

Appendix B: CP-11 ACTEDS Intern Course Descriptions and Registration Processes

CP-11 ACTEDS Intern Training and Course Descriptions

The Table below provides a snapshot of the CP-11 ACTEDS Intern Program 1st Year and 2nd Year mandatory training applicable to Occupational Series 0501, 0560, 0510, 0511, and 1515. Training is designed to expose interns to broad and technical Financial Management principles and techniques. CP-11 Intern Program is composed of four training categories: Acculturation, Foundational, Technical and Developmental Experience. CP-11 ACTEDS Intern Mandatory Training maximizes resident and distributed learning courses offered by DoD and Army schools.

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
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		

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PART I: ACCULTURATION TRAINING

Acculturation training provides a positive introduction into the Department of Defense (DoD) and Department of Army (DA) organizations, structure, and culture for newly hired DA civilians. This training will assist ACTEDS Interns in becoming productive members of the civilian corps by providing an orientation and essential knowledge base relevant to their functions as a DA civilian.

1. Civilian Education System (CES) Foundation Course Total Hours: 40

Training Type: *Distance Learning*

Course provides an introduction to United States Army structure, leadership, doctrine, and personnel systems as relevant to Department of Army civilians. This course consists of modules that provide an introduction to the Army and orientation to what it is to be an Army Civilian. Interns will gain an understanding of the Army's role within the DoD, as well as the Army's composition, customs, traditions, values and leadership doctrine. This course highlights concepts of building teams, managing conflict and effective communication skills, and exposes new Army civilians to administrative requirements of the Army organization and career management information. ***Mandatory for all interns, team leaders, supervisors and managers hired after 30 September 2006.***

2. Action Officer Development Course (AODC) Total Hours: 39

Training Type: *Distance Learning*

Course conveys the duties and procedures of staff members with subject matter expertise who work actions on behalf of senior staff officers or commanders. This course describes "staff work" as it is generally practiced Army-wide, and uses the term "action officer" as a way to conduct one's self professionally within the Army organization, rather than as a duty position. The AODC covers organization and management, conducting completed staff work, managing time and priorities, conducting meetings and interviews, solving problems and making decisions, communications, writing to the Army standard, coordinating, conducting briefings, and ethics.

3. Travel Card Program (Travel Card 101) Total Hours: 1.25

Training Type: *Distance Learning*

Course provides an overview of the DoD Government Travel Charge Card (GTCC) program. The class includes sections on obtaining, using, and paying off balances on the GTCC. It is recommended for anyone who has and uses a GTCC. In the Defense Travel System (DTS) GTCC is referenced as GOVCC. ***Mandatory for all DoD GOVCC cardholders.***

PART II: FOUNDATIONAL TRAINING

Foundational Training provides CP-11 ACTEDS Interns basic competencies and skills relevant to the financial management community. These courses provide a holistic overview of financial

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management, addressing topics such as financial management systems, decision support, audit readiness, budget formulation, and financial management analysis; in addition, courses also align with Department of Defense (DoD) Financial Management Certification Program Level 1 and Level 2 competencies and requirements.

1. DoD Financial Management 101 (FM 101) Modules

Total Hours: 24

Training Type: *Distance Learning*

The following twelve modules provide a comprehensive overview of DoD Financial Management (FM) environment. Each module is specific to its topic area, but approaches DoD FM processes, procedures, stakeholders, systems, and guidance as a holistic function.

a. DoD FM 101 - Introduction to Department of Defense (DoD) – Total Hours: 1

Module provides an overview of the DoD with a focus on FM, including an overview of DoD and its major organizational components, the Office of the Under Secretary of Defense (Comptroller), DoD FM components, the FM workforce, FM Online and FM myLearn, and what's different about DoD.

b. DoD FM 101 - Planning, Programming, Budgeting, and Execution (PPBE) – Total Hours: 2

Module focuses on the DoD PPBE process, and provides an overview of relevant basic information, including the three branches of the Federal Government; roles of the President and Congress in the funding process; and a discussion of each PPBE phase: Planning, Programming, Budgeting, and Execution.

c. DoD FM 101 - Fiscal Law – Total Hours: 2

Module focuses on the importance of fiscal law, its underlying concepts, and how it relates to everyday duties. This course also reviews legal and regulatory guidelines for funds administration, including the Anti-Deficiency Act, the Economy Act and the Project Order Act.

d. DoD FM 101 - Finance – Total Hours: 2

Module focuses on DoD finance responsibilities and requirements necessary to safeguard public funds. This course provides an overview of relevant basic information, including key finance terms and concepts, processes associated with pay and travel, processes associated with payments, systems used in pay and travel, payment operations, and the overarching purpose and importance of quality assurance and internal control.

e. DoD FM 101 - Decision Support – Total Hours: 2

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Module provides an overview of decision support, the link between effective decision support and mission, identifies responsibilities of financial managers and advisors, and reviews the decision-making process.

f. DoD FM 101 – Budget – Total Hours: 3

Module focuses on the DoD budget process, and provides an overview of relevant basic information, including a brief review of the PPBE process; an overview of the federal budget process, budget formulation and Congressional action on the budget; budget execution; DoD funding; working capital and non-appropriated funds; and reimbursable projects.

g. DoD FM 101 - Cost Analysis – Total Hours: 2

Module provides an overview of cost analysis and the benefits of cost analysis; cost terms and principles used in DoD; the missions and responsibilities of DoD cost organizations; cost guidance; different uses of cost information; types of analysis and their purposes; the steps in cost estimating; cost estimating methods, including data types and sources; forecasting techniques; and the effects of inflation on forecasting.

h. DoD FM 101 – Auditing – Total Hours: 2

Module provides an overview of auditing and internal controls; functions and roles of DoD and government auditing organizations; types of audits and their purposes; audit guidance and standards; steps in an audit; FM employee role and responsibility; the roles of an auditor, inspector, and investigator; and audit resources.

i. DoD FM 101 – Accounting – Total Hours: 2

Module provides a basic knowledge of accounting applicable to the entire FM workforce, and includes key accounting terms and concepts, the purpose of internal control, characteristics of the General Ledger, pertinent regulations, stages of accounting, lines of accounting, accounting and related systems, and an overview of financial statements.

j. DoD FM 101 - Acquisition & Contracting – Total Hours: 2

Module provides an overview of relevant basic information, including an overview of including an overview of acquisition and contracting in DoD; key terms and concepts; the basics of Defense Systems Acquisition Management and its regulations and governing structures; and an introduction to the processes DoD uses for contracts.

k. DoD FM 101 - Audit Readiness - Total hours: 3

Module is part of the foundation of the Financial Improvement and Audit Readiness (FIAR) Curriculum and provides a basic understanding of what is meant by financial improvement and the value of becoming audit ready. In addition, the course introduces the FIAR Guidance. Upon completion of the courses, the student will be able to: 1)

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conduct audit readiness efforts in a manner that follows the FIAR Guidance; 2) follow the FIAR's strategy for achieving the FIAR's goals, priorities, and objectives; 3) understand the audit readiness and system transformation initiatives; 4) understand the relevance of accounting and auditing concepts relating to audit readiness efforts; and 5) be better prepared to improve business processes and provide improved financial information to decision makers.

I. DoD FM 101 – Ethics – Total Hours: 1

Module focuses on ethics, criminal statutes and regulations pertinent to the DoD Financial Management community ensuring ethical conduct and moral responsibility are maintained as a high priority for each DoD employee as they perform his or her official duties.

2. General Fund Enterprise Business System (GFEBS) Essentials Total Hours: 6

Training Type: *Distance Learning*

GFEBS Essentials provides an introduction to the GFEBS and its functions. ***Prerequisite for GFEBS Financials and mandatory for most position-specific GFEBS roles.***

a. GFEBS L101E – GFEBS Overview - Total Hours: 2

Course focuses on the GFEBS program and the implementation of the system. This course provides GFEBS users with an understanding of the program, key milestones, and GFEBS terminology and concepts. Upon successful completion of the course, participants can transition to more business area-specific courses in the 200 level curriculums. The course content is divided into three modules: Introduction to GFEBS, GFEBS Features and Structure, and Implementation Information.

b. GFEBS L201E – Integrated Process Overview - Total Hours: 2

Course provides an end-to-end overview of the GFEBS business processes that comprise the Financials and Property, Plant, and Equipment business areas. The course serves as an introduction to the interrelation of the GFEBS functional areas. Upon successful completion of the course, participants can describe the GFEBS business areas, the processes that drive the organization, and the interactions within and between the areas. The course content is divided into three modules: Financial and Cost Management, Spending Chain, and Financials – Property, Plant, and Equipment.

c. GFEBS L303E – Navigation and Reports - Total Hours: 2

Course focuses on the GFEBS solution and SAP application that cover standard navigation, concepts and terms new to GFEBS users, and walks through various reporting capabilities. Course provides the opportunity to differentiate reports generated using the ERP Central Component (ECC) and Business Intelligence (BI) report

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generation functionality. The course content is divided into five modules: Introduction to GFEBs Navigation, Basic GFEBs Navigation, Advanced GFEBs Navigation, GFEBs ECC, and GFEBs BI Reporting.

3. Army Planning, Programming, Budgeting and Execution Course (PPBE)

Total Hours: 80

Training Type: *Resident - ATRRS*

Location: Soldier Support Institute (SSI), Fort Jackson, SC

A 2-week comprehensive instructor led training provides an overview of Planning and Programming phases pertaining to several DoD and Department of the Army (DA) programs, and addresses key topics, such as: introduction to key financial roles, missions of DoD, DoD/DA resource allocation system PPBE, working capital funds, single stock fund, Reserve component appropriations, military construction, fiscal code, research development and acquisition, activity based costing, economic analysis, commercial activities, implement continuous improvement methodologies, cost analysis, Management Internal Control Program, and manpower management process. The Budgeting phase consists of developing an installation budget. The final phase, Execution, consists of tools and/or agencies available to the resource manager to assist in monitoring how well they execute their budget. Subject areas in the Execution phase include flow and receipt of funds, administrative funds control, commitment and obligation rules, obligation management, fiscal law, and auditing in the federal government.

4. GFEBs Financials

Total Hours: 80

Training Type: *Resident - ATRRS*

Location: Soldier Support Institute (SSI), Fort Jackson, SC

A 2-week instructor led training provides in-depth instruction related to the GFEBs end-to-end processes. Course covers topics such as funds management, spending chain, Intermediate Document (IDOC), project systems, creating a Work Breakdown Structure (WBS), reimbursable billing, and end to end reports, period/fiscal year end close. GFEBs training provides a core financial enterprise resource planning solution that is used to manage the Army's general fund, dramatically improve financial performance, standardize business processes and ensure the Army can meet future needs for combat operations and day-to-day financial management activities. ***Can be substituted with significant GFEBs role-specific training.***

5. GFEBs Cost Management

Total Hours: 80

Training Type: *Resident - ATRRS*

Location: Soldier Support Institute (SSI), Fort Jackson, SC

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A 2-week instructor led training provides in-depth instruction related to the GFEBs end-to-end processes in relation to cost management. Course covers topics to gain an understanding and knowledge on Cost, Cost Collection and Allocation, Cost Centers, and Labor Cost in order to improve financial performance, standardize business processes, and ensure the Army meets future needs for combat operations and day-to-day financial management activities. GFEBs training provides a core financial enterprise resource planning solution that is used to manage the Army's general fund, dramatically improve financial performance, standardize business processes and ensure the Army can meet future needs for combat operations and day-to-day financial management activities. ***Can be substituted with significant GFEBs role-specific training.***

6. Cost Benefit Analysis (CBA) Course

Total Hours: 30

Training Type: *Resident*

Location: TBD (DASA-CE/Command Trainers)

A 4-day instructor led training engages students in comparative analysis fundamentals, including basic quantification of costs, benefits, and value, as well as various comparison techniques and concepts, such as normalization, sensitivity analysis, inflation, present value, and cost analysis. The course is quantitatively rigorous and finance oriented, and includes in-class work, homework assignments, and a final exam. By the end of the course students will understand the fundamentals of comparative analysis and the mechanics of conducting a CBA.

7. Comptrollers Accreditation and Fiscal Law Course

Total Hours: 12.5

Training Type: *Distance Learning*

Course prepares students to meet the needs of a general resource manager or practitioner serving a Brigade Combat Team or higher echelon, installation, or agency. The course covers the statutory, regulatory, and policy authorities governing the commitment, obligation, and expenditure of appropriated funds in garrison and when deployed. Addresses current fiscal issues confronting the DoD and other federal agencies. Contract and Fiscal Law portions are geared towards GS-09 civilians and should be taken in the 2nd year of the CP-11 Intern Program. CP-11 Interns must take Fiscal Law through the Judge Advocate General (JAG) University online course offering to meet their requirement.

8. Army Comptroller Course (ACC)

Total Hours: 120

Training Type: *Resident*

Location: Martin Whitman School of Management, Syracuse University, Syracuse, NY

A 3-week instructor led training provides a basic multi-disciplined financial and resource management overview to employees newly assigned to the financial management career field, and blends current DoD and Department of Army management with the latest in academic

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management techniques. The course is divided into four major learning objectives that address basic financial and resource management principles, the fiscal environment, and how DoD and Army resource management operations are conducted. CP-11 Interns must attend the ACC session through Syracuse University in the 2nd year of their program.

9. Principles of Cost Analysis Management (PCAM)

Total Hours: 120

Training Type: *Resident - ATRRS*

Location: Soldier Support Institute (SSI), Fort Jackson, SC

A 3-week instructor led training provides the basic principles, concepts, and terminology related to cost analysis and cost management. Two-thirds of the course focuses on basic cost accounting processes and concepts while the remainder is dedicated to the application and reinforcement of the concepts learned through practical exercise and case studies. This course provides instruction on fundamental cost analysis and cost management principles, theories, and application. This course is not intended to teach the mechanics of GFEBS, but will provide the knowledge needed to leverage GFEBS to its full potential and develop leaders' ability to think critically about controlling and managing costs while fully supporting commanders and the mission.

PART III: TECHNICAL TRAINING

Technical training provides a progressive look at topics addressed in CP-11 Foundational Training. Command Designated Training provides CP-11 ACTEDS Intern Supervisors the flexibility to refine the intern's curriculum to ensure relevancy and maximize technical competencies within both the Command and the intern's target occupational series.

1. Manager's Internal Control Plan (MICP) Basic Awareness

Total Hours: 2

Training Type: *Distance Learning*

Course discusses the importance of a strong Manager's Internal Control Program (MICP) in DoD and defines material weakness, risk management, key controls and Government Accountability Office (GAO) standards. Course covers regulatory requirements that DoD MICP affects, roles of the Internal Control (IC) Coordinator and other stakeholders, describe GAO's five IC standards, describe the FIAR detailed IC assessment process, and articulate the importance of a strong MICP for DoD.

2. Audit Readiness (FIAR 102)

Total Hours: 3

Training Type: *Distance Learning*

Course is part of the foundation of the Financial Improvement and Audit Readiness (FIAR) Curriculum and provides a step-by-step FIAR Methodology and its work products. Course explains the Internal Controls over Financial Reporting (ICFR) deliverables that are essential to the success of the FIAR Methodology. At the conclusion of this course, participants will be

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able to define the purpose and objectives of the FIAR Methodology; associate the purpose and interrelationship among financial statement line items, assertions, key risks of material misstatement, financial reporting objectives, and key control activities; and identify when and how audit readiness work products are prepared during the methodology, such as the statement to process analysis, quantitative drill downs and systems inventory lists, process narratives and flows, controls assessments, and test plans and corrective action plans.

3. Army Intern Working Capital Fund (AWCF) Fundamentals

Total Hours: 24

Training Type: *Resident*

Location: Alexandria, VA

A 3-day instructor led training geared specifically towards CP-11 Army Interns provides a working knowledge of AWCF concepts and practices. Built off of DoD Financial Management Regulation (FMR) 7000.14-R, the course incorporates expert understanding of laws and regulations that affect the management of the AWCF. Course introduces the structure of the AWCF as a single business enterprise, and helps students understand the dynamics of both AWCF customers and the working capital fund itself.

4. Occupational Series Courses

Occupational Series Courses are provided for interns within the 1515 and 0511 occupational series and 0500 series interns that will be permanently placed in an acquisition coded position upon graduation. 1515 courses align to Level 1 DAWIA Certification requirements for Cost Estimating, and 0500 series courses will align to Level 1 DAWIA Certification requirements for Financial Management. Achievement of DAWIA Level 1 Certification is not required for program graduation for either series. More information on registration processes and procedures will be provided.

5. Command Designated Training (CDT) - Elective

CP-11 CDT is elective training designated by the CP-11 ACTEDS Intern Supervisor to enhance technical CP-11 competencies relevant to the intern's target occupational series and functionality within the Command. CP-11 resident CDT incurring cost is limited to 3 to 5 training instances, not to exceed 20 days, which must be coordinated with the CP-11 Proponency Office prior to execution; CP-11 approved CDT is Subject to Availability of Funds. Establishment of CP-11 CDT is not required, and shall not prevent CP-11 ACTEDS Intern Program completion designated CDT if not executed.

PART IV: DEVELOPMENTAL EXPERIENCE

Developmental experience is an essential component to CP-11 ACTEDS Intern growth and development, and allows interns to utilize knowledge and skills gained within program while enhancing understanding of their Command's core mission and functions.

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1. Rotational Assignments (120 Days Cumulative)

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 cumulative of rotational assignment work; this can be achieved within their current Command and/or at a related Command. Scheduling of rotational assignments is at the Intern Supervisor's discretion and can occur in the 1st and/or 2nd year of the intern's program. Rotational assignments should be coordinated to ensure applicability to Command objectives. Duration of assignments may vary but cumulatively total 120 days.

ACTEDS funds will only support up to thirty (30) calendar days of Temporary Duty (TDY) travel applicable to rotational requirements; any TDY exceeding 30 days must be supported via Command operational funds via Command Cross Organization Line of Accounting.

2. On-the-Job Training (OJT)

On-the-Job Training 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, but is not limited to: training completed as part of daily duties, tasks such as developing information papers, attending senior leader briefings, assisting with and/or preparing informational and decision briefs for leaders, and providing after action reports for meetings attended.

At the on-set of the program, Intern Supervisors are recommended to develop an Individual Developmental Plan (IDP) with each of their CP-11 ACTEDS interns that ties training and developmental experience to the intern's respective target occupational series. CP-11 intern IDPs must include all mandatory training requirements and approved CDT.

PART V: ADDITIONAL COURSES & SUBSTITUTION

Certain 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. Supervisors may require the intern attend both the CP-11 ACTEDS Intern Program Course and the Substitution Course if desired. Supervisors requesting substitution should have interns input the applicable courses on their IDP for CP-11 FCR will review and approval.

REGISTRATION PROCESSES

CP-11 Interns are currently provisioned to use the Resource Allocation Selection System (RASS) for their SF-182 training request processing.

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All training requires an SF-182 to be completed in RASS and route through the CP-11 ACTEDS Intern's Supervisor and Army G-1 for approvals. SF-182 must be completed for resident training, and any training involving Temporary Duty (TDY) travel. Please see Appendices on Resource Allocation Selection System (RASS) and Defense Travel System (DTS) for more information on submission and requirements.

The following are the processes associated with Course Registrations "Training Type" as listed above:

Distance Learning

Courses notated as *Distance Learning* are accessible through online sources, either directly through the link provided or through registration process Direct Links to each Distance Learning Course are provided in the Individual Development Plan (IDP) template. . Please view the Tutorials section of this manual for step-by-step guidance on specific courses.

Resident

Courses notated as *Resident* alone will need to be coordinated through the CP-11 Proponency Intern Program Manger. CP-11 Intern Program Manager will send an email to Command Junior Executive Council (CJEC) members with information about the upcoming course sessions, which will be disseminated to Supervisors to coordinate with the CP-11 interns regarding intended course session. Supervisor will send an email to the CP-11 ACTEDS Intern Mailbox to request the session by the date provided. Once approved, the CP-11 Intern Program Manager will send an email to the course session attendees with information on how to input their SF-182 in the Resource Allocation Support System (RASS). Once the SF-182 is fully approved through AG1-CP, the SF-182 will need to be provided to the CP-11 Intern Program Manager. Interns will receive a Welcome email directly from the Vendor with information pertaining to course accommodations and pre-work, as applicable.

Resident - ATRRS

Courses notated with *Resident - ATRRS* will be processed much like the Resident courses above, but with the added engagement of the CP-11 ATRRS Quota Manager. CP-11 Intern Program Manager will send an email to the CJEC members with information about upcoming course sessions to be disseminated to Supervisors. Supervisors will coordinate with the CP-11 interns regarding intended course session. Once determined, the CP-11 Supervisor must request the intended course session by the date provided. CP-11 ATRRS Quota Manager will contact the intern to input their information to the ATRRS course roster. Course seat reservation is not confirmed until the ATRRS status is notated as "Reserved". Once reserved, the CP-11 Intern Program Manager will send an email to the course session attendees with information on how to input their SF-182 in the Resource Allocation Support System (RASS). Interns will receive a Welcome email directly from the Vendor with information pertaining to course accommodations and pre-work, as applicable.

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Resident - Nomination Process

Courses notated as *Resident - Nomination Process* involves a three step verification process. Interns must initiate their intent of the course session by providing a copy of their resume and SF-181 (Race and Ethnicity Identification form) to their Immediate Supervisor. Their Immediate Supervisor must concur with the intern's attendance of the request training session and provide a nomination memo reflecting the following: a) the nominated ACC session and its dates, b) a statement supporting the Intern's attendance, c) Intern's name, grade, and POC information. Immediate Supervisor must submit all three documents (resume, SF-181, nomination memo) to their Command Junior Executive Council (CJEC) member. The CJEC member will then submit the package to CP-11 Proponency by the provided suspense date. Once the course registration closes and attendees are selected the CP-11 Intern Program Manager will contact the selected CP-11 interns directly with SF-182 and DTS input instructions. Interns will receive a Welcome email directly from the Vendor with information regarding accommodations and pre-coursework.

Rotational Assignments

All rotational assignments must be coordinated with the CP-11 ACTEDS Intern's Supervisor. Interns must coordinate 90-day rotational assignment with their Supervisor, and CJEC member if applicable, to ensure Command initiatives are supported. Interns will coordinate 30-day rotational assignments with Supervisors. CP-11 Proponency Office is developing a list of potential 30-day rotational assignments and will provide to CJEC members and Command Intern Coordinators for dissemination and consideration. Any rotational assignment involving TDY must have a corresponding SF-182, which notates \$0 for tuition and the total amount of estimated travel and per diem costs involved. Please view the Tutorials section of this manual for a sample SF-182 for rotational assignments. Upon completion of the rotational assignments, CP-11 ACTEDS Interns must complete and submit a Rotational Assignment Evaluation to their Supervisor for CP-11 FCR review.

CP-11 Command Designated Training (CDT)

Registration for CP-11 CDT will vary depending on the course and vendor. For CP-11 CDT administered through USDA Graduate School or Management Concepts, a SF-182 will need to be complete prior to registration for the course. CP-11 CDT must be approved on the intern's

CP-11 Course Certificates of Completion

Interns will receive a Certificate of Completion at the end of each resident and distance learning training courses. Certificates of Completion are not due to the CP-11 Intern Program Manager but should be readily available to provide upon request. Supervisors must verify course completion and corresponding Certificates of Completion when reviewing the intern's IDP.