

**MPR 3410.4
BASELINE**

**EFFECTIVE DATE: August 11, 2016
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MARSHALL PROCEDURAL REQUIREMENTS

HS01

PROFESSIONAL INTERN PROGRAM (PIP)

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PREFACE

P.1 PURPOSE

This MPR establishes Center-specific responsibilities and requirements for participants in the Professional Intern Program (PIP) (henceforth, “the intern”), their managers, their administrative officers (AOs), the Human Resources (HR) specialists assigned to their organizations, and the PIP Program Manager (PM) in accordance with 5 CFR 410.307.

P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR applies to the Michoud Assembly Facility.
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.
- e. This MPR applies to personnel hired into General Schedule (GS)-5, GS-7, and GS-9 developmental positions in NASA Classification Codes 200, 600, or 700, who upon hiring, automatically become PIP participants, including:
 - (1) Former participants in the Pathways Intern Employment Program (IEP), formerly known as cooperative students or “co-ops,” who are converted from excepted service to a competitive service appointment.
 - (2) Former participants in the Pathways Recent Graduates Program (RGP), who are converted from excepted service to a competitive service appointment.
 - (3) Employees entering the Federal Service through competitive procedures.
 - (4) Employees entering the Federal Service through Schedule A appointments.
 - (5) Other MSFC employees who have been selected competitively through promotion and internal placement procedures.

NOTE: Exemption from the PIP or elements of the Program for employees who would

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otherwise be in the PIP may be an option based on time-in-service, previous federal work experience, previous developmental assignments, previous coursework, and/or individual circumstances, with concurrence from the supervisor.

f. This MPR does not apply to personnel currently in the Pathways Programs, including the RGP. Personnel currently in one of the Pathways Programs shall refer to the “[NASA Implementation Guide to the Pathways Programs](#)” and Pathways Programs, 5 CFR 362.

P.3 AUTHORITY

Training for promotion or placement in other positions, 5 CFR 410.307

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NRRS 1441.1, NASA Records Retention Schedules
- b. MPR 3410.1, Training
- c. MSFC Form 3593, Organization and Leadership Development Programs, Professional Intern Program (PIP)

P.5 MEASUREMENT/VERIFICATION

- a. To verify completion of intern and supervisor surveys, survey responses are collected and filed as they are due, as indicated in 1.1.7 of this MPR. If an issue is identified, the intern or the supervisor will be contacted to resolve the issue.
- b. To verify completion of program requirements for each intern, the intern’s records are reviewed when the PIP PM is notified that the intern has completed a program phase and has been recommended for a promotion, as indicated in 1.1.8 of this MPR.
- c. To measure program completion, on-time program completion, and intern retention, data is collected on a continual basis. Data will be reviewed periodically to evaluate program and identify opportunities for continuous improvement.

P.6 CANCELLATION

MWI 3410.4, Professional Intern Program (PIP) and Federal Career Intern Program (FCIP), dated July 21, 2010.

Original signed by

Todd A. May
Director

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CHAPTER 1. RESPONSIBILITIES

1.1 PIP PM shall:

- 1.1.1 Schedule orientation sessions or information sessions at least every two weeks.
- 1.1.2 Send invitations to orientation sessions to newly hired interns, their supervisors, their AOs, and their organizations' HR representatives.
- 1.1.3 Approve MSFC Form 3593s.
- 1.1.4 Manage the MSFC Form 3593s. (See Appendix D.)
- 1.1.5 Work with the Training Office to ensure the Effective Briefings course is offered at least twice per year.
- 1.1.6 Maintain documentation of intern's successful completion of training.
- 1.1.7 Conduct periodic surveys of interns and their supervisors.
- 1.1.8 Verify completion of intern and supervisor surveys as responses are due.
- 1.1.9 Verify completion of program requirement for each intern in each program phase.

1.2 Intern (PIP Participant) shall:

- 1.2.1 Work with the supervisor to create an Individual Development Plan (IDP) for the intern for each program phase of the intern's involvement in the PIP.
- 1.2.2 Work with the supervisor to complete a separate IDP for each program phase using MSFC Form 3593.
- 1.2.3 Communicate regularly with one or more experienced staff members outside intern's direct reporting structure in a mentoring relationship.
- 1.2.4 Successfully complete at least two elective courses in professional development.
- 1.2.5 Successfully complete a course in briefing techniques.
- 1.2.6 Notify the PIP PM of successful completion of training.
- 1.2.7 Perform at least one rotational assignment.
- 1.2.8 Meet with the supervisor at least once every 2 months to give and receive feedback related to the experience integrating into the workforce and the intern's work assignments.

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1.2.9 Evaluate his or her experience in the PIP Program using a brief on-line survey.

1.2.10 Make a final presentation related to his or her time in the PIP.

1.3 Intern's Supervisor shall:

1.3.1 Work with the intern to create an IDP for the intern for each program phase of the intern's involvement in the PIP.

1.3.2 Use a separate MSFC Form 3593 to write each IDP.

1.3.3 Document any supplemental training classes, coursework, readings, assignments, or written reports assigned by the supervisor on the IDP.

1.3.4 Assist the intern in identifying one or more mentors.

1.3.5 Give intern at least 3 months of assignments in the home organization for each program phase.

1.3.6 Arrange at least one rotational assignment for the intern.

1.3.7 Meet with the intern at least once every 2 months to give and receive feedback related to the experience integrating the intern into the workforce and the intern's work assignments.

1.3.8 Evaluate intern's performance using the brief on-line survey at least once every two months.

1.3.9 Recommend the intern for 1) promotion to the next grade level or 2) continued service at the current grade level, approximately 90 days prior to eligibility for promotion from each program phase.

1.3.10 Use "satisfactory performance" in all work and assigned training activities in the program as the criteria to evaluate the intern for advancement to the next GS level.

1.4 Intern's AO shall:

1.4.1 Obtain signatures on the completed MSFC Form 3593 from intern's immediate supervisor and the home organization's directorate head.

1.4.2 Send the completed MSFC Form 3593 signed by the supervisor and directorate head to the home organization's HR representative.

1.4.3 Schedule a final presentation for the intern.

1.4.4 Prepare a recommendation for promotion of the intern approximately 90 days prior to satisfactory completion of each program phase, if intern is recommended for promotion by the

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supervisor, unless constrained by events beyond MSFC management's control.

1.4.5 Send any recommendation for promotion to the organization's HR representative.

1.4.6 Notify PIP PM approximately 90 days prior to eligibility for promotion from each program phase if intern is recommended for continued service at the current grade level.

1.5 Intern's HR Representative shall:

1.5.1 Approve MSFC Form 3593s.

1.5.2 Send MSFC Form 3593s to the PIP PM.

1.5.3 Request verification of successful completion of the requirements of each program phase from the PIP PM prior to promoting intern to a higher grade level.

1.6 Rotational Assignment Supervisor shall:

1.6.1 Provide the intern meaningful work for the duration of the rotational assignment.

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CHAPTER 2. PROCEDURES/PROCESSES

2.1 Orientation sessions

2.1.1 Orientation sessions or information sessions shall be scheduled by the PIP PM every 2 weeks to provide program information to new PIP hires, supervisors, AOs, and HR representatives.

2.1.2 Invitations for orientation sessions shall be sent to newly hired interns, their supervisors, their AOs, and their organizations' HR representatives by the PIP PM in advance of the orientation sessions.

2.1.3 Orientation sessions shall include information on the following topics:

2.1.3.1 Developing a PIP IDP.

2.1.3.2 Ensuring on-the-job training takes place.

2.1.3.3 Establishing a mentor relationship.

2.1.3.4 Meeting training requirements.

2.1.3.5 Creating rotational assignments.

2.1.3.6 Completing evaluations.

2.1.3.7 Developing a final presentation.

2.1.3.8 Processing promotions.

2.2 PIP IDP Development

2.2.1 An IDP shall be created by the supervisor for the intern with the intern's input.

2.2.2 The IDP shall describe each program phase of the intern's involvement in the PIP.

2.2.3 Each IDP shall include:

2.2.3.1 Developmental assignments in the home organization

2.2.3.2 Rotational assignments.

2.2.3.3 Required and supplemental training/coursework.

2.2.4 MSFC Form 3593 shall be used to write the IDP.

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2.2.4.1 This PIP-specific IDP is acceptable as the PIP participant's IDP that is required by MPR 3410.1. The online version is the applicable version of this form.

2.2.4.2 MSFC Forms are available on the NASA Electronic Forms Website: <https://nef.nasa.gov/>.

2.2.5 A separate MSFC Form 3593 shall be completed for each program phase.

2.2.6 The IDP should be revised when it is clearly in the interest of MSFC to amend assignments because of workforce or mission changes, changes in the intern's goals, or other justifiable reasons.

2.2.7 Signatures of the intern's immediate supervisor and the home organization's directorate head shall be obtained by the AO on the completed MSFC Form 3593s.

2.2.8 The completed MSFC Form 3593s signed by the supervisor and directorate head shall be sent by the AO to the home organization's HR representative.

2.2.9 MSFC Form 3593s shall be approved by the intern's HR representative.

2.2.10 MSFC Form 3593s shall be sent to the PIP PM by the HR representative.

2.2.11 MSFC Form 3593s shall be approved by the PIP PM.

2.2.12 MSFC Form 3593s shall be maintained by the PIP PM.

2.2.13 A copy of the final approved and signed MSFC Form 3593s shall be sent to the intern, the supervisor, and the AO by the PIP PM.

2.3 Home Organization Work Assignments

2.3.1 At least three months of assignments shall be given to the intern in his or her home organization for each program phase.

2.3.2 Home organization work assignments should help the intern gain familiarity with and knowledge of the duties and responsibilities of his or her primary assignment and job specialty.

2.3.3 A mentoring relationship with an experienced MSFC team member shall be established by the intern with assistance from his/her supervisor.

2.4 Training

2.4.1 At least two elective courses in professional development shall be successfully completed by the intern.

2.4.2 A course in briefing techniques shall be successfully completed by the intern.

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2.4.2.1 Depending on previous experience, the intern may request a waiver for the briefing techniques course from the PIP PM. Waivers shall only be granted with the intern supervisor's concurrence.

2.4.3 Leave requests should be planned to accommodate required course dates and ensure time is available for the training.

2.4.4 Any supplemental training classes, coursework, readings, assignments, or written reports assigned by the supervisor shall be documented on the IDP.

2.4.5 The intern should be encouraged to attend and complete additional relevant classes, coursework, readings, reports, and projects beneficial to the intern and the Center, based on the intern's entry-level competencies, education, and experience level.

2.4.6 Temporary duty, leave, and projects for the intern should be scheduled to avoid conflict with required courses.

2.4.7 During training time, the supervisor should release the intern from all other duties.

2.4.8 Notification of successful completion of training shall be provided by the intern to the PIP PM.

2.4.9 The record in SATERN of intern's successful completion of training shall be checked by the PIP PM.

2.5 Rotational Work Assignments

2.5.1 At least one rotational assignment shall be performed by the intern.

2.5.2 Potential rotational assignments should be identified jointly by the supervisor and intern.

2.5.3 Rotational assignments in other organizations should be coordinated by the supervisor with the help of the intern, as appropriate.

2.5.4 Rotational assignments shall be selected by the supervisor. The supervisor may consider options that:

2.5.4.1 Supplement the intern's professional or technical development.

2.5.4.2 Correspond to intern's areas of interest.

2.5.4.3 Support the home organization's collaboration or technical needs.

2.5.4.4 Serve as cross-training to broaden the intern's professional capabilities in their primary assignment in their home organization.

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2.5.4.5 Provide intern a broader view of the scope and diversity of projects and assignments at MSFC.

2.5.4.6 A rotational assignment in the Safety and Mission Assurance Directorate should be considered by the home supervisor if judged relevant to the intern's primary assignment.

2.5.5 The length of any rotational assignment should be determined cooperatively by the home supervisor, the intern, and the rotational assignment supervisor.

2.5.5.1 Rotational assignments should be 3-6 months long, depending on the needs of the intern, the home organization, and the receiving organization.

2.5.5.2 Length of rotational assignments may be determined based on:

- a. The importance of the knowledge to be gained.
- b. The length of time needed for the intern to learn the information or skills.
- c. The timing or life-cycle of projects in the receiving organization.
- d. The timing or life-cycle of projects in the home organization.
- e. The availability of rotational assignments related to the intern's and the department's needs.

2.5.6 All assignments during each program phase, whether in the home organization or during a rotational assignment, should provide job orientation and specialized experience designed to develop the knowledge, skills and abilities of the intern; and provide the intern a continued opportunity to gain in-depth knowledge of the duties and responsibilities of his or her primary assignment.

2.5.7 A memorandum documenting the supervisor's rotational assignment recommendations should be kept in the intern's progress folder.

2.6 Intern Evaluations

2.6.1 Informal intern evaluations with the intern shall be performed by the supervisor at least once every 2 months to:

2.6.1.1 Give feedback to the intern related to:

- a. The intern's assimilation into the MSFC workforce.
- b. The intern's work assignments.

2.6.1.2 Get feedback from the intern related to:

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- a. The intern's experience integrating into the workforce.
- b. The intern's work assignments.

NOTE: These meetings are especially important in the first 6 months of the program.

2.6.2 Links to a brief survey shall be sent by the PIP PM to the supervisor and the intern.

2.6.3 The intern's performance shall be evaluated by the supervisor using a brief survey.

2.6.4 The intern's experience in the PIP shall be evaluated by the intern using a brief survey.

2.7 Final Presentation

2.7.1 A final presentation for the intern shall be scheduled by the AO.

2.7.2 The final presentation should be scheduled as closely as possible to the date the intern will complete the PIP.

2.7.3 The AO should invite the following individuals to intern's final presentation:

2.7.3.1 The intern's directorate-level head.

2.7.3.2 All intervening supervisors between the intern and directorate-level head.

2.7.3.3 The organization's AO.

2.7.3.4 The HR representative for the home organization.

2.7.3.5 The PIP PM.

2.7.4 A final presentation shall be delivered by the intern.

2.7.5 The presentation should be approximately 15-30 minutes in duration.

2.7.6 The presentation may include personal information about the intern such as:

2.7.6.1 Family.

2.7.6.2 Home town.

2.7.6.3 Education.

2.7.6.4 Hobbies and interests.

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2.7.6.5 Important formative experiences or events.

2.7.7 The presentation should include:

2.7.7.1 Major accomplishments during the program.

2.7.7.2 Home organization work assignments during the program.

2.7.7.3 Rotational assignments.

2.7.7.4 Training completed during the program.

2.7.7.5 Future goals.

2.7.7.6 Feedback on the program.

2.7.8 The final presentation should be delivered after completion of the required briefings course.

2.8 Promotions

2.8.1 A recommendation shall be made by the supervisor approximately 90 days prior to eligibility for promotion from each program phase recommending one of the following for the intern:

2.8.1.1 Promotion to the next grade level on eligibility date.

2.8.1.2 Continued service at the current grade level until a specified date.

NOTE: Eligible aerospace technologist (AST)-designated interns may receive their first promotion – after successful completion of Phase 1 of the PIP– six months after the date of their Last Equivalent Increase (LEI) or the date of their Entrance On Duty (EOD) under accelerated promotion authority within the structure of the civil service guidelines for the intern's specific NASA Classification Code and position. All other PIP interns are eligible for promotion after successful completion of Phase 1 of the PIP 12 months after the date of their LEI or the date of their EOD. Second promotions for all interns – after successful completion of Phase 2 of the PIP– require 12 months' time-in-grade. For further clarification, please contact the PIP PM, the intern's hiring official, or the organization's HR representative.

NOTE: There is no reduction of time-in-grade requirements for promotion or waiver of placement qualifications, except as permitted in this MPR. Subsequent promotions depend upon continued satisfactory performance, promotional opportunities, and priorities within the organization to which the intern is assigned.

2.8.2 “Satisfactory performance” in all work and assigned training activities in the program shall be used by the supervisor as the criteria to recommend the intern for advancement to the next GS

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level.

2.8.3 If intern is recommended for promotion, a recommendation for promotion of the intern shall be prepared by the AO approximately 90 days prior to satisfactory completion of each program phase, unless constrained by events beyond MSFC management's control.

2.8.4 Any recommendation for promotion shall be sent by the AO to the organization's HR representative.

2.8.5 Verification from the PIP PM that the intern has successfully completed the requirements of each program phase shall be requested by the HR representative prior to promoting intern to a higher grade level.

2.8.6 If intern is recommended for continued service at the current grade level, notification of this recommendation shall be given to the PIP PM by the AO approximately 90 days prior to eligibility for promotion from each program phase.

2.8.7 Assistance should be given by the supervisor to any intern who is failing to meet performance standards.

2.8.8 Assistance may include:

2.8.8.1 Increasing targeted training, if applicable.

2.8.8.2 Attempting to reassign intern to a more suitable position, if applicable.

NOTE: Failure to perform satisfactorily may result in removal of the intern from the program at the end of the time limit for any of the program phases. In the event an appropriate reassignment cannot be made, administrative action ending the intern's program may be necessary.

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Appendix A: Definitions

Accelerated Promotion. Advancement to the next GS grade level after 6 months in grade.

Aerospace Technologist. A job code designation for employees in research, development, and testing activities conducted by NASA, specifically for aeronautical sciences and technology; research and development related to extraterrestrial and aerospace flight; and studies of planets, deep space, the sun, and other extraterrestrial subjects.

Competitive Service. Generally, federal employment in which the job opportunity was open to broad categories of applicants, allowing greater competition. Guidelines established by the Office of Personnel Management (OPM) defining “competitive” hiring practices can be found in 5 CFR 212.101.

Excepted Service. Generally, federal employment in which the job opportunity was open only to certain categories of applicants. OPM uses its authority to grant an “exception” to usual “competitive” hiring practices. Guidelines established by OPM defining “excepted service” can be found in 5 CFR 213.101.

Home Organization. The MSFC organization that initially hired the intern.

Individual Development Plan (IDP). A tailored plan for an intern’s development during the PIP program created using MSFC Form 3593.

Primary Assignment. The initial job to which the intern was assigned upon initial hire.

Professional Intern Program (PIP). A developmental program for science, engineering and business professionals who have successfully completed an undergraduate college degree or a master's degree and have been hired competitively as a GS-5, GS-7, or GS-9.

Program Phases. Courses of developmental assignments and training required for promotion to the next civil service grade and/or program completion. The first program phase must last at least 6 months for an AST-designated PIP and at least 12 months for non-AST PIPs. If a PIP stays in the program for more than one program phase, any subsequent program phases must last at least 12 months for AST and non-AST PIPs.

Receiving Organization. An organization other than the intern’s home organization to which the intern is assigned on a rotational assignment.

Rotational Assignment. A temporary placement in an organization other than the intern’s home organization, used as cross-training to create more well-rounded knowledge of the context, duties, and responsibilities of the intern’s primary assignment.

Supervisor. Unless otherwise specified, the direct overseeing official in the intern’s home organization.

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Appendix B: Acronyms

AFS	Agency Filing Scheme
AO	Administrative Officer
AST	Aerospace Technologist
EOD	Entrance On Duty
GS	General Schedule
HR	Human Resources
IDP	Individual Development Plan
IEP	Intern Employment Program
LEI	Last Equivalent Increase
OPM	Office of Personnel Management
PIP	Professional Intern Program
PM	Program Manager
RGP	Recent Graduates Program
SATERN	System for Administration, Training, and Educational Resources for NASA

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Appendix C: Verification Matrix

None.

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Appendix D: Records

D.1 PIP records will be maintained by the Office of Human Capital, Organization and Leadership Development Office in accordance with NRRS 3/35/A (AFS 3410); destroy records 3 years after trainee ceases training.

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Appendix E: Reference Documents

E.1 Competitive Service, 5 CFR 212.101

E.2 Competitive Service, 5 U.S.C. 2102

E.3 Excepted Service, 5 CFR 213.101

E.4 Excepted Service, 5 U.S.C. 2103

E.5 [NASA Implementation Guide to the Pathways Programs](#)

E.6 Pathways Programs, 5 CFR 362