

## **ELEMENTS OF THE MASTER DEVELOPMENT PLAN FOR AIP INTERNS IN CONTRACTING**

**I. ORIENTATIONS.** Each AIP intern will participate in an intern conference sponsored by the DACM. This conference will be for the purpose of orienting new interns to the different aspects of the Department of Navy and will include interns from all career fields. In addition, attendance at mandated annual training on Security Awareness, Standards of Conduct, and Prevention of Sexual Harassment will be tracked for each intern.

**II. COMPETENCIES.** The MDP identifies **competencies** (sets of skills, knowledges, abilities) that each intern in ~~the~~ career field must achieve before graduation from the Acquisition Intern Program (AIP). The proficiency levels identified are the minimum level of proficiency at which each must be attained at Acquisition Workforce Level I (prior to promotion to **GS-9**) and at Level II (prior to graduation from the AIP).

Additional **competencies** and/or an increase in the required level of proficiency may be added by the command or host activity for **competencies** that will be critical to the individual's ability to perform at the specific target position and/or command. Additional **competencies** (if any) should be identified in Section IA as paragraph i.

The host activity or coremand will identify how the competency will be attained, i.e., by formal classroom training (the class title should then be identified as the training source as well as being listed in section D, E or F of the development **plan**); by hands-on experience (**identify** the particular location by command and/or department name or code); etc. Since the **IDP** will be used as a budget resource for determining funding requirements, the command will identify associated costs and the funding source (**NACMC** or the command in accordance with guidelines provided below in paragraph "VII Funding").

### **III. FORMAL TRAINING COURSES.**

A. DAWIA MANDATED COURSES. Mandatory training established by **DAWIA** through Level II will be identified on the **IDP**. Costs associated with attendance will be funded by the **NACMC** through the DOD. The **NACMC** is responsible to **notify** interns and their command of any change in mandatory requirements, to schedule interns in accordance with the time frames identified on the **MDP**, and to pen and ink necessary changes to approved **IDPs**.

B. MANAGEMENT TRAINING COURSES. The intern and career counselor will select from among the choices of management-related courses shown on the **MDP** (or agree to another or others that are more applicable to the individual). The **NACMC** will fund ONE management training course. Additional management courses shown on the **MDP** or **IDP** will be funded by the command. All courses relating to the use of personal computers and their software will be funded by the command.

C. TECHNICAL TRAINING COURSES. Commands will fund at least one technical training course directly related to the type of career field work performed at that Command. For example, a contracting intern at a **NAVFAC** activity may be required to take a course in Cost Reimbursement Environmental Contracting which will be funded by **NAVFAC**.

**IV. ROTATIONAL ASSIGNMENTS.** Each intern must complete at least two rotational assignments. The **MDP** provides guidance and parameters. Rotational assignments must include a

challenging, comprehensive **rotational** schedule that allows both the intern and the Navy to reap the maximum benefits of the Program. The **NACMC** will fund up to two rotational assignments if there are costs associated, and within program funding constraints. If additional assignments are required by the **IDP**, they will be funded by the command.

**V. SENIOR PROJECT.** Each intern will complete and present a Senior Project before graduation from the program. The purpose of the senior project, in addition to being a vehicle through which to meet or demonstrate required competencies, is to provide the intern a “big picture” perspective of the business aspects of Naval acquisition. A detailed description of the concept and the parameters are provided on the **MDP**.

**VI. EDUCATION.** The **MDP** reflects **DAWIA** requirements and/or desired levels of education at Levels I, II, III, and **APC**. All interns should work toward meeting these mandatory and/or desired education requirements. The **MDP** lists these criteria and provides space for the intern to **identify** the courses that have been completed and those that are planned to meet these criteria. The **NACMC** will provide tuition assistance to the extent that finding allows.

**VII. FUNDING.** The Individual Development Plans will reflect projected costs associated with completion of the full three year program.

The **NACMC** will determine each participating command’s proportionate share of funds to support the **MDP** requirements of their sponsored **AIP** interns. The Command Representatives will determine funding priorities for their interns and submit to **NACMC** a command spending plan to execute the **AIP** non-labor budget. **NACMC** funds are available only for training specifically identified in the Master Development Plan.

Target funding levels for training will generally be announced prior to the beginning of each fiscal year for planning purposes and may vary depending upon projected Acquisition Workforce Program funding for the given fiscal year. Variances from the command spending plan must be approved by the Command Representative.

The **NACMC** will coordinate and issue travel funding authorizations, relocation travel orders, and will approve/process **DD1556s** in accordance with the command spending plan within any funding constraints of the **AIP** budget. Details follow:

**A. NACMC FUNDING.** The **NACMC** will fund:

1. Intern Orientation/Training conference;
2. **DAWIA** mandated training/travel expenses;
3. One management course as specified in the **MDP**;
4. Two rotational assignments (TDY travel, excess local mileage or relocation as necessary)
5. College courses to meet mandatory education requirements of the intern’s career field,

and to assist interns in meeting the Level III and Acquisition Professional Community (**APC**) desired and/or mandatory education levels.

6. Other costs associated with the accomplishment of **MDP-identified** training requirements within funding constraints.

**B. COMMAND FUNDING.** The command will fund:

1. At least one technical training course that is directly related to the type of career field work performed at that command.
2. Other courses and training costs that may be on the **IDP** as required by the command or host activity.

COMMAND POINTS OF CONTACT  
ON ACQUISITION INTERN ISSUES  
13 DEC 1995

This listing is comprised of individuals who have been designated as command points of contact on Acquisition Intern issues per **DACM** memo of 16 Oct 95. As changes occur, please forward corrections to the **DACM** office **ATTN:** Ms. Hoffman (703)602-9945, FAX x8725 and to the NACMC, **ATTN:** Ms. McCaw (717)790-2887 FAX x1980.

NAVAL AIR SYSTEMS COMMAND

Steve **Carberry**, AIR-2.0A  
Naval Air Systems Command  
1421 Jefferson Davis Highway  
Arlington, VA 22243-5120  
**COMM:** (703) 604-2102 (**DSN:** 664)  
**FAX:** (703) 604-3051

NAVAL SEA SYSTEMS COMMAND

Susan **Weidner**, SEA-09C2  
Director, NAVSEA Acquisition Professional Development  
Naval Sea Systems Command  
2531 Jefferson Davis Highway  
Arlington, VA 22241-5363  
**COMM:** (703) 607-0872 (**DSN:** 327)  
**FAX:** (703) 607-2810

SPACE AND NAVAL WARFARE SYSTEMS COMMAND

Paul Hixon, (**PMW-173A**)  
Deputy Program Manager for Submarine Communication  
Space and Naval Warfare Systems Command  
2451 Crystal Drive  
Arlington, VA 22245-5200  
**COMM:** (703) 602-8872 (**DSN:** 332)  
**FAX:** (703) 602-3899

NAVAL SUPPLY SYSTEMS COMMAND

R. J. **Duddleston**, Executive Director  
Naval Supply Systems Command  
1935 Jefferson Davis Highway  
Arlington, VA 22241-5360  
**COMM:** (703) 607-0241 (**DSN:** 327)  
**FAX:** (703) 607-0225

**MARINE CORPS SYSTEMS COMMAND**

Janice C. **Sinozich** (Code AP)  
Marine Corps Systems Command  
2033 Barnett Ave., Suite 315  
Quantico, VA 22134-5010  
**COMM:** (703) 784-4456/4261 (**DSN:** 278)  
**FAX:** (703) 784-4397

**NAVAL FACILITIES ENGINEERING COMMAND**

Amy Younts, (**FAC-11B**)  
Naval Facilities Engineering Command  
200 **Stovall** Street  
Alexandria, VA 22332-2300  
**COMM:** (703) 325-7012 (**DSN:** 221)  
**FAX:** (703) 325-0169

**CHIEF OF NAVAL RESEARCH**

Barbera Duncan  
**Office** of Naval Research  
800 North **Quincy** St.  
Arlington, **VA22217-5660**  
**COMM:** (703) 696-2569 (**DSN:** 226)  
**FAX:** (703) 696-0993

**MILITARY SEALIFT COMMAND**

Sally K. Darner, N101  
Director, Procurement Plans and Policy  
Military Sealift Command, Bldg 210  
Washington Navy Yard  
Washington, DC 20398-5100  
**COMM:** (202) 685-5554 (**DSN:** 325)  
**FAX:** (202) 685-5566

**STRATEGIC SYSTEMS PROGRAM OFFICE**

Ms. Johnny Hager  
Strategic Systems Programs  
1931 Jefferson Davis Highway  
Arlington, VA 22241-5362  
**COMM:** (703) 607-0351 (**DSN:** 327)  
**FAX:** (703) 607-2910

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**OFFICE OF SPECIAL PROJECTS**

Peggy Dixon  
DON **Office** of Special Projects  
Crystal Gaetway North, Suite 513  
1111 Jefferson Davis Highway  
Arlington, VA 22202-4306  
**COMM: (703) 602-5757 (DSN: 332)**  
**FAX: (703) 607-2972**

**NAVAL CENTER FOR COST ANALYSIS**

Lt. Mary Hatton  
Crystal Gateway North, Suite 400  
1111 Jefferson Davis Highway  
Arlington, VA 22202-4306  
**COMM: (703) 604-0318 DSN: (664)**  
**FAX: (703) 604-0315**

**NAVAL INFORMATION SYSTEMS MANAGEMENT CENTER**

Karen Palmer (Code 02)  
Washington Navy Yard  
Washington, **D.C.** 20373-5070  
**COMM: (202) 433-4968 DSN: (292)**  
**FAX: (202) 433-0676**