



DEPARTMENT OF THE NAVY
NAVAL ACQUISITION CAREER MANAGEMENT CENTER
S450 CARLISLE PIKE
Po Box 2023
MECHANICSBURG PA 170550784

IN REPLY REFER TO:
13 DEC95

MEMORANDUM FOR ACQUISITION INTERNS IN THE CONTRACTING CAREER FIELD

Subj: DON ACQUISITION INTERN MASTER DEVELOPMENT PLAN (MDP) FOR THE CONTRACTING CAREER FIELD

Ref: (a) ASN(RDA)ABM ltr of 18 OCT 1995
(b) SECNAVINST 5300.36
(c) ASN(RDA)(DACM) memorandum of 17 April 1995

Encl: (1) Subject MDP
(2) Description of MDP Elements
(3) Command Representative Listing

Reference (a) established the components of a revised Master Development Plan (MDP) for DON Acquisition Interns in contracting, as required by references (b) and (c). The revisions bring the Contracting Master Development Plan (of 1978 vintage) into conformance with a standardized DON Acquisition Intern Program (AIP) format. The MDP in its entirety (enclosure (1)) incorporates several new elements of professional development and reflects an "up to the moment" level of currency in listing **competencies** for this career field. Enclosure (2) should be used in conjunction with the MDP as it describes in detail each element of the developmental plan, e.g., **competencies** and levels of proficiency; rotational assignments; senior project; education; funding; etc.

All interns are required to submit a revised Individual Development Plan (IDP) using the format provided in enclosure (1). Completion of all requirements reflected in the MDP is mandatory for interns entering the Program on/after 1 April 1995 and is strongly recommended (to the extent practicable) for all other interns (Career Counselors may enter N/A beside requirements for which there is insufficient time for the intern to meet). Approval adjustments to your IDP become mandatory for successful completion of the AIP and must be scheduled and completed prior to your graduation date.

The MDP format is designed to permit direct individualization to an IDP, tracking of your progress towards meeting the requirements, and identification of associated costs. For ease of use, it is available on floppy disk, upon request to the NACMC, in WordPerfect 5.1+ format (using tables) or in an ASCII file format; or you may retype it into any software used by your command.

In taking the following steps, you will be able to identify rotational assignments with the **competencies** to be learned at each location; identify an annual training plan with associated costs; and demonstrate progress/status of training and education:

1, In consultation with your career counselor, identify on enclosure (1) the level of proficiency achieved for those **competencies** and requirements which have been met, and the level required for remaining **competencies**. Enclosure (1) identifies the mandatory minimum level of

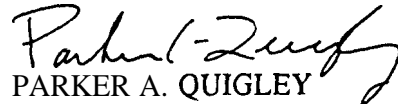
proficiency which must be **attained** at Acquisition Workforce Level I (prior to promotion to GS-9) and at Level 11 (prior to graduation from the **AIP**). Your command or host activity may require a higher level of proficiency for **competencies** that will be critical to your ability to perform at the specific target position and/or command, and may identify activity or command-specific **competencies** in addition to the Navy-wide **competencies** provided on the MDP.

2. Identify the training source/location and date for each competency; e.g., if the training source will be a formal **class**, name the course; similarly, if the source is on-the-job training, name the agency and organizational code or department name where the competency will be met.

3. Identify estimated associated costs, and the anticipated source of funding, i.e., command or **NACMC**. (Refer to enclosure (2).)

Once you and your career counselor concur with the new IDP, the proposed revision should be forwarded to the Command Representative (identified in enclosure (3)) for command approval of the plan, analysis of the financial requirements, and coordination of Senior Projects and outside rotational assignments with **ASN(RDA)ABM**. Plans must be submitted to your Command Representative by 5 January 1996.

Command Representatives are to forward command-approved development plans, via **ASN(RDA)ABM**, to the **NACMC** (for review and concurrence) not later than 31 January 1996. Questions and concerns should be addressed to your Career Counselor for discussion with me ((717)790-3785), or Sandra McCaw, the DON **AIP** Administrator ((717) 790-2887).


PARKER A. QUIGLEY

Distribution:
Contracting Interns

copy to:
DACM
Contracting Career Counselors
Command Representatives
Chairman, DON Contracting Career Management Board