedures internal to the Command. Command POC will have read-only access to the Selection Manager portal to extract resumes for Command coordination, but will not be able to submit selections to ARC. CP-11 will engage the CJEC Member to coordinate the proper Command POC. In some cases the CJEC member will designate their Command G-1 as the Command POC.

Question: Is there a save pay option for permanent employees who are at a higher grade than the recruitment grade of entry for ACTEDS Intern who would like to apply for Intern opportunity?

Answer: If the candidates are current, permanent DoD employees (not temporary or term employees), pay retention is mandatory per CFR 536.301(a)(5). See also 536.103 for definition of management action, which explains that even if an employee is entering a lower grade voluntarily, it is considered a management action if it is to enter a formal training program. Official pay should be set by the servicing personnel office based on local pay setting policies.

Question: What is the policy on Intern employment and mobility?

Answer: AR 690-950, paragraph 3-24a, states an employment and mobility agreement is required as a condition of employment for appointment for all ACTEDS centrally funded interns. The mobility agreement must be completed prior to entrance on duty.

Use of mobility agreements allows management to place graduating interns in available permanent target positions DA-wide. Local interns may also be required to complete employment and mobility agreements. ACTEDS centrally funded interns who fail to meet the terms of the DA employment and mobility agreement may be separated from the federal service unless a waiver of the agreement has been approved. CPOD delegated the approval authority to ACOMs, HQDA staff support activities and IRAs.

When separation is warranted, adverse action procedures will be followed (see 5 USC, chapter 75). ACTEDS centrally funded interns will be removed from ACTEDS student detachment rolls no later than 60 days after refusing a valid placement offer.

Question: Does ACTEDS fund degrees for interns?

Answer: ACTEDS Intern funding is not design to assist interns in obtaining degrees. Once the intern has completed the CP-11 ACTEDS Intern Program, they may contact ASA (FM&C) Proponency and inquire about the CP-11 ACTEDS Academic Degree Training (ADT) program. CP-11 ADT is ACTEDS funded and requires a nomination package. Please contact the CP-11 ACTEDS Intern Program Manager for proper CP-11 ADT POC.

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SECTION II: ON-BOARDING

Question: How do you document time and attendance for Interns?

Answer: IAW the 2013 Rock Island CPAC Intern Handbook, page 5 (d), [Payroll, timecard, and attendance issues] Timekeepers should input time and attendance as early as possible and before established suspense dates. Timekeepers should contact the local Customer Service Representative (CSR) for help if necessary.

Local timekeepers are responsible for entering time for ACTEDS interns, unless an arrangement has been made with the local or Command CSR. During in-processing, new employees should fill out an employee mailing address card, direct deposit form, and W2. The personnel office must send these forms to the local CSR. CSRs will input initial payroll data on employees (e.g. Electronic Funds Transfer, direct deposit, tax information, and address) accurately and timely, and assist timekeepers in resolving timekeeping discrepancies. CSRs should contact their Command CSR for assistance on payroll-related or timekeeping issues.

Question: What is the process for obtaining a CAC?

Answer: The issuance of a CAC is part of on-boarding. Generally, all new employees receiving their initial CAC must have in their possession a SF-50 that has been processed and authenticated in DEERS. This is part of the automated personnel process. The employee must have two (unexpired) forms of ID (No Badges). One must be a state/government issued photo ID. Please visit <http://www.uscis.gov/files/form/i-9.pdf> for a complete list of acceptable documents.

Question: What is the process for accounting interns time through ATAAPS?

Answer: Interns will be on-boarded through ATAAPS through their Local CPAC prior to on-boarding. Supervisor notated on the initial recruitment RPA will be identified as their Certifying Official in ATAAPS, and Assistant G1 for Civilian Personnel (AG1-CP) Budget Analyst will process final payment and disbursement of ACTEDS funds. Leave and Premium request forms must be processed through and approved by the Immediate Supervisor in ATAAPS prior to final payroll submission. Immediate Supervisors should process CP-11 ACTEDS Intern in the same schedule as their careerists input.

IMCOM: Accounting intern's time through ATAAPS currently is not possible at HQ IMCOM. Reason: Cost centers and job order numbers from one Command cannot be used by another Command. Per the ATAAPS administrator, HQ IMCOM cannot build the intern under IMCOM's cost centers. The cost centers that interns are under are not listed in HQ IMCOMs drop down selections and can't be added. That's why HQ IMCOM prepares hardcopy time sheets and submits them to the CSR to input into the DCPS. However, if ACTED's wishes to build the interns under their ATAAPS, they can and have the assigned agency managers for that intern built into their ATAAPS as a non-payroll certify. Please contact agency/organization CSR for more information.

Question: My servicing CPAC is not able to enter my Interns evaluation into AutoNOA?

Answer: The servicing CPAC that is assisting doesn't have access to the Intern records because they haven't requested access to the ACTEDS UIC, W4CMAA. Some Managers' seem to know how to do this, others do not. Please contact the servicing CPAC and request the Intern in question be added to your AutoNOA access.

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SECTION III: CP-11 ACTEDS IN-PROCESSING

Question: Who prepares the performance objectives for the interns?

Answer: The supervisor at the duty location in coordination with the Career Program Manager (CPM) is responsible for setting standards for their Interns IAW with the MITPs and IDPs. Performance objectives must be recorded and approved through Department of Army (DA) Form 7222-1 (<https://armypubs.army.mil/Search/ePubsSearch/ePubsSearchDownloadPage.aspx?docID=0902c851800113c0>).

Question: Who prepares the Interns Individual Development Plan (IDP)?

Answer: The intern will sit down with his/her supervisor within 30 days of entry on duty to prepare a written IDP. All interns are required to have an IDP.

Question: What is required to facilitate a performance evaluation/ appraisal for an Intern?

Answer: The Supervisor requests the interns most recent IDP updated with training completions through the time of the appraisal. The Supervisor and intern sit down and discuss the performance objectives established, what objectives have been met or not met, and performance strengths and weaknesses to date. The Supervisor reviews the interns IDP to ensure all targeted for completion has been scheduled or obtained. Supervisor keeps mid-year performance reviews on file. Annual Performance Appraisals are to be submitted to the Local CPAC for inclusion into the intern's personnel file at the time of SF-52 submission for promotion. Annual Performance Appraisals are recorded through Department of Army (DA) Form 7222 (<https://armypubs.army.mil/Search/ePubsSearch/ePubsSearchDownloadPage.aspx?docID=0902c851800113bf>).

Question: For general questions concerning intern career, training requests, the Defense Travel System (DTS), promotions, rotational assignments, etc., who should initially contact?

Answer: Interns should always utilize the chain-of-command by contacting their immediate supervisor first and/or their Command Junior Executive Council (CJEC) member prior to contacting CP-11 ACTEDS Intern Program Manager.

Question: What is the policy for promoting Interns?

Answer: The completion of a 52-week time in grade requirement must be established before an intern is eligible for promotion to the next higher grade. The completion of time-in-grade requirement, by itself does not entitle an intern promotion to the next grade level. This additionally must be a clear demonstration that the intern has successfully performed at the current grade level, and has the ability to perform at the next higher grade level. Promotions may be delayed until the intern meets all requirements prescribed at each progression level. Managers must, however, be able to explain and document decisions not to promote an intern. Eligibility for promotion requires that the intern is performing at a satisfactory level, and that all training and qualification requirements have been met in accordance with the Career Program Master Intern Training Plan (MITP). The supervisor must submit a Request for Personnel Action (RPA) to the servicing CPAC 30 days prior to the anticipated promotion. Promotion to the GS-11 (full performance level) is normally 24 months from the EOD date, contingent upon completion of all program requirements.

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Question: When should ATAAPS input be submitted for Interns?

Answer: Interns should submit time and attendance on the same schedule as full-time civilian careerists. Interns Leave and Premium Requests should be approved through ATAAPS by the Supervisor in advance of ATAAPS Certification.

IMCOM: Interns at installations that do not use ATAAPS will process manual time and attendance forms IAW the timelines provided for full-time civilian careerists. Please coordinate with IMCOM CJEC member to clarify on processing if needed.

Question: Are Interns authorized Overtime funding?

Answer: No, ACTEDS funding cannot be used to fund Overtime funding. If additional hours are required to complete a mission critical task, Compensatory Time must be earned. Compensatory Time must be pre-approved by the Supervisor in ATAAPS using a Premium Request (Code: CE: Comp. Time Earned). Compensatory Time must be expended through ATAAPS using a Leave Request (Code: CT: Comp. Time Taken) in lieu of leave. Supervisors must ensure that interns expend accrued Comp. Time Earned in lieu of Annual or Sick Leave until their Comp. Time Earned balance has been exhausted.

Question: What is the policy on recognizing Interns for outstanding performance?

Answer: Recognizing interns for performance is permissible. However, not all awards available to other Army employees are suitable for interns. Guidance on eligibility criteria, appropriateness of awards, or recognition instruments are referenced in [AR 672-20](#) (Incentive Awards). ACTEDS funds will not be used for intern monetary awards.

Question: What is the policy/procedure for processing a time-off-award (TOA)?

Answer: The Supervisor or CPM would process the TOA through their local CPAC in the same manner as local award polices, as they would for any other employee. According to [AR 672-20](#) paragraph 4-5, employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission.

Question: Who do Interns contact for assistance concerning their career development?

Answer: Interns should seek guidance from their first-line supervisor. Supervisors should defer questions to CJEC members as needed.

Question: Are Interns allowed to have Alternate Work Schedules (AWS)?

Answer: Intern work schedules are established at the Supervisor's discretion and should align with program and office/directorate mission needs and functions. The intern duty hours must be reflected in ATAAPS. Any adjustments to duty hours must be submitted one pay period in advance of the intended change.

Helpful links:

- ATAAPS Web Site: <https://ataaps.csd.disa.mil/>
- ACTEDS Recruitment Handbook: https://nccpoc.ria.army.mil/Apps/ACTEDS/ACTEDS_Handbook.pdf
- CP-11 ACTEDS Training Catalog: <http://cpol.army.mil/library/train/catalog/ch03cp11.html>
- AR-690-950, Civilian Personnel Career Management: http://armypubs.army.mil/epubs/pdf/r690_950.pdf
- ACTEDS Website: <https://nccpoc.ria.army.mil/Apps/ACTEDS/index.asp>

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Question: Do Interns receive a graduation certification upon completion of the ACTEDS Intern Program?

Answer: Yes, CP-11 ACTEDS Intern Program Manager will provide intern certificates of completion to the respective Command Junior Executive Council (CJEC) member monthly. CJEC members will coordinate with the respective intern Supervisor regarding internal Command recognition of recently graduated interns as applicable.

Question: A DA Intern at our location is currently in their second year in the program and will soon be promoted to full potential. A position in our office has recently been vacated. The Manager would like to place the intern in that position. What is the process? What do we need to do to make this happen?

Answer: The reassignment/promotion process is illustrated in [AR 690-950](#). The servicing CPAC should have this regulation available. It is important to verify the Intern's eligibility date of promotion i.e. the actual pay period. Prior to that date the Intern can still be paid via ACTEDS funds. Please note the following:

1. An Intern can be assigned to an authorized TDA position at their current Location (Reference: AR 690-950 paragraph 3–25 (b)).
2. An RPA (Request for Personnel Action) must be forwarded through Manpower to the servicing CPAC for the action to be started.
3. Routinely the following are needed to process a reassignment/promotion RPA (check with the supporting CPAC for their local policy):
 - a. Employees updated resume (the resume must depict the current duties the employee is performing at i.e. the GS09 level for at least one year (52 weeks) in order to be promoted to the GS-11 level.)
 - b. The current Position Description (PD) for the position which the employee is being reassigned.
 - c. Along with the RPA submit the Performance Appraisal. Be mindful each CPAC has different procedures.

Question: What happens if an Intern does not accept the permanent position they are offered?

Answer: Failure of the intern to accept the directed reassignment may result in separation. See [AR 690-950](#), chapter 3, paragraph 25.

Question: What is the policy if an activity cannot place an intern?

Answer: The losing activity, in coordination with the CP-11 ACTEDS Intern Program Manager, will notify the Servicing CPAC in writing no later than 180 days before scheduled graduation if the graduating intern cannot be placed within the Command. In rare instances where the losing activity cannot place an intern (for example, activity closing, Base Realignment and Closures, etc.), an exception to placement must be forwarded through their commander/region director to Chief of Staff with justification within the same timeframe. In addition, if the losing activity cannot place the intern and permanent change of station (PCS) cost is involved, the losing activity will pay PCS cost. Every effort should be made to place the intern locally.

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Question: What is the policy on Permanent Change of Station (PCS) moves for Interns?

Answer: The gaining activity will coordinate with their local CPAC to process PCS orders for newly assigned interns. It is the responsibility of management to issue the PCS orders.

Instructions on how to fill out the orders are located at CPOL: Training & Career Development – RASS (<http://cpol.army.mil/library/train/rass/howto-manual-pcs.html>). Entitlements are located at Personnel Management Information and Support System (PERMISS) (<http://cpol.army.mil/library/permis/index.html>).

ACTEDS will fund only one PCS move. ACTEDS funding is limited to one PCS move per intern, either at the beginning or at the end of the two year funding limitation.

Payment of PCS costs for interns will not be authorized at government expense when the move is primarily for the benefit of the intern or at the request of the intern (5 USC section 5724). PCS costs will be kept to a minimum and will be processed IAW the JTR.

Successive PCS moves, beyond the one funded by ACTEDS, will be funded by the Garrison/organization in coordination with the CP-11 ACTEDS Intern Program Manager.

IMCOM: The G1 Personnel Support Branch (PSB) will process orders for interns assigned to HQ IMCOM. Interns assigned to Regions/Garrisons or Direct Reporting Garrisons (DRGs), the supporting Director of Human Resources (DHR) office is responsible for the issuance of PCS orders for Interns assigned to their area of responsibility.

Question: Where can I locate the PCS Resources?

Answer: The Civilian PCS Checklist can be found at the following CPOL pages: http://cpol.army.mil/library/general/brac/docs/Civilian_PCS_BRAC_Checklist.pdf. This information is necessary and all items must be completed because it serves as the source document for the intern's PCS order. In order to prepare Permanent Change of Station (PCS) orders for our move you must complete and sign this questionnaire annotating your travel allowances. Interns are not allowed to travel without approved Permanent Change of Station Orders in hand. Additional PCS FAQs are available through the DTMO website: <http://www.defensetravel.dod.mil/site/faqpcs.cfm>.