

DRMS Directive 1430.2

DLSC Directive 1430.2

DRMS-K

January 1997

TARGETED POSITIONS

(Supplementation is prohibited.)

(This publication has been revised significantly  
and must be reviewed in its entirety.)

A. REFERENCES.

1. DRMS/DLSC-R 1430.3, April 16, 1991.

B. PURPOSE. This instruction:

1. Supersedes reference A1.

2. To set policy, outline procedures and assign responsibilities for training of personnel in targeted position.

C. APPLICABILITY AND SCOPE.

1. To ensure effective developmental training for employees appointed, reassigned or promoted to specified entry level positions. Targeted career positions are journeyman level positions reengineered to an entry grade level. Employees receive planned classroom training, on-the-job training and work experience which allows them to advance to the targeted grade.

2. This directive is applicable to HQ Defense Reutilization and Marketing Service (HQ DRMS) and Defense Logistics Services Center (DLSC).

D. DEFINITIONS.

1. Development Program Plan, DRMS Form 799. The Development Program Plan contains the training planned for developmental assignments and formal classes. The Development Program Plan is used when a Program of Instruction (POI) is not in place.

2. Entry Level Intern Programs.

a. Personnel Management, GS-201, 221, 212, 230, 235, 260

b. Financial Management, GS-510, 511, 560, 343

c. Automatic Data Processing, GS-334

d. Cataloging, GS-2050

e. Reutilization and Marketing, GS-1104

f. Quality Assurance, GS-1910, 801, 0018

g. Supply, GS-2001, 2003, 2010

h. Procurement, GS-1101, 1102, 1103

i. Contract Management, GS-1101, 1102, 1103

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3. Intern. An employee whose target position is the full performance level in one of the professional, administrative or technical series.

4. Program of Instruction (POI). The Program of Instruction contains the classroom and on-the-job (OJT) training required each year for the intern to reach journeyman level skill.

5. Targeted Position. A position in which the incumbent is trained in the lower grade(s) to meet the full performance grade qualification requirements.

#### E. POLICY.

1. Promotions to targeted positions are exempt from the competitive procedures required by the Merit Probation Program. The employee's initial appointment or reassignment to the position is effected under competitive procedures.

2. Employees in the following categories will have written training plans with specific developmental objectives: Interns, Veterans Readjustment Authority (VRA) employees and Student Career Experience Program participants. If there is a DLA Program of Instruction (POI) which applies to the position, it serves as the training plan. This plan will be in place within 30 days of the employee's assignment to the entry level position.

3. The plan will focus on both job-related classroom training and on-the-job training. It will include opportunities for self-development.

4. All training must relate to the targeted positions.

5. Supervisors will evaluate interns quarterly. They will document each intern's progress in meeting the training plan's requirements.

6. Successful completion of training prescribed by the plan and quarterly evaluations are required before initiating action to promote to the next higher grade. The organization will not withhold promotions when trainees are unable to complete planned training because of insufficient funds, no class spaces, or similar situations.

7. Employees will serve a minimum of 90 days under the same performance standard and maintain a rating of fully successful before promotion to the next grade level.

8. If an employee fails to successfully complete the prescribed standards of a particular program, the situation is handled on a case-by-case basis and according to applicable laws and regulations.

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#### F. RESPONSIBILITIES.

1. The Chief, Human Resources Development Branch (or designee), Office of Human Resources (DRMS-KW), will:

a. Enforce policy, procedures and responsibilities of this directive and its references.

b. Assist supervisors in developing Development Program Plans.

c. Maintain this directive in a current status and review it annually.

2. Heads of Directorates/Offices will:

- a. Ensure directorate/office compliance with this directive.
- b. Consider establishing targeted career positions in their functional area when vacancies occur and circumstances permit.
- c. Ensure that systematic means exist for developmental training and occupational progression.

3. Supervisors will:

- a. Identify positions which may have targeted positions established.
- b. Select employees for approved targeted positions.
- c. Develop training plan, if none exists, using DRMS Form 799, Development Program Plan, for those employees listed in paragraph E2. (See sample at enclosure 1.)
- d. Identify the development and training each employee needs to satisfy requirements of the training plan. Document these needs on the Individual Development Plan (IDP), HQ DRMS Form 1652.
- e. Schedule formal classroom training and on-the-job training required by the training plan.
- f. Perform quarterly review of training with interns on DRMS Form 43, Intern Performance Review. (See sample at enclosure 2.) Ensure the DRMS Form 43 is completed before recommending promotion.
- g. Submit a Personnel Action Request System (PARS) SF-52 to DRMS-K for noncompetitive promotion to the target position when training and other requirements are met. The PARS SF-52 must arrive in DRMS-K at least 30 calendar days in advance of proposed effective date.

4. Employee will:

- a. Actively participate in the development of an IDP and Development Program Plan.
- b. Attend and complete scheduled training.
- c. Actively participate in the evaluation process.

G. EFFECTIVE DATE AND IMPLEMENTATION. This directive is effective upon distribution.

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H. INFORMATION REQUIREMENTS.

1. DRMS Form 799, Development Program Plan. Use this form to document developmental work assignments. Include target dates for completion of work assignments and formal classes at each grade level (enclosure 1).

2. HQ DRMS Form 43, Intern Performance Review. Use this form to evaluate the progress and promotion potential of each trainee (enclosure 2).

BY ORDER OF THE COMMANDER

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Defense Logistics Services Executive Officer  
Center

2 Encl

1. DRMS Form 799,  
Development Program Plan (sample).
2. DRMS Form 43, Intern  
Performance Review (sample).

DISTRIBUTION

ALL DLSC/HQ DRMS Supervisors

COORDINATION: All DLSC/HQ DRMS offices/directorates.