

**Appendix N**  
**Master Intern Training Plan (MITP)**  
**for Interns in U. S. Army Recruiting Command (USAREC)**

**Instructions for Using the MITP**

To develop the training plan for an individual intern

- Print the MITP.
- Make pen and ink changes to modify it as needed based upon the intern's background.

**To document the intern's progress:**

- Complete the documentation section as the intern completes part of his/her training.
- Include a copy of the MITP as the documentation needed for TAPES and promotions.

**Entry Level Placement**

All interns will be placed in the General Education and Training Series (GS –1701) upon entry into the intern program..

**Minimum Qualifications**

Upon completion of intern program and prior to placement into the career program as an Education Services Specialist (GS-1740), the intern must meet the following requirements which are specified in OPM's *Operating Manual - Qualification Standards for General Schedule Positions*:

*Basic Requirements:* Degree that included or was supplemented by at least 24 semester hours appropriate to the position to be filled in one or a combination of the areas described below. At least one course must have been from (1) or (2) below.

- (1) *Tests and measurement:* Study of the selection, evaluation, administration, scoring, interpretation, and uses of group and individual aptitude, proficiency, interest, and other tests.
- (2) *Adult education:* Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities.
- (3) *Educational program administration:* Study of the foundation and methods in organizing for adult and continuing education programs.
- (4) *Curriculum development or design:* Study of the principles and techniques for development of curricula for adult or vocational education programs.
- (5) *Teaching methods:* Study of teaching strategies and learning styles of the adult learner.
- (6) *Guidance and counseling:* Study of the purposes and methods in counseling and guidance, the role of the counselor in various settings, approaches to counseling, and the uses of tests in the counseling situation.
- (7) *Career planning:* Study of career development, learning activities, systems, approaches, program coordination, use of educational and community resources, and vocational counseling systems.
- (8) *Occupational information:* Study of theories of occupational choice and vocational development and their application to the guidance process. Identification and utilization of various types of occupational information and resources.

## Phase I

### Formal Training

**Course Title, Type of Training, Length of Training, and Priority**

*Orientation* -- Federal employment, civil service status, employee benefits, standards of conduct, security requirements, career management, Total Army Culture, organization of DoD, DA, the command and activity.

On-the-job training (OJT)  
One day  
Priority I

Specific Training Information

Dates of Training (start - end):

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Training Provider: Installation

Documentation

Verification of Training Completion:

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Signature and Date

Supervisor:

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Signature and Date

**Appendix N Master Intern Training Plan (MITP) For Interns in the US Army Recruiting Command (USAREC)**

***Intern Leadership***

***Foundation Course/CES***

Classroom  
1 week  
Priority I

Dates of Training (start - end):  
\_\_\_\_\_

Training Provider:

Verification of Training Completion:  
\_\_\_\_\_

Signature and Date

Supervisor:  
\_\_\_\_\_

Signature and Date

***Action Officer Development Course***

Correspondence  
Self-paced  
Priority I

Dates of Training (start - end):  
\_\_\_\_\_

Training Provider: Army Institute for  
Professional Development

Verification of Training Completion:  
\_\_\_\_\_

Signature and Date

Supervisor:  
\_\_\_\_\_

***Effective Briefing Course***

Classroom  
3-5 Days  
Priority I

Dates of Training (start - end):  
\_\_\_\_\_

Training Provider:

Verification of Training Completion:  
\_\_\_\_\_

Signature and Date

Supervisor:  
\_\_\_\_\_

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***Effective Writing Course***

Classroom

3-5 days

Priority I

Dates of Training (start - end):

\_\_\_\_\_

Training Provider:

\_\_\_\_\_

Verification of Training Completion:

\_\_\_\_\_

*Signature and Date*

Supervisor:

\_\_\_\_\_

*Signature and Date*

***Tests and Measurements Course***

Classroom

3 semester hours

Priority I

Dates of Training (start - end):

\_\_\_\_\_

Training Provider:

\_\_\_\_\_

Verification of Training Completion:

\_\_\_\_\_

*Signature and Date*

Supervisor:

\_\_\_\_\_

*Signature and Date*

***SOC Workshop, School Zone,***

RMZ, FAZR, RAHS, APT,

Share Point

Classroom

1 - 5 days

Priority I

Name of course: \_\_\_\_\_

Date(s): \_\_\_\_\_

Training Provider:

\_\_\_\_\_

Verification of Training Completion:

\_\_\_\_\_

*Signature and Date*

Supervisor:

\_\_\_\_\_

*Signature and Date*

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***Basic Personnel Functions***

Dates of Training (start - end):

Verification of Training Completion:

Computer Based Training (CBT)  
Self-paced  
Priority II

\_\_\_\_\_

DTS, RASS, Budgeting

\_\_\_\_\_

*Signature and Date*

Supervisor:

\_\_\_\_\_

*Signature and Date*

***Introduction to Human Resource Management***

Dates of Training (start - end):

Verification of Training Completion:

Classroom  
1.5 days  
Priority II

\_\_\_\_\_

Training Provider: Army Civilian Personnel  
Operations Center Management Agency  
(CPOCMA), Training Management Division

\_\_\_\_\_

*Signature and Date*

Supervisor:

\_\_\_\_\_

*Signature and Date*

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**Rotational Assignments**

<b>Content Area, Type of Training, Length of Training</b>	<b>Competencies To Be Acquired</b>	<b>Specific Training Information</b>
1. Army Education Center / DA  Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill  1 month	The Intern will become familiar with the programs and services supported by the Army Education Center/Army Learning Center. -Testing Programs -IN/OUT Processing	Dates of Training (beginning and ending): _____ Training Provider: _____ Verification of Training Completion: _____ Signature and Date  Supervisor: _____ Signature and Date
2. Brigade Policies and Procedures  Discussion, Demonstration, Required Reading, Supervised Application of Knowledge / Skill  1 week	At the end of this training, the intern will know how the policies and procedures established for USAREC unique programs are managed at brigade. a. Understand UR 601-101 and evaluate educational credentials and conduct tier evaluations. b. Understand the purpose for acquiring school directory information and pursue directory information through legitimate resources c. Understand the Brigade's role in managing the ASVAB Student Testing Program.	

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- d. Understand how the brigade develops communications, forms partnerships and working relationships with local, state and regional professional education organizations, agencies, and business and community leaders.
- e. Understand how Center of Influence Functions, Educator Tours, March2Success and other programs are managed and their importance as effective tools for recruiting.
- f. Understand the leadership role in managing the College Recruiting Program.
- g. Understand the purpose of the Command Inspection Program (CIP) and accompany a CIP visit.

3. Training with Battalion ESS

Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill

2 months (2 Bns)

At the end of this training, the intern will have the knowledge, and skills required to:

- 1. Assist with the implementation of the Secondary Schools Program.
  - a. Visit both high schools and school districts (rural & urban) to improve the recruiter’s access to assigned schools.
  - b. Visit personnel at a state department of education.
  - c. Conduct School site visits IAW UR 601-101
  - d. Evaluate educational credentials and conduct tier evaluations.
  - e. Acquire school directory information and pursue directory information through legitimate resources.

Dates of Training (beginning and ending):

\_\_\_\_\_

Training Provider:

\_\_\_\_\_

Verification of Training Completion:

\_\_\_\_\_

Signature and Date

Supervisor:

\_\_\_\_\_

Signature and Date

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- f. Acquire school directory information and pursue directory information through legitimate resources.
  - g. Develop an Annual School Recruiting Plan.
  - h. Fusion Cell Training.
  - i. Develop a partnership(s) with state level educational agency or other professional education organization.
  - j. Understand USAREC's role and responsibilities with the DoD Student Testing Program.
2. Perform ASVAB testing activities, to include marketing, pre-test and post-test activities and interpretation of test results, to include using the Interest Finder.
3. Conduct an ASVAB training class for one of the following : Bn Leadership Team (BLT), Company Leadership Team (CLT), Station Commanders or recruiters.
- a. Possess program knowledge, and demonstrate the ability to communicate this information in classes to recruiters and in talks with educators:
    - 1) Montgomery GI Bill (MGIB)
    - 2) Post 9/11 GI Bill
    - 3) Army College Fund (ACF)
    - 4) Loan Repayment Fund (LRP)
    - 5) Concurrent Admissions Programs (ConAP)
    - 6) Job/Career Opportunities in Today's Army
    - 7) Tuition Assistance (TA)
    - 8) Army Continuing Education System (ACES)
    - 9) March2Success



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- b. Develop community relations/build coalitions. At the end of this training the intern will be able to understand the scope of UR 601-81.
  - 1) Assist the Bn ESS prepare for an Educator Tour
  - 2) Participate in an Educator Tour to an Army Installation.
  - 3) Coordinate and promote the Army's program – March2Success
  - 4) Schedule and coordinate a Center of Influence (COI) event for educators.
  - 5) Attend a COI event and give a talk on the Army's education benefits.
- c. Assist with the Postsecondary Education Recruiting Program.
  - 1) Visit colleges with Company
  - 2) Leadership Teams (CLT) or recruiters.
  - 3) Assist recruiters in requesting directory information.
  - 4) Invite a non-participating ConAP college to join the program.
- d. Learn the recruiting process by visiting a recruiting company and a recruiting station.
  - 1) Shadow a member of the company leadership team as recruiter makes visits to schools and recruiting stations.
  - 2) Assisting recruiters in making contacts and appointments.
  - 3) Review school folders, ensuring the information is accurate and complete.
  - 4) Prepare and review accurately of School Zone, USAREC form 636.
  - 5) Accompany Bn ESS of Staff Assistance visit

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4. DoD Student Testing Program – MEPS, MEPCOM .	At the conclusion of this training, the intern will understand and demonstrate working knowledge of:	Dates of Training (beginning and ending): _____
Classroom Discussion, Demonstration, Required Reading, Supervised Application of Knowledge / Skill.	<ul style="list-style-type: none"><li>a. USAREC’s role and responsibilities.</li><li>b. The role and responsibilities of HQ USMEPCOM to include the ASVAB test specialist, test coordinator, OPM administration, and test proctors.</li><li>c. Test activities to include ASVAB Marketing, pre-testing, test admin, post-testing, and interpretation.</li><li>d. Market the ASVAB to non-participating schools.</li><li>e. Assist in scheduling ASVAB tests.</li><li>f. Proctor ASVAB test sessions.</li><li>g. Tour and become acquainted with all functions of MEPS.</li><li>h. Work with Army Guidance Counselor as they contract individuals into the Army.</li></ul>	Training Provider: _____
2 weeks		Verification of Training Completion: _____
		Signature and Date
		Supervisor: _____
		Signature and Date

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5. Training at a Recruiting Support Brigade

Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill

1 week

At the end of this training the intern will understand the purpose and capability of the Recruiting Support Brigade.

- a. Requirements for working the Army exhibit booth at a Nat'l State convention.
- b. Requirements for briefing and preparing the booth prior to their working the booth.
- c. Knowledge of the assets of the Recruiting Support Brigade, such as cinema vans, cinema pods, personal presentation items and recruiting publicity items.

Dates of Training (beginning and ending):

\_\_\_\_\_

Training Provider:

\_\_\_\_\_

Verification of Training Completion:

Signature and Date

Supervisor:

\_\_\_\_\_

Signature and Date

**Education Services Master Intern Training Plan  
For U. S. Army Recruiting Command (USAREC) Interns**

**Phase II**

Training time in Phase II: 12 months

**Formal Training**

<b>Course Title, Type of Training, Length of Training and Priority</b>	<b>Specific Training Information</b>	<b>Documentation</b>
CCME, AAACE	<p>Check the course taken:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Council of College and Military Educators</i></li> <li><input type="checkbox"/> <i>American Association Adult Continuing Ed.</i></li> </ul> <p>Dates of Training (start - end): _____</p>	<p>Verification of Training Completion:</p> <p>_____ Signature and Date</p> <p>Supervisor: _____</p>
<i>DoD Worldwide Education Symposium</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>DoD Worldwide Education Symposium, provided by Department of Defense/Defense Activity for Non-Traditional Education Support (DANTES)</i></li> </ul> <p>Dates of Training (start - end): _____</p>	<p>_____ Signature and Date</p>

## Education Programs/Services

During Phase II, each intern will again rotate through many of the USAREC educational and related programs and gain "hands on" experience administering these programs at brigade and battalion level.

<b>Content Area, Type of Training, Length of Training</b>	<b>Competencies To Be Acquired</b>	<b>Documentation</b>
<p>1. <i>Secondary Schools Program</i></p> <p>Classroom, Discussion, Required Reading, Supervised Application of Knowledge/Skill</p> <p>2 months</p>	<p>1. The Secondary Schools Recruiting Program (SRP) is essential to the USAREC mission. At the end of this training, the intern will have demonstrated the ability to:</p> <ul style="list-style-type: none"><li>a. Provide support to improve the recruiter's access to assigned high schools.</li><li>b. Understand USAREC Reg. 601-101 and be able to evaluate educational credentials and know how to conduct evaluations.</li><li>c. Understand the purpose for school visits.</li><li>d. Understand the purpose for acquiring school directory information and be able to pursue directory information through legitimate resources.</li><li>e. Understand the philosophy, purpose, and interrelationships of current secondary school programs, e.g, understanding FAZR Database, ACES, M2S, NCLB</li></ul>	<p>Dates of Training (beginning and ending): _____</p> <p>Training Provider: _____</p> <p>Verification of Training Completion: _____</p> <p><i>Signature and Date</i></p> <p>Supervisor: _____</p> <p><i>Signature and Date</i></p>

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2. *Communicating Education Incentives*

Demonstration, Discussion, Required Reading, Supervised Application of Knowledge/Skill

1. 2 ½ months

2. Upon conclusion of this training the intern will possess program knowledge of the listed programs contained in AR 621-5 and USAREC Regulation (UR) 621-1, 621-2, and 621-202 and demonstrate the ability to communicate this information to recruiters and others:

- a. Montgomery GI Bill (MGIB).
- b. Army College Fund (ACF).
- c. Loan Repayment Program (LRP).
- d. Concurrent Admissions Program (ConAP).
- e. Army Continuing Education System (ACES).
- f. Job/career opportunities in Today's Army, both Active and Reserve.
- g. Tuition Assistance (TA).
- h. Post 9/11 GI Bill.
- i. Advanced Promotions / ACASP.

Dates of Training (beginning and ending):

\_\_\_\_\_  
Training Provider:

\_\_\_\_\_  
Verification of Training Completion:

\_\_\_\_\_  
*Signature and Date*

Supervisor:

\_\_\_\_\_  
*Signature and Date*

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3. *Outreach / Community Relations*

Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill

1 month

1. Upon conclusion of this training, the intern will understand how to develop community relations/build coalitions.
  - a. Understand the purpose and be prepared to conduct an Educator Center of Influence Army Installation Tour.
  - b. Coordinate and promote the Army National Education Conventions.
  - c. Understand and promote the March2Success to state departments of education.
  - d. Working with the Advertising Directorate's Local Advertising Division, learn the purpose of and how to promote the Scholar/ Athlete Award, JROTC Award, Science & Engineering Fair Award and Youth Certificate of Recognition, Army Accessions Command Education Initiatives.
  - e. Learn how to effectively schedule and promote events associated with Total Army in Recruiting within the schools and the community.

Dates of Training (beginning and ending):

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Training Provider:

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Verification of Training Completion:

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*Signature and Date*

Supervisor:

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*Signature and Date*

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4. *Education Partnership*

Discussion, Demonstration, Required Reading, Supervised Application of Knowledge/Skill

1 month

1. At the end of this training the intern will understand the importance of developing communications, formal linkages, and working relationships with:
  - a. Government organizations, such as, SOICC, Veterans Affairs, Job Services Job Corps, and business/industry partnership.
  - b. Professional education organizations, such as: ACA, ASCA, AACRAO, ACTE, NASBE, DECA.
  - c. USAREC components, such as, APA, IG, PAE, RML, RO.
  - d. Schools and offices of education at the state and district level.
  - e. The local Interservice Recruiting Council.

Dates of Training (beginning and ending):

\_\_\_\_\_  
Training Provider:

\_\_\_\_\_  
Verification of Training Completion:

\_\_\_\_\_  
*Signature and Date*

Supervisor:

\_\_\_\_\_  
*Signature and Date*



**Appendix N Master Intern Training Plan (MITP) For Interns in the US Army Recruiting Command (USAREC)**

5. *College Recruiting*

Discussion, Demonstration, Required  
Reading, Supervised Application of  
Knowledge/Skill

2 weeks

5. The College Recruiting Program (CRP) is essential to the USAREC mission. At the end of this training, the intern will be able to understand the scope of UR 601-104.
- a. Understand SOC / ConAP.
  - b. Understand USAREC / ROTC MOU.
  - c. Understand Solomon Amendment.

Dates of Training (beginning and ending):

\_\_\_\_\_  
Training Provider:

\_\_\_\_\_  
Verification of Training Completion:

\_\_\_\_\_  
*Signature and Date*

Supervisor:

\_\_\_\_\_  
*Signature and Date*