

New Program -- Professional Administrative Intern Program (PAIP)

In a joint effort comprised of the Human Resources Management Division (Code CP), Career Management Office (Code CS), and the Headquarters Training Office (GSFC Code 114.H), Headquarters now has a new Upward Mobility Program, "The Professional Administrative Intern Program (PAIP)." This upward mobility program is geared to assist in the development of new professional administrative employees. The program will provide structured activities, experiences and training designed to accelerate the employee's adjustment to a new position and responsibilities, and also accelerate the acquisition of the knowledge, skills and abilities required to perform duties of the initial and subsequent higher graded positions.

The PAIP will cover all new selections to the Headquarters career ladder professional administrative positions at grades 5 and up to 12. This includes appointments of current employees as well as any new hires. All interns would participate in a development program at two levels for 24-36 months, with one exception. Employees hired at the GS-11 level would only participate for 12-18 months. Interns would be eligible for promotion after a minimum of 12 months in grade as long as all PAIP requirements are met.

The goal is to ensure that new professional administrative employees are provided the tools, training and career management support to enable them to perform independent, quality work as quickly and effectively as possible. Components of the PAIP are as follows:

- Individual Development Plan (IDP) required throughout the program
- Performance Plan developed by the supervisor
- Orientations by supervisor and PAIP Coordinator
- Mentor(s) selected for program duration
- Required and recommended training (all centrally funded)
 - Career Transition Workshop (required)
 - Oral Presentation Strategies (recommended)
 - Effective Written Communication (recommended)
 - Additional 40 hours of classroom training per level, of which 24 hours must be "technical," job-related training
- On-the-job training
- Progress reports every 3 months
- Written and Oral report given by the intern to a panel of evaluators at the end of each level

For further information regarding this program, please call one of the following persons: Sharon Boykins in the HQ Training at (301) 286-7508; Vicki Thorne at 358-2339, or your code's Personnel Management Specialist.