

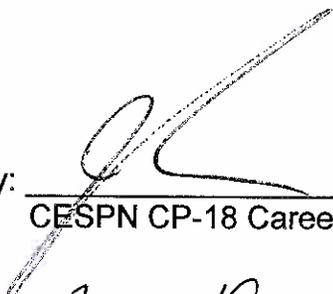


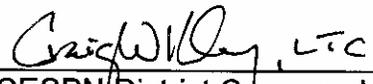
**US Army Corps of Engineers  
San Francisco District**

**CP-18 ENGINEERS AND SCIENTISTS  
SPN INTERN CAREER  
TRAINING PROGRAM  
2008**

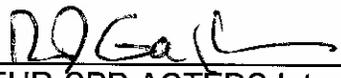
US Army Corps of Engineers  
San Francisco District

CP-18 ENGINEERS AND SCIENTISTS  
SPN INTERN CAREER TRAINING PROGRAM  
2008

Prepared by:  Dated: 28 Jan 08  
CESPN CP-18 Career Program Manager

Approved by:  Dated: 28 JAN 08  
CESPN District Commander

Endorsed by:  Dated: 29 Jan 08  
CESPD CP-18 Career Program Manager

Implemented by:  Dated: 5 March 2008  
CEHR-SPD ACTEDS Intern Coordinator

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## **TABLE OF CONTENTS**

<b>1</b>	<b>PURPOSE .....</b>	<b>6</b>
<b>2</b>	<b>U.S. ARMY CORPS OF ENGINEERS, SAN FRANCISCO DISTRICT.....</b>	<b>6</b>
2.1	Background .....	6
2.2	Corps Missions .....	7
2.3	Support for Others .....	7
<b>3</b>	<b>CP-18: CAREER PROGRAM FOR ENGINEERS AND SCIENTISTS.....</b>	<b>8</b>
3.1	SPN Intern Career Training Program .....	8
3.2	SPN Accelerated Intern Promotion Program .....	10
3.3	Rotations.....	11
3.4	SPN Divisions, Branches and Sections.....	122
3.4.1	Engineering and Technical Services Division.....	12
3.4.1.1	Engineering Branch: .....	12
3.4.1.2	Planning Branch.....	133
3.4.1.3	Construction Branch: .....	13
3.4.2	Operations & Readiness Division: .....	14
3.4.2.1	Operations Branch: .....	14
3.4.2.2	Readiness Branch:.....	14
3.4.3	Regulatory Division .....	14
3.4.4	Programs and Project Management Division: .....	15
3.5	Advisor and Mentor .....	15
<b>4</b>	<b>TRAINING.....</b>	<b>16</b>
4.1	MITP Training .....	16
4.2	Functional Area Training.....	17
4.3	Additional Training Courses .....	18
4.4	Policy on Registration and Enrollment of PROSPECT Courses .....	18
4.5	Training Certificates .....	20
4.6	Resource Allocation Selection System (RASS).....	20
	Initial Log In.....	211
	Logging In to RASS .....	21
	Create New Training Request – SF 182.....	222
	Create New TDY Travel Request with Training Request – DD Form 1610 .....	23
	Create New TDY Travel Request – DD Form 1610.....	23
	Create New Expense Reimbursement – SF 1164 .....	24

Check Status of Submitted Forms.....	25
Access an Incomplete Form.....	25
Print Approved Form.....	25
RASS Help.....	26
<b>5 EVALUATIONS AND REPORTS .....</b>	<b>26</b>
5.1 Rotational Assignment Evaluations.....	26
5.2 TAPES or NSPS Performance Evaluations .....	26
5.3 Reports.....	28
<b>6 GENERAL INFORMATION .....</b>	<b>30</b>
6.1 Personnel Folder.....	30
6.2 Hours of Duty and Federal Holidays .....	30
6.3 Leave and Earning Statement (LES) .....	31
6.4 Civilian Personnel On-Line (CPOL)/MyBiz .....	31
6.5 Types of Work time.....	31
OVERTIME .....	31
COMPENSATORY TIME.....	32
CREDIT HOURS.....	33
TRAVEL COMPENSATION .....	33
6.6 Time Keeping.....	33
6.7 Leave .....	34
ANNUAL LEAVE .....	34
LEAVE WITHOUT PAY (LWOP).....	35
SICK LEAVE.....	35
ADDITIONAL LEAVE ITEMS .....	35
THE TIMEKEEPERS ROLE.....	35
6.8 Work Attire.....	36
6.9 Travel, Accommodation, and Per Diem .....	36
6.10 Technical Assistance.....	37
6.11 MS Outlook .....	37
ACCESSING E-MAIL FROM OUTSIDE THE OFFICE .....	37
CREATING PERSONAL MAIL FOLDERS.....	38
<b>7 FEDERAL BENEFITS .....</b>	<b>38</b>
Benefits for USACE Employees .....	38
7.1 Army Benefits Center (ABC).....	38
7.2 Employee Benefits Info Sys (EBIS).....	38

7.3	MyPay.....	39
7.4	Thrift Savings Plan (TSP).....	39
7.5	Federal Employees Retirement System (FERS).....	39
7.6	Federal Employee Health Benefits (FEHB).....	40
7.7	Flexible Spending Account (FSA).....	40
7.8	Federal Employees' Group Life Insurance (FEGLI).....	40
7.9	Federal Long Term Care Insurance (FLTCL).....	40
7.10	Transit Subsidy.....	41
<b>8</b>	<b>PERKS.....</b>	<b>41</b>
8.1	Military.com.....	41
8.2	U.S. Army MWR.....	41
8.3	Armed Forces Vacation Club.....	41
8.4	Government & Armed Forces Travel Cooperative.....	42
8.5	SuperClubs.....	42
8.6	Cell Phone Services Discount.....	42
8.7	Fit-2-Win.....	42
8.8	Tuition Assistance.....	43
<b>9</b>	<b>ESSENTIAL FORMS.....</b>	<b>43</b>
	FormFlow Filler.....	43
	Other Forms.....	43
<b>10</b>	<b>SPN ORGANIZATIONAL CHART.....</b>	<b>43</b>
<b>11</b>	<b>MILITARY RANK STRUCTURE.....</b>	<b>46</b>
	Army/Air Force Officer Ranks.....	46
<b>12</b>	<b>ACRONYMS.....</b>	<b>47</b>
<b>13</b>	<b>ATTACHMENT NO. 1 (TRAINING AGREEMENT).....</b>	<b>60</b>

# **1 PURPOSE/OBJECTIVE**

The objectives of the SPN Intern Career Training Program for CP-18 Engineer and Scientist Interns are (1) to acquaint the Intern with the full spectrum of engineering and scientists functions in the San Francisco District; (2) to enhance the Intern's potential to the District, Division, USACE, and Army; (3) to maximize the probability of placing the Intern in a position to best use individual skills and to capitalize on personal interests and (4) to provide an opportunity for management to evaluate the Intern with a view toward future placement.

To meet these objectives, the training program consists of rotating tours through organizational areas within the District in Engineering and Technical Services Division (Planning Branch, Engineering Branch, and Construction Branch), Operations and Readiness Division, Regulatory Division, Programs and Project Management Divisions and other related areas in and outside the District as appropriate for the Intern's target discipline.

The purpose of this program document is to provide you with a brief discussion of a wide variety of information related to your employment as an Intern. The enclosed information is general in nature. This program does *not* replace official personnel rules, regulations, and internal District policies. This program is a living document that will change and grow as different Intern's go through the Program and as policies change.

This program is relevant to both local (FCIP) and Department of Army (DA) Interns. Local and DA Interns are very similar in training; however, there are differences in funding, work hour flexibilities and other items. This program will try to point out the differences when differences arise. Generally, local Interns are funded with local San Francisco District funds and are therefore considered employees of the San Francisco District. DA Interns are funded by Department of Army funds directly and are therefore *not* considered employees of the San Francisco District.

If a particular question is not addressed in this program or you need further clarification, contact your sponsor, section supervisor, or the Intern Program Manager.

## **2 U.S. ARMY CORPS OF ENGINEERS, SAN FRANCISCO DISTRICT**

### **2.1 Background**

The U.S. Army Corps of Engineers San Francisco District was established in 1866 with authority for river and harbor work on the Pacific Coast west of the Rocky Mountains.

Today the District's area of responsibility covers approximately 40,000 square miles. Most of the territory parallels the Northern California coastline for approximately 600 miles from the Oregon border to just south of Monterey. The District also has responsibility for the Klamath River Basin in southern Oregon. Our missions areas include:

- Coastal Engineering

- Emergency Operations
- Environmental Restoration
- Flood Control
- Navigation
- Recreation
- Shoreline Protection
- Wetlands Regulation

Types of major projects currently underway in San Francisco District include a \$400M construction project to deepen Oakland Harbor and environmentally restore wetlands with dredged material at the former Hamilton Army Airfield; \$50M/year for design and construction of annual O&M dredging projects; and major studies for \$1B in future combined flood protection projects to protect Silicon Valley and environmental remediation projects of old salt ponds in the north and south ends of San Francisco Bay.

San Francisco District is your door to an entire world of U.S. Army Corps of Engineers capabilities. Our 300-member team is part of a professional network that is 36,000 strong and covers the globe. Together, we work with local, state and federal agencies, communities and stakeholders to improve infrastructure, water quality, wildlife habitat, and survival/recovery from floods and earthquakes. Through Corps' laboratories and centers of expertise, we create new ways to manage land and facilities, restore the environment, preserve the past, build for the future, and provide water and recreational needs for the community.

## **2.2 Corps Missions**

For 225 years, the Corps has been a key builder of our national infrastructure. That mission continues today, in military infrastructure, civil works infrastructure, and new responsibilities for restoring and sustaining a healthy natural environment.

- Our civil works projects must pass a benefit/cost test before they can be built.
- Corps projects emphasize economic growth and the environment equally. Our goal? No net loss of habitat.
- New legislation allows the Corps to restore the environment.
- Our civil works projects ensure national security through economic strength, enhance the nation's ability to compete in world markets, and improve America's ability to respond in time of war.
- Our recreational projects, the San Francisco Bay Model, Lake Sonoma and Lake Mendocino are some of the most visited in the nation.

## **2.3 Support for Others**

San Francisco District provides a variety of services to other Federal agencies. Current projects include: design, engineering, environmental work, contracting, permitting and project and construction management. Types of projects currently underway include work for the Veterans Administration, Army Reserve, EPA, USGS, NOAA, and various sponsors and State agencies needing our technical assistance on their projects.

### **3 CP-18: Career Program for Engineers and Scientists**

The Army Civilian Training, Education and Development System (ACTEDS) was established in order to provide civilian employees and supervisors guidance on developing their career within the Department of Army. It is composed of several Career Programs (CP), with each one including a number of occupational series grouped on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics. Each CP listed in [Army Regulation \(AR\) 690-950](#) includes the professional occupational series for careerists included in CP-18. CP-18 has been designated for occupational series performing engineers and scientists (resources and construction) functions within DA.

The ACTEDS plan is a systematic, competency-based approach to providing technical, professional, managerial, and leadership training to civilian personnel at appropriate times in their careers. Competencies are the occupational-based knowledge, skills, and abilities required for successful and acceptable job performance. Training opportunities are offered to provide careerists with an effective mix of formal training, on-the-job training, education, sequential developmental assignments, and various self-development activities. The ACTEDS Plan describes the education, training and professional development that should result in the careerists attaining the competencies necessary for successful career progression within CP-18. CP-18 makes maximum use of structures and relationships already established in the blend of technical, supervisory, managerial and leadership positions and training in the engineers and scientists (resources and construction) category.

#### **3.1 SPN Intern Career Training Program**

The SPN Intern Career Training Program addresses both the local Interns (Federal Career Intern Program (FCIP) Interns) and Department of the Army (DA) CP-18 Interns (Army Civilian Training, Education and Development System (ACTEDS) Interns). The major difference between local Interns and DA Interns are as follow:

- a. Funding for all local Interns costs will be provide by the San Francisco District and will be based on direct charging to projects during each assignment of the rotation and/or District overhead accounts. DA Interns are centrally funding by HQUSACE.
- b. Each local Intern will occupy a permanent District FTE. The specific organization (i.e. Engineering or Planning etc.) assigned that position will be based on the discipline. DA Interns would not occupy a FTE, and therefore when a DA Intern graduates from the program, the DA Intern may or may not be guaranteed a position in San Francisco District.
- c. The schedules for rotational assignments for local Interns will include a majority of the major divisions, however the number of different assignments will be reduced by lengthening the duration in a given section or branch. The decision will be based on the interests of the local Intern and the District workload, as well, as the need to provide a thorough familiarity with the District's organization and work process. Because DA Interns are not project funded, rotational assignments for DA Interns could be more liberal and extensive.

The following are features of the program which are common to the local Interns as well as DA Interns;

- a. Recruitment bonuses in an amount up to 25% of the initial base salary (less locality pay) may be authorized,
- b. The cost for a PCS move by a local Intern may be part of the job offer,
- c. The FCIP local Intern and DA Intern will follow the guidance and recommended curriculum for their discipline (planning, environmental, engineering, constructions, or operations) in the HQ CP-18 Intern Program. The HQ guidance provides a mandatory and recommended master training/rotations plan for all CP-18 Interns and within each discipline provides specialized mandatory and recommended training/rotations. HQUSACE (CESWD-RB) MEMO, dated 14 January 2008, SUBJECT: Career Program 18 Intern Training Program and Master Intern Training Plan (MITP) directed CP-18 Activity Program Managers (ACPM) to implement the updated MITP. This updated CP-18 MITP applies to both local Interns (FCIP) and DA Interns. The below website, <http://ulc.usace.army.mil>, contains the new MITP at this link <http://ulc.usace.army.mil/Downloads/CP18/MITP%20SEC%20V-17%20DEC%20V2.DOC> that is applicable to all CP-18 Interns. The website also contains various appendix for the MITP, which are discipline specific for the type of functional area you are targeting as your permanent assignment after you graduate as follows:

APPENDIX E. MITP ENGINEERING FUNCTIONAL AREA, AT  
[HTTP://ULC.USACE.ARMY.MIL/DOWNLOADS/CP18/APPXE%20ENGINEERING.DOC](http://ulc.usace.army.mil/Downloads/CP18/APPXE%20ENGINEERING.DOC)

APPENDIX F. MITP CONSTRUCTION FUNCTIONAL AREA AT  
[HTTP://ULC.USACE.ARMY.MIL/DOWNLOADS/CP18/APPXF%20CONSTRUCTION.DOC](http://ulc.usace.army.mil/Downloads/CP18/APPXF%20CONSTRUCTION.DOC)

APPENDIX G. MITP PLANNING FUNCTIONAL AREA AT  
[HTTP://ULC.USACE.ARMY.MIL/DOWNLOADS/CP18/APPXG%20PLANNING.DOC](http://ulc.usace.army.mil/Downloads/CP18/APPXG%20PLANNING.DOC)

APPENDIX H. MITP ENVIRONMENTAL FUNCTIONAL AREA AT  
[HTTP://ULC.USACE.ARMY.MIL/DOWNLOADS/CP18/APPXH%20ENVIRONMENTAL.DOC](http://ulc.usace.army.mil/Downloads/CP18/APPXH%20ENVIRONMENTAL.DOC)

APPENDIX I. MITP OPERATIONS FUNCTIONAL AREA AT  
[HTTP://ULC.USACE.ARMY.MIL/DOWNLOADS/CP18/APPXI%20OPERATIONS.DOC](http://ulc.usace.army.mil/Downloads/CP18/APPXI%20OPERATIONS.DOC)

- d. Professional registration for all Interns is strongly supported by CP-18 and SPN. All engineers who do not have certification as an Engineer-in-Training (EIT) are encouraged to become certified as soon as possible. The national EIT test is best taken when the knowledge gained in college is fresh on the Intern's mind. Engineers are also encouraged to plan a determined, aggressive, and methodical program preparatory to taking the registration examination to become a registered Professional Engineer in the accordance with State requirements. The goal of all scientists is to achieve certification/registration in their field of expertise.

### **3.2 SPN Intern Accelerated Promotion Program**

The SPN Intern Accelerated Promotion Program is contained in the following subparagraphs, which outlines the promotion criteria that will be implemented as a hiring recruitment incentive option under the SPN Intern Career Training Program for CP-18 Engineer and Scientist Interns.

a. Based on the government's need to recruit hard to fill vacancy positions an accelerated promotion opportunity is currently authorized only for Interns in the Engineers and Scientists Career Program (CP-18). A mobility agreement is required for accelerated promotion utilizing accelerated (mobility) training agreements (a copy of the Corps Wide Training Agreement between the Corps of Engineers and the Office of Personnel Management is provided as Attachment 1) and should be signed when the Intern first arrives on the job.

b. Eligible Interns (CP-18) selected at the GS-5 level will received training under this program for a minimum period of 30 months. Upon successful completion of the first 6 months of training the Intern will be qualified for promotion to the GS-7 level. The evaluation of Intern's progress must clearly specify how the training meets the one year qualifications requirement and that it meets the time-in-grade requirement for promotion to the next higher grade. The Intern will then spend the next 12 months completing rotational training assignments and other such training as considered necessary by the local career program manager. Upon successful completion of this 12-month period the Intern will be qualified for promotion to the GS-9 level. Successfully completing one additional year of developmental training will qualify the Intern for promotion to the GS-11 target position. This last 12 months would normally be spent in the functional area to which the Intern will be assigned upon completion of the program.

c. Eligible Interns (CP-18) who initially enter the training program at the GS-7 level will upon successful completion of the first 6 months of the program be qualified for promotion to the GS-9 level. The evaluation of Intern's progress will be annotated as in paragraph b. above. Successful completion of the formalized SPN Intern Career Training Program and such other training as considered necessary by the local Career Program Manager will qualify the Intern for promotion to the GS-11 target position. The minimum period of training for an individual entering at the GS-7 level is 18 months. Newly hired GS-7 employees who qualify for that grade solely on the basis of college graduation under the superior academic achievement standard will need to be trained in an intensive, carefully planned manner. In providing for accelerated promotion of these individuals the activity officials concerned must insure that:

1. The classification of the Intern and target positions is current and accurate.
2. The individual training plan provides definitive means for evaluating the progress of each Intern to determine when the Intern is able to perform in the target positions, and
3. Interns are promoted to GS-9 only when they show clear evidence of the skills, knowledge and abilities required to perform at that level.

d. All eligible Interns (normally only local FCIP Interns), who initially enter the training program at the GS-9 level will upon successful completion of the first 12

months of the program be qualified for promotion to the GS-11 target level. The evaluation of Intern's progress will be annotated as in paragraph b. above. Successful completion of the formalized SPN Intern Career Training Program and such other training as considered necessary by the local Career Program Manager will qualify the individual for promotion to the GS-11 target position. The minimum period of training for an individual entering at the GS-9 level is 6 months. Newly hired GS-9 employees who qualify for that grade solely on the basis of college graduation under the superior academic achievement standard will need to be trained in an intensive, carefully planned manner. In providing for accelerated promotion of these individuals the activity officials concerned must insure that:

1. The classification of the Intern and target positions is current and accurate.
2. The individual training plan provides definitive means for evaluating the progress of each Intern to determine when the Intern is able to perform in the target positions, and
3. Intern's are promoted to GS-11 only when they show clear evidence of the skills, knowledge and abilities required to perform at that level.

Prior to graduation from the SPN Intern Career Training Program, a permanent assignment will be discussed and decided upon between the Intern, Advisor, Mentors, Functional Division Chief, and Career Program Manager. Consideration will be given to the Intern's interests and the District's needs.

### **3.3 Rotations**

Interns are expected to spend time rotating in various organizations during their program. The major areas at the Corps where Interns rotate are Planning, Engineering, Construction, Operations, and Regulatory. Interns in Civil Works Districts are encouraged to rotate to a military District to learn how they serve our DPW and other military customers. Interns can even rotate to organizations outside the Corps, as long as the position is related to the Corps mission (such as the ERDC, HEC, EPA and USGS). There is no set schedule for exactly where and when to rotate as long as the Intern meets the mandatory rotations in the MITP and appropriate Appendix to the MITP in the discipline and functional area they are targeting after graduation. This allows Interns the freedom to choose a rotation schedule customized to their unique interests and the organizations' needs. See MITP Appendix D for rotational assignment documentation requirements. The rotation schedule can be a living document that is constantly altered to match Intern interests with each organization's workload and type of projects available for the Intern to work upon, as long as your Career Program Manager is informed of any changes. The rotation plan will be posted on the District website at <https://insidespn.spd.usace.army.mil/intern/documents.html> by the Intern Administrative Support Assistant.

See the organizational chart for the Branch Chiefs and Supervisors in each section for whom to contact for more information and DA Intern rotational opportunities. Simply express your interest and inquire about potential work opportunities available in a given section. Your Advisor should help you develop and update your rotation plan.

## 3.4 SPN Divisions, Branches and Sections

Listed below are the different SPN organizations you might rotate into during your program and descriptions of the type of tasks you might get to work on during your stay in the section.

### 3.4.1 Engineering and Technical Services Division

#### 3.4.1.1 Engineering Branch:

**Civil Design Section:** Understand design analysis using current techniques, procedures, and practices. Assist in the preparation of civil engineering plans for construction of flood control and navigation projects; develop data and design for water resources project studies and reports; and obtain and analyze topographic, environmental and economic information in the preparation of design alternatives. Understand design analysis using current techniques, procedures and practices with Computer Aided Design Drafting (CADD). Learn the roles of Lead Technical Engineers.

**Geo-Sciences Section:** Assist Geotechnical Engineers in the development of exploration programs, assignments of appropriate laboratory tests and analysis of foundation conditions for design purposes. Participate in the conduct of laboratory testing of soil aggregate, rock concrete or asphaltic materials relative to the investigation, design or construction of current projects. Assist the geotechnical engineer with the preparation of geotechnical reports required for feasibility reports, design, memoranda and other documents. Understand design analysis using current techniques, procedures and practices with Geographic Information Systems (GIS).

**Water Resources Section:** Understand the role hydrology plays in the planning and design process. If suitable work experience is not available, exposure to hydrologic concepts will be via a review and discussion of complete hydrology reports and sample applications. If a hydrologic study is underway, assist engineers in developing discharge hydrographs. Use the computer for hydrologic applications. Understand the importance of the concepts of water surface profile and assist engineers in developing input data for and performing water surface profile computations by delineating flood plains, and designing conveyances facilities, and other related facilities. Learn Corps flood risk management procedures with risk and uncertainty analysis. Accompany the engineers on site visits in conjunction with on-going flood-control studies and annual dam, levee, and jetty safety and condition inspections.

**Specifications & Cost Engineering Section:** Understand procedures for preparing contract specifications, including the use of OCE guide specifications and FAR regulations; methods of creating competitive, nonrestrictive, unambiguous specifications; preparation of boilerplate for advertising; and preparation of amendments and change orders to the contract specifications. Assist in the preparation of preliminary civil works cost estimates, including obtaining quantities from plans and specifications, obtaining pricing for plant, labor and materials, making site visits as applicable and assisting in the preparation of detailed task orders and change orders in accordance with regulations.

### 3.4.1.2 Planning Branch

**Plan Formulation Section:** Perform various tasks to coordinate project needs with various District support elements, insuring that local interests' needs are integrated into the project. Prepare and/or change flow diagrams to manage resources, monitor the progress of projects. Assist in preparation of labor cost estimates and critical path networks for projects. Whenever possible, attend District Support Team (DST) meetings with the Project Delivery Team (PDT). Assist the technical manager in implementing a public involvement program for a feasibility study and/or Detailed Project Report. Develop written and graphic presentation of methodology used and data developed during plan evaluation process. Presentations will be used for the preparation of reports and briefings. Assist the technical manager with the preparation of reconnaissance and feasibility reports. Learn the procedures on how reports are processed once they are completed in the District Office. Understand the Corps' role in flood plain management and the National Flood Insurance Program. If work is available, assist in making flood hazard determinations, and participate in field trips to evaluate flood hazards. Learn the roles of Study Managers.

**Economics Section:** Collect data to establish the value of damaged property within flood prone areas. Real estate multiple listing services, county assessor data and field surveys will be used. Data will be collected and aggregated in a form compatible with current computer evaluation techniques. A basic knowledge of computer applications will be developed. The basic procedures for benefit evaluation for deep draft navigation projects will be covered in detail. Data requirements for the evaluation will be discussed in depth. Assist in determining economic consequences in flood risk management studies and decisions.

**Environmental Section A and B:** Participate in coordination visits and meetings with other agencies and interests, attend workshop meetings, write coordination letters, and accompany experienced personnel during internal coordination with other sections. Prepare memoranda to files documenting environmental objectives and concerns of other agencies and interests. Research and document environmental elements assessment in the study area using such resources as subject matter literature, previous environmental studies for similar projects, in-house staff and other agencies. With assistance of experienced personnel, measure the effects of various alternative water resource development plans on "no action" conditions in the study area. Write draft portions of environmental assessments and impact statements on Corps projects.

### 3.4.1.3 Construction Branch:

Understand the goals of the Resident Office and how effective Quality Assurance Inspection accomplishes these goals. Put the theory of quality assurance to practical application under the supervision of a Project Engineer. Learn the roles of the Project Engineer. Realize the real life effects of quality assurance inspection on project quality and project safety. Analyze data obtained from field inspection to determine project status and possible project obstacles. Develop course of action to avoid project obstacles. Become familiar with reading and interpreting contract documents. Participate in reviews and authorities for normal changes and be able to assemble documentation in

correct format. Develop negotiation strategies for normal changes. Be familiar with claims process and documentation required. Upon completion of assignment, understand the procedure to effectively administer contract and the potential of Resident Office data collection capabilities. Determine dredging quantities and data used for navigation and understand hydro-survey boats, equipment, and various hydro-survey software.

### **3.4.2 Operations & Readiness Division:**

#### **3.4.2.1 Operations Branch:**

Gain a basic understanding of the various elements within the Operations Branch: navigation/structural section, Bay Model Visitor Center and Lakes Sonoma and Mendocino. Identify the necessity for maintaining the San Francisco Bay free from debris and the Corps authority to accomplish this removal. Be familiar with the boat operations and Base Yard operations. Understand the regional nature of the Bay Model Visitor's Center, its basic operation and programs available to the public. Participate in tours given to the public. Visit the two SPN Lakes Projects and be familiar with their operation and maintenance, including associated recreation, hydro-power, and fish hatcheries.

#### **3.4.2.2 Readiness Branch:**

If possible, efforts will be made to provide training in emergency management courses or damage survey reports, or attendance in a seminar/conference on disaster related planning on earthquake response. Become familiar with the regulations and Corps responsibilities as dictated in ER 500-1-1 for Federal Assistance such as PL-99, PL-288 and Section 14. If possible, participate in field inspections and write necessary letters and reports. Become familiar with ongoing program for inspection of completed work. Whenever possible, accompany staff and conduct onsite inspections to determine compliance with maintenance agreements for Federal Flood Control projects. Assist in preparation of letters and trip reports for the program. Update portions of the District Earthquake Response Plan and the Natural Disaster 500-1-1 book. Participate in operations when EOC is activated and assist in various tasks associated with collecting pertinent data to determine critical areas of disaster, i.e., flooding. During flood season, go out in the field as flood observer to collect high water mark data or be an inspector during flood fight if necessary.

The Corps works in concert with over 30 federal departments to provide engineering, logistics, and reconstruction support during earthquake, hurricane, and flood response. In times of emergencies, interns are highly encouraged to volunteer for assistance. In the past, interns have played critical roles in providing water, ice, roofing, and debris removal services.

### **3.4.3 Regulatory Division:**

Understand the permit process and/or compliance aspects of the regulatory program. Understand the permit action requested by the San Francisco District, i.e., information on applications, etc.

#### **3.4.4 Programs and Project Management Division:**

Understand the basis of ER 5-11-1, Project Management Business Process (PMBP) and the roles and responsibilities of project managers, and project delivery teams (PDT), in the district. Be able to undertake the management of small tasks or projects with moderate supervision. Understand operation of P2 and CEFMS software programs and their importance in the task and work order environment of the District and the Corps. Learn basic concepts from the PMBP Manual and the P2 User Guide. Be able to use Primavera scheduling software with sufficient knowledge to independently create schedules and accomplish uploads in conjunction with P2. Understand the budget process and Congressional interaction at the District level. Understand the required budget documentation and the Project Manager's role in preparing this documentation. Understand current Fiscal Year (FY) funding, use of the 2101 schedule, and the FORCON process. Understand how to generate reports used to monitor funds and expenditures.

### **3.5 Advisor and Mentor**

Advisors are Corps employees assigned to each Intern who have completed the Intern Program and have permanently settled in an occupational branch. They assist Interns in understanding all the program requirements and developing their IDP and rotation plan. The Advisors assist throughout the Intern's rotations on how the program requirements are completed. They also inform Interns of training opportunities, facilitate information exchange between the Intern and their supervisors, train Interns on how to complete essential forms, and may offer assistance with specific project procedures. Advisors are usually in a non-supervisory position and should be your primary source of information for all program-related concerns. They will generally have more time than a supervisor, and may be more easily available to help you, or refer you to someone who can.

The Advisor will be responsible for performing the following functions:

- a. Taking interest in the Intern's rotational assignments and being available for consultation regarding them.
- b. Accompanying the Intern to his rotational assignments when the rotation involves a change of Branches or Divisions.
- c. Ensuring the Intern is expected in his next rotational assignment location. Normally this requires checking with the organization element chief at least one week prior to the Intern's arrival in that element.
- d. Taking the lead in working out the Intern's IDP and rotational plan and any subsequent changes required. Also, ensures the rotational plan accurately reflects the time spent in each organizational element shown. The IDP and

rotational plan must be approved and signed by the supervisor and Career Program Manager. Provide copy to the Intern Administrative Support Assistant.

e. Meeting with the Intern as often as necessary to ensure that any concerns he/she is facing are solved in the best possible way. Any meeting may be at the initiative of either the Advisor or the Intern.

f. Rendering periodic evaluations and reviewing Intern's periodic reports and submitting both items to the supervisor and Career Program Manager. Further details of this function are in the section on Reports and Evaluations.

g. Insuring the Intern is aware of the requirements for attendance at training courses or for completion of home-study courses, whichever is applicable, during his/her training program.

A mentor is usually a supervisor in the District organization where you were hired to target when you graduate. Your Career Program Manager will assign your mentor for your first section rotation. You may also be allowed to choose your mentor at the Career Program Manager's discretion. Between rotations, you may be assigned or choose another mentor or may maintain your original mentor. Mentors may also serve as a secondary source of information for questions concerning training, training registration, important program or employment forms, etc. They may sign any documents requiring authorization, such as, time sheets, leave requests, etc. Mentors generally DO NOT authorize training requests. Training requests and/or travel orders are signed by the Career Program Manager, who signs for all DA Interns, in all sections. Mentors may, however, inform you of training courses that are required or recommended for your intended District branch and section and may sign your reimbursement travel vouchers. See the SPD/SPN mentor website at [http://rbc.spd.usace.army.mil/learning\\_and\\_sharing/rbcmentoring/mentoring.htm](http://rbc.spd.usace.army.mil/learning_and_sharing/rbcmentoring/mentoring.htm)

## 4 TRAINING

During your internship at the San Francisco District, you will have the opportunity to take various training courses that will help you develop your leadership skills, knowledge of the Army, or enhance your technical capabilities. There are generally two types of training courses; mandatory and optional in both the HQ Master Intern Training Program (MITP) for all Interns, and the discipline specific Appendix to the MITP for the functional area the Intern is targeting after graduation. The Intern must plan their training in their Individual Development Plan (IDP) with assistance from their Advisor and mentors, and as approved by their supervisor and Career Program Manager. See MITP Appendix C for sample IDP. Ensure you keep a copy of your completion certificate for your records and furnish a copy of your course completion certificate to your supervisor and Intern Administrative Support Assistant.

### 4.1 MITP Training

The MITP requires the following mandatory priority 1 training courses for all Interns:

a. Information Management Security

- b. Construction Safety
- c. POSH/Ethics Training
- d. RASS Training (DA Interns only)
- e. ACES Foundation Course
- f. DAWIA Acquisition 101
- g. Financial Management (Civil Works – USACE Learning Center)
- h. Action Officer Development Course (AODC is an online course)
- i. PMBP (Career Program manager determines source of training)
- j. DAWIA Facility Engineering 201 (for Interns targeting FE career field)
- k. Intern Workshop (TBD)

The MITP recommends the following optional priority 2 training courses for all Interns:

- a. ACES Basic Course
- b. ACES Supervisory Development Course
- c. Basic Environmental Course
- d. Technical Courses deemed essential by supervisor and/or Career Program Manager
- e. General Skills Training as determined by supervisor and/or Career Program Manager

The MITP provides more information and sources for all the above training courses.

The AODC is offered online through the Army Distance Learning Program at no cost; its Army correspondence course number is 131 F41 (ST7000). The AODC is a 21 credit hour course covering management techniques and communication skills including preparing documents for staffing, meetings and interviews, problem solving, writing, coordinating briefings, and ethics.

To register for the AODC, simply follow the instructions for registration given at the Army Distance Learning Program website (<https://www.aimsrdl.atsc.army.mil>); no formal training request is necessary. Further information on the course may be found at [http://cpol.army.mil/library/train/courses/st7000d/st7000\\_top.htm](http://cpol.army.mil/library/train/courses/st7000d/st7000_top.htm).

## 4.2 Functional Area Training

The MITP contains a discipline specific Appendix for the functional area the Intern is targeting after graduation as follows:

- a. Appendix E – MITP Engineering Functional Area
- b. Appendix F – MITP Construction Functional Area
- c. Appendix G – MITP Planning Functional Area
- d. Appendix H – MITP Environmental Functional Area
- e. Appendix I – MITP Operations Functional Area

Each MITP Appendix contains different rotational and training course requirements in each functional area. Each Appendix will contain mandatory rotational assignments, which will contain within each rotation recommended readings and recommended training courses in that functional area. The recommended courses will be priority 3 supplemental courses for that functional area in the Intern's IDP.

The MITP Appendix contains specific information and sources on this supplemental training.

### 4.3 Additional Training Courses

There are many additional training opportunities available to you as an employee of the U.S. Army Corps of Engineers. Additional training opportunities include:

1. Proponent-Sponsored Engineer Corps Training (PROSPECT) Program - <http://pdsc.usace.army.mil/pdsc1.asp>
2. Army Knowledge Online (AKO) – With your AKO account, you have access to a numerous training and personal development opportunities, such as learning one of the many languages available through the famous Rosetta Stone Language Learning Software, which normally costs hundreds of dollars.  
<https://www.us.army.mil>
3. Army Civilian Training, Education and Development System (ACTEDS) - <http://cpol.army.mil/library/train/catalog/>
4. Army Training On-line - <http://www.train.army.mil/>
5. USA Learning - <http://usalearning.gov/USALearning/>
6. UC Berkeley Extension - [www.unex.berkeley.edu/](http://www.unex.berkeley.edu/) (Contact Veronica Reynoso at (510) 643-8342 for information regarding billing)
7. Professional Organizations (such as the American Society of Civil Engineers, ASCE)

If you are a DA Intern and have interest in a course, you may submit a training request through RASS. The Department of Army may approve your request. It cannot hurt to try to get funding for a course, as the worst thing to happen is denial of your training request. However, before submitting a training request, discuss the course you wish to take with your Intern Advisor and Supervisor. Because DA Interns are funded by the Department of Army, DA Intern training requests are often more liberally approved compared to local Interns.

If you are a local Intern and have interest in a course, you must submit a training request (SF 182) to the Intern Supervisor. If training funds are available, you may be given funding approval.

### 4.4 Policy on Registration and Enrollment of PROSPECT Courses

**Introduction:** The USACE PDSC provides the best technical and USACE business process training for Interns. Their training and development are vital to their future success. Because of the uniqueness of the Intern program, the PDSC has modified its normal registration, enrollment, and tuition payment policies to support the Interns' sponsoring organizations and their needs for greater flexibility.

**Advance Notice:** The PDSC Registrars request that training coordinators provide the intern's name for each seat required in PROSPECT courses at least 90 days

prior to the start of training, thereby ensuring a space for the intern in the specific course and session needed.

**Tuition Payment:** For each reservation, provide the Registrar a copy of the approved Training Request Form (SF 182, or equivalent) not later than 30 days prior to the start of training. Immediately notify the Registrars anytime the Training Request Form is not available 30 days prior to the start of training to confirm the continued need for the seat and the expected payment date.

**Space Available Requirements:** The Registrar will try to accommodate all requests for space available and will confirm registration upon receipt of an approved Training Request (SF 182, or equivalent).

**Cancellations:** Training coordinators must submit all requests for cancellations in writing. Conversely, the PDSC will acknowledge those cancellations in writing, and the following will apply:

Up to 60 days prior to the start of training	➤ The PDSC will not charge for this type cancellation. This policy applies to all allocations to include interns.
Fewer than 60 days, but more than 30 days prior to the start of training	➤ The Registrar will evaluate these requests on a case-by-case basis. Communication with the Registrar is imperative. The Registrar will consider class size, waiting lists, and other opportunities for receiving the training and advise the requesting organization.
Fewer than 30 days prior to the start of training and NO SHOWS	➤ Because the PDSC has invested time and money on registration, enrollment, workbooks, and other course materials for registered students, the tuition must be paid in full. If the intern program does not cover the cost, responsibility for payment rests with the intern's organization. The PDSC accepts approved SF 182, IMPAC card authorization, as well as MIPRs as a last resort.

**Points of Contact:** While the policies stated above provide additional flexibility regarding intern training, the most important aspect of this process remains the communication of needs and expectations with the Registrars. They will offer assistance and will accommodate both the intern and the sponsoring organization to the greatest extent feasible. The Registrars' names and contact information follow:

Sherry Whitaker  
Bobbi Stoddard

Sherry.M.Whitaker@hnd01.usace.army.mil (256) 895-7425  
Roberta.K.Stoddard@hnd01.usace.army.mil (256) 895-7421

**Date Effective:** This policy is effective upon receipt of the FY 2007 Program.

## 4.5 Training Certificates

The Army maintains an Official Training History record for all of its employees. As an Intern, it is extremely important to keep your Official Training History up to date. Once you have successfully completed a training course, you *must* give a copy of your training completion certificate (if provided one) and/or a signed SF 182 (signed by the course instructor) to the Intern Administrative Support Assistant. The Intern Administrative Support Assistant will incorporate the training completion certificate and/or signed SF 182 into your training records and will provide copies to the Civilian Resource Coordinator for entry into the Army Regional Tools and Defense Civilian Personnel Data System (ART/DCPDS).

Always retain the original training completion certificate and/or signed SF 182 in your personal records. It is critical you maintain an up to date personal record of training just in case your Official Training History record is incomplete, incorrect, misplaced, or disputed.

## 4.6 Resource Allocation Selection System (RASS)

The Resource Allocation Selection System (RASS) is a real-time, web-based automated financial system that centrally manages the Army Civilian Training, Education and Development System (ACTEDS) resources for the Intern and Competitive Professional Development programs. RASS eliminates manual procedures, enables creation, submission, approval, status tracking and reporting of training and travel-related request forms (SF 182, DD Form 1610 and Standard Form 1164). *Only DA Interns utilize RASS.*

To access the RASS you must first have an Army Knowledge On-line (AKO) account activated. AKO can be accessed at <https://www.us.army.mil/suite/login/welcome.html>. After an AKO account is created, setup your RASS account by following the directions at the bottom of <https://acpwap.army.mil/rass/login.do>

The best way to get help on RASS is to ask fellow DA interns and recent graduates, who have gone through the process.

**Note:** Training request through RASS has a three step approval process. First your request must be approved by the Intern Supervisor, usually within five business days. The next step is approval by the IC/FCR (Functional Chief Representative), and finally by the BA (Budget Analyst). The last two steps of approval might take weeks, so it's very important that you start with the process as early as you can (2-3 months, if possible) prior to your scheduled training. **Also, for PROSPECT courses, simply having your training request approved through RASS does not guarantee you'll have a seat.** Once your request (SF 182) is approved by your Intern Supervisor, print a copy and submit to your Intern Administrative Support Assistant, so that he/she can coordinate with the District Training Coordinator to make sure you have a seat in the course. You'll also need to resubmit another copy of the form once it is finally approved by BA (Budget Analyst). In the following subsections you'll find detailed instructions on accessing and using RASS.

## Initial Log In

The following table describes the steps for logging in to RASS the first time, which includes changing your password, and updating your Personnel Data Sheet.

Step	Description
1	Go to the RASS website at <a href="https://acpwap.army.mil/rass/">https://acpwap.army.mil/rass/</a> (save this link as favorite)
2	On the RASS screen, in a separate window, the U.S. Department of Defense Warning Statement is displayed; select OK, to close the window.
3	On the RASS page, in the AKO User Name field, enter your AKO User Name.  Note: Your AKO User Name is the part of your AKO email address <b>before</b> @us.army.mil (e.g., joseph.rogers).
4	In the Password field, enter your SSN (Social Security Number) without hyphens and select Enter.
5	On the RASS page, in the Password field, enter a new password.  Note: The password must be <u>at least</u> 8 characters. The password cannot begin or end with a number. It must contain at least 2 uppercase letters, one number, and one special character. Examples of special characters are: !, #, \$, %, *
6	In the second Password field, re-enter the new password and then select Enter.  Note: Use this new password for all future log ins to RASS.
7	On the Personnel Data Sheet page, fill out the data sheet and then select Update Record
8	The following confirmation message is displayed:  User Profile Updated Successfully
9	Select Back to Main Menu.

## Logging In to RASS

The following table describes the steps for regular logins in to RASS (after your initial login described above).

Step	Description
1	Select the RASS link; <a href="https://acpwap.army.mil/rass/">https://acpwap.army.mil/rass/</a>
2	On the RASS screen, in a separate window, the U.S. Department of Defense Warning Statement is displayed; select OK, to close the window.
3	On the RASS page, in the AKO User Name field, enter your AKO User Name.  Note: Remember your AKO User Name is the part of your AKO email address before @us.army.mil.
4	In the Password field, enter your RASS password and select Enter.  Note: Your RASS password is the password that you created when you initially logged on to RASS. If you enter the wrong password three times, your account will be locked. When this happens, a message together with a phone number will be displayed. You must call that number during normal business hours to get your password reset and access RASS.

Remember: Passwords are case sensitive.

### Create New Training Request – SF 182

- The following table describes the steps for creating a new training request.
- If you are applying for a training course that will require air transportation, you will need to obtain the plane fare before completing the TDY Request form.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select SF 182/DD Form 1610 – Training/TDY Request.
3	<p>On the Training Request – Travel or Other Costs window, select:</p> <p>Yes, if there are travel or other costs associated with the training request (instructions are in the next section), or            No, if there are no travel or other costs associated with the training request (or if there is only local travel required).</p> <p>Note: By selecting No, you bypass the DD Form 1610.</p>
4	<p>On the Training Request – Local Travel window, select:</p> <p>Yes, if it is local travel (mileage and similar expenses), or            No, if it is not local travel.</p> <p>Note: When you select No, the entry page for the SF 182 is displayed. When you select Yes, the SF 1164 – Reminder window is displayed (you will need to complete your SF 1164 expense reimbursement after the training is completed). Select OK, to close the reminder window.</p>
5	<p>On SF 182 – Training Request – Page 1, answer the questions and select Continue.</p> <p>Note: To save the form entries and complete the form later, select Save. When you save a form, it must be completed and submitted within 14 days. After 14 days any incomplete forms are purged from the system.</p>
6	Continue answering the questions and selecting Continue on pages 2 through 4, to complete the training request.
7	<p>On SF 182 – Training Request – Page 4, after answering the questions, select Review.</p> <p>Note: Make sure your supervisor's AKO User Name is entered correctly, to ensure proper routing of your request for training approval. Use only the part of the AKO email address before @us.army.mil (e.g., joseph.rogers).</p>
8	<p>On the SF 182 – Review page, review your entries.</p> <p>If there is a TDY Travel Request for this training request, select Go to DD Form 1610 and follow the steps to create DD Form 1610 TDY Travel Request (next section).</p> <p>Note: If you need to make a correction to any of your entries, select Go Back to Entry Page to return to the entry page.</p>
9	On the SF 182 – Training Request Disclaimer Page, select Continue to Submit.

Step	Procedure
10	On the SF 182 Training Request Submit Page, the following message is displayed:  Submitted successfully! An e-mail requesting approval of this form will be sent to your supervisor.

### Create New TDY Travel Request with Training Request – DD Form 1610

- The following table describes the steps for creating a TDY travel request in association with a training request.
- The DD Form 1610 will display automatically after you complete the training request form (process described above) if you had so indicated when you started the training request. You can also create a TDY travel request separately (described in the next section).
- If you are applying for a training course that will require air transportation, you will need to obtain the airfare before beginning this form. You'll also need information on per diem for the destination city. **(See the section on Travel and Per Diem on how to find this information).**

Step	Procedure
1	After reviewing your SF 182, on the DD Form 1610 – Entry page, answer the questions, and select Continue, to continue filling out the TDY travel request. Note: To save the form entries and complete the form later, select Save. When you save a form, it must be completed and submitted within 14 days. After 14 days any incomplete forms are purged from the system.
2	On the last entry page, select Review to go to the Review page.
3	On the DD Form 1610 – Review page, review your entries and then select Submit. .  Note: If you need to make a correction to any of your entries, select Go Back to Entry Page to return to the entry page.
4	On the SF 182 – Training Request Disclaimer Page, select Continue to Submit.
5	On the SF 182/ DD Form1610 Training Request Submit Page, the following message is displayed:  Submitted successfully!

### Create New TDY Travel Request – DD Form 1610

The following table describes the steps for creating a new TDY travel request. This can be done as part of a training request (see section above) but you can also create a TDY travel request by itself (covered in this section).

Step	Procedure
1	On the Training Request page, select DD Form 1610 – TDY Request.
2	On the DD Form 1610 - TDY Travel Request – Page 1, answer the questions and select Continue.

	Note: To save the form entries and complete the form later, select Save. When a form is saved, it must be completed and submitted within 14 days. After 14 days any incomplete forms are purged from the system.
3	Continue answering the questions and selecting Continue, to complete the TDY request. On the last entry page, select Review to go to the Review page.
4	On the DD Form 1610 – Review page, review the entries and then select Submit.  Note: If a correction needs to be made to any of the entries, select Go Back to Entry Page to return to the entry page.
5	On the DD Form 1610 TDY Travel Request Submit Page, the following message is displayed:  Form submitted successfully! An e-mail requesting approval of this form will be sent to your supervisor.

### Create New Expense Reimbursement – SF 1164

- The following table describes the steps for creating a new expense reimbursement request.
- This form should be completed and submitted after the expense has been incurred (e.g., after you have completed local travel to attend a training event).
- Expenses are shown in three areas: local travel (for mileage reimbursement), telephone or fax expenses, and other expenses (fare/toll, parking, tips, etc.). Use the buttons under item 1 to display the appropriate sections.
- You can click on any of the buttons more than once if you have more than one type of these expenses, for instance, if you are traveling locally two days, add two Local Travel sections, or if you have parking fees and a toll, add two Other Expenses sections.

Step	Procedure
1	After completing training, on the RASS Menu, select Training Request.
2	On the Training Request page, select SF 1164.
3	On the SF 1164 – Local Travel Form page, enter the Supervisor’s AKO User Name.  Note: Be sure to enter the correct AKO User Name or the form cannot be routed properly. Use only the part of the AKO email address before @us.army.mil (e.g., joseph.rogers).
4	In the section regarding specific expenditures select the appropriate expenditures (Add Local Travel Expenditure, Add Telephone/Fax Expenditure, Add Other Expense (Itemized)) and answer the questions related to those expenditures.  Note: To delete an expenditure, select Remove This Expenditure within the box of the expenditure to be deleted.
5	When expenditures have been added, select Review, to review the entries.  Note: To save the form entries and complete the form later, select Save. After 14 days any incomplete forms are purged from RASS.
6	On the SF 1164 – Review page, review the entries and select Submit.  Note: To make a correction to any of the entries, select Back to Entry Page to return

	to the entry page.
7	On the SF 1164 – Local Travel Form Submit Page, the following message is displayed:  SF 1164 submitted successfully!

### Check Status of Submitted Forms

The following table describes the steps for checking the status of a training, TDY travel, or expense reimbursement request.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select My Forms.
3	On the Form Status Review page, in the Form View Filter box, select Submitted Forms, and select View Forms.
4	In the Itemized Claims box, view the status column.

### Access an Incomplete Form

The following table describes the steps for accessing an incomplete form.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select My Forms.
3	On the Form Status Review page, in the Form View Filter box, select Incomplete Forms, and select View Forms.
4	In the Itemized Claims box, select the document number for the form to be completed.
5	On the Form Entry page, complete the entries for the form and select Review.
6	Follow the steps for submitting the form from appropriate section above sections.

### Print Approved Form

The following table describes the steps for printing an approved form.

Step	Procedure
1	On the RASS Menu, select Training Request.
2	On the Training Request page, select My Forms.
3	On the Form Status Review page, in the Form View Filter box, select Approved Forms, and select View Forms.
4	In the Itemized Claims box, select the PDF link for the form to be printed.
5	On the PDF page, select File menu, select Print and then select OK.
6	The form will be printed.

## **RASS Help**

For additional instructions on how to use RASS access RASS Help.

## **5 EVALUATIONS AND REPORTS**

Throughout the Intern program your performance will be evaluated on a regular basis. Performance Standards and Evaluation's are covered under Article 14 of San Francisco District's Union Labor-Management Agreement. There are two primary evaluations that you should be concerned with.

### **5.1 Rotational Assignment Evaluations**

Each time you start a rotation, you and the supervisor of that Section should complete and sign a "CP-18 Intern Rotation Assignment Worksheet" per the MITP Appendix D. The worksheet also should be signed by the Career Program Manager and a copy provided to the Intern Administrative Support Assistant.

Each time you complete a rotation, you should complete a "CP-18 Intern Evaluation of Rotational Assignment" per MITP Appendix D, and the supervisor of that Section will complete a "CP-18 Rotational Assignment Supervisor Evaluation" per MITP Appendix D. This evaluation will be accompanied by an exit interview where you and the supervisor will discuss your strong points, weak points, and ways you may further develop your skills. The evaluation should state that "The rating supervisor's signature certifies that training has been provided in accordance with the Intern's Individual Development Plan (IDP)". A copy of each evaluation should be provided to the Intern Administrative Support Assistant. You should keep a copy of each evaluation for your personal records.

The type of work performed should be written to show the completion of your performance objectives for the Total Army Performance Evaluation System (TAPES) evaluations or the DOD National Security Performance System (NSPS) evaluations. This will save a lot of time when the TAPES or NSPS has to be completed. Even if certain work that was performed does not directly relate to any of the performance objectives, it should still be listed on the evaluation.

### **5.2 TAPES or NSPS Performance Evaluations**

TAPES or NSPS is an annual performance evaluation system where your overall performance is rated. Interns are strongly advised to refer to the following website for important TAPES Regulation at [http://www.usapa.army.mil/pdffiles/r690\\_400.pdf](http://www.usapa.army.mil/pdffiles/r690_400.pdf) or NSPS Regulations at <http://www.cpms.osd.mil/nsps>. The Intern Advisor and supervisor will conduct this performance evaluation with senior review by the Career Program Manager.

The rating period begins with establishment of your performance objectives in TAPES or NSPS for the annual rating period and updating your IDP. Suggested goals for developing performance objectives for the Intern program are:

1. Remember, first and foremost, you are on a quest for training: lean forward when opportunities present themselves, recommend revisions to your rotational plan to capture opportunities and optimize the experiences gained, take ownership for your internship to become unique to your situation. Prepare to graduate from the program ready for an assignment that will provide specialized professional experience, achieving the program objective for you to become a part of the USACE capable workforce of tomorrow.
2. Provides engineering support to assigned projects, including; engineering plans, specifications, and design analysis (calculations, narrative reports, memoranda) within established time frames.
3. Makes field and office technical investigations and studies of civil, military, and environmental projects and develops preliminary layouts, designs, and quantity and cost estimates of proposed facilities for planning purposes.
4. Performs field and office duties concerned with construction contract administration when assigned to a field residences or project office.
5. Improve individual knowledge and use of computers and computer software to accomplish work.
6. Support PMBP, P2, and other USACE, SPD, Regional, or District initiatives.
7. Pursue opportunities to strengthen your developing area of expertise.
8. Communicate clearly, concisely, professionally, and at an appropriate technical level and facilitate communication within assigned PDT, Sections, District, and our Customers.

At mid-year (six months) the Intern, Advisor, supervisor, and Career Program Manager should review each rotational assignment evaluation, discuss progress in achieving performance objectives, and produce an interim performance evaluation rating in TAPES or NSPS. The Intern must also submit an Intern report (discussed below). Adjustments may be made to performance objectives, rotational assignments, or training in the IDP.

Prior to the annual performance evaluation, you will be required to complete a list of your significant contributions in TAPES or NSPS and return the list to your Advisor and supervisor with all your completed and signed rotational assignment evaluations for that rating period. The list of significant contributions should show tasks that you performed and how these tasks relate to your performance objectives. It is best to organize the list with the performance objectives as headings and list all applicable tasks below these headings. The Intern must also submit an Intern report (discussed below). Update your IDP form by documenting completed training during the annual rating period.

At the end of the annual rating period the Advisor and supervisor prepare the annual performance evaluation in TAPES or NSPS. This rating along with the Intern's report (discussed below) is submitted to the Career Program Manager for senior review not later than the date assigned. The TAPES or NSPS Performance Evaluations are then completed in accordance with standard HQ, SPD, and District procedures and requirements, with copies provided to the Intern Administrative Support Assistant. TAPES or NSPS is the most important evaluation in the Intern program. The results of this evaluation will determine whether or not you get your grade increase and may determine what section or sections want to hire you when you near completion of the training program.

Items of special concern in the Advisor's evaluation responsibility are:

- a. The evaluation should accurately reflect the Intern's performance.

b. The evaluation which includes the 9th month of Federal service must include a statement concerning desirability of retaining the Intern in the Federal service.

c. The Advisor and supervisor will make a recommendation to the Career Program Manager prior to any promotions for which the Intern is eligible.

Evaluations of Independent Effort: One of the key elements for evaluation is the initiative and independent effort the Intern exerts. Questions relative to standards which can be used in judging this element are:

a. Has the Intern taken any action on his/her own initiative? What actions?

b. Has the Intern learned how each of the assignments received relates to the engineering and scientist functions of the San Francisco District and its missions? Does the Intern apply this knowledge, when applicable, to subsequent assignments?

c. Has the Intern exhibited or developed some effective writing skills?

d. Has the Intern exhibited or developed ability to orally communicate either in one-to-one or in-group encounters? Has there been continuing improvement in this area since he/she entered the program?

### **5.3 REPORTS**

Intern Reports: Interns will be required to submit a narrative report in the prescribed format (see following page for sample format). Reports will be submitted on the same basis as the Advisor's evaluations (Every 6 months). The Advisor will provide a notice to the Intern at least two weeks in advance of the due date. Items pertinent to the report are:

a. Each Intern will prepare their own report and give it to their Advisor not later than the date assigned.

b. The Advisor will review the report; discuss it with the Intern; and make handwritten comments as appropriate. The report should be typed on plain white bond paper and written in such a manner that it reflects the Intern's professionalism. It is an example of his/her written communication ability. The Advisor will forward the original and three copies through the supervisor to the Career Program Manager.

## SAMPLE FORMAT FOR INTERN REPORT

SUBJECT: Report of Training for the period of DATE to DATE -- John L. Doe

Section I. Location, dates, type, and description of assignments received during the reporting period.

- a. (DATE) to (DATE) in (ORGANIZATIONAL ELEMENT)
- b. [Describe type(s) of assignment(s)]
- c. (DATE) to (DATE) in (ORGANIZATIONAL ELEMENT)
- d. Continue as necessary to include all assignments.
- e. My next assignment is in (ORGANIZATIONAL ELEMENT).

Section II.  
Narrative.

In your narrative you should consider the following questions, as a minimum: What is your understanding of how the work you did relates to the overall function of the organizational element(s) to which you were assigned? What suggestions would you offer to make an assignment in the relating organization(s) more meaningful to another intern who has a background (both educationally and professionally) similar to yours? What problems, if any, did you encounter which are still involved?

JOHN L. DOE  
Engineer/Sci-  
entist Intern

NOTE: Resources which may be helpful in your analysis of the organizational elements are: the District Organization Chart and the District Statements of Functions.

## 6 GENERAL INFORMATION

### 6.1 Personnel Folder

It is extremely important that you start a personnel file folder to maintain personnel files such as leave slips, personnel action forms, awards, travel claims, DA Employment and Mobility Agreement, performance reviews, or anything else you deem important for record keeping purposes.

Additionally, it is recommended that you maintain copies of ALL training records, medical records, documentation of physicals and follow-ups, military documents (such as prior service and requests for crediting military service) and any other important documents you deem necessary. You never know, 10 years from now you may have to prove you took a training course or paid for your military time. The burden of proof is on *you!*

### 6.2 Hours of Duty and Federal Holidays

You will determine your official work hours in conjunction with your section supervisor. Often, there is flexibility when setting up your hours of duty (e.g. 5 eight hour days, alternate work schedules, flexible work schedules, starting work at 0630 vs. 0830). Your work hours may change from section to section based upon section needs. Ensure your section supervisor understands and agrees to your schedule. Most people here at the San Francisco District are on a flexible work schedule where they work 8 nine hour days and 1 eight hour day per pay period, and take the 10<sup>th</sup> day off – often a Monday or Friday. You should also be aware that the details concerning your hours of duty are covered under the SPN/IFPTE Local 86 union labor agreement and that this document is the governing document for bargaining unit employees (which generally includes you, as an intern). For details regarding your duty hours, please refer to Article 21 of the labor agreement:

[http://www.spd.usace.army.mil/cpac/documents/USACE%20SPN%20IFPTE86%20CBA%2011\\_30\\_2003.pdf](http://www.spd.usace.army.mil/cpac/documents/USACE%20SPN%20IFPTE86%20CBA%2011_30_2003.pdf).

For employees working Monday through Friday, a holiday falling on Sunday will be observed the following Monday; a holiday falling on Saturday will be observed the preceding Friday.

FEDERAL HOLIDAYS	
New Years Day	January 1 <sup>st</sup>
Martin Luther King Jr.'s Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October

Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 <sup>th</sup>

### 6.3 Leave and Earning Statement (LES)

Your LES (pay slip) is mailed to your home address or can be obtained electronically through the Internet at the MyPay website (<https://mypay.dfas.mil/mypay.aspx>). You are encouraged to receive it electronically, as it reduces time and cost for the agency.

Once your in-processing is complete, you will be mailed a PIN number for your MyPay account. Once you receive your PIN number, you can create a personal account by going to the MyPay website, entering your social security number (without dashes or spaces) into the Login ID field, entering your PIN number into the PIN field, and selecting "Go". Once your personal account is set up, you may change your PIN number if desired and elect to accept your LES electronically.

The LES indicates your gross and net pay, your deductions, and your present leave balance. The LES also indicates cumulative deductions since the first pay period of the year. Changes in your salary, deductions, or leave balance will appear on your LES. Review every LES *promptly* and *thoroughly*. *Immediately* contact your timekeeper if discrepancies are noticed. DA Interns can also use MyPay to access their travel voucher settlement summary for travel cost and per diem associated with DA funded travel.

### 6.4 Civilian Personnel On-Line (CPOL)/MyBiz

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army. Employees can review their personnel info and print their SF50s (Notification of Personnel Action forms). MyBiz will add a new dimension where employees can actually submit requests to correct their data (e.g., education level, race or national origin and handicap status).

CPOL can be accessed by using your AKO user ID and password at <http://www.cpol.army.mil>. The link to MyBiz is found under the "Employee" tab.

### 6.5 Types of Work time

#### OVERTIME

Overtime pay is pay for hours of work officially ordered and approved in excess of 8 hours in a day or 40 hours in an administrative workweek. Both DA and local Interns may work overtime.

For employees with rates of basic pay equal to or less than the rate of basic pay for GS-10, step 1, the overtime-hourly rate is the employee's hourly rate of basic pay multiplied by 1.5.

For employees with rates of basic pay greater than the basic pay for GS-10, step 1, the overtime hourly rate is the *greater* of:

1. The hourly rate of basic pay for GS-10, step 1, multiplied by 1.5, *or*
2. The employee's hourly rate of basic pay.

To earn overtime, you must have the advance agreement of your Branch and Division Chief and you must fill out DA Form 5172-R (located in Form Flow or at [http://www.army.mil/usapa/eforms/pdf/A5172\\_R.PDF](http://www.army.mil/usapa/eforms/pdf/A5172_R.PDF)). This form must be filled out prior to working overtime.

Specific details regarding overtime and compensatory time, which is discussed below, are covered under the SPN/IFPTE Local 86 union labor agreement as are your hours of duty (discussed in section 6.2). You should refer to Article 19 of San Francisco District's Labor-Management Agreement for information on overtime hours and to understand your rights. The labor agreement is available at the following site:

[http://www.spd.usace.army.mil/cpac/documents/USACE%20SPN%20IFPTE86%20CBA%2011\\_30\\_2003.pdf](http://www.spd.usace.army.mil/cpac/documents/USACE%20SPN%20IFPTE86%20CBA%2011_30_2003.pdf).

Note that **non-exempt employees**, who generally include interns, **receive time-and-a-half overtime pay regardless of grade**. The overtime cap discussed above only applies to exempt employees. Additionally, non-exempt employees cannot be required to work compensation time. If non-exempt employees are required to work beyond their normal hours of duty, they can elect their hours to be overtime. Exempt employees, on the other hand, can be directed work compensation time instead of overtime. Since interns are in developmental positions, they will generally be non-exempt employees under the labor agreement.

DA Interns *must* use project labor funds to pay for overtime hours. To ensure project funds for overtime are available to a DA Intern, the Intern *must* talk with the project manager to have a project labor code created within the engineering organization code (ORG code). DA funds will *not* pay for your overtime as these hours are above and beyond the 40 hours per week, or more specifically the 80 hours over two weeks, that DA funds DA Interns.

## COMPENSATORY TIME

Compensatory time, also called *comp time* for short, is time off with pay in lieu of overtime pay for irregular or occasional overtime work (defined as work that is not part of an employee's regularly scheduled administrative work week). As an intern, you may earn compensatory time off. Note that while in the Intern Program you are on training status; therefore, you will generally work 80 hours per pay period (two weeks) unless by rare exception overtime is necessary.

As a DA Intern, note that when compensatory time is approved, that these hours are above and beyond the 40 hours per week or 80 hours every two weeks that DA funds Interns. Therefore, you *must* use project labor funds to pay for compensatory time. To ensure project funds for compensatory time are available to an Intern, the Intern *must* talk with the project manager to have a project labor code created within the engineering organization code (ORG code).

To earn compensatory time as both a DA and local intern, you must have advance agreement of your Branch and Section Chiefs and fill out DA Form 5172-R (located in Form Flow or at [http://www.army.mil/usapa/eforms/pdf/A5172\\_R.PDF](http://www.army.mil/usapa/eforms/pdf/A5172_R.PDF)). When filling your timesheet out, you must ensure you use the proper time code to earn compensatory time off AND you must have the proper project labor code.

There is no limit on the maximum number of hours of compensatory time you may accumulate. However, compensatory time must be used by the end of the 26th pay period after it is earned or it will be paid to you at the overtime rate at which it was earned.

## **CREDIT HOURS**

Credit hours are hours that are worked beyond the employee's approved normally scheduled weekday hours. These are hours you choose to work beyond your normal work schedule to save for time off down the road. Credit hours may be used only for time off.

## **TRAVEL COMPENSATION**

Travel compensation is compensation time that is earned for travel during uncompensated, non-work hours. Employees will forfeit accrued comp time not used within 26 pay periods (52 weeks) of it being earned. Further information on when and how to earn travel compensation is posted in the MS Outlook public folders list under "Timekeeping Forum".

Prior to travel, an overtime request form (DA Form 5172-R located in Form Flow or at [http://www.army.mil/usapa/eforms/pdf/A5172\\_R.PDF](http://www.army.mil/usapa/eforms/pdf/A5172_R.PDF)) must be submitted for the expected hours of travel compensation time. For both local and DA Interns, the project for which you are going on travel is the project that funds your travel compensation. To ensure project funds for travel compensation time are available to a DA Intern, the Intern *must* talk with the project manager to have a project labor code created within the engineering organization code (ORG code).

Note that for DA funded travel, the DA will also fund your travel compensation.

## **6.6 Time Keeping**

You are responsible for correctly managing and reporting (posting) your time. You must report your time to your timekeeper on a bi-weekly basis. The timekeeper for DA interns is the Intern Administrative Support Assistant. The timekeeper for local interns is the timekeeper in your current section of rotation.

Reporting time involves:

1. Correctly recording daily time
2. Charging recorded time to the correct labor code(s)
3. Printing your timesheet
4. Obtaining your section supervisor's signature on the ATS Timesheet
5. Submitting the signed timesheet your timekeeper

Timekeepers typically require hours to be posted by the close of business on the Wednesday or Thursday of a pay period, but may have to be submitted even earlier.

When managing and reporting time, the correct type of hours and/or leave codes must be used. No labor code is needed for leave periods; however, the correct type of leave code (e.g. LA, LS, KA) must be used.

For DA interns, based upon the work schedule you have established with your supervisor, you will generally charge 80 Regular Graded (RG) work hours to the Department of Army labor code each pay period. **This DA labor code is the same for all DA interns and is usually unchanged for the entire fiscal year.** If you are working, for example, 4 ten-hour days, you would charge 10 regular graded (RG) hours to the DA labor code. Also for DA interns, overtime (OS) and compensatory time (CE, CB) must be charged to specific *project* labor codes and *not* the DA labor code, as DA funds will not provide coverage. Common time codes are given in the table below. Other time codes not shown in the table include Credit Hours Earned (CN) and Credit Hours Used (CD).

Common Time Codes	Meaning
RG	Regular Graded
OS	Overtime Scheduled
CB	Travel Comp Time Earned
CE	Comp Time Earned
CF	Travel Comp Time Used
CT	Compensation Leave
LH	Holiday Leave
LS	Sick Leave
LA	Annual Leave
LB	Advance Annual Leave
KA	Leave Without Pay

## 6.7 Leave

### ANNUAL LEAVE

Annual leave is used for vacations and necessary personal time off (general time off). It is computed based on the total number of years of creditable federal service and may include certain active duty military time. When serving in the United States, a maximum of 30 days (240 hours) of annual leave may be accumulated and carried over from one year to the next. While serving overseas, the maximum accumulation is generally limited to 45 days (360 hours). For full-time employees, leave is accrued as shown below:

Years of Service	Bi-weekly Accrual
Less than 3 years	4 hours
3 years or more but less than 15 years	6 hours

15 or more years
------------------

8 hours
---------

To request annual leave as an Intern, use OPM Form 71 "Request for Leave of Approved Absence" (located in Form Flow or on-line at [http://www.opm.gov/Forms/pdf\\_fill/opm71.pdf](http://www.opm.gov/Forms/pdf_fill/opm71.pdf)). Your section supervisor must sign it in block 8c prior to you taking leave. If your leave is over 5 working days, the Intern Supervisor should also approve your request.

### **LEAVE WITHOUT PAY (LWOP)**

Leave without pay is a temporary non-pay status and an authorized absence from duty. LWOP is requested using the same form as Annual Leave. It must be requested in advance and approved by your section supervisor.

Depending on the length of LWOP, approved LWOP may have an impact on annual leave, sick leave, waiting periods for within-grade increases, health and life insurance and your service computation date. As an Intern taking more than 2 weeks of LWOP will delay your advancement to GS-9 and GS-11. To learn about the impact of taking LWOP on these items see [http://www.opm.gov/oca/leave/html/lwop\\_eff.htm](http://www.opm.gov/oca/leave/html/lwop_eff.htm).

### **SICK LEAVE**

Sick leave is earned at the rate of 4 hours per pay period. There is no limit to the amount that may be accumulated. You may use sick leave when you are too ill to work, for medical, dental, optical examination or treatment, an operation, convalescence, to take a family member to the doctor, to care for an ill child/spouse or for purposes related to the adoption of a child.

If you have a medical appointment that is planned ahead of time, fill out OPM Form 71 and have it signed by your section supervisor. If you call in sick to work, fill out OPM Form 71 after your return to work and have it signed by your section supervisor.

### **ADDITIONAL LEAVE ITEMS**

For further information regarding other types of leave (e.g., military, jury duty, blood donation), refer to the Leave Administration website of the Office of Personnel Management (OPM) at <http://www.opm.gov/oca/leave/index.asp>. Leave Provisions are covered under Article 20 of San Francisco District's Union Labor-Management Agreement.

### **THE TIMEKEEPERS ROLE**

It is VERY important that you give your timekeeper a copy of your leave form. Currently, the timekeeper for all DA Interns is the Intern Administrative Support Assistant. For local interns, the timekeeper of the section you are currently in will handle your timesheet.

## 6.8 Work Attire

There is no specific dress code policy at the San Francisco District; however, it is important to remember that how you dress *does* reflect upon what people think of you. You should think about how to dress for the situation you will be in on a given day (e.g. a meeting with an A-E firm, a meeting with a customer, out at a work site taking soil samples, working at your desk designing a project). Each situation is different. For normal day-to-day operations, business casual dress is recommended (e.g. slacks and a polo shirt, khakis and a sweater, slacks and a blouse). After a while you will get a feel for how others are dressing and what you think is appropriate. Most importantly – use your common sense!

The topic of Work Attire is not covered by policy or under San Francisco District's Union Labor Agreement.

## 6.9 Travel, Accommodation, and Per Diem

All work related travel arrangements should be made thorough Carlson Wagonlit Travel, travel contractor for the Department of Defense. You should make your reservation as soon as you have your request approved and you have all the information you need for the travel. For all PROSPECT courses, you should wait until you receive the class reporting instructions (RI) before making travel arrangements. After you make your travel reservations by calling Carlson Wagonlit Travel, you will need to fax your approved form 1610 to them. **Always call Carlson Wagonlit a few days prior to your departure date to make sure your tickets have been issued.**

You should also contact Carlson Wagonlit travel before you fill out your Travel Order (form 1610) to determine your airline fare, which is required in order to fill out your form and calculate your total travel cost. Another alternative is to look it up in the web at GSA's portal for Airline City Pairs at <http://apps.fss.gsa.gov/citypairs/search/>. Be advised that the estimates you get from this website may not include some taxes and fees, which differ based on your destination city. Also, notice that the Oakland Airport in the web site's search window is located under "San Francisco [OAK]".

DA interns should use Carlson Wagonlit offices in Washington, DC, for all travel associated with RASS, since DA funded Travel Orders come from Head Quarters. The phone numbers for the HQ Carlson travel center are 800-756-6333 (6111). And the corresponding fax number is 202-291-0845. For non-DA funded travel, and all locally funded travel, interns should contact the local Carlson office at 800-992-5112. For assistance during non-business hours, contact the 24-hour Carlson travel center at 800-468-2978. **Always keep these numbers with you while you're on TDY in case problems arise with your reservation.**

While on TDY, all Interns are entitled to per diem. The per diem rate is dependent upon the location you're traveling to, and the travel period. You'll need to find the per diem rate of your travel destination prior to filling out your Travel Order (form 1610). This information can be found at the GSA website at [www.gsa.gov](http://www.gsa.gov). The per diem rate is divided into two parts, lodging and M&IE (Meals and Incidental Expenses). **The Lodging rate shown is the maximum rate allowed for lodging excluding any taxes or fees. Any TDY greater than 30 days is reimbursed at 55% of normal rates, unless prior**

**approval is obtained from HQ.** Make sure that your hotel rate is at or below the lodging rate shown. Many hotels honor the per diem rate for their area as their *Government Employees* rate.

It is the intern's responsibility to arrange all travel and hotel reservations. For PROSPECT courses, refer to the reporting instructions (RI) first to see if there is a specific hotel suggested. Often, these courses are conducted in hotels that have special agreements which require course attendants to stay at those hotels. Try to stay in a hotel as close to the course venue as possible. Remember that **DA funded travel will not reimburse for car rental.**

You have various alternatives available when going to and from the airport. BART goes directly to the San Francisco Airport terminal, and five minutes from the Oakland Airport (get off Oakland Coliseum stop and take the free airport shuttle to the terminal). Other options include taking a taxi cab, a shuttle, or parking your car at the airport. One of the major shuttle services in the area is SuperShuttle, and provides service to the San Francisco Airport, but not Oakland - <http://www.supershuttle.com/htm/cities/sfo.htm>. It sometimes is cheaper to park your car at off-site airport parking services that run shuttles to the terminals. Parking at these facilities is usually around \$10 a day and could be cheaper than a 2 way cab ride. All of these options mentioned are reimbursable expenses. Generally you should use what is most convenient for you and beneficial to the government.

**Always remember to take a copy of your approved Travel Orders (both forms SF 182 and DD 1610) with you when you're on TDY travel.**

## **6.10 Technical Assistance**

When it comes to computers there are a multitude of problems that may arise. Fortunately there are also resources that are available for assistance when problems come up.

Point of contact for computer assistance:

The IM help desk – The help desk provides computer support for the San Francisco District. The helpdesk will provide assistance with network, software and hardware related problems. The helpdesk can be reached at 415-503-6789

## **6.11 MS Outlook**

### **ACCESSING E-MAIL FROM OUTSIDE THE OFFICE**

You can access your USACE e-mail and Outlook calendar when outside the office through the Webmail remote database exchange at <https://webmail.spd.usace.army.mil>. Ensure you type *https*. The very first time you try this you may be warned that you are entering a secure site connection – check the box “In the future, do not show this warning” and click OK.

Domain\username: SPD\L3XXXXXX

Password: Your network password (the password you use to login on your computer)

Client selections:

Premium: Provides all web mail features.

Basic: Fewer features faster performance.

## CREATING PERSONAL MAIL FOLDERS

Another important feature of Outlook is its ability to support **personal mail folders**. Personal mail folders are essential due to the large volume of mail that you will receive in your inbox and the 50 MB quota you will have on your mail account. Personal mail folders allow you to archive your old mail within Outlook without counting towards your 50 MB quota. To create a personal mail folder, follow the instructions below:

- I. Start Outlook
- II. Go to the "File" menu, click "New" and select "Outlook Data File"
- III. Select "Office Outlook Personal Folders File (.pst)"
- IV. Select your "My Documents" folder
- V. Double click on the "Mail" folder
  - a. If you do not have a "Mail" folder, create one by using the "Create New Folder" icon at the top of the window
- VI. Click "OK"
- VII. Give your personal folder a name (or leave it with the default name)
- VIII. Click "OK"

You now should have a personal mail folder visible in Outlook. Use this folder and other personal mail folders that you create to store your emails when your inbox approaches its 50 MB quota.

## 7 FEDERAL BENEFITS

### Benefits for USACE Employees

"Pay and Benefits" section of the following website:

<http://www.usace.army.mil/employment/>

#### 7.1 Army Benefits Center (ABC)

ABC-C is the prime source for Army employees regarding Benefits, Information, Forms, Making Changes, Frequently Asked Questions, etc.

<https://www.abc.army.mil/>

#### 7.2 EBIS

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

<https://www.ebis.army.mil/>

### **7.3 MyPay**

MyPay allows you to manage your pay information, leave and earning statements, W-2's and more.

<https://mypay.dfas.mil/mypay.aspx?FLPS=LES~DCPS>

### **7.4 Thrift Savings Plan (TSP)**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans. The TSP is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you (and your agency, if you are a FERS employee) have contributed to your account during your working years and the earnings on those contributions. The contributions that you make to your TSP account are voluntary and are separate from your contributions to your FERS Basic Annuity or CSRS annuity. When you become eligible for agency contributions, your agency will automatically contribute to your TSP account an amount equal to 1 percent of your basic pay each pay period. These are your Agency Automatic (1%) contributions. You will receive these contributions whether or not you contribute your own money to your TSP account.

If you are contributing to your TSP account, your agency also makes Agency Matching Contributions once you are eligible for them. If you do not contribute your own money, you will not receive Agency Matching Contributions. Matching contributions apply to the first 5 percent of pay that you contribute each pay period. Your contributions are matched dollar-for-dollar on the first 3 percent of pay you contribute each pay period and 50 cents on the dollar for the next 2 percent of pay. Your agency will not match the contributions that you make above 5 percent of your pay. However, you will still benefit from before-tax savings and tax-deferred earnings on those contributions. The IRS has a limit on how much you can contribute to your TSP account, and it is adjusted annually. The Federal Retirement Thrift Investment Board (FRTIB) is the agency responsible for administering the TSP.

[www.tsp.gov](http://www.tsp.gov)

[www.frtib.gov](http://www.frtib.gov)

### **7.5 Federal Employees Retirement System (FERS)**

FERS is a retirement system that is responsive to the changing times and Federal work force needs. Many of its features are "portable," so that if you leave Federal employment, you may still qualify for the benefits. FERS is flexible; you will be able to choose what is best for your individual situation. And FERS enables you to take an active role in securing your future. This booklet highlights the main features of the Federal Employees Retirement System (FERS).

[http://www.opm.gov/fers\\_election/ri\\_90/f\\_toc.htm](http://www.opm.gov/fers_election/ri_90/f_toc.htm)

## **7.6 Federal Employee Health Benefits (FEHB)**

The Federal Employees Health Benefits (FEHB) Program became effective in 1960. It is the largest employer-sponsored group health insurance program in the world, covering over 9 million Federal employees, retirees, former employees, family members, and former spouses.

<http://www.opm.gov/insure/health/index.asp>

## **7.7 Flexible Spending Account (FSA)**

A Flexible Spending Account (FSA) is a tax-favored program offered by employers that allows you to pay for your eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money. Your participation in either FSA is completely voluntary, and it's important to remember that unlike other Federal benefits, your FSA election is only effective for one Benefit Period. In other words, you must enroll in one or both FSAs each year that you choose to participate.

<https://www.fsafeds.com/fsafeds/index.asp>

[www.opm.gov/insure/pretax/fsa/](http://www.opm.gov/insure/pretax/fsa/)

## **7.8 Federal Employees' Group Life Insurance (FEGLI)**

The Federal Employees' Group Life Insurance (FEGLI) Program is the largest group life insurance program in the world, covering over 4 million Federal employees and retirees, as well as many of their family members. It consists of Basic life insurance coverage and three options. In most cases, if you are a new Federal employee, you are automatically covered by Basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage. In addition to the Basic, there are three forms of Optional insurance that you can elect. You must have Basic insurance in order to elect any of the options. Unlike Basic, enrollment in Optional insurance is not automatic - you must take action to elect the options. The cost of Basic insurance is shared between you and the Government. You pay 2/3 of the total cost and the Government pays 1/3. Your age does not affect the cost of Basic insurance. You pay the full cost of Optional insurance, and the cost depends on your age.

<http://www.opm.gov/insure/life/index.asp>

## **7.9 Federal Long Term Care Insurance (FLTCI)**

Long term care is something you may need if you can no longer perform everyday tasks by yourself. For example, there may come a time when you need help getting dressed, eating or bathing. It also includes the kind of care you would need if you had a severe cognitive impairment like Alzheimer's disease. You can receive this care in a variety of settings, including your home, an assisted living facility or a nursing home. Over 20

million members of the Federal Family can apply for the insurance offered in this Program.

<http://www.opm.gov/insure/ltc/index.asp>

<http://www.ltcfeds.comm/>

## **7.10 Transit Subsidy**

Employees who use public transportation to get to work may be eligible for payment / reimbursement of qualified transportation expenses through the Transportation Incentive Program (TIP). The TIP is a federal government program for federal workers "aimed at reducing federal employees' contribution to traffic congestion and air pollution as well as expanding their commuting alternatives." In the SF District, we are given Commuter Checks on a quarterly basis.

Commuter Check is a national program providing administrative and marketing services that support public/private efforts to reduce traffic congestion, improve air quality, and promote use of public transportation. Commuter Check Services Corporation of Englewood, New Jersey has been in operation since 1990. Commuter Checks are vouchers employers provide to their employees for buying transit tickets, passes and tokens. They are used as an employee benefit, either as a substitute for taxable salary (offered on a pre-tax basis like a 401K) or supplemental company-paid benefit. Transit services in many U.S. cities accept Commuter Checks for purchase of passes, tickets, and tokens. They are also accepted for vanpool fares.

<http://www.commutercheck.com/cities/sanFrancisco.html>

## **8 PERKS**

### **8.1 Military.com**

[www.military.com](http://www.military.com) is a great website to find discounts and coupons for US Army employees. Most of the discounts apply to all employees of the Army – both military and civilian. Here you can find discount on many products and services; ranging from 10% discounts on iPods from Apple, to free tax filling services from Turbo Tax.

### **8.2 U.S. Army MWR**

Army MWR (Morale, Welfare & Recreation) is a comprehensive network of support and leisure services designed to enhance the lives of soldiers (active, Reserve, and Guard), their families, civilian employees, military retirees and other eligible participants. Over 37,000 MWR employees worldwide strive to deliver the highest quality programs and services at each installation – from family, child and youth programs to recreation, sports, entertainment, travel and leisure activities.

<http://www.armymwr.com/>

### **8.3 Armed Forces Vacation Club**

The AFVC is a "Space Available" program that offers Department of Defense affiliated personnel the opportunity to take affordable condominium vacations at resorts around the world. The AFVC makes this possible by utilizing marketable inventory at condominium timeshare resorts. Marketable inventory consists of condominium units that resort owners do not use, which generally means off-season or short-notice travel. <http://www.afvclub.com>

## **8.4 Government & Armed Forces Travel Cooperative**

Provides leisure and vacation travel services for government and military personnel, including retirees, with services ranging from condominium rentals, cruises, vehicle rental, and hotel reservations, to golf discounts and vacation packages. [www.govarm.com](http://www.govarm.com)

## **8.5 SuperClubs**

Great discounts for military and other DOD personnel at the Caribbean's only Super Inclusive Resorts! With 14 resorts in the Bahamas, Brazil, Curacao, Dominican Republic and Jamaica, SuperClubs has a resort for every age and lift style! <http://www.armymwr.com/portal/travel/traveldeals/superclubs8.htm>

## **8.6 Cell Phone Services Discount**

All Federal Employees are able to get a 15% discount on their personal cell phones by calling their carrier and mentioning the "Federal Telecommunications Act of 1996 - Discount to Federal Employees Past and Present."

Cingular:	(800) 319-6393	19% Discount
Sprint:	(888) 788-4727	15% Discount
T-Mobile:	(866) 646-4688	22% Discount
Nextel:	(800) 639-6111	18% Discount
Verizon:	(800) 865-1825	23% Discount

## **8.7 Fit-2-Win**

As an employee of the U.S. Army Corps of Engineers, you are eligible to participate in the Fit2Win Program. This is a medically directed and supervised health enhancement program which consists of three phases:

PHASE I: Medical and fitness examinations

PHASE II: Participation in an eight week structured and supervised personal exercise program

PHASE III: Continuation of a supervised personal exercise program at a health club or Fitness Center

The fitness center also has an assistance program to help employees not located at 1455 Market to partially pay for regular commercial gym participation fees. Contact the wellness fitness coordinator (WFC) at (415) 503-6675 for further information.

## 8.8 Tuition Assistance

Corps of Engineer activities can provide tuition assistance for full or a portion of an employee's advanced-education curriculum. The curriculum must be directly or indirectly job / mission-related or support the Civilian Leadership Development initiative. <http://cpol.army.mil/cgi-bin/permis/tree.cgi?MainSection=TLDP>

## 9 Essential Forms

### FormFlow Filler

FormFlow Filler is database management software used to organize forms. FormFlow enables you to fill forms out electronically and save your last entries for each of the forms you've used. During your tenure as an intern, you will not need to use most of these forms. The forms are organized in various categories; the most common ones being DA (Department of The Army) forms, DD (Department of Defense) forms, ENG (Corps of Engineers) forms, and OPM (Office of Personnel Management) forms. Below is a list of commonly used forms.

DA 5172 – Overtime/Comp time request

DA 7222 – Senior System Civilian Evaluation Report (used for TAPES Evaluations)

DA 7222-1 – Civilian Evaluation Report Support Form (used for TAPES Evaluations)

DD1351-2 – Travel Voucher

SF 182– Request, Authorization, Agreement, Certification of Training and Reimbursement (for DA intern, this form is automatically generated by RASS)

DD 1610 – Request and Authorization for TDY Travel for DoD Personnel (for DA interns, this form is also automatically generated by RASS)

OPM 71 – Request for leave or Approved Absence

For a complete list of forms available on FormFlow Filler, you may go to the following websites:

Department of Defense (DD) forms:

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

Department of the Army (DA) forms:

<http://www.army.mil/usapa/eforms/>

Corps (Eng) forms:

<http://www.usace.army.mil/publications/forms/>

## 10 SPN Organizational Chart

**U.S. ARMY ENGINEER DISTRICT  
SAN FRANCISCO  
EXECUTIVE OFFICE**

**ENGINEERING AND TECHNICAL SERVICES DIVISION  
CESPN-ET**

JOHN (JAKE) H. JACOBSON, Chief  
Supv Civil Engineer  
Tel: 6820

**PLANNING BRANCH  
CESPN-ET-P**

THOMAS R. KENDALL, Chief  
Supv Water Res Planner  
Tel: 6822

**CONSTRUCTION BRANCH  
CESPN-ET-C**

SUZANNE SUSKIND, Chief  
Supv Civil Engineer  
Tel: (415) 289-3301

**ENGINEERING BRANCH  
CESPN-ET-E**

HERBERT H. CHEONG, Chief  
Supv Civil Engineer  
Tel: 6821

**PLAN FORMULATION  
SECTION  
CESPN-ET-PF**

JAMES A. HOWELLS, JR., Chief  
Supv Water Res Planner  
Tel: 6850

**ENVIRONMENTAL SECTION A  
CESPN-ET-PA**

FARINAZ TABATABAI, Chief  
Supv Environmental Planner  
Tel: 6860

**CIVIL DESIGN SECTION  
CESPN-ET-ED**

JEFFREY T. IDE, Chief  
Supv Civil Engineer  
Tel: 6890

**WATER RESOURCES SECTION  
CESPN-ET-EW**

JANICE LERA-CHAN, Chief  
Supv Civil Engineer  
Tel: 6743

**ECONOMICS SECTION  
CESPN-ET-PC**

Vacant., Chief  
Senior Regional Economist  
Tel:

**ENVIRONMENTAL SECTION B  
CESPN-ET-PB**

LAURIE SUDA, Chief  
Supv Environmental Planner  
Tel: 6840

**SPECS & COST ENGR. SECTION  
CESPN-ET-ES**

PHILIP G. PANG, Chief  
Supv Civil Engineer  
Tel: 6880

**GEO-SCIENCES SECTION  
CESPN-ET-EG**

KENNETH G. HARRINGTON, Chief  
Supv Geologist  
Tel: 6920

**TECHNICAL SUPPORT SECTION  
CESPN-ET-CT**

RICHARD CHAPMAN, Chief  
Supv Civil Engineer  
Tel: (415) 289-3340

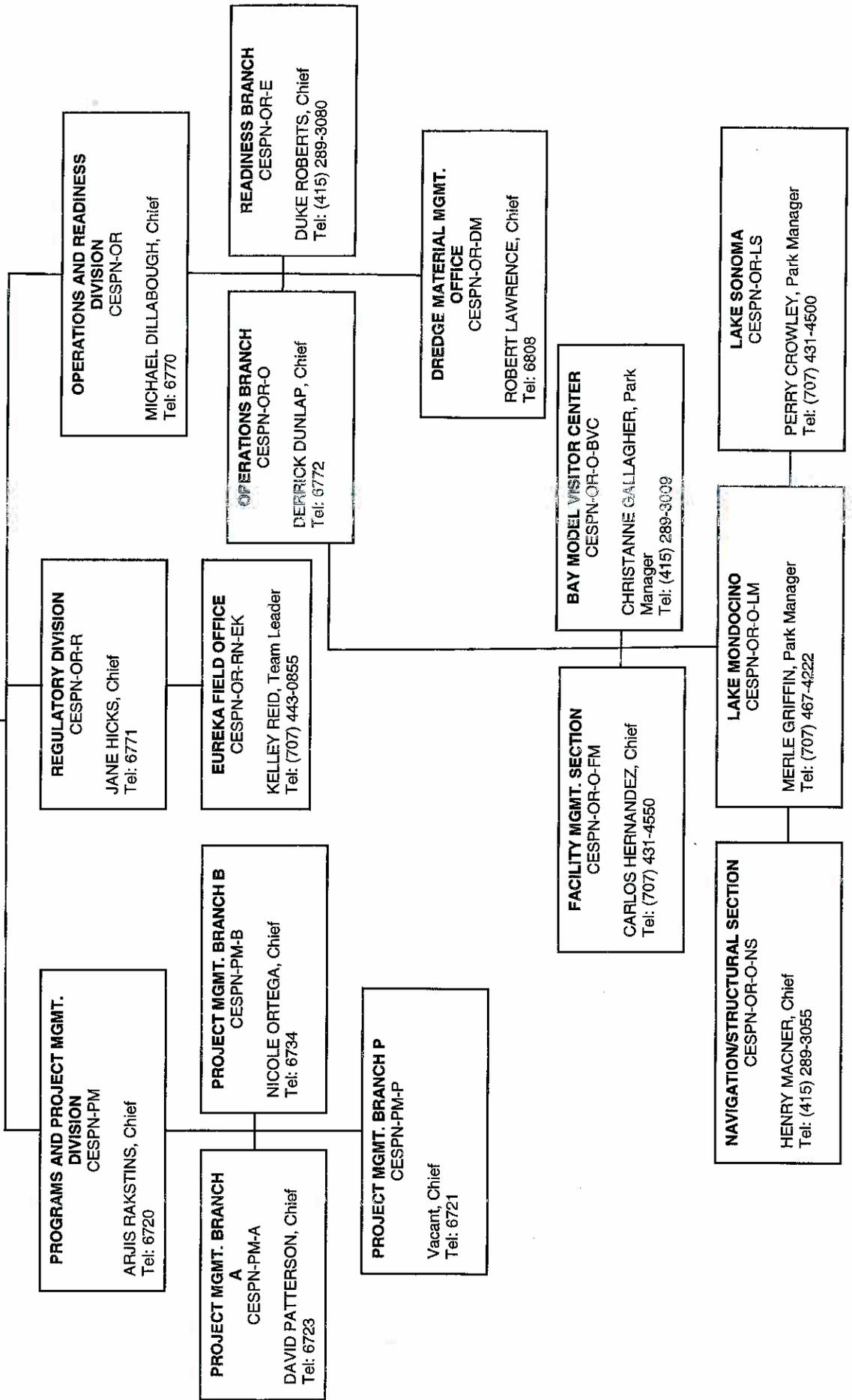
**CONTRACT ADMIN SECTION  
CESPN-ET-CA**

VALENTINO GUITERREZ, Chief  
Supv Inter-Disciplinary Engineer (ACO)  
Tel: (415) 289-3310

**SAUSALITO RESIDENT OFFICE  
CESPN-ET-CC**

DONALD C. HOUGH, Chief  
Supv Civil Engineer (ACO)  
Tel: (415) 289-3320

**U.S. ARMY ENGINEER DISTRICT  
SAN FRANCISCO  
EXECUTIVE OFFICE**

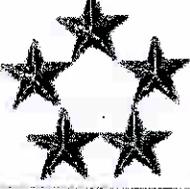


# 11 MILITARY RANK STRUCTURE

To see all U.S. military services *enlisted* rank structure, visit the following web link:  
<http://www.defenselink.mil/specials/insignias/enlisted.html>

To see all U.S. military services *officer* rank structure, visit the following web link:  
<http://www.defenselink.mil/specials/insignias/officers.html>

## Army/Air Force Officer Ranks

				
<b>Second Lieutenant (2LT) O-1</b>	<b>First Lieutenant (1LT) O-2</b>	<b>Captain (CPT) O-3</b>	<b>Major (MAJ) O-4</b>	<b>Lieutenant Colonel (LTC) O-5</b>
				
	<b>Colonel (COL) O-6</b>	<b>Brigadier General (BG) O-7</b>	<b>Major General (MG) O-8</b>	
				
	<b>Lieutenant General (LTG) O-9</b>	<b>General (GEN) O-10</b>	<b>General of the Army (GOA)  General of the Air Force</b>	

## 12 Acronyms

### A

AAA - Army Audit Agency  
ACESC - Automated Cost Engineering Support Center  
ACHP - Advisory Council on Historic Preservation  
ACO - administrative contracting officer  
ADP - Automated Data Processing  
ADR - alternative dispute resolution  
A-E - Architect-Engineer  
AE&D - Advanced Engineering and Design  
AF - acre foot  
AFARS - Army Federal Acquisition Regulation Supplement  
AIS - Automated Information System  
AMURS - Automated Manpower Utilization Reporting System  
AO - Action Officer  
APIC - Army Performance Improvement Criteria  
APMD Automated Performance Monitoring of Dams-  
APR - Agency Procurement Request  
AQIL - Annual Quality Implementation List  
AR - Army Regulation  
AR - Army regulation  
ARMS - Automated Review Management System  
ASA(CW) - Assistant Secretary of the Army for Civil Works  
ASAP - as soon as possible

### B

BC - benefit-cost  
BCOE - Biddability Constructibility Operability, and Environmental  
BCR - Benefit Cost Ratio  
BERH - Board of Engineers for Rivers and Harbors  
BIIT - Business Information Integration Technology  
BLAST - Building Load Analysis and System Thermodynamics Center  
BOD - biological oxygen demand  
BRAC - Base Realignment and Closure, Military Programs  
BY - Budget Year

### C

C/IM - Chief of Information Management  
CAP - Continuing Authorities Program  
CAP - Continuing Authorities Program  
CBD - Commerce Business Daily  
CBO - Congressional Budget Office  
CBRA - Coastal Barrier Resources Act (or COBRA)  
CDR - Commander  
CE - Corps of Engineers

CEALS - Corps of Engineers Automated Legal Services  
 CEAO - Headquarters, Audit Office  
 CEAP - Corps of Engineers Automation Plan  
 CEBRH - Board of Engineers for Rivers and Harbors  
 CECC - Headquarters, Office of the Chief Counsel  
 CECG - Headquarters  
 CECI - Headquarters, Office of the Deputy Chief of Staff for Corporate Information  
 CECW - Headquarters, Directorate of Civil Works  
 CECW-A - Headquarters, Civil Works Policy Division  
 CECW-B - Headquarters, Civil Works Programs Division  
 CECW-E - Headquarters, Civil Works Engineering Division  
 CECW-O - Headquarters, Civil Works Construction, Operations and Readiness Division  
 CECW-P - Headquarters, Civil Works Planning Division  
 CEEO - Headquarters, Office of Equal Employment Opportunity  
 CEERD - Engineer Research and Development Center  
 CEERD-C - Construction Engineering Research Laboratory  
 CEERD-E - Environmental Laboratory  
 CEERD-G - Geotechnical Laboratory  
 CEERD-H - Coastal and Hydraulics Laboratory  
 CEERD-I - Information Technology Laboratory  
 CEERD-R - Cold Regions Research and Engineering Laboratory  
 CEERD-S - Structures Laboratory  
 CEHO - Headquarters, Office of History  
 CEHR - Headquarters, Directorate of Human Resources  
 CEIG - Headquarters, Office of the Engineer Inspector General  
 CEIM - Directorate of Information Management  
 CEFC - Finance Center  
 CEFMS - Corps of Engineers Financial Management System  
 CEHEC - Humphreys Engineer Center Support Activity  
 CEHNC - Huntsville (US Army Engineering and Support Center)  
 CELD - Headquarters, Directorate of Logistics  
 CELIO - Corps of Engineers Library Information Online  
 CELMS - St. Louis District  
 CELRB - Buffalo District  
 CELRC - Chicago District  
 CELRD - Great Lakes and Ohio River Division  
 CELRD-ET - Directorate of Engineering and Technical Services  
 CELRD-OR - Ohio River Regional Headquarters  
 CELRD-PM - Directorate of Programs Management, Great Lakes and Ohio River  
 Division  
 CELRE - Detroit District  
 CELRH - Huntington District  
 CELRL - Louisville District  
 CELRN - Nashville District  
 CELRP - Pittsburgh District  
 CEMDC - Marine Design Center  
 CEMP - Headquarters, Directorate of Military Programs  
 CEMVD - Mississippi Valley Division  
 CEMVK - Vicksburg District  
 CEMVM - Memphis District  
 CEMVN - New Orleans District  
 CEMVP - St. Paul District

CEMVR - Rock Island District  
CEMVS - St. Louis District  
CENAB - Baltimore District  
CENAN - New York District  
CENAO - Norfolk District  
CENAU - Europe District  
CENWK - Kansas City District  
CENWD-MR - Missouri River Regional Headquarters  
CENAD - North Atlantic Division  
CENAP - Philadelphia District  
CENCD - North Central Division  
CENCR - Rock Island District  
CENED - New England District  
CENWD-NP - North Pacific Regional Headquarters  
CENWD - Northwestern Division  
CENWO - Omaha District  
CENWP - Portland District  
CENWS - Seattle District  
CENWW - Walla Walla District  
CEPA - Headquarters, Office of Public Affairs  
CEPM - Office of Security and Law Enforcement  
CEPOA - Alaska District  
CEPOD - Pacific Ocean Division  
CEPOF - Far East District  
CEPOH - Honolulu District  
CEPOJ - Japan Engineer District  
CEPR - Headquarters, Office of the Principal Assistant Responsible for Contracting  
CEQ - Council on Environmental Quality  
CERB - Coastal Engineering Research Board  
CERC - Coastal Engineering Research Center  
CERCLA - Comprehensive Environmental Response, Compensation and Liability Act of 1980 (Superfund)  
CERD - Headquarters, Directorate of Research and Development  
CERE - Headquarters, Directorate of Real Estate  
CERM - Headquarters, Directorate of Resource Management  
CERL - Construction Engineering Research Laboratory  
CESAC - Charleston District  
CESAD - South Atlantic Division  
CESAJ - Jacksonville District  
CESAM - Mobile District  
CESAS - Savannah District  
CESAW - Wilmington District  
CESB - Headquarters, Small Business Office  
CESO - Headquarters, Safety and Occupational Health Office  
CESPA - Albuquerque District  
CESPD - South Pacific Division  
CESPK - Sacramento District  
CESPL - Los Angeles District  
CESPN - San Francisco District  
CESWD - Southwestern Division  
CESWF - Fort Worth District  
CESWG - Galveston District

CESWL - Little Rock District  
CESWT - Tulsa District  
CETAC - Transatlantic Programs Center  
CEWRC - Water Resources Support Center  
CF - copy for, copy furnished  
CFO - Chief Financial Officer  
CFR - Code of Federal Regulations  
CG - Construction General  
CIO - Chief Information Officer  
CIR - Color Infrared  
CICA - Competition in Contracting Act  
CMAISRC - Corps Major Automated Information System Review Council  
CMR – Command Management Review  
COB - close of business  
COD - chemical oxygen demand  
COE - Corps of Engineers  
COEMIS - Corps of Engineers Management Information System  
CONUS - continental United States  
COR - contracting officer's representative  
CPAC – Civilian Personnel Advisory Center  
CPAR - construction productivity advancement research  
CPOC – Civilian Personnel Operations Center  
CPM - critical path method  
CPN - Critical Path Network  
CRA - continuing resolution authority  
CRREL - Cold Regions Engineering and Research Laboratory  
CSEE - Corporate Systems Engineering Environment  
CSI - Construction Specifications Institute  
CVM - Contingent Value Method  
CW - Civil Works  
CWA - Clean Water Act (of 1977)  
CWCCIS - Civil Works Construction Cost Index System  
CWIS - Civil Works Information System  
CY - cubic yard  
CZM - Coastal Zone Management  
CZMA - Coastal Zone Management Act

## **D**

DA - Department of the Army  
DAR - Defense Acquisition Regulations  
DC - District of Columbia  
DCW - Director, Civil Works or D/CW  
DCE - Design Construction Evaluation  
DDE(PM)Deputy District Engineer for Project Management  
DDPM - Deputy District Engineer for Project Management  
DE - division engineer or district engineer  
DEIS - draft environmental impact statement  
DETS – Directorate of Engineering and Technical Services  
DFARS - Defense Federal Acquisition Regulation Supplement  
D/IM - Director of Information Management  
DIST - district

DIV - division  
DM - design memorandum  
DoD - Department of Defense  
DOD - dissolved oxygen demand  
DOE - Department of Energy  
DOI - Department of the Interior  
DOJ - Department of Justice  
DOT - Department of Transportation  
DPA - Delegation of Procurement Authority  
DPR - Detailed Project Report  
DPS - detailed project study  
DRSE - Department of the Defense Relocation Services for Employees  
DSO - Dam Safety Officer  
DTO - data for testifying officers

## **E**

E&D - Engineering and design  
EA - Environmental Assessment  
EAB - Environmental Advisory Board  
EBS - Electronic Bid Set  
EC - Engineer Circular  
EEO - equal employment opportunity  
EEOC - Equal Employment Opportunity Commission  
EFARS - Engineer Federal Acquisition Regulation Supplement  
EGSC - Engineering Guidance Support Center  
EIS - Environmental Impact Statement  
EM - Engineer Manual  
EMP - Environmental Management Program  
EMTC - Environmental Management Technical Center  
EP - Engineer Pamphlet  
EPA - Environmental Protection Agency  
EO - Executive Order  
EOB - Executive Office Building  
EOC - Emergency Operations Center  
EQ - Environmental Quality  
EP - Engineer Pamphlet  
EPA - Environmental Protection Agency  
ER - Engineer Regulation  
ERDC - Engineering Research Development Center  
ERGO - Environmental Review Guide for Operations  
ERTS - Earth Resources Technology Satellite  
ESA - Endangered Species Act  
ETL - Engineer Technical Letters  
ETL - Engineering Topographic Laboratories

## **F**

F&A - finance and accounting  
F&M - foundations and materials  
FAD - funding authorization document  
FAO - finance and accounting officer

FAR - Federal Acquisition Regulation  
FC - flood control  
FCSA - Feasibility Cost Sharing Agreement  
FDM - Feature Design Memorandum  
FDP - flood damage prevention  
FEIS - Final Environmental Impact Statement  
FEMA - Federal Emergency Management Agency  
FERC - Federal Energy Regulatory Commission  
FIA - Federal Insurance Administration  
FIP - Federal Information Processing  
FIS - Flood Insurance Studies  
FOA - Field Operating Activities  
FOI - Freedom of Information  
FOIA - Freedom of Information Act  
FONSI - Finding of No Significant Impact  
FPC - Federal Power Commission  
FPM - Flood Plain Management  
FPMS - Flood Plain Management Services  
FR - Federal Register  
FRC - Feasibility Review Conference  
FTS 2001 - Federal Telecommunications System 2001  
FUDS - Formerly Used Defense Sites  
FUSRAP - Formerly Used Remedial Action Program  
FWL - fish and wildlife  
FWS - Fish and Wildlife Service  
FY - Fiscal Year  
FYI - for your information

## **G**

GAO - General Accounting Office  
GDM - General Design Memorandum  
GE - General Expense Appropriation  
GEM - General Equilibrium Model  
GI - General Investigation  
GIS - Geographic Information System  
GIWW - Gulf Inter-Coastal Waterway  
GNF - General Navigation Feature  
GPO - Government Printing Office  
GPRA - Government Performance & Results Act  
GRH - Gramm - Rudman - Hollings Act  
GRR - General Reevaluation Report  
GS - general schedule  
GSA - General Services Administration  
GWOT - Global War on Terrorism

## **H**

H&H - Hydrology and Hydraulics  
H&H - Hydraulics and Hydrology  
HABS - Historic American Buildings Survey  
HAC - House Appropriations Committee

HAP - Homeowners Assistance Program  
HAZMAT - hazardous material  
HD - House document  
HEC - Hydrologic Engineering Center  
HECSA - Humphreys Engineer Center Support Activity  
HEP - habitat evaluation procedures  
HES - habitat evaluation system  
HHS - Health and Human Services  
HL - hired labor  
HQ - headquarters  
HQUSACE - Headquarters, US Army Corps of Engineers  
HR - House of Representatives  
HR - House resolution  
HREP - Habitat Restoration and Enhancement Project  
HSDR - hurricane and storm damage reduction  
HTIC - House Transportation and Infrastructure Committee  
HTRW - Hazardous, Toxic, And Radioactive Waste  
HTRW-CX - Hazardous, Toxic, And Radiological Waste Center of Expertise  
HUD - Housing and Urban Development  
HVAC - Heating, Ventilating and Air Conditioning

## I

IA - initial appraisal  
IAW - in accordance with  
IBWC - International Boundary and Water Commission  
IC - Inspection Coordinator  
ICE - Internet Center of Expertise  
IDC - Interest During Construction  
IDC - indefinite delivery contract  
IG - inspector general  
IJC - International Joint Commission  
IM - information management  
IMA - Information Mission Area  
IMO - Information Management Office  
INSA - Inland Navigation Systems Analysis  
IPA - Intergovernmental Personnel Act  
IPMP - Initial Project Management Plan  
IPMP - Initial Project Management Plan  
IPR - In-Progress Review  
IRC - Issue Resolution Conference  
IRM - Information Resources Management  
IRMROP - Information Resources Management Review and Oversight Program  
IT - Information Technology  
ITIPS - Information Technology Investment Portfolio System  
ITR - Independent Technical Review  
ITRT - Independent Technical Review Team  
IWR - Institute for Water Resources  
IWTF - Inland Waterway Trust Fund  
IWW - Inland Waterways

## J

JTR - Joint Travel Regulation

## **L**

L&D - lock and dam

LASH - lighter aboard ship

LCA - Local Cooperation Agreement

LCMIS - Life Cycle Management of Information Systems

LCPM - Life Cycle Project Management

LERD - Land, Easements, Rights-of-way, and Disposal Areas

LERR - lands, easements, rights of way, relocations

LERRD - Land, Easements, Rights-of-way, Relocation, and Disposal Areas

LMMP - Limited Map Maintenance Program

LMVD - Lower Mississippi Valley Division (former Division name)

LOI - Letter of Intent

LPP - Local Protection Project

LRR - Limited Reevaluation Report

LTRMP - Long-Term Resource Monitoring Program

LUAP - Land Use Allocation Plan

## **M**

M&I - Municipal and Industrial

MACOM - Major Army Command

MARAD - Maritime Administration

MARKS - Modern Army Records Keeping System

MCACES - Micro-Computer Aided Cost Engineering System

MFR - Memorandum for Record

MHWM mean high water mark

MILCON - Military Construction

MIPR - Military Interdepartmental Purchase Request

MLW - mean low water

MLLW - mean lower low water

MOB - mobilization

MOD - miscellaneous obligation document

MOU - memorandum of understanding

MP - Military Programs

MP - Management Plan

MPF - maximum probable flood

MPRSA - Marine Protection Research and Sanctuaries Act

MR&T - Mississippi River and Tributaries

MRC - Mississippi River Commission

MSA - Metropolitan Statistical Area

MSC - Major Subordinate Command

## **N**

NAD - North Atlantic Division

NADB - National Archeological Data Base

NAS - network analysis system

NAV - navigation

NAWMP - North American Waterfowl Management Plan  
NC - Navigation (Planning) Center  
NCD - North Central Division  
NED - National Economic Development  
NED - New England District  
NEPA - National Environmental Policy Act  
NFIP - National Flood Insurance Program  
NGVD - national geodetic vertical datum  
NHPA - National Historic Preservation Act  
NIMBY - not in my back yard  
NLT - not later than  
NMFS - National Marine Fisheries Service  
NOAA - National Oceanographic and Atmospheric Administration  
NOI - notice of intent  
NPDES - National Pollutant Discharge Elimination System  
NPR - National Performance Review  
NPS - National Park Service  
NRA - National Recreation Area  
NRHP - National Register of Historic Places  
NRMS - Natural Resource Management System  
NSPS - DOD National Security Performance System  
NTE - not to exceed  
NTIS - National Technical Information Service  
NTP - notice to proceed  
NWD - Northwestern Division

## O

O&M - Operation and Maintenance  
O/A - On or about  
OA - Office Automation  
OASA(CW) - Office of the Assistant Secretary of the Army (Civil Works)  
OBE - overcome by events  
OBERS - Office of Business Economics/Economic Research Service  
OBS - Organizational Breakdown Structure  
OCE - Office of the Chief of Engineers  
OCSLA - Outer Continental Shelf Lands Act  
OE - Ordnance and Explosives  
OE-CX - Ordnance and Explosives Center of Expertise  
OM - operating manual  
OMA - Operations and Maintenance, Army  
OMB - Office of Management and Budget  
OMBIL - Operation & Maintenance Business Information Link  
OMDMP - Official Mail and Distribution Management Program  
OM&R - Operation, Maintenance and Repair  
OMRRR - Operations, Maintenance, Repair, Rehabilitation, and Replacement  
ORNIM - Ohio River Navigation Investment Model, Phase 1  
ORNL - Oak Ridge National Laboratory  
OSA - Office of the Secretary of the Army  
OSD - Office of the Secretary of Defense  
OSE - Other Social Effects  
OVEST - Value Engineering Study Team

## **P**

P&G - Principles and Guidelines  
P&S - plans and specifications  
P&S - Principles and Standards  
PA - Programmatic Agreement  
PAO - Public Affairs Office  
PAC - Postauthorization Change  
PARC - Office of the Principal Assistant Responsible for Contracting  
PAS - Planning Assistance to States  
PB-1 - Engineering Form 2200, Summary Construction Program  
PB-2a - Engineering Form 2201A, Detailed Project Schedule  
PB-3 - Engineering Form 2202, Project Cost Estimate  
PB-6 - Engineering Form 2204, Study Cost Estimate  
PCA - project cooperation agreement  
PE - professional engineer  
PE&D - Planning, Engineering and Design  
PED - Preconstruction Engineering and Design  
PES - Project Executive Summary  
PGM - Planning Guidance Memorandum  
PGN - Planning Guidance Notebook  
PL - Public Law  
PM - Project Manager  
PMF - probable maximum flood  
PMP - Project Management Plan  
PMS - Performance Monitoring System  
POC - Point of Contact  
POD - Pacific Ocean Division  
POS - Plan of Study  
PCE - Project Cost Estimate  
PMBP - Program and Project Management Business Process  
PPM - Project and Program Management  
PM - Project/Program Manager  
PRB - Project/Program Review Board  
PRIP - Plant Replacement and Improvement Program  
PRISM - Project Resources Information System for Management  
PROMIS - Programs Management Information Systems  
PROSPECT - proponent-sponsored engineer Corps training  
PSP - Project Study Plan  
PT - Project Team

## **Q**

Q's & A's - questions and answers  
QA - Quality Assurance  
QAA - Quality Assessment Audit  
QAP - Quality Assurance Plan  
QC - Quality Control  
QCP - Quality Control Plan  
QM - Quality Management  
QMP - Quality Management Plan

## **R**

R&D - research and development  
R&H - river and harbor  
RAM - Responsibility Assignment Matrix  
RCI - Residential Communities Initiative  
RDM - relocation design memorandum  
RE - real estate  
REC - recreation  
RED - Regional Economic Development  
REDM - real estate design memorandum  
REMIS - Real Estate Management Information System  
RES - real estate supplement  
RFP - request for proposal  
ROD - Record of Decision  
RMO - Resource Management Office  
RMS - Resident Management System  
RO - *Wright of way*  
RRC - Reconnaissance Review Conference  
RSMS - Requirement Statement Management System Conference  
RSSC - Real Estate Systems Support Center  
RTLP - Army Range and Training Land Program

## **S**

S&A - supervision and administration  
S&I - supervision and inspection  
S&S- savings and slippage  
SA - Secretary of the Army  
SAB - subject as above  
SACCR - Schedule and Cost Change Request  
SAC - Senate Appropriations Committee  
SAD - South Atlantic Division  
SADBU - small and disadvantaged business utilization  
SARDA - Secretary of the Army, Research, Development and Acquisitions  
SAV - Staff Assistance Visit  
SBH - small boat harbor  
SCAPS - Site Characterization and Analysis Penetrometer System  
SCORP - state comprehensive outdoor recreation plan  
SCRB - Separable Costs - Remaining Benefits  
SCS - Soil Conservation Service  
SD - Senate document  
SEPWC - Senate Environment and Public Works Committee  
SES - Senior Executive Service  
SES - Shared Energy Savings  
SFO - Support for Others  
SHPO - State Historic Preservation Officer  
SLC - Senior Leaders Conference  
SM - Study Manager  
SME - Subject Matter Expert  
SMS - standard metropolitan statistical area

SOP – Standard Operating Procedures  
SOS - scope of studies  
SOW - scope of work  
SOW - Statement-of-Work  
SPD - South Pacific Division  
SPF - standard project flood  
SPH - standard project hurricane  
SPOC - Single Point of Contact  
SPS - Standard Procurement System  
SR - Senate resolution  
STC - Software Technology Center  
STEP - Software Test and Evaluation Panel  
SWB - social well-being  
SWD - Southwestern Division

## T

TAPES - Total Army Performance Evaluation System  
T&C - Time and Cost  
TBA - to be announced  
TBD - to be determined  
TCC - Technical Coordinating Committee  
TCM - Travel Cost Method  
TCO - Total Cost of Ownership  
TDY - temporary duty  
TM - technical manual  
TRC - Technical Review Conference  
TSIS - Technical Services Information System  
TSMCX - Transportation Systems Center  
TSN - Tri-Service Solicitation Network

## U

UDV - Unit Day Value  
UEM - Use Estimating Model  
UMCS - Utility Monitoring & Control System  
UMRCC - Upper Mississippi River Conservation Committee  
UMR-IWW - Upper Mississippi River - Illinois Waterway  
UMR-IWWSNS - Upper Mississippi River-Illinois Waterway System Navigation Study  
UMRS - Upper Mississippi River System  
US - United States  
USACE - US Army Corps of Engineers  
USAED - United States Army Engineer District  
USC - United States Code  
USCG - United States Coast Guard  
USEPA - United States Environmental Protection Agency  
USFWS - U.S. Fish and Wildlife Service  
USGS - United States Geological Survey

## V

VE - value engineering

VEM - Value Estimation Model  
WBS - Work Breakdown Structure  
WCSC - Waterborne Commerce Statistics Center  
WEEM - Waterway Efficiency Evaluation Model  
WES - Waterways Experiment Station  
WFO - Work for Others  
WLRC - Washington Level Review Center  
WRC - Water Resources Council  
WRDA - Water Resources Development Act  
WS - water supply  
WTP - Willingness to Pay

## **Y**

Y2K - Year 2000

## 13 ATTACHMENT NO. 1

### Corps-wide Training Agreement for Accelerated Promotion of Interns in the Engineers and Scientists (Resources and Construction) Career Program (CP-18)

1. Reason for Training Agreement. The government's need to recruit sufficient numbers of quality professional engineers, architect and scientists continues to exist. Continuous, innovative and vigorous recruitment of graduates is imperative if the input of new employees is to balance turnover, retirement and other losses, and thus enable the Corps of Engineers to maintain a competent and aggressive force of civilian engineers, architects and scientists, commensurate with its missions. We must develop incentives to enhance our ability to compete with the private sector in obtaining a fair share of engineer, architect and science graduates, despite a basic entrance salary differential. One such incentive is an accelerated training and promotion program. This training agreement is therefore designed to provide for planned, accelerated training for our interns which will lead to accelerated promotion and provide fully trained, mobile personnel to meet our needs and those created by attrition.

Because this agreement provides management with a means to substitute intensive, accelerated training for a portion of the normal qualification requirements, it is imperative that tight controls are affected to assure that the trainees actually develop at an accelerated rate. The trainees will be promoted only when they show clear evidence that they possess the skills, knowledge and abilities for the next higher-level grade. Moreover, the trainees should be advised at the outset that promotions are not automatic and are contingent upon fulfillment of the training objective and supervisory recommendations.

2. Position Coverage. Trainees will be recruited for positions in the CP-18 at the GS-5 and GS-7 levels and placed in positions for advancement to the GS-7 and GS-9 levels in their respective series with a target position of GS-11. This agreement applies only to rotational interns as identified in ER-690-1-958. Positions covered by CP-18 are primarily involved with planning, design, construction, operation, maintenance, and repair of military facilities; cartography and geodesy; and in planning, design, construction, operation and maintenance of civil works projects; hazardous toxic waste remediation and installation restoration programs; and management of land, water, and related natural resources for public purposes and research in such fields. CP-18 covers DA positions in the occupational series listed below:

- a. 0020 - Community Planning.
- b. 0023 - Outdoor Recreation Planning.
- c. 0025 - Park Manager.
- d. 0028 - Environmental Protection Specialist.
- e. 0101 - Social Science (Water Resources Management).
- f. 0110 - Economist.
- g. 0150 - Geography.
- h. 0184 - Sociology.
- i. 0193 - Archeology.
- j. 0401 - Biology.

k. 0408 - Ecology.  
l. 0414 - Entomology.  
m. 0430 - Botany.  
n. 0460 - Forestry.  
o. 0470 - Soil Science.  
p. 0471 - Agronomy.  
q. 0480 - General Fish and Wildlife Administration.  
r. 0482 - Fishery Biology.  
s. 0486 - Wildlife Biology.  
t. 0801 - General Engineering.  
u. 0804 - Fire Prevention Engineering.  
v. 0806 - Materials Engineering.  
w. 0807 - Landscape Architecture.  
x. 0808 - Architecture.  
y. 0810 - Civil Engineering.  
z. 0819 - Environmental Engineering.  
aa. 0830 - Mechanical Engineering.  
ab. 0840 - Nuclear Engineering.  
ac. 0850 - Electrical Engineering.  
ad. 0855 - Electronics Engineering.  
ae. 0871 - Naval Architecture.  
af. 0880 - Mining Engineering.  
ag. 0881 - Petroleum Engineering.  
ah. 0893 - Chemical Engineering.  
ai. 0896 - Industrial Engineering.  
aj. 1008 - Interior Design.  
ak. 1301 - General Physical Science.  
al. 1310 - Physics.  
am. 1313 - Geophysics.  
an. 1315 - Hydrology.  
ao. 1320 - Chemistry.  
ap. 1330 - Astronomy and Space Science Statistician.  
aq. 1350 - Geology.  
ar. 1360 - Oceanography.  
as. 1370 - Cartography.  
at. 1372 - Geodesy.  
au. 1373 - Land Surveying.  
av. 1520 - Mathematics.  
aw. 1529 - Mathematical Statistician.

3. Methods of Selecting Trainees. Trainees will be selected by all appropriate recruitment methods. Candidates selected for this program will be fully qualified for entry-level positions in accordance with OPM, Handbook X118 Qualifications Standards.

4. Outline of Training to be given -

a. Detailed training plans will be developed by the recruiting activity and will conform to the provisions of appropriate career program documents for Engineers and Scientists. The training plan must include evaluation criteria and clear descriptions of the skills, knowledge and abilities to be acquired and the proficiency to- be achieved before a promotion is granted.

b. A sample outline of a "typical" accelerated training program will be discussed with the future employee. It should be noted that the sample discussed is a guide, which may be adapted by the employing activity to the needs of management and the individual. The sample is not intended to be all-inclusive, but a guide. In addition, it should be understood that the total training program is considered to be accelerated training so the order of rotational experiences should not affect the accelerated promotion aspect of this program.

c. Employees selected at the GS-5 level will received training under this program for a minimum period of 30 months. Upon successful completion of the first 6 months of training the employee will be qualified for promotion to the GS-7 level. The evaluation of trainees progress depicted in paragraph 5 below, must clearly specify how the training meets the one year qualifications requirement and that it meets the time-in-grade requirement for promotion to the next higher grade. The employee will then spend the next 12 months completing rotational training assignments and other such training as considered necessary by the local career program manager. Upon successful completion of this 12-month period the employee will be qualified for promotion to the GS-9 level. Successfully completing one additional year of developmental training will qualify the individual for promotion to the GS-11 target position. This last 12 months would normally be spent in the functional area to which the employee will be assigned upon completion of the program.

d. The employee who initially enters the training program at the GS-7 level will upon successful completion of the first 6 months of the program be qualified for promotion to the GS-9 level. The evaluation of trainee's progress will be annotated as in paragraph 4 c above. Successful completion of the formalized rotational training program and other such training as considered necessary by the local career program manager will qualify the individual for promotion to the GS-11 position. The minimum period of training for an individual entering at the GS-7 level is 18 months. Newly hired GS-7 employees who qualify for that grade solely on the basis of college graduation under the superior academic achievement standard will need to be trained in an intensive, carefully planned manner. In providing for accelerated promotion of these individuals the activity officials concerned must insure that:

1. The classification of the trainee and target positions is current and accurate.
2. The individual training plan provides definitive means for evaluating the progress of each trainee to determine when the trainee is able to perform in the target positions, and
3. Trainees are promoted to GS-9 only when they show clear evidence of the skills, knowledge and abilities required to perform at that level.

e. Flexibility Provisions - Training courses and schedules may vary in length, content and location of assignments, depending on previous experience and education of the trainee, ability to progress and the needs of the employing activity. In no instance will the training be less than 30 months for those entering at the grade GS-5 nor 18 months for those entering at grade GS-7 when the target position is GS-11.

5. Evaluation of Trainee Progress.

a. The progress and achievement levels of trainees under this agreement will be documented at a minimum, every six months. This evaluation requires discussion of the trainee's performance at least once each month between the trainee and his/her supervisor.

b. Activities using this training agreement will be responsible for maintaining a history file for each trainee. The file will contain at least the following information:

1. Record of off-the-job and on-the-job training received.

2. All evaluations made during the trainee period.

3. Historical files on each trainee will be kept a minimum of 2 years.

c. Failure to satisfactorily complete any phase of the program will delay promotion. If deficiencies cannot be corrected, the employee will be reassigned, changed to lower grade, or separated in accordance with appropriated regulations.

d. This training agreement may be the basis for crediting qualifications or service at an accelerated rate only when making assignments to positions under the program. It may not provide accelerated credit for qualifications earned in training by anyone who leaves the program without reaching the target position.

6. Officials Responsible for the Program.

a. The Chief of Engineers, Department of the Army is responsible for the direction, coordinated and continuous evaluation of this program.

b. The administration of the program will be under the jurisdiction of the Commander of the employing activity with the Engineer and Scientist Career Program Manager responsible for the implementation and operation of the training. A trainee coordinator(s) may be appointed to coordinate all rotational assignments and be responsible for assuring appropriate evaluations and training are completed prior to any advancement of the trainee.

7. Career Trainee Employment and Mobility Agreement. A mobility agreement will be executed by trainees when appropriate in order to indicate their willingness to:

a. Accept developmental assignments away from their permanent duty station:

b. Consider transfer to other Army or Corps activities in order to satisfy manpower needs and to further their career opportunities.

8. Record of Completion of Training - A written record of satisfactory completion of training under this agreement will be made part of each trainee's Official Personnel Folder.

CP-18 Intern Name: \_\_\_\_\_

Intern Agreement: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Entry Date: \_\_\_\_\_

Entry Grade: \_\_\_\_\_

Target Grade: \_\_\_\_\_

Target Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_  
CEHR-SPD ACTEDS Intern Coordinator