

MEMORANDUM FOR MSC COMMANDERS, ATTN: HUMAN RESOURCE OFFICERS

SUBJECT: Corps Standardized Job Descriptions for ACTEDS Intern Positions

1. Reference CEHR-E memorandum, 28 June 1998, Centralized Recruitment and Selection of ACTEDS Interns.
2. The referenced memorandum included Corps standardized job descriptions in an effort to expeditiously recruit for these positions. Subsequently, DA developed generic job descriptions that can be used for all ACTEDS intern positions. We reviewed those job descriptions and recommend all future recruitment of interns use DA's generic job descriptions. They are available by accessing the PD library, selecting the category "INTRN," and then selecting search.
3. Point of contact for this action is Arlene Sambrano, telephone 202-761-1769.

/S/

SUSAN DUNCAN
Director of Human Resources