

ENGINEERS AND SCIENTISTS
SACRAMENTO DISTRICT LOCAL INTERN CAREER TRAINING PROGRAM

May 2001

Local Rotational Intern

Entry Date:

Entry Grade:

Target Grade:

Target Date:

I. OBJECTIVES

The objectives of the SPK Local Rotational Training Program for Engineer and Scientist Interns are (1) to acquaint the Intern with the full spectrum of engineering and scientists functions in the Sacramento District; (2) to enhance the Intern's potential to the District, Division, and Army; (3) to maximize the probability of placing the Intern in a position to best use individual skills and to capitalize on personal interests and (4) to provide an opportunity for management to evaluate the Intern with a view toward future placement.

To meet these objectives, the training program consists of rotating tours through organizational areas within Engineering, Planning, Construction-Operations, Programs and Project Management Divisions and other related areas in the District as appropriate for the intern's discipline.

II. LOCAL INTERN PROGRAM SPECIFICS

The Local Intern Program identifies the following areas which make it unique from the DA Central Civilian Intern Program;

- a. Funding for all Local Interns costs will be provided by the Sacramento District and will be based on direct charging to projects during each assignment of the rotation,
- b. Each Local Intern will occupy a permanent District FTE. The specific organization (ie.. Engineering or Planning etc.) charged that position will be based on the discipline and the expected permanent location of the intern,
- c. The cost for a PCS move by a Local Intern will not be part of the job offer,
- d. The schedules for rotational assignments will include a majority of the major divisions, however the number of different assignments will be reduced by lengthening the duration in a given section or branch. The decision will be based on both the interests of the Intern and the district workload,

The following are additional features of the Local Program which may also be common to the DA program;

- a. Recruitment bonuses in an amount up to 25% of the initial base salary (less locality pay) will be authorized,

III. INTERN SCHEDULE PREPARATION

The Senior Advisor will develop a schedule of rotational training for the Intern. The schedule will be based on District needs as well as the Intern's interests and needs and will ensure development in accordance with career program guidance. Modifications to the schedule will be made if workload, funding, or other situations arise. Anyone involved with the program may bring issues to the attention of the Senior Advisor. A copy of the Intern's schedule will be sent to the CPAC-Sacramento District Team, the organizational elements involved and the Intern.

III. Functions of the Senior Advisor

A Senior Advisor will be appointed for each Intern. He/she will be responsible for insuring the objectives of this program are met and will also be a counselor to the Intern for whatever work-connected concerns may arise.

The Senior Advisor will be selected on the basis that (1) he/she is technically qualified in an area related to the discipline of the intern and believes in the value of the training program; (2) is an understanding person who will take time to counsel the Intern on issues or concerns which may arise.

The Senior Advisor will be responsible for performing the following functions:

a. Taking interest in the Intern's assignments and being available for consultation regarding them.

b. Accompanying the Intern to his assignments when the rotation involves a change of Branches or Division.

c. Insuring the Intern is expected in his next assignment location. Normally this requires checking with the organization element chief at least one week prior to the Intern's arrival in that element.

d. Taking the lead in working out the Intern's schedule and any subsequent changes required. Also, ensures the schedule accurately reflects the time spent in each organizational element shown. The schedule must be approved and signed by the Intern Program Manager (aka.. the CP-18 Career Program Manager, currently Chief of Engineering Division).

e. Meeting with the Intern as often as necessary to ensure that any concerns he/she is facing are solved in the best possible way. Any meeting may be at the initiative of either the Senior Advisor or the Intern.

f. Rendering periodic evaluations and reviewing Intern's periodic reports and submitting both items to the Intern Program Manager. Further details of this function are in the section on Reports and Evaluations.

g. Insuring the Intern is aware of the requirements for attendance at training courses or for completion of home-study courses, whichever is applicable, during his/her training program.

IV. Performance Rating and Reports

Interns are evaluated on their performance on a semiannual basis. The rating period is every 6 months starting from the intern's entrance on duty date. As the intern rotates from one supervisor to another, interim evaluations (see Eng Form 2877) are prepared by each of the supervisors and then forwarded to the Intern's Senior Advisor. The evaluation should state that "The rating supervisor's signature certifies that training has been provided in accordance with the

Intern's Individual Development Plan (IDP)" which is Eng Form 5055-R. At the end of the semiannual rating period, the Senior Advisor will use the interim evaluations as support in preparing the official Intern Performance Rating. This rating along with the Intern's report (discussed below) is submitted to the Intern Program Manager not later than the date assigned. The Senior Advisor will discuss the evaluation and report with the Intern concerned. (Attachments 1 and 2 are samples of the Civilian Evaluation Report Support Form and the Civilian Evaluation Report Form, DA Forms 7222-1 and 7222 respectively).

Items of special concern in the Senior Advisor's evaluation responsibility are:

- a. The evaluation should accurately reflect the trainee's performance.
- b. The evaluation which includes the 9th month of Federal service must contain a statement concerning desirability of retaining the Intern in the Federal service.
- c. The Advisor will make a recommendation to the Intern Program Manager prior to any promotions for which the Intern is eligible.

Evaluations of Independent Effort: One of the key elements for evaluation is the initiative and independent effort the Intern exerts. Questions relative to standards which can be used in judging this element are:

(1) Has the Intern taken any action on his/her own initiative? What actions?

(2) Has the Intern learned how each of the assignments received relates to the engineering and scientist functions of the Sacramento District and it's missions? Does the Intern apply this knowledge, when applicable, to subsequent assignments?

(3) Has the Intern exhibited or developed some effective writing skills?

(4) Has the Intern exhibited or developed ability to orally communicate either in one-to-one or in-group encounters? Has there been continuing improvement in this area since he/she entered the program?

Intern Reports: Interns will be required to submit a narrative report in the prescribed format which follows this section (se following page for example). Reports will be submitted on the same basis as the Senior Advisor's evaluations (Every 6 months). The Senior Advisor will provide a notice to the Intern at least two weeks in advance of the due date. Items pertinent to the report are:

(1) Each Intern will prepare their own report and give it to their Senior Advisor not later than the date assigned.

(2) The Senior Advisor will review the report; discuss it with the Intern; make handwritten comments as appropriate. The report and relating performance evaluation is then sent through the Intern Program Manager to the CPAC-Sacramento District Team.

(3) The CPAC Representative will review the reports and solicit comments on any suggestions made and take action as necessary. The CPAC Representative will also keep the District Engineer informed of the Intern's progress.

The report should be typed on plain white bond paper and written in such a manner that it reflects the Intern's professionalism. It is an example of his/her written communication ability. The advisor will forward the original and three copies through the Intern Program Manager.

SUBJECT: Report of Training for the period of DATE to DATE -- John L. Doe

Section I. Location, dates, type, and description of assignments received during the reporting period.

1. (DATE) to (DATE) in (,ORGANIZATIONAL ELEMENT)
(Describe type(s) of assignment(s))
- 2, (DATE) to (DATE) in (ORGANIZATIONAL ELEMENT)
3. Continue as necessary to include all assignments.
4. My next assignment is in (ORGANIZATIONAL ELEMENT).

Section II. Narrative.

In your narrative you should consider the following questions, as a minimum: What is your understanding of how the work you did relates to the overall function of the organizational element(s) to which you were assigned? What suggestions would you offer to make an assignment in the relating organization(s) more meaningful to another Intern who has a background (both educationally and professionally) similar to yours? What problems, if any, did you encounter which are still involved?

JOHN L. DOE
Engineering/Scientist
Intern

NOTE: Resources which may be helpful in your analysis of the organizational elements are: the District Organization Chart and the District Statements of Functions.

V. INTERN SELF-DEVELOPMENT

The SPK Local Rotational Training Program is designed to ease the transition from academic experience, where theory is learned, to production on-the-job, where theory is put into practice. While putting theory into practice by developmental training assignments is the underlying key to this program, the on-the job training is only a beginning. The Intern must recognize the importance of updating his/her knowledge on a continuing basis. Research has shown that 40-60 percent of the knowledge gained by a college graduate today will be obsolete within 5 years. This percentage is increasing rapidly in the technical fields, thereby indicating a need for continuing education. Therefore, Interns are encouraged from the outset to read professional publications and to attend training classes, and to join and attend meetings of the professional organizations pertinent to their discipline and specialties. The Intern schedule will include attendance of the one week ILDP.

VI. PROFESSIONAL REGISTRATION

The goal of registration for all engineers is strongly supported by the District. All Engineer Interns who do not have certification as an Engineer-in-Training (EIT) are encouraged to become certified as soon as possible. The EIT test is best taken when the knowledge gained in college is fresh in the individual's mind. Interns are also encouraged to plan a determined, aggressive, and methodical program preparatory to taking the registration examination as soon as the law permits. The goal for all Biologist Interns (and other related specialists) is to achieve certification and/or registration in appropriate areas for their field of expertise.

VII. PROMOTIONS AND PERMANENT ASSIGNMENT

The following subparagraphs are a summary of the promotion criteria that will be implemented for E&S Interns to satisfy the requirements for accelerated promotion utilizing accelerated training agreements (a copy of the Corps Wide Training Agreement between the corps of Engineers and the Office of Personnel Management is provided as Attachment 3) based on the government's need to recruit hard to fill vacancy positions. Currently the accelerated promotion opportunity is authorized only for the GS-0800 Engineers job series. For all other Intern's the standard time in grade requirements will apply. This restriction may vary from year to year and should be reviewed on a recurring basis for proper application.

a. Eligible Interns selected at the GS-5 level will received training under this program for a minimum period of 30 months. Upon successful completion of the first 6 months of training the employee will be qualified for promotion to the GS-7 level. The evaluation of trainees progress must clearly specify how the training meets the one year qualifications requirement and that it meets the time-in-grade requirement for promotion to the next higher grade. The employee will then spend the next 12 months completing rotational training assignments and other such training as considered necessary by the local career program manager. Upon successful completion of this 12-month period the employee will be qualified for promotion to the GS-9 level. Successfully completing one additional year of developmental training will qualify the individual for promotion to the GS-11 target position. This last 12 months would normally be spent in the functional area to which the employee will be assigned upon completion of the program.

b. Eligible Intern who initially enters the training program at the GS-7 level will upon successful completion of the first 6 months of the program be qualified for promotion to the GS-9 level. The evaluation of trainee's progress will be annotated as in paragraph a. above. Successful completion of the formalized rotational training program and such other training as considered necessary by the local career program manager will qualify the individual for promotion to the GS-11 position. The minimum period of training for an individual entering at the GS-7 level is 18 months. Newly hired GS-7 employees who qualify for that grade solely on the basis of college graduation under the superior academic achievement standard will need to be trained in an intensive, carefully planned manner. In providing for accelerated promotion of these individuals the activity officials concerned must insure that:

1. The classification of the trainee and target positions is current and accurate.
2. The individual training plan provides definitive means for evaluating the progress of each trainee to determine when the trainee is able to perform in the target positions, and
3. Trainees are promoted to GS-9 only when they show clear evidence of the skills, knowledge and abilities required to perform at that level.

Prior to graduation from the Rotational Training Program, a permanent assignment will be discussed and decided upon between the Intern, Senior Advisor, Functional Division Chief and Intern Program Manager. Consideration will be given to the Intern's interests and the District's needs

VIII. ROTATION TRAINING PLAN

The Engineers and Scientists, Career Intern Program consists of intense on-the-job training through the major technical functions. The rotational assignments, are experiences that provide the intern with the skills, knowledge, and ability needed to perform effectively in full performance level positions. The Senior Advisor will work with the Intern prior to his/her start date to have a schedule individually developed, taking into consideration the specific intern's discipline and areas of interest, the schedules of other interns already in the program (to avoid conflicts/overlaps), and the needs of the District. Attachment 4 describes the mission and objectives for all of the organizations through which the Intern may rotate and describes the basic knowledge and skills that engineer and scientist interns will gain during their rotation through the selected District organizations. Sample schedules for an engineer and a biologist intern are provided as Attachment 5 which reflect typical organizations and durations for each rotation.

Attachment 3

Corps-wide Training Agreement for
Accelerated Promotion of
Rotational Engineer Interns in the Engineers and
Scientists
(Resources and Construction) Career Program

1. Reason for Training Agreement - The government's need to recruit sufficient numbers of quality professional engineers, architect and scientists continues to exist. Continuous, innovative and vigorous recruitment of graduates is imperative if the input of new employees is to balance turnover, retirement and other losses, and thus enable the Corps of Engineers to maintain a competent and aggressive force of civilian engineers, architects and scientists, commensurate with its missions. We must develop incentives to enhance our ability to compete with the private sector in obtaining a fair share of engineer, architect and science graduates, despite a basic entrance salary differential. One such incentive is an accelerated training and promotion program. This training agreement is therefore designed to provide for planned, accelerated training for our interns which will lead to accelerated promotion and provide fully trained, mobile personnel to meet our needs and those created by attrition.

Because this agreement provides management with a means to substitute intensive, accelerated training for a portion of the normal qualification requirements, it is imperative that tight controls are affected to assure that the trainees actually develop at an accelerated rate. The trainees will be promoted only when they show clear evidence that they possess the skills, knowledge and abilities for the next higher-level grade. Moreover, the trainees should be advised at the outset that promotions are not automatic and are contingent upon fulfillment of the training objective and supervisory recommendations.

2. Position Coverage - Trainees will be recruited for positions in the series listed below at the GS-5 and GS-7 levels and placed in positions for advancement to the GS-7 and GS-9 levels in their respective series with a target position of GS-11. This agreement applies only to rotational interns as identified in ER-690-1-958. Functional trainees are not covered by this agreement.

Civil	810	
Mechanical		830
Electrical		850
Landscape Arch		807
Architect		808
Environmental		819

3. Methods of Selecting Trainees - Trainees will be selected by all appropriate recruitment methods. Use of direct hire authority delegated by OPM will be the primary means of selection. Candidates selected for this program will be fully qualified for entry-level positions in accordance with OPM, Handbook X118 Qualifications Standards.

4. Outline of Training to be given -

a. Detailed training plans will be developed by the recruiting activity and will conform to the provisions of appropriate career program documents for Engineers and Scientists. The training plan must include evaluation criteria and clear descriptions of the skills, knowledge and abilities to be acquired and the proficiency to- be achieved before a promotion is granted.

b. A sample outline of a "typical" accelerated training program is shown at Appendix A. It should be noted that it is a sample or guide, which may be adapted by the employing activity to the needs of management and the individual. The sample is not intended to be all-inclusive, but a guide. In addition, it should be understood that the total training program is considered to be accelerated training so the order of rotational experiences should not affect the accelerated promotion aspect of this program.

c. Employees selected at the GS-5 level will received training under this program for a minimum period of 30 months. Upon successful completion of the first 6 months of training the employee will be qualified for promotion to the GS-7 level. The evaluation of trainees progress depicted in paragraph 5 below, must clearly specify how the training meets the one year qualifications requirement and that it meets the time-in-grade requirement for promotion to the next higher grade. The employee will then spend the next 12 months completing rotational training assignments and other such training as considered necessary by the local career program manager. Upon successful completion of this 12-month period the employee will be qualified for promotion to the GS-9 level. Successfully completing one additional year of developmental training will qualify the individual for promotion to the Gs-11 target position. This last 12 months would normally be spent in the functional area to which the employee will be assigned upon completion of the program.

d. The employee who initially enters the training program at the GS-7 level will upon successful completion of the first 6 months of the program be qualified for promotion to the GS-9 level. The evaluation of trainee's progress will be annotated as in paragraph 4 c above. Successful completion of the formalized rotational training program and such other training as considered necessary by the local career program manager will qualify the individual for promotion to the GS-11 position. The minimum period of training for an individual entering at the GS-7 level is 18 months. Newly hired GS-7 employees who qualify for that grade solely on the basis of college graduation under the superior academic achievement standard will need to be trained in an intensive, carefully planned manner. In providing for accelerated promotion of these individuals the activity officials concerned must insure that:

1. The classification of the trainee and target positions is current and accurate.

2. The individual training plan provides definitive means for evaluating the progress of each trainee to determine when the trainee is able to perform in the target positions, and

3. Trainees are promoted to GS-9 only when they show clear evidence of the skills, knowledge and abilities required to perform at that level.

e. Graphic representation of the grade sequence is shown at Appendix B.

f. Flexibility Provisions - Training courses and schedules may vary in length, content and location of assignments, depending on previous experience and education of the trainee, ability to progress and the needs of the employing activity. In no instance will the training be less than 30 months for those entering at the grade GS-5 nor 18 months for those entering at grade GS-7 when the target position is GS-11.

5. Evaluation of Trainee

Progress -

a. The progress and achievement levels of trainees under this agreement will be documented at a minimum, every three months. This evaluation requires discussion of the trainee's performance at least one each month between the trainee and his/her supervisor.

b. Activities using this training agreement will be responsible for maintaining a history file for each trainee. The file will contain at least the following information:

1. Record of off-the-job and on-the-job training received.

2. All evaluations made during the trainee period.

3. Historical files on each trainee will be kept a minimum of 2 years.

c. Failure to satisfactorily complete any phase of the program will delay promotion. If deficiencies cannot be corrected, the employee will be reassigned, changed to lower grade, or separated in accordance with appropriated regulations.

d. This training agreement may be the basis for crediting qualifications or service at an accelerated rate only when making assignments to positions under the program. It may not provide accelerated credit for qualifications earned in training by anyone who leaves the program without reaching the target position.

6. Officials Responsible for the Program

a. The Chief of Engineers, Department of the Army is responsible for the direction, coordinated and continuous evaluation of this program.

The administration of the program will be under the jurisdiction of the Commander of the employing activity with the Engineer and Scientist Career Program Manager responsible for the implementation and operation of the training. A trainee coordinator(s) may be appointed to coordinate all rotational assignments and be responsible for assuring appropriate evaluations and training are completed prior to any advancement of the trainee.

7. Career Trainee Employment and Mobility Agreement - A mobility agreement will be executed by trainees when appropriate in order to indicate their willingness: to

a. Accept developmental assignments away from their permanent duty station:

b. Consider transfer to other Army or Corps activities in order to satisfy manpower needs and to further their career opportunities.

8. Record of Completion of Training - A written record of satisfactory completion of training under this agreement will be made part of each trainee's Official Personnel Folder.

ATTACHMENT 4

I. Program and Project Management Division

A. Mission - The division shall develop, defend, maintain, and execute a balanced, justified and prioritized set of programs for the District. Each project shall be effectively and efficiently managed through the planning, engineering, construction and other related activities within the available funding, manpower, and resources.

B. Objectives by Branch

1. Civil Works Branch

- a) Accountable for the successful completion of each civil works project through the active management of the project's scope, budget, and schedule.
- b) Updates project status and resolves potential impacts or issues through active communication with the federal cost-sharing partner.
- c) Implements the current business processes in order to establish priorities and resolve conflicts hindering project completion.

2. Military Projects Branch

- a) Accountable for the successful completion of each military construction project through the active management of the project's scope, budget, and schedule.
- b) Updates project status and resolves potential impacts or issues through active communication with the military customer.
- c) Implements the current business processes in order to establish priorities and resolve conflicts hindering project completion.

3. HTRW Branch

- a) Accountable for the successful completion of each HTRW project through the active management of the project's scope, budget, and schedule.
- b) Updates project status and resolves potential impacts or issues through active communication with the customer.
- c) Implements the current business processes in order to establish priorities and resolve conflicts hindering project completion.

II. Planning Division

A. Mission - The Division shall support the District through the preparation of studies, reports, and environmental impact statements for civil works or military construction and HTRW remediation projects. Areas of study shall include flood control, navigation, hydroelectric power, water supply,

water quality, outdoor recreation, fish and wildlife conservation, environmental compliance, and habitat restoration.

B. Objectives by Branch

1. Environmental Resources Branch

a) Plans, prepares, coordinates, and reviews environmental impact statements and assessments for project design and construction.

b) Prepares analysis and reports on resource protection and compliance with the Endangered Species Act, National Environmental Policy Act, National Historic Preservation Act, etc.

c) Acts as the district liaison to all federal, state, and local resource agencies concerning the archaeological and environmental compliance and/or mitigation associated with all pertinent projects.

2. Basin Branches

a) Facilitates the overall planning process for multi-objective water resource investigations through the collection, compilation, and analysis of applicable information.

b) Facilitates public involvement and interaction in the overall planning process through public meetings, correspondence, and public review and comments.

c) Manages, conducts, develops, and prepares reconnaissance investigations and reports for civil works project viability including the availability of a cost-sharing partner with a Feasibility Cost Sharing Agreement (FCSA).

d) Manages, conducts, develops, and prepares feasibility investigations and reports for civil works project preferred alternative through the identification of alternatives, development of the National Economic Development Plan, and the Locally Preferred Plan.

III. Engineering Division

A. Mission - The Division shall provide a full range of engineering services to support the civil works, military construction, HTRW, work for others, and readiness missions of the District.

B. Objectives by Branch

1. Civil Design Branch

a) Civil Design Section

(1) Conducts engineering studies, prepares preliminary and final designs, compiles construction contract documents, and prepares design memoranda or other reports for assigned civil works projects.

(2) Prepares Engineering Considerations and Instruction to Field Personnel for the construction management of each project.

(3) Develops a scope of work, administers, and review products developed through A-E contracts secured for project design,

b) Structural Design Section

(1) Prepares all sections of studies, preliminary and final designs, and construction contract documents emphasizing the structural engineering aspects of assigned civil works projects.

(2) Estimates the quantities of construction materials associated with a particular design for cost engineering.

c) Hydraulic Design Section

(1) Performs hydraulic designs including analytical computations, numeric models, and physical models for the study of rivers, levees, dams, and wetlands.

(2) Performs sediment transport, floodplain geomorphology, and channel stability analyses to determine the design requirements associated with a civil works project.

2. Geotechnical Engineering Branch

a) Prepares all sections of studies, preliminary and final designs, and construction contract documents emphasizing the geotechnical engineering aspects of assigned civil works and military projects.

b) Conducts field inspections for the exploration of foundation and borrow material through sampling and testing programs for the analysis of geotechnical design principles including seismic activity.

c) Provides technical support during the construction phase of projects that involve soils, asphalt concrete, Portland cement concrete, geotextiles, or stone protection.

d) Schedules, coordinates, and documents the continued evaluation of all completed flood control projects through pre-flood, periodic, and emergency inspections.

3. Environmental Engineering Branch

a) Plans, designs, and coordinates all functions required for the remediation of hazardous waste sites for environmental restoration.

b) Manages, plans, and coordinates investigations required to characterize the horizontal and vertical extent of contamination as well as identify the physical contaminants and their concentrations.

c) Develops a scope of work, administers, and review products developed through A-E contracts secured for project design.

4. Military Design Branch

- a) Conducts engineering studies, prepares preliminary and final designs, compiles construction contract documents, and prepares design memoranda or other reports for military construction projects.
- b) Provides technical support during the construction phase of projects including architectural, mechanical, structural, electrical, or civil engineering.
- c) Develops a scope of work, administers, and review products developed through A-E contracts secured for project design.

5. Cost Engineering Branch

- a) Recommends, coordinates, and executes all cost estimating aspects of projects.
- b) Develops a scope of work, administers, and review products developed through A-E contracts secured for cost estimating.
- c) Compiles cost estimates and conducts negotiations to award A-E contracts for the planning or design of assigned projects.

IV. Construction-Operations Division

A. Mission -The Division shall manage and administer missions in construction, operations, readiness, and regulatory compliance.

B. Objectives by Branch

1. Construction Branch

- a) Maintains centralized control and reviews all studies, preliminary and final designs, and construction contract documents for constructability, biddability, and operability.
- b) Maintains centralized control and contracting authority for all construction modifications and claims over the contracting authority of the Resident Office.
- c) Provides technical support during the construction phase of projects including materials, mechanical, structural, electrical, or civil engineering

2. Resident Office

- a) Exercises direct supervision and contract administration over construction contracts in accordance with the plans, specifications, and other applicable laws.
- b) Inspects construction site and reviews contract documents for contract compliance with the environmental, safety, and quality control requirements of the plans and specifications.

c) Coordinates and schedules an independent laboratory to perform quality assurance testing of materials and workmanship for contract compliance.

V. Contracting Division

A. Mission -The Division shall be responsible for all of the District's acquisition activities that includes but is not limited to supply, service, and construction contracts.

B. Objectives by Branch

1. Contracts Branch

a) Performs contracting officer duties required to contract for any District supplies, equipment, services, or construction through the preparation of all necessary contractual information or instruments.

b) Facilitates contract solicitation through the maintenance of contractor mailing lists, project advertisement, distribution of pre-solicitation notices, and site showing participation.

c) Facilitates contract award through public bid openings, review of bid for acceptability, issuance of award, review of bond and insurance information, and issuance of a Notice to Proceed.

2. Contract Management Branch

a) Performs contracting officer duties required to administer any District supply, equipment, services, or construction contract through the execution of all necessary contract actions or modifications.

b) Provides contracting officer decisions for all contract issues including disputes, claims, or modifications.

c) Maintains the official contract files for the purposes of monitoring the adequacy and timeliness of all documentation as related to contractor performance and legal compliance,

VI. Real Estate Division

A. Mission - The Division shall provide a full range of real estate services to support the civil works, military construction, HTRW, work for others, and readiness missions of the District.

B. Objectives by Branch

1. Acquisition Branch

- a) Coordinates the acquisition of land or easements through communications and negotiations with the associated landowner using methods including purchase, exchange, donation, permit, license, lease, transfer, or right-of-entry.
- b) Secures leases in highly visible urban locations for use as military recruitment facilities.
- c) Assists in the preparation and review of relocation and cooperative agreements as applied to the acquisition or utilization of Government property.

2. Management and Disposal Branch

- a) Coordinates and implements the disposal of land through the transfer of real property interests including any covenants and conditions required for the protection of the Government.
- b) Investigates newly acquired land to determine the most efficient long-term management techniques including the demolition or retention of existing facilities and structures.
- c) Investigates and corrects all acts of trespassing or encroachment onto Federal property through criminal prosecution, levying of fines, or negotiating an out-grant.

VII. Other Staff Offices - Intern schedules will include visits to other appropriate staff offices, such as Office of Counsel, the Safety Office, Public Affairs, the Small Business Office, etc. to become familiar with their role in supporting overall District operations and to meet the staff chiefs of those offices to aid in any required future communications with these offices upon graduation from the intern program.

ATTACHMENT 5

31 May 2001

ENGINEER TRAINING SCHEDULE

TRAINEE: Doe, John (GS 0810-7)
California State University, Sacramento; B.S. December 2000

REPORTING DATE: 30 June 2001

ENGINEERING DIVISION SENIOR ADVISOR: Joe Smith, Room 1155, Ext. xxxx

ED

Civil Design Branch (1 or 2 sections) .	20 weeks
Geotechnical Branch (1 section) . . .	4 weeks
Military Design or HTRW Branch (1 section) . .	4 weeks

PPMD

Civil Programs Branch	4 weeks
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PD

Planning Division (1 or 2 branches/sections)	16 weeks
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Con-Ops

Construction Br	4 weeks
Resident office.....	20 weeks

ED

Civil Design Branch (permanent section)	7 weeks
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<u>Training</u> ILDP Course	1 week
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PERMANENT ASSIGNMENT: 31 Dec '02

The above schedule is tentative and may be adjusted as training progresses.

*indicates changes .

Senior Advisor

cc:

Mr. Doe
Mr. Smith
CPAC

