



DEPARTMENT OF VETERANS AFFAIRS
ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION
WASHINGTON DC 20420

APR 29 2008

MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES,
OTHER KEY OFFICIALS AND FIELD FACILITY DIRECTORS

SUBJECT: 2008 National Internship Program Guide

I am providing the Department of Veterans Affairs (VA) 2008 National Internship Program Guide that describes seven national nonprofit internship organizations that are committed to educating students on the importance of career choices, academic studies, and public service. These programs will enable your organizations to address immediate staffing needs as well as workforce planning and diversity goals.

Last year, VA sponsored an estimated 100 temporary interns through the nonprofit organizations involved in the National Internship Program. I encourage you to continue sponsoring interns through these nonprofit organizations that recruit high performing college students from various institutions of higher education. Most of these internships provide prospective college students an experiential employment opportunity for a 10-week summer session and a 15-week spring and fall session. Many of these college students have completed at least the first year of college, and the graduate students are acquiring the doctorate of philosophy degree.

The majority of these internship programs offer an electronic Web-based application and selection process. Your Equal Employment Opportunity Manager and Human Resource Liaison should review the attached Guide for the "how to" of the entire process.

If there are any questions, please have a member of your staff contact Brenda A. Martin, National Internship Program Coordinator, at (202) 461-4040. Ms. Martin may also be reached via e-mail at: brenda.martin@va.gov.

A handwritten signature in black ink, appearing to read "Michael W. Hager", is positioned above the printed name.

Michael W. Hager

Attachment



2008 NATIONAL INTERNSHIP PROGRAM GUIDE

AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)

WASHINGTON INTERNSHIPS FOR NATIVE STUDENTS (WINS)

HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU)

NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER
EDUCATION (NAFEO)

THE WASHINGTON CENTER FOR INTERNSHIPS & ACADEMIC SEMINARS
(TWC)

WORKFORCE RECRUITMENT PROGRAM FOR COLLEGE STUDENTS WITH
DISABILITIES (WRP)

INTERNATIONAL LEADERSHIP FOUNDATION (ILF)

Office of Diversity Management and Equal Employment Opportunity
Department of Veterans Affairs
Washington, DC 20420

**Department of Veterans Affairs
Office of Human Resources and Administration**

To VA Managers and Supervisors

The Office of Diversity Management and Equal Employment Opportunity (DM&EEO) offers this guide on the Department's Internship Programs to enable you to address immediate staffing needs as well as workforce planning and diversity goals. Within this guide, you will find a description of specific recruitment and student career opportunity programs and the organizations that administer them. These organizations are committed to educating students on the importance of career choices and academic studies. We view these organizations as partners in our efforts to develop a high-performing and diverse workforce.

The Department engages in seven national nonprofit internship programs:

- ❖ **American Indian Science and Engineering Society (AISES) Internship Program**
- ❖ **Washington Internships for Native Students (WINS) Program in the Washington, DC, metropolitan area**
- ❖ **Hispanic Association of Colleges and Universities (HACU) National Internship Program**
- ❖ **National Association for Equal Opportunity in Higher Education (NAFEO) Internship Program for students attending Historically Black Colleges and Universities (HBCUs)**
- ❖ **The Washington Center (TWC) for Internships and Academic Seminars in the Washington, DC, metropolitan area**
- ❖ **Workforce Recruitment Program (WRP) for College Students with Disabilities**
- ❖ **International Leadership Foundation (ILF) Internship Program for Asian Americans and Pacific Islanders**

There are three ways to arrange an internship, depending on the program:

- ❖ The AISES, WINS, HACU, NAFEO, and TWC Internship Programs are contractual arrangements and do not count against the selecting VA organization's FTE allocation. The VA organization provides the funding to the external organization.
- ❖ WRP appointments are not contractual. The selecting VA organization uses Federal hiring authorities to effect the appointments, which count towards the organization's FTE allocation. However, during the summer session, the program requires only a commitment as a 10-week temporary appointment, under the Schedule A hiring authority. It is noteworthy that DoD's Computer Accommodation Program provides information technology (IT) or related accommodations free of charge to organizations employing WRP interns.
- ❖ ILF appointments are also not contractual, nor do they count against the selecting VA organization's FTE allocation. There is no cost to the selecting VA organization. The ILF works with government agencies to place each Fellow in his/her area of interest. Students pay for their own travel, housing and living expenses during their internships. Each ILF Fellow receives a \$1,500 scholarship, funded by the ILF and its outside sponsors, after completion of the internship.

The selecting VA organization documents the internship appointments by submitting to its servicing HR Office a completed form SF 52 (Request for Personnel Action) with the Nature of Action as "Without Compensation Appointment (WOC)" and/or WRP, under the Schedule A hiring authority—Not to Exceed 10-weeks, along with a copy of the intern's and/or applicant's resume/application and/or eligibility certification. For the WRP Schedule A appointment eligibility documentation, the servicing Human Resources (HR) office of the VA selecting organizations may accept proof and certification from a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal agency, State agency, or agency of the District of Columbia or U.S. territory that issues or provides disability benefits. The servicing HR office may refer to VA's Human Resources Management Letter No. 05-07-04 for further details regarding employment of persons with disabilities.

Recruitment Process for National or Local Programs

VA sponsors begin the recruitment process by contacting the Internship Program Coordinator for their organization as identified below. The VA sponsor provides a brief description of assignments the intern will be working on, requirements for academic qualifications of the student, and the preferred area of academic study. The internship organization matches the student's qualifications with the job

requirements, then the hiring official interviews and selects a student. The internship organization offers the position to the student. If the student accepts the assignment, the VA sponsor proceeds with the hiring and payment process. **VA sponsors are responsible for fully funding their participation in local or national internship programs.**

Program Coordinators for VA Administrations and Staff Offices:

- ❖ To participate in the ILF internship program, please contact Brenda A. Martin, National Internship Program Coordinator, at (202) 461-4040.
- ❖ **Veterans Health Administration:**
 - WINS, AISES, and TWC:** Audrey Oatis-Newsome, EEO Manager, at (202) 461-7273.
 - NAFEO:** Rita Reese, EEO Manager, at (202) 461-7274.
 - WRP and HACU:** Roberto Rojo, Program Analyst, at (202) 461-7275.
- ❖ **Veterans Benefits Administration:**
 - Lois Scoon, EEO Manager, at (202) 461-9426.
- ❖ **National Cemetery Administration:**
 - Nicole Maldon, EEO Specialist, at (202) 461-6227.
- ❖ **VA Staff Offices:**
 - VA staff offices should contact their Human Resource liaisons.

I would like to thank you for your support and participation in the Department's 2008 National Internship Program. If my office can assist you in any way, please contact Brenda A. Martin, National Internship Program Coordinator, at (202) 461-4040 or via e-mail at brenda.martin@va.gov.



Meghan K. Flanz
Acting Deputy Assistant Secretary for
Diversity Management and Equal Employment Opportunity

Overview of the American Indian Science and Engineering Society



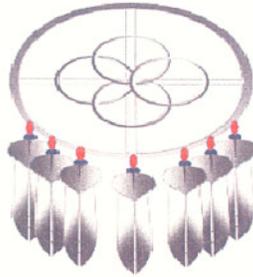
The American Indian Science and Engineering Society (AISES) is a national, nonprofit organization that nurtures building of community by bridging science and technology with traditional Native values. AISES' objective is to provide opportunities for American Indians and Native Alaskans to pursue studies in science, engineering, and technology arenas. AISES' ultimate goal is to be a catalyst for the advancement of American Indians and Native Alaskans as they seek to become self-reliant and self-determined members of society. In order to be eligible, applicants must maintain a minimum 3.0 GPA, be enrolled and pursuing a degree in a college or university on a full-time basis, be an AISES member, and be a U.S. citizen.

Funding for the AISES Internship Program is provided by the sponsoring organization. AISES provides Federal interns with round-trip airfare or mileage to the internship site, weekly stipends, dormitory lodging, and a local transportation allowance. The cost for a 10-week summer internship is \$11,486.00.

Summer 2008: June 2-August 8

Point of Contact:
Tina Pino
AISES Program Officer
(505) 765-1052, extension 105
tina@aises.org
www.aises.org

Overview of American University's Washington Internships for Native Students



The American Indian Higher Education Consortium established the Washington Internship for Native Students (WINS) Program which is administered by American University (AU) and provides a valuable and unique opportunity for Native American college students to live, study, and intern in Washington, DC. As part of the WINS Program, selected participants take academic coursework at AU and gain practical skills and knowledge to take back to their home communities. Many of the interns are students at one of the 34 U.S. Tribal Colleges and Universities that comprise the American Indian Higher Education Consortium. Students who successfully complete the WINS academic program receive six credit hours to transfer to their home school. WINS has expanded its program to accommodate fall and spring internships, which offer 12 academic credit hours for participating students. WINS eligibility requirements include current enrollment in a college degree program, completion of the sophomore year of college before internship begins, a minimum 2.5 GPA, and membership in a federally recognized tribe.

Funding for the WINS Internship Program is provided by the sponsoring organization. WINS provides Federal interns with round-trip airfare, lodging, and the cost of scheduled social and cultural activities. The cost for an 8-week summer internship is \$9,900, and the cost for a 15-week fall or spring internship is \$16,500.

Spring 2008:	January 14-May 2
Summer 2008:	June 2-July 26
Fall 2008:	August 27-December 7

Point of Contact:
Amy Morrill Bijeau
Internship Director
Washington Semester Program
(202) 895-4967
morrill@american.edu
www.american.edu

Overview of Hispanic Association of Colleges and Universities



The Hispanic Association of Colleges and Universities (HACU) National Internship Program has become the nation's largest Hispanic college internship program. HACU represents Hispanic-Serving Institutions where Hispanic Americans constitute at least 25 percent of the total enrollment at either the undergraduate or graduate level. The program's objective is to provide professional work experience that will enable Hispanic students to make educated career choices and supplement academic study through practical experience. The central mission of HACU is to be the "Champion of Hispanic Success in Higher Education." HACU's Internship Program runs year-round and has the following eligibility requirements: Individuals must be enrolled in a graduate or undergraduate program, must possess a 3.0 GPA, and must complete the freshman year of college before an internship begins.

Funding for the HACU Internship Program is provided by the sponsoring organization. HACU provides Federal interns with round-trip airfare, housing, and stipends based on their academic level. The cost for a 10-week summer internship is \$9,700, and the cost for a 15-week fall or spring internship is \$12,600.

Spring 2008:	January 10-April 26
Summer 2008:	May 30-August 9
Fall 2008:	August 27-December 6

Point of Contact:
Noel Guerrero
Interim Associate Director
HACU National Internship Program
(202) 467-0893, extension 103
nguerrero@hacu.net
www.hacu.net

Overview of National Association for Equal Opportunity in Higher Education



The National Association for Equal Opportunity in Higher Education (NAFEO) represents Historically Black Colleges and Universities (HBCUs) in higher education. NAFEO is the public policy advocacy organization for 118 of the Nation's Historically Black Colleges and Universities. The NAFEO Internship Program provides HBCU students the opportunity to work at government departments and agencies, while exposing the departments and agencies to a culturally diverse group of students from historically Black institutions of higher education. NAFEO's mission is to champion the interests of HBCUs through Federal and State governments and to articulate the need for a system of quality in higher education. Interns are recruited through a nomination process and through advertisements at member colleges. NAFEO's Internship Program runs year-round, with spring, summer, and fall sessions.

Funding for the NAFEO Internship Program is provided by the sponsoring organization. NAFEO provides housing, and stipends. The cost for a 15-week spring or fall undergraduate intern is \$13,385; the cost for a graduate intern is \$15,085. The cost for a 10-week summer undergraduate intern is \$10,085; a summer graduate intern is \$11,225.

Spring 2008:	January 14-April 25
Summer 2008:	June 2-August 8
Fall 2008:	September 1-December 12

Point of Contact:
Ms. Jasmine Jenkins
Acting Director
NAFEO Internship Program
(202) 552-3300
JJenkins@nafeo.org
www.nafeo.org

Overview of The Washington Center for Internships and Academic Seminars



The Washington Center for Internships and Academic Seminars is an independent, nonprofit organization that provides experiential learning opportunities for college and university students from across the country. The Washington Center helps bring diversity, quality, energy, and a fresh perspective to the workplace. Affiliated with more than 500 colleges and universities in the United States, Mexico, Canada and Puerto Rico, it provides internships and academic seminars to 1,500 students annually. The Washington Center has over 30 years of experience preparing college and university students for civic leadership. More than 25 percent of the 30,000 alumni work in public service at the local, state, and Federal levels.

The Washington Center's Diversity in Government Program's mission is to prepare emerging Asian American and Pacific Islander, Hispanic, African American, and Native American students, as well as students with disabilities, to assume leadership positions in the public sector. Students earn academic credit for a 10-week summer or 15-week spring or fall internship program through their home institution. The Washington Center offers substantive coursework to help students understand the U.S. Government and the public policy process. Students attend a regular lecture series to interact with national and international leaders in business, government, and the nonprofit sector.

Interns must be enrolled in an accredited college and be a second-semester sophomore or above. Students are also eligible to participate within 18 months of their graduation date. Students must have a GPA of 2.75 or above.

Funding for TWC Internship Program is provided by the sponsoring organization. TWC provides Federal interns with travel, housing, and stipends. The cost for a 10-week summer internship is \$11,221.20; the cost for a 15-week fall or spring internship is \$15,049.80.

Spring 2008:	January 28-May 9
Summer 2008:	June 2-August 8
Fall 2008:	September 2-December 12

Point of Contact: Mr. Jacob Flinck '97
Director, Federal Relations
(202) 238-7973
Jacobf@twc.edu
www.twc.edu

Overview of the Workforce Recruitment Program for College Students With Disabilities



The Department of Labor's Office of Disability Employment Policy, and the Department of Defense cosponsor the Workforce Recruitment Program (WRP) for College Students with Disabilities. Every year recruiters from participating agencies interview approximately 1,800 students at colleges and universities nationwide. Each applicant's information is made available (late March of each year) via a searchable database to potential employers in the Federal and private sectors, and placements may be made anywhere in the United States. Federal employers can access student information at www.wrp.gov and request a password.

This program requires as brief a commitment as a 10-week temporary appointment under the Schedule A hiring authority. For appointment eligibility documentation, the servicing Human Resources (HR) office of the VA selecting organizations may accept proof and certification from a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal agency, State agency, or agency of the District of Columbia or U.S. territory that issues or provides disability benefits. The servicing HR office may refer to VA's Human Resources Management Letter No. 05-07-04 for further details regarding employment of persons with disabilities.

WRP appointments are not contractual. Based on the number of college credits completed at the time of the internship offer, a student may be hired at the GS-2 through GS-7 level equivalencies. The selecting VA organization uses regular Federal hiring authorities to effect the appointments, which count towards the organization's FTE allocation. It is noteworthy that DoD's Computer Accommodation Program provides IT or related accommodations free of charge to organizations employing WRP interns.

WRP Committee Presenter:
Diana Lévesque
Administrative Coordinator
DoD Disability Program
Diane.levesque.ctr@osd.mil

VA Point of Contact:
David Walton
People with Disabilities Program
Manager
(202) 461-4002
david.walton@va.gov

Overview of the International Leadership Foundation



The International Leadership Foundation (ILF) is a non-profit, non-partisan organization that was established in 1999, in Sacramento, California. The first class of ILF Fellows consisted of six Asian American college students who were assigned summer internships in the California State Capitol. The ILF program has proven successful. With the primary sponsor, the Ronald McDonald House Charities Foundation, the ILF expanded its program to Washington, DC, in 2003, and increased the number of available fellowships to 30 each year. In 2005, the ILF awarded 37 fellowships, and placed students in public sector internships in Washington, DC.

ILF provides scholarships to Asian American college students and places them in public service internships to help prepare them to become tomorrow's leaders. The ILF promotes civic awareness, involvement and effectiveness of Asian Pacific Americans by providing future Asian American leaders with a practical understanding of how our government works, through the Summer Public Affairs Internship Program. ILF Fellows attend weekly seminars and other events to learn about government, in addition to the 8-week summer internship.

ILF appointments are also not contractual, nor do they count against the selecting VA organization's FTE allocation. There is no cost to the government. The ILF works with government agencies to place each Fellow in his/her area of interest. Students pay for their own travel, housing and living expenses during their internships. Each ILF Fellow receives a \$1,500 scholarship, funded by the ILF and its outside sponsors, after completion of the internship.

Summer 2008: June 9–August 4

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