

Real Estate Career Intern Program  
MASTER INTERN TRAINING PLAN

Training Program Outline Content Description	Type	Time Frame	Knowledge, Skills, and Abilities To Be Acquired
<p>1. General Orientation</p> <p style="padding-left: 20px;">a. Employment Orientation</p> <p style="padding-left: 40px;">(1) Civil sex-vice appointment status, employee benefits, code of conduct, security requirements.</p> <p style="padding-left: 40px;">(2) Corps of Engineers Real Estate Career Program</p> <p style="padding-left: 20px;">b. Organization of the Federal Government</p> <p style="padding-left: 40px;">(1) General Organization of the Federal government</p> <p style="padding-left: 40px;">(2) Overall organization of the DOD and DA</p> <p style="padding-left: 40px;">(3) Organization of the Corps of Engineers</p> <p style="padding-left: 20px;">c. Organization and function of the real estate mission of the Corps of Engineers.</p> <p style="padding-left: 40px;">(1) The Real Estate Directorate</p> <p style="padding-left: 40px;">(2) The organization and function of real estate at Division level</p> <p style="padding-left: 40px;">(3) The organization, function, and mission of the activity to which assigned</p>	<p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">DEM D</p>	<p style="text-align: center;">1 Week</p>	<p>When this training is completed, the Intern will be able to:</p> <p>Demonstrate an understanding of the provisions, benefits, and responsibilities of Federal employment.</p> <p>Demonstrate an understanding of the provisions and structure of the Real Estate Career Program.</p> <p>Describe the organization of the Federal Government, the Department of Defense, the Department of the Army, and the Corps of Engineers.</p> <p>Describe the role of the real estate function in the Corps of Engineers, identify its major customers, and identify the review and approval chain.</p>

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Appendix A

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<p>2. On-the-job rotation training. Interns will be rotated between the functional elements of Real Estate.</p>		2 Years	
<p>(The order of assignment and the time frame for each may vary from the order given in this plan. But once an assignment is begun, it will be continuous. )</p>			
<p>a. Assignment to the Planning and Control Function</p>		4 Months	<p>When this training is completed, the Intern will be able to:</p>
<p>(1) Orientation to the Planning and Control function</p>	D		<p>Demonstrate an understanding of the impact of the P&amp;C function on the administration of the real estate mission and the interface necessary with other elements of the Corps and its customers.</p>
<p>(2) Review of the regulations applicable to the P&amp;C function</p>	RR		
<p>(3) Orientation to Programs and Project Management</p>	o DEM		<p>Acquire a basic understanding of the district's Programs and Project Management functions and Real Estate's interface with them. Obtain an understanding of a project's life cycle.</p>
<p>(4) Orientation to automated data systems including, but not limited to, Real Estate Management Information System (REMIS), Recruiting Facilities Management Information System (RFMIS) , and Corps of Engineers Financial Management Information System (CEFMS)</p>	SA DEM		<p>Be knowledgeable of automated systems and their application to Real Estate</p>
<p>(5) Prepare legal descriptions under the supervision of a senior employee utilizing maps, plats. deeds, tract</p>	SA		<p>Draft uncomplicated legal descriptions and interpret more complex ones.</p>

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ownership data and other available information.			
(6) Assist senior employees in the preparation of real estate plans, reports, and summaries in other documents. Assist in the development of data and independently develop the less complex portion thereof.	SA		Demonstrate a knowledge of the planning process and the integral role of real estate values.
(7) Assist senior employees in the reparation of real estate audits, including checking deeds and other instruments against project maps and authorizing documents.	SA		Accomplish small and uncomplicated real estate audits.
(8) Assist senior employees and participate in the development and presentation of real estate schedules, budgets, and progress reports and interface with Project Management.	SA		Intelligently discuss real estate financing, funding and scheduling including their relationship to design and construction of buildings and other works.
(9) Attend the PROSPECT Planning and Control Course. If not offered during the P&C assignment, it should be taken at the earliest opportunity.	RR D		
b. Assignment to the Appraisal Function	D	4 Months	When this training is completed, the Intern will:
(1) Overview of the Appraisal function			Have knowledge of regulations, policies and laws that serve as guides for appraisal actions in the acquisition, management, and disposal of Government real estate; have an understanding of the role the Appraisal function has in the overall scheme within Real Estate in division, district, Project Management, and HQUSACE.

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<p>(2) Assist a senior appraiser in the preparation of planning document requirements, gross estimates/appraisals.</p>	DEM SA		<p>Have knowledge of planning document requirements and possess the ability to collect and assemble base data used in the appraisal planning documents; have knowledge of the role the Appraisal function plays in the planning of a project.</p>
<p>(3) Assist a senior appraiser in the preparation of specific site appraisal reports, highest and best use study, market analysis, feasibility study, hazardous-toxic-radiological-waste (HTRW) study, research and analysis of market data, court testimony.</p>	SA		<p>Develop knowledge and understanding of the Uniform Standards of Professional Appraisal Practices (USPAP) ; possess the ability to recognize the applicable methodology used in the various types of appraisal reports, studies, analysis, etc.</p>
<p>(4) Under the supervision of a senior appraiser, prepare appraisal reports on uncomplicated low valued properties. Under the guidance of a review appraiser, participate in the appraisal review process.</p>	SA		<p>Develop a skill in dealing with the general public for the purpose of collecting market data, property inspection, etc. ; gain knowledge and experience in composing non-complex appraisals that meet the requirements of US PAP; have a knowledge of the interface of the appraisal and appraisal review process.</p>
<p>(5) Assist in the preparation of the scope of work and the development of technical qualifications or other documentation to contract for appraisal services.</p>	DEM SA		<p>Have knowledge of the policies, regulations, and laws that serve as guides for appraisal service contracts; gain experience in developing the base data for an appraisal service contract.</p>

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<p>(6) Attend course (s) on basic appraisal principles and procedures. Read and study the latest version of "The Uniform standards of Professional Appraisal Practice" (USPAP) Attend the PROSPECT Appraisal and Leasing course. If it is not offered during the Appraisal assignment, it should be taken at the earliest opportunity, Attend formal computer training, as warranted.</p> <p>c. Assignment to the Acquisition function.</p> <p>(1) Orientation to the Acquisition function.</p> <p>(2) Review of regulations applicable to the acquisition of real property and interest therein.</p> <p>( 3 ) Hands-on experience with senior Realty Specialists in negotiation for the acquisition of real property and interests therein.</p> <p>[4] Review of condemnation procedures</p>	<p>RR D</p> <p>D</p> <p>RR D</p> <p>SA</p> <p>RR D</p>	<p>4 Months</p>	<p>When this training is completed, the Intern will be able to:</p> <p>Describe the Acquisition function and its relationship to other functions of the Real Estate mission.</p> <p>Demonstrate an understanding of the actions and constraints thereon in the acquisition of real property and interest therein by the United States.</p> <p>Demonstrate a knowledge of estates in real property. Discuss and explain realty practices, procedures, and basic law relating thereto. Possess a working knowledge of land titles, legal descriptions, land plats, and appraisal reports.</p> <p>Understand the impact of environmental, cultural, and HTRW processes on the acquisition function.</p> <p>Outline procedure by which private property is acquired by the Government and the protection afforded the owner thereby.</p>

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(5) Hands -on experience with senior Realty Specialists in assisting, investigating, and processing relocation assistance claims.	RR SA		Discuss and describe benefits available to displaced persons and businesses under PL 91-646.
(6) Assist Realty Specialists in oversight of real estate activities under PCA agreements.	D SA		Be familiar with the real estate role and responsibilities in the oversight of sponsor acquisition activities under PCA agreements, to include crediting plans, legal capabilities, and financial capability.
(7) During the latter part of the training period the intern should, if possible, conduct one or more uncomplicated negotiations for the purchase or lease of a property under the supervision of a senior negotiator.	SA		Properly conduct uncomplicated realty negotiations.
(8) Attend the PROSPECT Real Estate Acquisition course. If it is not offered during the Acquisition assignment, it should be taken at the earliest opportunity	RR D DEM		
d. Assignment to the Management and Disposal function.		4 Months	When this training is completed, the Intern will be able to:
(1) Orientation to the Management and Disposal function.	D		Explain the M&D function and its relationship to the other functions of Real Estate.
(2) Review the regulations applicable to the management, disposal, and use of government real property and real property components.	RR		Demonstrate a working knowledge of procedures and policies relative to the use, management, and disposal of Government -owned or controlled real property.
(3) Hands -on experience under the direction of senior Realty Specialists in conducting and preparing reports on utilization inspections.	SA		Conduct uncomplicated utilization inspections.

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Training Program Outline Content Description	Type	Time Frame	Knowledge, Skills, and Abilities To Be Acquired
(4) Assist senior Realty Specialists in making and preparing compliance inspections and reports.	SA		Conduct uncomplicated compliance inspections and strongly support senior realty employees in the preparation of complex inspections.
(5) Assist senior Realty Specialists in the preparation of outgrants and environmental preliminary assessment screening (PAS) .	SA		Possess a working knowledge of outgrant procedures and be able to identify and distinguish various types of outgrants
(6) Assist senior employees in processing Homeowners Assistance Program (SAP) applications, where such programs exist.	SA RR		In applicable districts, will have knowledge of Homeowners Assistance Program (SAP) and Base Realignment and Closure (BRAC) Program.
(7) Assist senior realty employees in the preparation of Declaration of Excess, BRAC actions, and other disposal documents.	SA		Prepare and process uncomplicated Declarations of Excess, terminations of inlease agreements, and restoration claims  Describe the disposal process for hay, timber, buildings, minor land sales, and the environmental PAS process.
( 8 ) Hands-on experience under the direction of experienced real estate staff in automated data processing and systems.	SA DEM		Develop Computer skills in REMIS and other applicable systems.
(9) Attend the PROSPECT Management and Disposal Course. If it is not offered during the M & D e taken at the earliest opportunity,	RR DD DEM		

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3. Completion.

a. At the conclusion of the 16-month rotational period, the Intern will indicate the functional area he or she prefers for permanent assignment. The Chief, Real Estate Division, will make the assignment, to the extent possible, and the Intern may complete the remaining eight months of the intern training in the assigned functional area.

b. At the discretion of the Chief, Real Estate Division, the Intern may be permitted to continue training on a rotational basis for the remaining eight months, provided the permanent assignment of the Intern will not be in the Appraisal function. The Intern must complete the remaining eight months of internship in the Appraisal function if it is to be the permanent assignment.

c. Additionally, at the discretion of the Chief, Real Estate Division, and with the concurrence of the appropriate Division chief, the Intern may complete the remaining eight months, in whole or in part, in other related organizational elements such as Planning, Programs/Project Management, Natural Resources, etc.

d. At the end of the 16-month rotational period, the intern training plan shall be amended to provide for the Intern's training for the remaining eight months.



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Legend:

- D - Discussion
- DEM - Demonstration
- RR - Required Reading
- SA - Supervised Activity or Assignment

Time Frame - Suggested

Real Estate Career Intern Training Plan

Exhibit A  
Proposed Schedule  
PLANNING AND CONTROL FUNCTIONS

1. General Schedule	Time Frame (weeks)
a. Overview of P&C Functions	_____
b. Cadastral Functions	_____
c. REPR, LEPR, REP and RES	_____
d. Budget Preparation and Tracking	_____
e. Real Estate Files and Audits	_____
f. Automated Data Systems	_____
g. Formal Classroom Training	_____

2. Functions To Be Performed:

a. Overview of P&C Functions. Read chapters 1 through 3 and 12 through 16 of ER 405-1-12, and other pertinent regulations and policy guidance.

b. Cadastral. Be able to identify tracts on segment maps, verify their legal descriptions, compute acreage, and plot simple uncomplicated legal descriptions. Become familiar with CADD capabilities.

c. REPR, LEPR, and Summaries In Other Documents. Assist senior realty specialist in the preparation of Real Estate Planning Reports (REPR), Lease Planning Reports (LEPR), and Real Estate Plans (REP) or Summaries (RES) for RECON Studies and Feasibility Reports.

d. Budget Preparation and Tracking. Assist budget analyst in the preparation of the budget and development of reports for tracking the annual real estate budget. Process obligations and expenditures and become familiar with the control of civil and military funds.

e. Real Estate Files and Audits. Learn file procedures for the various functions and the central files. Review the audit process and understand the purpose and use of historical files.

f. Automated Data Systems. Learn the various automated data systems available, such as REMIS, to assign and track real estate activities, real estate funds, and perform historical data research.

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Exhibit B  
Proposed Schedule  
APPRAISAL FUNCTIONS

1. General Schedule	Time Frame (weeks)
a. Overview of Appraisal Functions	_____
b. Real Estate Cost Estimates	_____
c. Specific Site Appraisals	_____
d. Review Appraisal Process	_____
e. Contract Appraisal Process	_____
f. Formal Classroom Training	_____

2. Functions To Be Performed:

a. Overview of Appraisal Functions. Read chapters 4 and 12 of ER 405-1-12, and other pertinent regulations and policy guidance. Read the "Uniform Appraisal Standards for Federal Land Acquisitions" and the "Uniform Standards of Professional Appraisal Practice" (USPAP). Review incoming and outgoing correspondence to gain familiarity with procedures and functions.

b. Real Estate Cost Estimates. Assist senior appraiser in the preparation of gross estimates/appraisals and other planning related documents. Independently prepare low value cost estimate.

c. Specific Site Appraisals. Assist senior appraiser in the preparation of various types of appraisal reports, studies, and analyses. Independently collect market data and prepare appraisal reports on uncomplicated low value properties.

d. Review Appraisal Process. Observe appraisal review of various types of appraisal estimates and reports for the purpose of understanding the appraisal and review process.

e. Contract Appraisal Process. Assist senior appraiser in the development of a scope of work, preparation of a target cost estimate, and other background information for negotiation or solicitation and award of appraisal service contracts.

f. Utilize automated data systems, such as REMIS and software applications, to track progress of assigned activities and to perform historical data research.

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Exhibit C  
Proposed Schedule  
ACQUISITION FUNCTIONS

1. General Schedule	Time Frame (weeks)
a. Overview of Acquisition Functions	_____
b. Purchase Functions	_____
c. Inleasing Function	_____
d. Relocation Assistance Function	_____
e. Oversight of PCA Projects	_____
f. Formal Classroom Training	_____

2. Functions To Be Performed:

a. Overview of Acquisition Functions. Read chapters 5, 6, and 12 of ER 405-1-12, and other pertinent regulations and policy guidance. Review incoming and outgoing correspondence to gain familiarity with procedures and functions.

b. Purchase Activities. Assist senior realty specialist in the preparation of and negotiations for acquisition of land, permits, licenses, and rights of entry. Draft routine correspondence. Independently acquire nominal value interests in real property.

c. Inleasing. Assist senior realty specialist in the preparation of and the negotiation for various leases. Independently negotiate uncomplicated leases and supplemental agreements.

d. Relocation Assistance. Become familiar with relocation benefits available under PL 91-646. Assist senior realty specialist in the preparation of a relocation plan, and the processing of relocation claims. Independently process minor relocation claims.

e. Oversight of PCA Projects. Assist senior realty specialist in the review of acquisition packages and activities of local sponsors for compliance with PL 91-646, approval of credit for acquired lands, and oversight of relocation assistance activities.

f. Utilize automated data systems, such as REMIS and RFMIS, to track progress of assigned activities and to perform historical data research.

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Exhibit D  
Proposed Schedule  
MANAGEMENT AND DISPOSAL FUNCTIONS

1. General Schedule	Time Frame (weeks)
a. Overview of the M&D Functions	_____
b. Outgrants	_____
c. Compliance and Utilization Inspections	_____
d. Disposal/Terminations/Restoration Claims	_____
e. HAP/BRAC Functions	_____
f. Encroachments	_____
g. Formal Classroom Training	_____

2. Functions To Be Performed:

a. Overview of M&D Functions. Read chapters 7 through 11 of ER 405-1-12, and other pertinent regulations and policy guidance. Review incoming and outgoing correspondence to gain familiarity with procedures and functions.

b. Outgrants. Assist senior realty specialist in the preparation of various outgrants, supplemental agreements, and PAS reports. Draft routine correspondence. Independently prepare minor outgrants.

c. Compliance and Utilization Inspections. Assist senior realty specialist in compliance and utilization inspections and the preparation of applicable reports. Independently conduct minor compliance inspections and prepare supporting reports.

d. Disposals/Terminations/Restoration Claims. Assist senior realty specialist in preparation of disposal packages, termination of inleases and outgrants, and processing restoration claims.

e. HAP/BRAC. Where either of the programs exist, the Intern should become familiar with the Homeowners Assistance Program (HAP) benefits and Base Realignment and Closure (BRAC) activities. Assist senior realty specialist in processing HAP applications, and working on BRAC related activities.

f. Encroachments. Work with senior realty specialist in resolution of encroachment problems.

Real Estate Career Intern Training Plan  
Exhibit D (continued)

g. Utilize automated data systems, such as REMIS, to track progress of assigned activities and to perform historical data research.