



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12950.2D
N1
24 January 2000

COMSC INSTRUCTION 12950.2D

Subj: ENGINEER INTERN PROGRAM

Ref: (a) CPI 410
(b) CFR 410
(c) CFR 410-4
(d) OPM Handbook X-118
(e) HRO/HRSC Merit Staffing Procedures

(R)

Encl: (1) Employment and Mobility Training Agreement
(2) Engineering Intern Training Program Evaluation
(3) Supervisor's Evaluation of Employee in Training (*MSC 12410/18*) (*Rev 9-96*)

1. Purpose. To issue the administrative procedures for the MSC Engineer Intern Program.

2. Cancellation. COMSCINST 12950.2C.

3. Authority. This program is authorized by and within the guidelines of references (a) through (e).

4. Coverage. This program covers entry level marine engineers and naval architect positions at the GS-5/7/9 level with full performance to GS-12. Employment will be ashore in the engineering offices of MSC Headquarters, East and West and engineering positions within the Program Management Offices, MSC Area Commands and/or MSC Subordinate Components. Positions will be allocated from the Engineering Directorate authorized endstrength and the program administered by the COMSC Engineering Director (N7). (R)

5. Objectives. This program provides a means of developing a nucleus of motivated engineering talent, capable of responding to MSC's future requirements. The program objectives are to:

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a. Attract/recruit qualified personnel.

b. Provide training and development opportunities for participants to attain optimum performance.

c. Place each participant in an appropriate engineering position upon successfully completing the program.

6. Recruitment. Working with Human Resources Office (*HRO*)/Human Resources Service Center (*HRSC*) Staffing Department account executives, MSC will determine suitable sources(s) of applicants and submit appropriate paperwork. Appropriate sources may include:

a. Merit Promotion vacancy announcements

b. Direct-hire registers

c. Special MSC Intern announcement

d. Non-competitive eligibles

e. Special emphasis programs such as employment of the disabled, VRA eligibles, 30% disabled veterans, etc.

f. Outstanding Scholars

7. Eligibility. Reference (d) requires applicants to have an appropriate baccalaureate degree from a recognized institution and evidence of capacity for productive work in the field selected, as indicated by undergraduate grades, Graduate Record Examination scores and similar data.

R) 8. Selection. When using activity merit staffing procedures (*reference (e)*), a panel of senior staff engineers at COMSC as designated by COMSC (N7), will screen and rank qualified applicants. The responsible HRO/HRSC will prepare a candidate transmittal certifying the best qualified candidates to the Engineering Director or otherwise designated selecting official who shall make the final selection. Appropriate ranking and certification procedures for alternative recruitment sources will be used as necessary (*e.g., direct-hire eligibles will be ranked by the responsible HRO/HRSC and the register provided directly to the designated selecting official for selection; non-competitive*

eligibles will be certified directly to the designated selecting official for selection). All selections will be processed by the responsible HRO/HRSC.

9. Mobility Agreement. Each intern shall sign an Employment and Mobility Training Agreement (*enclosure (1)*), approved by CNO ltr Ser 142C5/380918 of 10 November 1982, as a condition of entering the program.

10. Program Control. The Engineering Director shall exercise management oversight of the Engineer Intern Program. To this end, the Engineering Director shall ensure the development of the Individual Development Plan (*IDP*), manage intern assignments, ensure billet authorization and ensure accomplishment of intern performance appraisals. Assignment of engineer interns to engineering offices in the field shall be coordinated with the Head of the MSC field Engineering Office, who will provide supervision of the intern when assigned for training purposes.

11. Employment Agreement. Enclosure (1) shall be prepared by the Engineering Director and signed prior to entry into position. It shall include an IDP for the term of intern employment. The IDP shall include:

a. Initial Assignment. A typical initial assignment will include:

(1) Indoctrination by completing the Command Orientation Course and attending appropriate staff conferences, meetings and briefings.

(2) Rotating Work Assignments within the Engineering Directorate and/or appropriate Program Managers, for briefings on responsibilities, functions, operations, problems, technical reading and routine work assignments in order to develop an understanding of MSC's engineering tasks.

(3) Field Trips to provide background and information on the duties, responsibilities and functions of MSC Area Commands and MSC Subordinate Components in the field, appropriate shipyards and contractors, NAVSEA, MARAD, USCG, etc.

(4) Afloat Assignments to observe and study operating, engineering, maintenance and repair problems, procedures and conditions on MSC ships.

(5) Attendance at formal courses, seminars and conferences.

b. Graduate Training. Upon successfully completing the initial assignment, the participant may be eligible for graduate training under guidelines provided in reference

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(a) covering Long Term Training. Participation in the graduate-training program shall be determined by the Engineering Director (N7) on a case-by-case basis.

When chosen to participate in the graduate program, participants will continue in a full pay status while attending training with associated costs (*i.e., registrations, tuition, travel, moving*) borne by the command.

c. Target Assignment. The final assignment under the program will be to an engineering billet/vacancy within authorized manpower ceiling. With the Engineering Director's recommendation, the responsible HRO/HRSC will certify satisfactory completion of the program, making the participant qualified for the permanent assignment.

d. Flexibility Provisions. Within the guidelines of reference (b), flexibility in the length of the training program is allowed. The following situations may require modification to the length of the training plan.

(1) Sick leave, court leave, extended annual leave, etc.

(2) Emergent work situations that may provide a valuable learning experience.

(3) Technological developments that may create a need for additional technical training.

(4) Changing needs of the agency or intern.

12. Promotion and Retention

a. Promotion during the initial work assignment will be in accordance with reference (c). Once the participant has been assigned to the target position, promotions will be in accordance with Merit Promotion policy and procedures.

b. Failure to successfully complete the initial work assignment or the graduate level training will result in removal, reassignment or other appropriate action.

13. Program Support and Administration. The Engineering Director shall obtain program and training funding, set training quotas, provide intern counseling, establish performance plan monitor performance and evaluate interns, obtain manpower ceiling authorization, initiate appropriate personnel actions and perform other functions outlined by this program.

a. Trainee's Evaluation. The trainee will be counseled throughout the program by his/her supervisor and the Engineering Director or other designated mentor. He/she shall submit quarterly progress reports (*enclosure (2)*) to his/her supervisor itemizing training, assignments, related reading and study, conferences attended and any other items related to his/her training and development experiences. These will be evaluated and endorsed by his/her supervisor and the Engineering Director.

b. Supervisor's Evaluation. The supervisor's evaluation of each trainee's progress is an integral part of the program. It is necessary in identifying work standards and requirements, keeping trainees aware of their supervisor's evaluations on work performance and maintaining a meaningful dialogue between the trainee and supervisor. Each supervisor shall use enclosure (3) to provide objective and candid evaluations. An appraisal must be made at the conclusion of each assignment. For assignments of 4 months or longer, an appraisal shall be accomplished midway through the assignment. The final report shall be comprehensive, evaluating the intern's performance under the entire program. It shall also include a statement from the Engineering Director regarding the intern's qualifications for the target position. Upon certification by the responsible HRO/HRSC, the intern shall be considered to have satisfactorily completed the program and qualified for promotion and permanent assignment.

14. Forms. If using an electronic copy of this instruction, enclosure (3) can be accessed for use by simply double clicking within the form's text box. If the form has more than one page, you must double click on each page individually to access. The form is also available on the MSC Headquarters Local Area Network (LAN). When accessing from the LAN, go to the Word for Windows menu, click on "File," "New" and 12410-18. Other addresses may obtain the electronic version by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

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/S/
G. S. HOLDER

Distribution:
COMSCINST 5000.19
List I (*Case A, B, C*)
SNDL 41B (*MSC Area Commanders*)
41C (*NFAF East/West*)

**DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
ENGINEER INTERN PROGRAM
EMPLOYMENT AND MOBILITY TRAINING AGREEMENT**

The Agreement has been approved by CNO ltr Ser 142C5/380918 of 10 November 1982.

INTERN MOBILITY TRAINING REQUIREMENTS

1. The Department of the Navy's Engineer Intern Program seeks to select and develop trainees with the ability and potential for future assignment at the independent operating level. Engineering personnel of the Military Sealift Command require a thorough understanding of the command's engineering functions.

The training program that you are entering has been designed to prepare you for a position as a professional engineer. It provides technical experience, professional and management training and varied exposure to MSC's mission and functions. Entry level employees are placed in a training program designed to provide a variety of assignments that may require relocation organizationally and/or geographically.

2. By signing this agreement, it is understood that you shall:

- a. Accept an initial rotating work assignment at the entry level.
- b. Travel as required.
- c. Accept temporary duty away from your assigned duty station.
- d. Maintain a satisfactory level of performance throughout the program or be subject to appropriate personnel action.
- e. Change your duty station to any location in the U.S. during the training period.
- f. Accept a permanent assignment of COMSC or other duty station within the US following the completion of the training program.
- g. Provide at least 10 workdays notice of intent to transfer to another agency or from the government.

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h. Continue in the employment of the government for three times the period of training when attending training through a non-government facility. If the intern voluntarily leaves the government before the period of agreed service, the intern shall repay a pro-rated portion of the cost of training.

3. It is understood that MSC will:

a. Provide a meaningful initial assignment.

b. Provide appropriate training and development opportunities during the initial assignment.

c. ____ provide/____not provide one academic year of graduate engineer training and provide full pay and benefits at the current grade level and pay all education and moving/travel costs.

d. Provide a permanent position as a professional engineer.

e. Continue to provide self-developmental opportunities.

4. It is understood that all the above obligations may be limited by the availability of funds.

I have read and understand the training mobility requirements of the Engineering Intern Program. I voluntarily accept the foregoing as conditions of initial and continuing employment with the Department of the Navy.

(Intern's signature)

(date)

Accepted by: _____
(HRO/HRSC)

(date)

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**ENGINEERING INTERN
TRAINING PROGRAM EVALUATION FORMAT
(TO BE COMPLETED BY TRAINEE)**

NAME _____ SUPERVISOR _____

REPORTING PERIOD FROM/TO _____

LIST ASSIGNMENTS OR PROJECTS GIVEN:

1. Do you feel that the training program is accomplishing its objectives, as they were stated to you?

2. Describe briefly all classroom training, correspondence course, seminars or meetings that you have attended during this period.

3. Do you feel your assignments are increasing your technical knowledge?

4. In what areas do you feel you need further training?

ADDITIONAL COMMENTS:

(Intern's signature)

(Date)

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SUPERVISOR'S EVALUATION OF EMPLOYEE IN TRAINING

TRAINING PROGRAM:				TRAINING PERIOD:			
NAME OF TRAINEE:				POSITION:			
ORGANIZATION:				DIVISION:		CODE:	
INSTRUCTION: THE IMMEDIATE SUPERVISOR WILL EVALUATE THE EMPLOYEE IN TRAINING OBJECTIVELY, COMPARING HIM/HER WITH OTHER EMPLOYEES UNDERGOING THE SAME TRAINING, WITH OTHER PERSONNEL ASSIGNED THE SAME OR SIMILAR WORK, OR WITH INDIVIDUAL STANDARDS. JUSTIFICATION/ADDITIONAL REMARKS MUST BE MADE IN BLOCK 12 WHEN BLOCKS INDICATED BY AN ASTERISK (*) ARE UTILIZED. FURTHER DISCUSSIONS SHOULD BE MADE WITH THE EMPLOYEE CONCERNING THE MARKING OF THESE BLOCKS.							
1. RELATIONS WITH OTHERS			2. ATTITUDE - APPLICATION TO WORK			3. JUDGMENT	
EXCEPTIONALLY WELL ACCEPTED			OUTSTANDING IN ENTHUSIASM			EXCEPTIONALLY MATURE	
WORKS WELL WITH OTHERS			VERY INTERESTED AND INDUSTRIOUS			ABOVE AVERAGE IN MAKING DECISIONS	
GETS ALONG SATISFACTORILY			AVERAGE IN DILIGENCE AND INTEREST			USUALLY MAKES THE RIGHT DECISION	
* HAS SOME DIFFICULTY WORKING WITH			* SOMEWHAT INDIFFERENT			* OFTEN USES POOR JUDGMENT	
* WORKS VERY POORLY WITH OTHERS			* DEFINITELY NOT INTERESTED			* CONSISTENTLY USES BAD JUDGMENT	
4. DEPENDABILITY			5. ABILITY TO LEARN			6. QUALITY OF WORK	
COMPLETELY DEPENDABLE			LEARNS VERY QUICKLY			EXCELLENT	
ABOVE AVERAGE IN DEPENDABILITY			LEARNS READILY			VERY GOOD	
USUALLY DEPENDABLE			AVERAGE IN LEARNING			AVERAGE	
* SOMETIMES NEGLECTFUL OR CARELESS			* RATHER SLOW TO LEARN			* BELOW AVERAGE	
* UNRELIABLE			* VERY SLOW TO LEARN			* VERY POOR	
7. QUANTITY OF WORK			8. ATTENDANCE		9. PUNCTUALITY		10. OVER-ALL PERFORMANCE
CONSISTENTLY EXCEEDS REQUIREMENTS			REGULAR		REGULAR		<input type="checkbox"/> OUTSTANDING
FREQUENTLY EXCEEDS REQUIREMENTS							<input type="checkbox"/> * MARGINAL
MEETS REQUIREMENTS							<input type="checkbox"/> * UNSATISFACTORY
* FREQUENTLY BELOW REQUIREMENTS			* IRREGULAR		* IRREGULAR		<input type="checkbox"/> AVERAGE
* CONSISTENTLY BELOW							
11. WHAT TRAITS MAY HELP OR HINDER THE EMPLOYEE'S ADVANCEMENT:							
12. JUSTIFICATION/ADDITIONAL REMARKS: <i>(Continue on reverse if necessary)</i>							
13. RECOMMENDATION				14. THIS REPORT HAS BEEN DISCUSSED WITH THE EMPLOYEE IN TRAINING			
<input type="checkbox"/> PROMOTE		<input type="checkbox"/> CONTINUED IN PROGRAM		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
<input type="checkbox"/> *DO NOT PROMOTE		<input type="checkbox"/> NOT APPLICABLE					
		<input type="checkbox"/> *DROP FROM PROGRAM					
15. IMMEDIATE SUPERVISOR:			DATE:		16. REVIEWED BY: <i>(EMPLOYEE'S SIGNATURE)</i>		DATE: