



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

REFER TO:

COMSCINST 12950.3 CH-1
PM3
29 September 2003

COMSC INSTRUCTION 12950.3 CHANGE TRANSMITTAL 1

Subj: MARINE TRANSPORTATION SPECIALIST INTERN PROGRAM

Encl: (1) New page 1

1. Purpose. To broaden the applicant pool for entry into the Marine Transportation Specialist (MTS) Intern Program by permitting recruitment and selection at both the GS-7 and GS-9 level.
2. Action. Remove page 1 of the basic instruction and replace with enclosure (1).

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D. A. LOEWER
Vice Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)
41C (NFAF East/West)
41D (MSC Offices)
41E (APMC)
41M (TAGOS Project Office)
T-100 (Masters, civil service manned ships)
T-107 (Masters, civil service manned Fast Combat Support Ships)



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CH-1 of 29 September
2003
REFER TO:

COMSCINST 12950.3
PM3
13 November 2000

COMSC INSTRUCTION 12950.3

Subj: MARINE TRANSPORTATION SPECIALIST INTERN PROGRAM

Ref: (a) CPI 410
(b) 5 CFR 410
(c) OPM Qualification Standards Operating Manual
(d) HROWASHDCINST 12335.1F
(e) COMSCINST 12430.5C

Encl: (1) Employment and Mobility Training Agreement
(2) MTS 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 Military Sealift Command (MSC) Marine Transportation Specialist (MTS) Intern Program.

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

3. Coverage. This program covers MTS positions at the GS-7/9 level with full performance at the GS-12 level. Employment will be at MSC Headquarters or MSC subordinate command. Positions will be allocated from the central pool of intern positions administered by the MSC Prepositioning Program Manager (PM3). (R)

4. Objectives. This program is designed to create a nucleus of motivated, talented marine transportation professionals well versed in a critical MSC core competency. Specifically, the program objectives are:

- a. Attract and recruit qualified personnel.
- b. Provide training and development opportunities for participants to acquire the skills necessary to perform at the GS-12 level at the conclusion of the 3-year program.

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c. Place each participant in an appropriate marine transportation position upon successfully completing the internship.

5. Recruitment. Applicants entering directly into this intern program will be hired in accordance with the special hiring authority of the Outstanding Scholars Program (reference (d)). Working with a Human Resources Office, and the Human Resources Service Center (HRSC), the Program Manager (PM3) will determine suitable sources(s). College course work/experience in marine transportation and logistics are highly desired. Appropriate sources include:

a. Federal and State Merchant Marine Academies.

b. Colleges and Universities with a logistics or transportation curriculum.

6. Eligibility. Reference (d) requires applicants to have a baccalaureate degree and to have maintained a 3.45 Grade Point Average (GPA) on a 4.0 scale, or have graduated in the top 10% in the graduating class or major university subdivision, such as School of Business Administration. United States citizenship and the eligibility to acquire a secret-level clearance are required. All qualified resumes will receive consideration for position vacancies without regard to political, religious, labor organization or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, age or sexual orientation.

7. Selection. All recruitment will be accomplished by the appropriate HRSC, who will forward a certificate of eligibles to the selection official PM3 Program Manager. The PM3 Program Manager will make all selections and may use a three- to five-member panel of specialists to review and/or interview applicants referred on the certificate of eligibles and recommend individuals for selection. MSC is an Equal Employment Opportunity employer. Selection shall be based solely on job related criteria.

8. Mobility Agreement. Each intern shall sign an Employment and Mobility Training Agreement (enclosure (1)) as a condition of employment.

9. Program Control. The PM3 Program Manager shall chair a committee which will exercise management oversight of the MTS Intern Program. Accordingly, as the chair of the committee, the PM3 Program Manager shall direct the implementation of the Individual Training Plan (ITP), manage intern assignments, set performance plans in accordance with reference (e), and ensure completion of intern performance appraisals. Assignment of interns to Area Commands/field offices/other agencies shall be coordinated with the Commander/Commanding Officer/Senior MSC Representative as appropriate, who will provide supervision of the intern when assigned for training purposes.

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10. Training and Employment Agreement. The selected intern shall sign enclosure (1) prior to entry into the program. The agreement shall include an Individual Development Plan (IDP) for the entire term of employment and shall include the following provisions. Training will be customized for each intern based on the background of the individual. Once established, the training schedule will be adjusted as necessary to maximize the development of the individual and utilization of training opportunities. The following is typical of the training, which will be completed during the 3-year program.

a. Initial Training

(1) Twenty weeks each (80 weeks total) in PM1, PM2, PM3 and PM5 (this will be broken into a series of shorter segments as determined by the PM3 Program Manager).

(2) Four weeks with an INCONUS Area Command (MSCLANT or MSCPAC) and 4 weeks with an overseas Area Command (MSCFE or MSCEUR).

(a) Assignment to MSCPAC shall include a visit to MSCO Pearl Harbor.

(b) Assignment to MSCLANT shall include visits to the PM2 field offices, and MSC Rep Sunny Point, MSCLANT Det Charleston, MSCO Beaumont, MSC Rep Houston or MSCO Port Canaveral.

(c) Assignment to MSCFE shall include visits to MSCO Korea and MSCO Diego Garcia.

(3) Four weeks each (total 20 weeks) with MSC N3/5, MARAD, MTMC, USCG and USTRANSCOM.

(4) Two weeks each (total 6 weeks) with PM4, Chief of Naval Operations (CNO N42) and AMC.

(5) One month assigned to a large commercial shipping company.

(6) One week each (total 6 weeks) with Functional Directors (N1, N2, N6, N7, N8 and N10).

b. Practical Training

(1) Observe an UNREP operation on a CLF vessel.

(2) Observe a SMART ship inspection (PM1 or PM2 ships).

- (3) Observe an Afloat Training Team Assist Visit (PM1 ship).
- (4) Observe a cargo load/discharge operation (large RoRo vessel).
- (5) Observe a Joint Logistics Over the Shore discharge (JLOTS).
- (6) Observe a tow or salvage evolution (PM1 ship).

c. Formal Courses. The PM3 Program Manager has the prerogative to exempt an individual from any of these courses if the individual completed the course or its equivalent prior to entry into the intern program.

- (1) Introduction to Maritime Industry (5 days, Kings Point).
- (2) Strategic Intermodal Transportation (2 weeks, Kings Point).
- (3) Introduction to Defense Transportation (2 weeks, Ft. Eustis).
- (4) Tanker Operations (3 days).
- (5) JOPES Basic Operations (5 days).
- (6) MPF Staff Planning Course (5 days, EWTGLANT).
- (7) Joint Planning course (2 days).
- (8) Federal Budgeting for Non-Budget Personnel (3 days).
- (9) Introduction to Contracting (5 days, USDA).
- (10) Mobilization/Deployment Planning (2 weeks, Ft. Eustis).
- (11) Ordnance Hazard Awareness (2 days, NWS Earle).
- (12) Maritime Law (2 days).
- (13) Maritime Insurance (2 days).
- (14) MTF Editor 3.5 (1 day).
- (15) Microsoft Access (Beginning, Intermediate & Advanced) (3 days).
- (16) Microsoft Excel (Beginning, Intermediate & Advanced) (3 days).

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(17) Microsoft Power Point (Beginning, Intermediate & Advanced) (3 days).

(18) SORTS/CASREP Training Seminar (1 day, Little Creek)

11. Target Assignment/Promotion/Retention. Following the PM3 Program Manager's determination of satisfactory completion of the program, the final assignment under the program will be to an MTS billet within authorized manpower levels. It is the policy of the MSC that individuals will not be retained in an intern billet upon completion of the intern program.

12. 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 subject to the approval of the PM3 Program Manager.

- a. Sick leave, court leave, extended annual leave, etc.
- b. Emergent work situations which may provide a valuable learning experience.
- c. Other unforeseen circumstances.

13. Program Monitoring and Administration. The PM3 Program Manager shall establish performance plan monitoring guidelines, oversee evaluation of interns, initiate appropriate personnel actions and perform other functions as required by this program. The performance management requirements of reference (e) are also applicable and the enclosure (3) evaluation will be used as input to the performance management plan and appraisal required in reference (e). Funding for the training and travel outlined in this instruction will be budgeted for as a subsection of the PM3 training and travel budget. Additional travel deemed desirable by a Program Manager/Director while the intern is assigned to that program/directorate will be covered by that Program Manager/Director's travel funds.

a. Trainee's Evaluation. The trainee will be counseled throughout the internship by his/her supervisor and the PM3 Program Manager. He/she shall submit quarterly progress reports (enclosure (2)) to his/her supervisor delineating training undergone, assignments fulfilled, related reading and study completed, required courses completed, conferences attended and other pertinent items related to his/her training and professional development. This progress report will specifically address and explain in detail any impediments encountered which preclude the timely completion of required training. The report shall then be evaluated and endorsed by his/her supervisor and forwarded to the PM3 Program Manager.

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b. Supervisor's Evaluation. The supervisor's evaluation of each intern's progress is an integral part of the program and is necessary to identify work standards and requirements; keep trainees aware of their supervisor's performance expectations; and to maintain a meaningful dialogue between the trainee and supervisor. Each supervisor shall use enclosure (3) to provide objective, candid and constructive evaluations. An appraisal must be made at the conclusion of each assignment. For assignments of 4 months or longer, an appraisal shall be written midway through the assignment; however, the final report shall be comprehensive, evaluating the intern's performance throughout the assignment.

14. Forms. An electronic version of MSC 12410/18 is available on the MSC Headquarters Local Area Network (LAN). To access from the Word for Windows menu, click on "File," "New," "General" and "Supervisor's Evaluation of Employee in Training. Other addressees may obtain electronic versions by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

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G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

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T-100 (Masters, civil service manned ships)

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

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

INTERN MOBILITY AND TRAINING REQUIREMENTS

1. The Military Sealift Command's Marine Transportation Specialist (MTS) Intern Program seeks to select and develop interns with the ability and potential for future assignment to critical positions within MSC. MTS personnel of the Military Sealift Command are required to have a thorough understanding of the command's logistics and business functions. The training program you are entering has been designed to prepare you for a position as an MTS. It provides the opportunity for you to acquire technical expertise, professional knowledge, management training and a wide-ranging 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 rotating work assignments.
- b. Travel as required, including overseas.
- 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 if required.
- f. Accept a permanent assignment to COMSC or other duty station within the U.S. following your completion of the training program.
- g. Provide at least 10 workdays notice of intent to transfer to another federal agency or separate from government service.

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h. Accept primary responsibility for completing all required courses delineated in your Individual Development Plan (IDP) within the time specified, understanding that your advancement is contingent upon acceptable progress as determined by the PM3 Program Manager or his designee.

i. Provide timely notification to the PM3 Program Manager whenever you encounter difficulty achieving assigned training goals.

3. It is understood that MSC will:

a. Provide a meaningful initial assignment.

b. Provide appropriate training and development opportunities throughout the duration of the internship.

c. Provide funds for travel, as required.

4. It is understood that MSC's obligations may be limited by the availability of funds.

I have read and understand the training mobility requirements of the MTS 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)

(date)

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

NAME _____ SUPERVISOR _____

REPORTING PERIOD FROM/TO _____

LIST ASSIGNMENTS OR PROJECTS GIVEN:

1. Do you believe that the training program is accomplishing its objectives, as you understand them?

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

3. Do you believe your assignments are enhancing your technical skills and professional knowledge?

4. In what areas do you believe further training is warranted?

5. Have you encountered any difficulties completing required courses? If so, explain fully.

ADDITIONAL COMMENTS:

(Intern's signature)

(Date)

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.					
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 <input type="checkbox"/> * MARGINAL <input type="checkbox"/> VERY GOOD <input type="checkbox"/> * UNSATISFACTORY <input type="checkbox"/> AVERAGE	
FREQUENTLY EXCEEDS REQUIREMENTS					
MEETS REQUIREMENTS		*	*		
* FREQUENTLY BELOW REQUIREMENTS		IRREGULAR	IRREGULAR		
* CONSISTENTLY BELOW					
11. WHAT TRAITS MAY HELP OR HINDER THE EMPLOYEE'S ADVANCEMENT:					
12. JUSTIFICATION/ADDITIONAL REMARKS (Continue on reverse if necessary)					
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"/> * DO NOT PROMOTE <input type="checkbox"/> *DROP FROM PROGRAM <input type="checkbox"/> NOT APPLICABLE			<input type="checkbox"/> YES <input type="checkbox"/> NO		
15. IMMEDIATE SUPERVISOR:		DATE:	16. REVIEWED BY: (EMPLOYEE'S SIGNATURE)		DATE: