

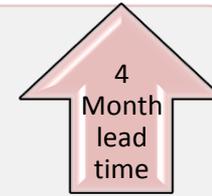


Acquisition Workforce Intern Program (Draft)

April 16, 2010

Overview

Upon receipt of funding, ACM and working group begin identifying, recruiting, and hiring interns.



1st Rotation and Onboarding Process Begins

- 1 Week Orientation, Mentorship, and OJT Training begins for approximately 20 interns.

Month 1 thru Month 6

2nd Rotation (each rotation occurs at a different contracting activity for 6 months)

Month 6 thru Month 12



3rd Rotation

Month 12 thru Month 18

4th (and Final) Rotation

- Upon completion of 4th rotation, interns graduate from program and become eligible for **permanent appointment**.

Month 18 thru Month 24

Upon receipt of funding, ACM and working group begin identifying, recruiting, and hiring interns.



Completed
in 2 Months

- Work with colleges, career fairs, and USDA HR to identify talented candidates with Bachelor's degrees and at least 24 business credits.

Completed in
3 Months

- Work with USDA HR and agencies to screen applicants' resumes and conduct interviews to determine best qualified candidates.

Completed in
4 Months

- Make formal offer to candidates and send formal offer letters. Extend personal welcome and first day logistics.

1st Rotation

Month
1-6

1st Week

- New Employee orientation with a segment addressing specific intern topics and Intern Meet & Greet. Incorporate departmental senior leadership.

Monthly

- Meet with mentor to discuss and develop technical, business, and interpersonal competencies. Feedback on performance development.

2 Weeks

- Cross- train in an area outside the contracting office.

6 Months

- Complete CON 100-Shaping Smart Business Arrangements (*1 week/classroom OR online*)
- Complete CON 110-Mission Support Planning (*1 week/online*)
- Complete CON 111-Mission Strategy Execution (*1 week/online*)

2nd Rotation

Month
6-12

1st Week

- Orientation with new Agency. Meet Agency senior leadership.

Monthly

- Meet with mentor to discuss and develop technical, business, and interpersonal competencies.

2 Weeks

- Cross- train in an area outside the contracting office.

6 Months

- Complete CON 112-Mission Performance Assessment (*1 week online*)
- Complete CON 120-Mission Focused Contracting (*2 weeks/classroom*)
- Complete 1 Elective- (*length at least 2 days/online OR classroom*)
- *Apply for FAC-C Level 1 Certification*

3rd Rotation

Month
12-18



1st Week

- Orientation with new Agency. Meet Agency senior leadership.

Monthly

- Meet with mentor to discuss and develop technical, business, and interpersonal competencies.

2 Weeks

- Cross- train in an area outside the contracting office.

6 Months

- Complete CON 214-Business Decisions for Contracting (*19 hours /online*)
- Complete CON 215-Intermediate Contracting for Mission Support (*8 days/classroom*)
- Complete CON 216-Legal Considerations in Contracting (*23 hours/online*)
- Complete CON 217-Cost Analysis and Negotiation (*5 days/classroom*)

4th Rotation

Month
18-24

1st Week

- Orientation with new Agency. Meet Agency senior leadership.

Monthly

- Meet with mentor to discuss and develop technical, business, and interpersonal competencies.

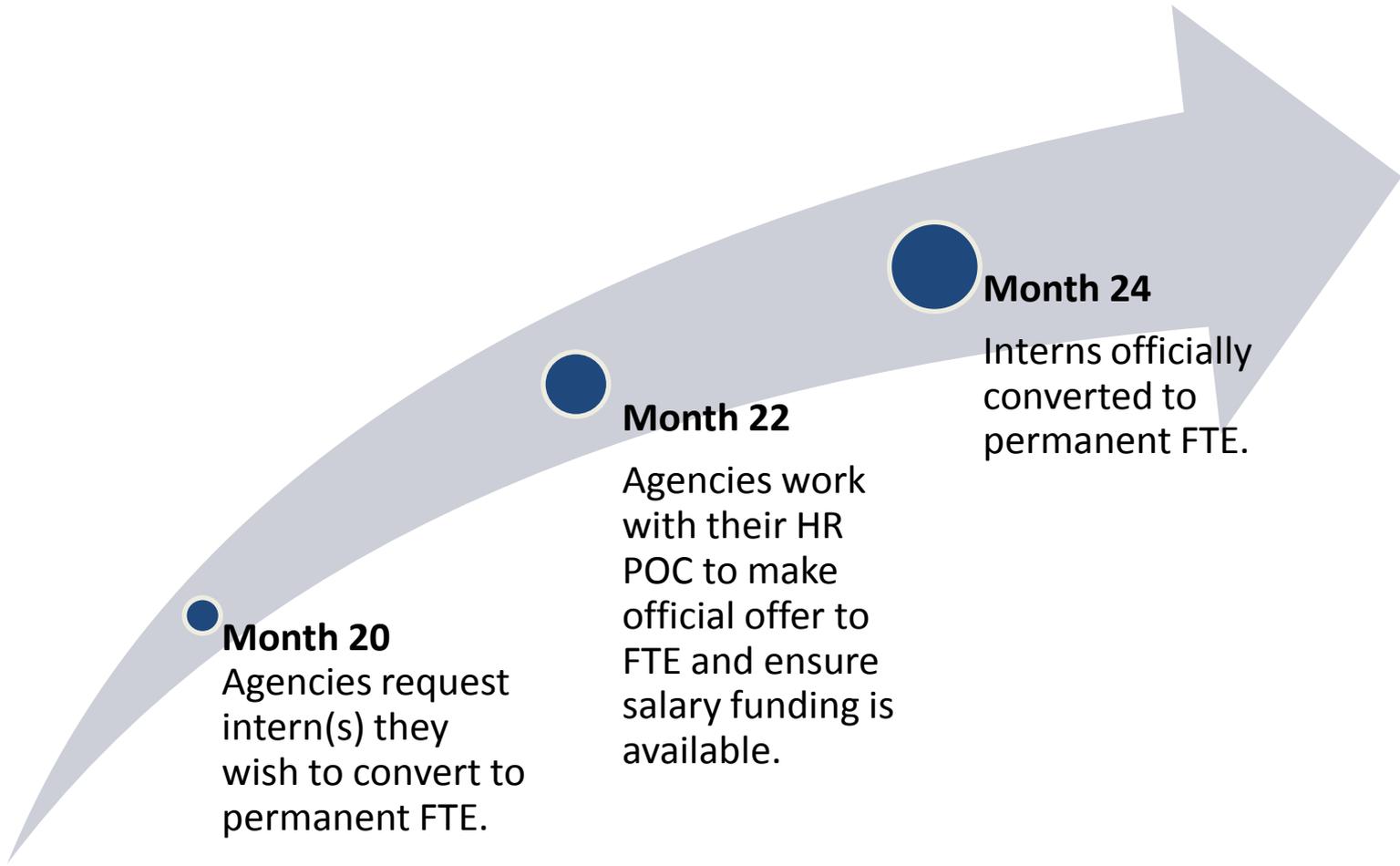
2 Weeks

- Cross- train in an area outside the contracting office.

6
Months

- Complete CON 218-Advanced Contracting for Mission Support (*1 week/classroom OR online*)
- Complete 2 Electives(*length at least 2 days each/online OR classroom*)
- *Apply for FAC-C Level 2 Certification*

Conversion Process



Month 20
Agencies request intern(s) they wish to convert to permanent FTE.

Month 22
Agencies work with their HR POC to make official offer to FTE and ensure salary funding is available.

Month 24
Interns officially converted to permanent FTE.