



## *NAVY INTERN CAREER DEVELOPMENT PLAN for CONTRACTING, SERIES 1102, at SPAWAR HQ*

### **1. PURPOSE**

The purpose of this document is to provide SPAWAR HQ policies and procedures in conducting its intern career development plan for the contracting series (1102). It is in concert with Navy-wide policies and procedures.

### **2. POLICY**

Overview: This is a three-year intern program with a specific target position in the Acquisition Workforce. A detailed description of the program is outlined under Section 8. The intern is an employee of *Naval Acquisition Development Program (NADP)* but is assigned to a Command. SPAWAR HQ is designated as a Homeport. A Homeport is the location of an intern's target position. This is a GS-7 entry level position, with a target position of a GS-12 or equivalent. The intern should have Level I and Level II certifications upon completion of the internship. The *NADP* designed a site to assist current and potential Navy intern program employees in obtaining personnel information and career management services, at <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees.aspx>

### **3. KEY PERSONNEL**

- ❖ *NADP Staff* - Each intern is assigned to an *NADP* team, comprised of the Program Manager, Career-Field Manager, Intern Counselor, Homeport Supervisor, Rotational Assignment Supervisor, and the Intern. A more detailed description of each of these individuals' roles and responsibilities follows:

- **Program Manager**

This individual serves as the intern's advisor while in the program. The PM is responsible for:

- a. Determining qualifications and eligibility
- b. Setting intern pay, making the formal offer, establishing starting date and initiating "Request for Personnel Action."
- c. Reviewing & approving the intern's Individual Development Plan (IDP)
- d. Reviewing progress reports/performance appraisals submitted by interns

- **Career-Field Manager**

This individual is accountable for the content of the intern's career field development at a Command/Activity. The Command is required to have a Homeport Career-Field Manager in order to have interns assigned. This person is the primary Point of Contact (POC) and is required to be a senior career field civilian, Level III certified, in career field. The Career-Field Manager is responsible for:

- a. Making intern selection decisions;
- b. Identifying an intern's target position;
- c. Serving as functional POC for on-board processing, forms, passes, computer, travel and 1556's;
- d. Content of intern's development program and fulfillment of it;
- e. Conducting annual appraisals and progress reports;
- f. Making disciplinary decisions in coordination of NCAWPD PM;
- g. Delegating responsibility to Intern Counselor, as appropriate-may also function as Intern Counselor and/or Supervisor.

- **Intern Counselor**

This is the individual at a Command who may be delegated elements of an intern's development by a Career-Field Manager (such as assigned PCO or Branch Head).

- **Homeport Supervisor**

This is the individual to whom an intern directly reports at the Command where the target position is located (generally delegated to a team's Branch Head). This individual performs all normal supervisory and administrative duties and provides performance information for annual performance evaluations and progress reports. The Homeport Supervisor reviews rotational assignment plans, administrative functions such as pay, time and attendance, travel, tuition, and manage security clearance, etc.

- **Rotational Assignment Supervisor**

This is the individual to whom an intern reports when on an assignment other than with the Homeport Supervisor.

- **Intern**

An Intern must:

- Be a U.S. citizen;
- If male born after 12/31/59, be registered with U.S. Selective Service;
- Be eligible to obtain a security clearance;
- Be able to pass a drug test if required by position;
- Sign a mobility agreement; and
- Have a Bachelor's degree or higher from an accredited college or university. A Contract Specialist must have 24 semester hours of business credits.

## 4. DEVELOPMENT PLANS

Requirements are expressed in a **Master Development Plan (MDP)** [see ToolBox, Attachment (1)], and include minimum proficiency levels required for a contracting career field. The Individual Development Plan (IDP) is the personalized version of a career field MDP designed to meet the specific needs of the target position.

a. Within 45 days of hiring, a team consisting of the Intern and the Homeport Career Field Manager/Intern Counselor creates and submits an IDP to the NCAWPD Career Manager. The parties should annually review the IDP and submit modifications as necessary. The completed IDP is reviewed and approved by the NCAWPD Career Manager.

b. The IDP must include detailed descriptions with dates, durations and locations:

- Homeport assignments
- Rotational assignments at other locations
- The competencies, skills and other requirements to be attained through each detailed assignment.
- Defense Acquisition University (DAU) courses, travel to DAU classes is generally centrally funded from the Navy Registrar's Travel Fund.
- Technical training, college/university graduate level courses

c. Three weeks after their appointment date, new interns should begin applying for DAU courses. Interns should take the DAU courses in proper sequence, e.g. ACQ 101 before ACQ 201. The courses are found and applied for on the "Register-Now" website at: <https://www.atrrs.army.mil/channels/registernow>. The Homeport Career-Field Manager/Intern Counselor and intern should jointly identify and select the specific courses to appear on the intern's IDP. All planned and required education must be on the IDP.

d. Rotational assignments are required for each intern. All rotational assignments must be challenging, comprehensive, hands-on learning experiences directly related to achieving proficiency in the career field competencies.

## 5. FUNDING

a. **NADP** pays for:

- All IDP approved undergraduate and graduate courses and mandatory training, subject to provisions of the AWTAP for college courses (other training considered unrelated or specific to a Command must be funded by another source);
- DoN Intern Conference;
- One management course;
- MDP required program reviews and professional conferences;
- Mandatory technical training;
- Up to two rotational assignments (TDY travel, etc); and
- College or university tuition, registration and fees (not books) for courses successfully completed (applied for via **NADP** but centrally funded by DON's AWTAP program.

b. **Intern's Command** pays for:

- One technical training course direct related to career field work;
- All intern travel for work or representation for the benefit of the command;
- Any required management course not funded by NCAWPD;
- PC literacy skill training; and
- Additional rotational assignments deemed necessary by the intern's command.

## 6. ROTATIONAL ASSIGNMENT

A rotational assignment is a non-permanent assignment, designed to fulfill a portion of the IDP, to a different supervisor and/or job for a specific period with an ending evaluation of results. The MDP provides general guidance regarding assignments. The IDP incorporates individual training needs.

a. Rotational assignments are not to be used primarily for filling manpower vacancies, clerical work or observing others.

b. Rotations should be performed within the local commuting area whenever possible and within the DoN.

c. Rotations will be considered outside the Navy only when the request:

- Lists specific IDP competencies to be attained,
- Addresses the uniqueness of the assignment,
- Addresses the projected benefit to the individual and to the homeport activity,
- Addresses that the training is not readily available within DoN, and

- Is approved by the office of the DoN-DACM
- d. Requirements of a rotational assignment are:
- There must be a specific written plan at the site, a specific supervisor, department and job,
  - The intern should receive pre-assignment information (who, when, where), identification of clear report ability during assignment,
  - An assignment should be meaningful and related to the intern's career field, and
  - The intern should receive a final evaluation from the Site Supervisor and the Career-Field Manager.
- e. At least 90 days in advance of a rotational assignment, the Homeport Career-Field Manager will notify and discuss the assignment with the Rotational Assignment Career-Field Manager. Two weeks prior to the beginning of a rotational assignment, the Homeport Career-Field Manager confirms the rotational assignment dates.

## 7. PROBATIONARY PERIOD

All interns are on excepted appointments for the entire length of their three-year training period. Any intern problems that can be corrected through prompt counseling should be addressed early. It is imperative that the Homeport Career-Field Manager coordinates with the *NADP* Program Manager for advice and assistance. Deficiencies and possible action should be discussed with HRO Pensacola and the Homeport HRO as appropriate.

## 8. SPAWAR WORK ASSIGNMENT & TRAINING FRAMEWORK

Interns assigned to SPAWARSSYSCOM can expect to embark on the following planned curriculum, comprised of actual work assignments, knowledge attainment goals, rotation schedules, and training opportunities (in addition to DAWIA requirements).

### a. Year 1

Challenges: Acquire basic skills and knowledge, with Branch Head and PCO oversight/mentorship, including:

- ❑ Knowledge of FAR, DFARS, and SPAWAR Contracts Policy: Learn to research, analyze, form decisions
- ❑ Contract formation: IDIQ orders, SEAPORT orders, Simplified Acquisition, SBIR Phase I. Understand Uniform Contract Format, CLIN/SLIN structure.
- ❑ Contract Administration: Incremental Funding, Changes to terms and conditions, Exercise of option

- ❑ Business Clearance: Compliances, cost and price analysis, and less complex Pre/Post Negotiation memorandum preparation
- ❑ Procurement Requests: SOWs, DD Form 1423, Fiscal Sheets, DD 2579 SB Form:
- ❑ Acquire understanding of:
  - Rights in Data clauses
  - Patent, copyright, proprietary data clauses and prescription
  - Technical data and computer software requirements

Training:

SPAWAR: PD2 – 4 days Classroom  
WebX – 1 hr  
Monthly 02 Seminars

DAWIA: CON 100 Shaping Smart Business Arrangements – 1 week Classroom  
CON 111 Mission Planning Execution - 40 hr Online  
CON 112 Mission Performance Assessment – 20 hr Online  
CON 120 Mission Focused Contracting – 2 week Classroom

Elective (1): ACQ 101 Fundamentals of Systems Acquisition Management,  
40 hrs Online

Rotation:

- Submit request for an external rotational assignment, no later than 6 months from report date.
- Successfully obtain agreement to rotational assignment request no later than 10 months from report date.
- Obtain prospective internal rotational assignment from current supervisor by no later than 12 months from report date.

b. **Year 2**

Challenges: Manage procurements of increasing complexity and different contract types, with Branch Head and PCO oversight/mentorship, including the following types of assignments:

- ❑ Performance-based CPFF, CPAF, or T&M service acquisitions, solicitation to award
- ❑ Commercial acquisitions, solicitation to award
- ❑ Support PCO/Contract Specialist in administration of production contract under an ACAT program, preferably a CPIF or FPI type.
- ❑ Support PCO/Contract Specialist on full and open competitive services and/or systems integration procurement, including the attainment of a full understanding of formal and informal source selection procedures
- ❑ Perform more complex contract administration including change orders, undefinitized actions, definitization of undefinitized actions, and supplemental agreements
- ❑ Prepare J&As, CBD announcements, and input for CHINFO contract award releases
- ❑ Autonomously prepare business clearances utilizing technical advisory reports and DCAA audits

Training:

SPAWAR: Monthly 02 Seminars

DAWIA: CON 214 Business Decisions for Contracting – 40 hr Online  
CON 215 Intermediate Contracting for Mission Support - 2 week Online +  
8 class days  
CON 216 Legal Considerations in Contracting – 40 hr Online

Rotation: Internal: Transfer to another 02 Branch no later than midway through intern  
program year  
External: Complete 3 month rotation obligation

**c. Year 3**

Challenges:

- ❑ Progress toward attainment of autonomous capability to manage the broad array of service and hardware procurements.
- ❑ Successfully manage a full and open services procurement, from the procurement planning to award phase, in fulfillment of criteria for Intern Program graduation.
- ❑ Participate as a Branch Super User on PD2.
- ❑ To the maximum extent possible, support a Lean Six Sigma Event.

Assignments to include, at a minimum, the following:

- ❑ Solicitation, evaluation, and award of a full and open performance-based services or hardware acquisition, ensuring award or near proximity award by planned graduation date. Perform the following tasks:
  - Support development of the Source Selection Plan
  - Support and receive approval of DD 2579 from SPAWAR SB Director
  - Complete reconciliation of RFP Sections C, L, and M
  - Reconcile Source Selection Plan (SSP) to RFP
  - Manage RFP Questions & Answers via SPAWAR E-Commerce portal, and amendments
  - Establish competitive range
  - Perform cost realism analysis
  - Review and support the approval of the Technical Evaluation Report
  - Prepare pre and post business clearances; receive approvals
  - Prepare contract, and contract award announcement
  - Debrief unsuccessful offerors
- ❑ Support PMW in the development of an Acquisition Plan
- ❑ Conduct a Pre-Proposal Conference and/or issue a Sources Sought Synopsis
- ❑ Issue Request for Information (RFI) or support a Market Research effort
- ❑ Manage SBIR, Phase II and/or III procurements
- ❑ Support PCO/Contract Specialist on a Request for Equitable Adjustment action
- ❑ Award a Letter Contract, and/or definitize same

- ❑ Support an award fee evaluation under a CPAF contract, including creation of the award fee modification, or award a CPAF contract.
- ❑ To the extent possible, support the solicitation, evaluation, and award of a systems integration contract in support of an ACAT program.

Training:

- ❑ CON 217 -- Cost Analysis and Negotiation Techniques – 40 hrs Online
- ❑ ACQ 201A -- Intermediate Systems Acquisition – 40 hrs Online
- ❑ ACQ 201B -- Intermediate Systems Acquisition – 5 day Class
- ❑ SPAWAR Green Belt Training – 4 day Class
- ❑ Monthly 02 Seminars

## 9. PROGRESS REPORT AND ANNUAL APPRAISALS

- a. Obtain an Acquisition Intern Program Progress Record form from *NADP*. Career-Field Manager/Intern Counselor completes the form and has it endorsed by the appropriate supervisor and intern. If intern performance is weak or there is no promotional potential, then comments are required. The completed form is sent to *NADP*.
- b. DAWIA certification – Level I, GS-5/7 and Level II, GS 9/11. Level I requirements must be met prior to promotion to GS-9.
- c. The certification is initiated by the intern by utilizing the aforementioned “Register-Now” website.

## 10. PROMOTIONS

- a. Upon successful completion of time-in-grade requirements, IDP Level I requirements and appropriate certification, an intern is promoted from GS-7 to GS-9. While promotions are not guaranteed in the Federal service, promotions should occur as planned provided basic performance requirements are met and adequate progress is made towards meeting IDP requirements.
- b. Promotions normally occur at approximately one-year intervals. Interns are not promoted to the GS-12 level while on *NADP* rolls.
- c. *NADP* notifies the Homeport Career-Field Manager approximately 60 days before the intern’s promotion eligibility. If there are no delinquent forms, or when all forms are received, *NADP* initiates promotion upon recommendation of the Homeport Career-Field Manager.

## 11. GRADUATION/FINAL PLACEMENT

*NADP* notifies the Homeport Career-Field Manager approximately 90 days before the projected graduation date. *NADP* is provided all requested forms and information such as final Intern Progress Report, settlement of travel vouchers and grades from *NADP* funded courses. The Homeport Career-Field Manager arranges for the intern to transfer to his/her target position.

## 12. MISC.

### *ToolBox*

*(1) NADP Employee Information (ASN RD&A)*

*(2) DoN Acquisition Intern Program IDP (Master Development Plan)*

*(3) NADP Training*

#### **Miscellaneous:**

*(4) NADP Quick Reference Guide*

*(5) Official Forms*

*(6) Visit Request Form*