



Federal Career Intern Program

1. REFERENCES

- a. Federal Career Intern Program Executive Order 13162
- b. Office of Personnel Management 5 CFR 302
- c. NSPS Issuance, SC 1950

MAR 5 2008

2. PURPOSE

- a. The Federal Career Intern Program (FCIP) is designed to help agencies recruit exceptional individuals into a variety of occupations at the YA-1 Pay Band-level. FCIP can be used for entry-level positions which allow interns to participate in formal training and developmental programs, with the goal of advancement to a full-performance-level. Individuals are appointed to a minimum two-year internship and upon completion, may be eligible for permanent placement within an agency. Some internships may extend to three years, depending on the agreement with the agency. DHRA encourages Components to adapt the Federal Career Intern Program to meet their needs.

3. FEATURES

- a. FCIP candidates are appointed to excepted service and are subject to Office of Personnel Management (OPM) qualifications. There is no nominating process or public notice requirement for the Federal Career Intern Program; applicants apply directly to Federal agencies. Appointments are not subject to Interagency Career Transition Assistance Program requirements. The intent of the program is an initial appointment at the YA-1 Pay Band and FCIP candidates may be appointed year round. There is no limitation on promotion potential nor does the program require participants to go on rotational assignments.
- b. Interns are appointed under excepted service rules and can be converted to career status after two years.
- c. Agencies have several options in terms of how they apply veterans' preference when making Career Intern appointments. Each component should contact their Human Resources (HR) Liaison to discuss options.
- d. The FCIP program is administered by the Agencies, not OPM. OPM does not serve as an advisor for available training opportunities.

4. POLICY

DHRA supports the FCIP and follows OPM's policies and guidelines for the FCIP. The Defense Logistics Agency (DLA) also follows OPM's policies and guidelines for the FCIP.

5. ELIGIBILITY

Those who have professional experience, academic backgrounds, and/or relevant skills are eligible for the program. Interns may be hired through open recruit actions on USA Jobs, targeted recruiting at specific colleges or universities, or identification of specific individuals for consideration.

6. REQUIREMENTS TO HIRE AN FCIP INTERN

- a. The agency must have an open Full-Time Equivalent (FTE)/Billet for use. A position description must be created for each Pay Band that will be used during the internship.
- b. The required paperwork must then be submitted to the appropriate DHRA HR Liaison and include a Position Description; a Request for Personnel Action; Knowledge, Skills and Abilities (KSAs) which are required for the job announcement (Attachment 1); Component Training Plan (Attachment 2); the Applicant's Resume; and the Applicant's Transcripts.
- c. The appropriate DHRA HR Liaison will submit the package through DLA for processing.

7. POINT OF CONTACT

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Sharon H. Cooper
Executive Director

Encl.:

- 1-1. Sample KSAs
- 1-2. FCIP Training Plan
- 1-3. FCIP Statement of Understanding
- 1-4. Sample Individual Development Plan

Enclosure 1-1
Sample Knowledge, Skills and Abilities (KSAs)

FCIP Program Analyst (SERIES and NSPS PAY BAND)

Knowledge of the principles of research in the development of reports and briefings.

- Develops papers and briefs, independent of direct supervision.
- Ability to research and integrate knowledge for use in reports and other communications for a variety of audiences.
- Able to review directives, regulations, and laws.

Ability to manage a large-scale marketing campaign.

- Works in broadcast media setting to market information to Defense-wide personnel.
- Performs research for marketing campaigns.
- Able to work with other agencies and activities to promote and educate staff.

Knowledge of correspondence control and response.

- Works independently to answer inquiries from military staff on personnel and benefits issues.
- Experience in preparing information to be released to requesters.

Ability to coordinate meetings and briefings.

- Coordinates briefings, invites relevant personnel, prepares briefing papers, and issues follow-up materials.
- Experience preparing briefing material and issuing follow-up materials.
- Follow-up on activities and tasks as directed by meeting outcomes.
- Experience with conflicting priorities and deadlines.

Ability to communicate orally and in writing.

- Able to compose several types of relevant documents, independently of direct supervision.
- Able to report orally on issues in a concise manner.
- Experience in writing memorandums, correspondence in response to inquiries for information.
- Able to communicate orally and to share complex technical information.

Enclosure 1-2
Training Plan

Federal Career Intern Program
Training Plan for INTERN

The training plan for INTERN will involve major duties in STATE ALL RELEVANT TOPIC AREAS. (EXAMPLE OF DUTIES: DoD budgeting and related legislative interface; acquisition and organizational management training at a level sufficient to support DHRA Office of the Executive Director initiatives.)

In DHRA COMPONENT AND UNIT, INTERN will assume responsibility for LIST SPECIFIC INTERN PROJECTS/RESPONSIBILITIES.

Finally, INTERN will work any special projects assigned HIM/HER by SUPERVISOR that cross the spectrum of DHRA COMPONENT responsibilities. These will include research projects, studies, and coordination of issues throughout the DHRA COMPONENT and in response to USD (P&R) taskings.

Enclosure 1-3
Federal Career Intern Program Statement of Understanding

Entry Position (Title, Series, Grade):

Target Position (Title, Series, Grade):

Department: Department of Defense **Employing Office:** Defense Human Resources Activity
(DHRA) COMPONENT NAME

I, NAME, certify the following has been discussed with me and that I understand the following conditions apply to my employment in this Federal Career Intern Program position.

1. Except as noted below, my service as an intern confers no rights to further Federal employment to either the competitive or excepted service upon expiration of the internship period.
2. I may be granted competitive civil service status if I successfully complete the internship and meet all qualification, suitability, and performance requirements. The noncompetitive conversion will be effective on the date the 2-year service requirements are met, or at the end of the extended period, as applicable.
3. I understand my continuation in the Federal Career Intern Program is contingent on maintaining satisfactory work performance and conduct.
4. I understand that if I fail to complete the Federal Career Intern Program, for reasons unrelated to misconduct or suitability, the following applies:
 - I will be terminated from the Federal service not later than two years from the date I was appointed to the intern position, or at the end of the extended period, as applicable.
5. I have been given a copy of my Position Description, my Training Plan, and my Individual Development Plan. I will also receive a copy of this agreement once it has been signed by all parties.

INTERN NAME

DIRECTOR/SUPERVISOR NAME
TITLE and COMPONENT

Date

Date

SAMPLE DHRA FCIP Individual Development Plan (IDP)

SECTION 1 – IDENTIFYING INFORMATION

Name of Employee		Present Position Title	
Series and Pay Band		Date Assigned	
DHRA Component		Telephone Number	
IDP Completion Date		IDP Review Date	

SECTION 2 – PRESENT POSITION

Targeted Competencies <i>(Customer Service, Budget, Contracting, New Technologies, etc.)</i>	Title of Course Method of Instruction <i>(on-site, correspondence, etc.)</i> Provider and Location Self-Development	Specific Outcomes	Dates	Estimated Cost

Signature of Employee

Date

Signature of Supervisor

Date

SAMPLE DHRA FCIP Individual Development Plan (IDP)

SECTION 3 – SHORT TERM GOALS				
Targeted Competencies <i>(Customer Service, Budget, Contracting, New Technologies, etc.)</i>	Title of Course Method of Instruction <i>(on-site, correspondence, etc.)</i> Provider and Location Self Development	Specific Outcomes	Dates	Estimated Cost

SAMPLE DHRA FCIP Individual Development Plan (IDP)

SECTION 4 – LONG RANGE GOALS				
Targeted Competencies <i>(Customer Service, Budget, Contracting, New Technologies, etc.)</i>	Title of Course Method of Instruction <i>(on-site, correspondence, etc.)</i> Provider and Location Self Development	Specific Outcomes	Dates	Estimated Cost