

FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT INTERNS.

1. What are the differences between Army Career Training and Education Detachment (ACTED) and locally funded interns?

A. ACTED interns are centrally funded by DA and often referred to as DA interns. ACTED interns are not assigned against an organization's FTE but are on DA roles. DA funds the salary and training for 24 months or until the intern reaches the target grade, whichever is sooner, from ACTED funds. DA also funds first duty ***OR*** permanent change of station moving expenses for the initial appointment or final placement upon graduation.

Locally funded interns are assigned against the employing organization's FTE who is responsible for all salary and other associated costs.

2. Is there a difference in how ACTED and locally funded interns are recruited?

A. Yes. There is also a difference depending of whether or not the area of consideration includes internal or external sources. Internal refers to positions filled under local merit promotion procedures. This typically includes candidates who are current or former Federal employees with personal competitive status or eligible to apply under a variety of special appointing authorities such as the Veterans Readjustment Appointment Authority or the Veteran's Employment Opportunity Act, etc. External recruitment refers to candidates who have no status (have no prior competitive Federal service or eligibility under a special appointing authority). This is generally referred to as a Delegated Examining Unit (DEU) certificate.

3. Are interns eligible for accelerated promotions?

A. Yes when they are under approved accelerated training agreements. 5 CFR 300.603 (b) (6) and AR 690-300, chapter 338, S7-2a outline the requirements for accelerated training agreements. The authority to approve accelerated training agreements has been delegated to districts.

4. Are interns eligible for recruitment bonuses?

A. Yes, if they meet the regulatory requirements (see 5 CFR, part 575).

DA authorized group recruitment bonuses for ACTED interns in the following occupations—

GS-0800, Professional Engineers
GS-0334, Computer Specialists
GS-1515, Operations Research Analyst
GS-1550, Computer Scientists

Bonuses for locally funded interns are decided and approved locally. But, remember your recruitment efforts may be hampered if you do not offer bonuses and are competing for candidates in occupations where they are authorized.

5. *Are employees converted from Student Career Experience Program appointments without a break in service eligible for a recruitment bonus?*

A. Yes.

6. *What do you do if you cannot place an intern upon graduation?*

A. All interns sign mobility agreements so they can be placed in other locations if they cannot be placed in their training location upon graduation. Excess interns should be reported to the appropriate division first. If placement within the division is not possible, they should be reported to CEHR-E for placement USACE or DA wide. This notification should be as soon as it is known there is not an available placement but not later than 6 months before graduation.

THE ACTED PROCESS

7. *How are ACTED interns recruited?*

Recruitment for ACTED interns in all career fields is centralized at the North Central Civilian Personnel Operations Center (NC CPOC) at Rock Island, Illinois. This means the NC CPOC publishes the vacancy announcements, accepts and evaluates the applications, and issues referral lists for all ACTED intern vacancies from both internal and external sources. The NC CPOC staff also makes the job offer for selected interns.

8. *How is recruitment initiated for ACTED interns?*

A. DA initiates and forwards RPAs for approved ACTED allocations to the NC CPOC. The NC CPOC issues referrals/certificates of eligibles.

9. *What is the selection process for ACTED interns?*

A. Most career program Functional Chief Representatives (FCR) centrally select their ACTED interns. This is true of all career programs except 14 (Contracting and Acquisition), 26 (Manpower and Force Management), 27 (housing Management), 32 (Training) and 35 (Intelligence). The FCRs have established selection procedures for their respective programs which vary. Local Activity Career Program Managers should be familiar with the procedures within their specific programs.

These are the procedures for CP-18—

The NC CPOC issues certificates to the FCR.

The FCR's office contacts the candidates to determine their interest and availability.

Members of the CP-18 Planning Board are asked to interview the available candidates who reside nearest to them. Planning Board members may ask for assistance from others but they are responsible for the interviews.

Travel expenses are not paid for the candidates so they are usually not asked to travel more than 150 miles. When necessary, the interviewers travel to the candidates to conduct the interviews.

The interviewers ask standard questions and complete an interview questionnaire indicating whether or not they recommend the candidates.

The divisions with intern allocations are invited to participate in the corporate selection of interns.

Selections are forwarded to the NC CPOC who clears the priority placement program, makes the job offer, and obtains the mobility and transportation agreements.

Upon acceptance, CEHR-E notifies the servicing CPAC of the selection.

The CPAC contacts the selectee to finalize the selection.

10. Where do candidates interested in ACTED intern positions apply?

A. Candidates for ACTED interns need to apply to the NC CPOC. They have issued open continuous announcements covering many intern positions. The announcements are posted at <http://ncweb.ria.army.mil/corps/default.htm> and on <http://www.cpol.army.mil> and <http://www.usajobs.opm.gov>.

11. Are ACTED interns eligible for payment of first duty station or permanent change of station travel expenses?

A. Yes.

ACTED funds can be used for either the first duty station travel expenses upon initial appointment or permanent change of station expenses for assignment to the permanent duty location upon graduation from the program. The FCR decides which costs to authorize within their career program. For CP-18 interns, first duty station travel expenses are paid.

LOCALLY FUNDED INTERN PROCESS

12. How are locally funded interns recruited?

A. With the exception of CP-18, locally funded interns are recruited by the employing organization's servicing CPOC—this includes both internal and external recruitment.

The NC CPOC does the external recruitment for CP-18 locally funded interns for activities serviced by CONUS CPOCs. (OCONUS CPOCs are not included in this process). This means the NC CPOC publishes vacancy announcements, accepts and evaluates the applications and issues DEU certificates of external candidates for locally funded CP-18 interns. The employing organization's servicing CPOC does all internal recruiting for these positions. The following series are covered by CP-18 and therefore, by this process:

0020* Community Planning
0023* Outdoor Recreation Planning
0025* Park Ranger
0028* Environmental Protection Specialist
0101* Social Science (Water Resources Management)
0110* Economics
0150* Geography
0184* Sociology
0193* Archeology
0401 Biology
0408 Ecology
0414 Entomology
0430 Botany
0460 Forestry
0470 Soil Science
0471 Agronomy
0480 General Fish and Wildlife Administration
0482 Fishery Biology
0486 Wildlife Biology
0801 General Engineer
0804 Fire Prevention Engineering
0806 Materials Engineering
0807 Landscape Architecture
0808 Architecture
0810 Civil Engineering
0819 Environmental Engineering
0830 Mechanical Engineering
0840 Nuclear Engineering
0850 Electrical Engineering
0855 Electronic Engineering
0871 Naval Architecture
0880 Mining Engineering
0881 Petroleum Engineering
0893 Chemical Engineering
0896 Industrial Engineering
1008 Interior Design
1301 General Physical Science
1310 Physics
1313 Geophysics
1315 Hydrology
1320 Chemistry
1330 Astronomy and Space Science Statistician
1350 Geology
1360 Oceanography
1370 Cartography

- 1372 Geodesy
- 1373 Land Surveying
- 1520 Mathematics
- 1529 Mathematical Statistician

* Series covered by Administrative Career with America (ACWA) examination. The NC CPOC does not have delegated examining authority for these series. The NC CPOC would refer Outstanding Scholar eligibles or other non-competitive appointment eligibles. Other external applicants for ACWA covered series would have to be certified from the servicing Office of Personnel Management.

13. How is recruitment initiated for locally funded interns?

A. (1) Managers initiate a Request for Personnel Action (RPA) to recruit a locally funded intern.

(2) The RPA is forwarded from manager to CPAC to servicing CPOC with position description and other pertinent information, e.g., area of consideration, recruitment bonus, if applicable.

(3) If the position is NOT covered under CP-18, the servicing CPOC—

Clears priority consideration and the Priority Placement Program
 Issues vacancy announcement.
 Evaluates and refers candidates.
 Reviews tentative selection to ensure veterans preference and rule of three are observed.
 Coordinates with CPAC to make job offer and establish EOD.

(4) For occupations covered under CP-18, The servicing CPOC—

Clears priority consideration and the Priority Placement Program
 Issues vacancy announcement if area of consideration includes internal candidates.
 Evaluates and refers internal candidates.
 If applicable, requests external recruitment from the NC CPOC.
 If an ACWA covered series, requests OPM certificate. Forwards OPM certificate to CPAC.
 Reviews tentative selection to ensure veterans preference and rule of three are observed. Coordinates with CPAC to make job offer and establish EOD.
 Documents the certificate and returns it to the NC CPOC.

(5) The NC CPOC—

Opens DEU announcement or establishes cutoff for open continuous announcement.
 Determines qualifications, veterans preference and issues DEU certificate to servicing CPOC.

Adjudicates pass over requests from certificates issued by their office.

14. What is the selection process for locally funded interns?

A. The procedures for selecting locally funded interns are the same as any other vacancy in the activity.

15. *Where do candidates interested in locally funded intern positions apply?*

A. Except in CP-18, candidates for locally funded interns apply to the servicing CPOC. Internal candidates for CP-18 positions also apply to the servicing CPOC. External candidates for CP-18 positions apply to the NC CPOC. They have created a site just for these vacancies. The address is <http://ncweb.ria.army.mil/corps/default.htm>.

16. *Are locally funded interns eligible for first duty station or permanent change of station travel expenses?*

A. Payment of travel expenses for all positions, including locally funded interns are paid IAW EC-690-1-708.