DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO
NAVSEAINST 12400.2
OPR CEL-E13
29 June 1988

NAVSEA INSTRUCTION 12400.2

From: Commander, Naval Sea Systems Command

Subj: LOGISTICS INTERN PROGRAM

Ref: (a) SECNAVINST 12400.2

Encl: (1) NAVSEA Logistics Intern Individual Development Plan (IDP) Outline

1. Purpose. To implement the Navy Civilian Logistics Intern program within the Naval Sea Systems Command (NAVSEA).

2. Scope

a. This Instruction applies to headquarters and field activities of NAVSEA that participate in the Logistics Intern program.

b. SEA 08 is responsible for all matters pertaining to nuclear propulsion and will maintain its own logistics personnel training program.

3. Background

a. Reference (a) established the Navy Civilian Logistics Career Intern Program. NAVSEA is a full participant in this program to provide a source of professional logisticians to support NAVSEA programs.

b. Assessments of our logistics work force show a continuing need to recruit and train replacement personnel capable of meeting logistics challenges of an ever increasing complexity. Consequently, the recruitment and planned growth of Logistics Interns is formulated through intensive formal training, on-the-job experience and rotational work assignments which are essential in maintaining a highly qualified, professional and adaptable logistics staff.

c. Primary goals of the NAVSEA Civilian Logistics Intern Program are:

(1) Identify and recruit intern candidates with excellent potential for development.

(2) Train and educate logistics interns to assume mid-level logistics positions.

(3) Ensure that intern graduates provide a highly qualified resource base for management development.

d. The Logistics Intern development and training program will include headquarters and shore activity assignments over a three-year period that will provide an understanding of the interrelationship of the NAVSEA organizations and the impact they have on logistics for a successful deployment of projects or systems. The formal classroom instruction will cover all of the logistics elements and their integration and intensive on-the-job training in varied situations. When Interns graduate, their target grade levels will depend on the requirements and location of the final placement. Enclosure (1) outlines general IDP assignments.

e. Funding for the salary, training and travel in conjunction with the logistics program training of the interns is principally the responsibility of the Navy Logistics Intern Program Office until intern graduation.

f. The Navy is essentially committed to employing Logistics Interns upon successful completion of the program; relying upon the Systems Commands to place graduating interns.

4. Responsibilities

a. The Deputy Chief Engineer for Logistics (CHENG-L) is assigned management of the command program and will represent NAVSEA on the Navy Logistic Career Management Steering Committee. Operational responsibility is assigned to the Executive Director for Logistics Programs and Resources (CEL-E).

b. Directorates

(1) Assist in program management by nominating Career Counselor(s) and Site Supervisor(s).

(2) Determine workforce requirements that should be staffed by trained logistics personnel.

(3) Identify organizations that can be used as continuing training sites for intern rotational assignments.

(4) Plan and target specific logistic position vacancies which can and should be filled by graduating interns.

c. Shore Activities

(1) Nominate Site Supervisors.

(2) Determine workforce requirements that should be staffed by trained logistics personnel.

(3) Identify internal organization(s) that can be used as continuing training sites for intern rotational assignments.

5. Action

a. Executive Director for Logistics Programs and Resources (CEL-E)

(1) Represent the command on the Navy Logistics Career Management Steering Committee, act as the Functional Manager for all Logistics Interns assigned to NAVSEA and coordinate with the Navy Civilian Logistics Intern Program Office.

(2) Provide policy guidance and administrative support for the Logistics Intern program within NAVSEA.

(3) Coordinate with and support NAVSEA Directorates and activities in implementing the Logistics Intern Program; designate Career Counselors and Site Supervisors.

(4) Perform an assessment of the logistics work force within the command and field activities to establish the NAVSEA requirements which will be used to determine program goals for logistic intern development and provide requirements to Navy Civilian Logistics Intern Program Office to ensure appropriate program allocation.

(5) Determine funding requirements and monitor funding expenditures to execute Logistics Intern program which include salary, training, travel and change of duty station.

(6) Develop a University recruitment plan and coordinate a schedule with CCPO; designate recruiters from senior logistics personnel within NAVSEA.

(7) Provide instruction/guidance to the Career Counselor(s), Site Supervisor(s) and interns in the development and execution of the Individual Development Plan (IDP).

(8) Define formal training needs and coordinate the schedule of interns for formal training; develop on-the-job training with the Career Counselor(s).

(9) Place graduating interns in positions within the command or field activities.

(10) Coordinate the performance evaluation of all interns; resolve problems with appropriate personnel.

b. Directorates and Shore Activities

(1) Nominate, upon request from CEL-E, senior logisticians to serve as Career Counselor(s).

(2) In conjunction with CEL-E, conduct annual review of programs and organization staffing plans to identify logistics workforce requirements.

(3) Provide CEL-E with a list of specific organization(s) that can be used as rotational training sites for interns; provide names of appropriate site supervisors.

(4) Identify specific position requirements that can be used to place interns upon graduation and ensure adequate funds are included to cover interns in Managing to Payroll budget. Use GS-11 salary for planning figure.

c. Career Counselor

(1) Work with Functional Manager in CEL-E on intern requirements, rotational assignments and target placement positions and program improvements.

(2) Assist interns in the preparation and submission of their Individual Development Plan within the scope of enclosure (1) to CEL-E for approval.

(3) Provide counseling to intern on individual needs for development/improvement with suggestions for formal training or reading materials which could provide the intern with a plan of improvement.

(4) Work with Site Supervisors to ensure overall development is accomplished by assigned logistic interns.

(5) Advise CEL-E of any particular problems and improvements pertaining to interns, their development or program administration.

d. Site Supervisor

(1) Assume supervisory responsibility for assigned interns; includes such tasks as work assignments, approval/signature of Intern timecards and leave slips, and interns performance evaluation.

(2) Obtain advance approval from CEL-E on any overtime requirements for individual intern; provide report on intern annual/sick leave taken.

(3) Ensure that approved Individual Development Plans are executed as planned including attendance at specified courses.

(4) Ensure that interns receive quality on-the-job training in accordance with established job performance requirements.

(5) Provide CEL-E and assigned Career Counselor with feedback reports as necessary such as the Individual Development Plan/Memorandum of Work Requirements, intern appraisals and evaluations.

e. The Logistics Intern

(1) Develop Individual Development Plan (IDP) in conjunction with the assigned Career Counselor and CEL-E, using the enclosure (1) outline.

(2) Provide and submit in a timely manner all administrative documents and forms in accordance with the Navy Logistics Program Manual (draft); with copies of "Appraisal of Trainee Performance", "Trainee Evaluation Format", certificates of completed training, notification of site performance awards to CEL-E.

(3) Notify Site Supervisor, assigned Career Counselor and CEL-E of any circumstances preventing intern from achieving the primary objective of training or any other difficulties encountered which require counseling.

(4) Participate in special committees to assist in furthering the overall objective of the Logistics Intern Program.

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Vice Commander

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NAVSEA Special List Y1

SEA 09B11 (5)
09B38 (50)

NAVSEA Logistic Intern
Individual Development Plan (IDP) Outline

1. The IDP will be a detailed outline of a three-year development plan representing a balanced mix between the needs of the command and interests and capabilities of the intern; reflecting objectives, performance tasks, formal training and job assignments.

2. At the core of the IDP is the series of rotating assignments of approximately six months duration that will be used for the on-the-job training part of the plan. The overall objective of the assignments is to provide the intern with a structured understanding of the relationship between policy and execution; between ships and installed systems; between headquarters and field support; and between shore support and fleet demands. In general, the outline follows this pattern:

a. The first year will be spent at headquarters; proportionately spent with assignments in ILS policy (e.g., CHENG-L codes) and then assignments in either a platform (e.g., SEA 91, 92, 93) or a system program management code (e.g., SEA 05 or 06).

b. The second year will be in the field; a proportionate time being spent either in an industrial activity (e.g., shipyard, SUPSHIP or weapons station) or a technical support activity (e.g., ISEAs) and a fleet related (e.g., TYCOM or SEACEN).

c. The third year will carry-over additional time for field experience with the balance given to the organization (headquarters or field) to which the intern would be ultimately assigned.

d. During these specific assignments, it is intended that cross-experience would be fostered and gained by the usual interfaces that occur between organizations and programs.

3. During the three year program, the intern is required to attend training courses in the following areas:

Logistics Overview
Configuration Management
Maintenance Planning
Manpower, Personnel and Training
Supply Support
Support Equipment
Technical Data
Facilities
Packaging, Handling, Storage and Transportation
Computer Technology
Program Planning and Control

4. Finally, the intern is encouraged to continue professional development by enrolling in a University academic program and/or by taking relevant courses offered by the NAVSEA Institute and other government agencies.