



Federal Intern Program Desktop Reference Highlights

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Objectives

Highlights of Intern Program Desktop Reference

- Career Intern Program
- Presidential Management Fellows Program
- Student Career Experience Program
- Student Temporary Experience Program

Way Ahead

- Developing Training Session
- Conducting Monthly Corporate Recruiter Conference Calls
- DOE Recruitment Calendar
- Collaborating Efforts with Interns
- Accountability



Career Intern Program Highlights

- Advertise Position on USAJOBS for at least 3 days
- Must Be a U.S. Citizen
- Graduated in the Past 3 Years
- Appointments are subject to Interagency Career Transition Assistance Program (CTAP)
- Veterans' Preference and Pass-Over
 - ***Gingery v. Department of Defense***, 550 F.3d. 1347 (Fed.Cir.2008) issued by the U.S. Court of Appeals for the Federal Circuit invalidated an OPM regulation
- Training
 - Establish IDP within 45 days of Initial Appointment
 - More Flexible – Does Not Specify Course Length (days)
 - Core Training is No longer Centrally Funded
 - Emphasis Placed on Core Competencies (80 hours) and job-related training (40)
 - Requires 90-day Rotation Assignment
- Performance Management
 - Establish Performance Objectives within 90 days of Initial Appointment
 - Timely Address and Document Performance/Conduct Issues
- Extension of FCIP Appointment
 - The Department (HC-13) can Authorize up to 120 Days
 - OPM must approve 121 Days or More
- Conversion
 - Communicate Regularly with Supervisor
 - Verify all Requirements are Met



Presidential Management Fellows (PMF) Program Highlights

- Advertise Position on USAJOBS for at least 3 days
- Must Be a U.S. Citizen
- Appointments are subject to Interagency Career Transition Assistance Program (CTAP)
- Veterans' Preference and Pass-Over
 - ***Gingery v. Department of Defense***, 550 F.3d. 1347 (Fed.Cir.2008) issued by the U.S. Court of Appeals for the Federal Circuit invalidated an OPM regulation
- Training
 - Establish IDP within 45 days of Initial Appointment
 - More Flexible – Does Not Specify Course Length (days)
 - Core Training is No longer Centrally Funded
 - Emphasis Placed on Core Competencies (80 hours) and job-related training (40)
 - Requires 4 to 6 month Developmental Assignment
- Performance Management
 - Establish Performance Objectives within 90 days of Initial Appointment
 - Timely Address and Document Performance/Conduct Issues
- Extension of PMF Appointment
 - The Department (HC-13) can Authorize up to 120 Days
 - OPM must approve 121 Days or More
- Conversion Reminders
 - Submit Executive Resource Board (ERB) Package (allow 60 days prior to conversion date)
 - Confirm All Program Requirements are Met



Student Career Experience Program Highlights

- Advertise Position on USAJOBS for at least 3 days
- Must Be a U.S. Citizen (at least 16 years old)
- Must Be a Student in Good Standing (GPA 2.0 or higher)
- Veterans' Preference and Pass-Over
 - *Gingery v. Department of Defense*, 550 F.3d. 1347 (Fed.Cir.2008) issued by the U.S. Court of Appeals for the Federal Circuit invalidated an OPM regulation
- Training
 - Establish IDP within 45 days of Initial Appointment
 - More Flexible – Does Not Specify Course Length (days)
 - Emphasis Placed on Core Competencies (80 hours) and job-related training (40)
- Performance Management
 - Establish Performance Objectives if Appointment is Expected to Last 6 Months or Longer
 - Timely Address and Document Performance/Conduct Issues
- Conversion
 - Participants Must Complete 640 hours of work in related degree field
 - Manager May Credit Up to 320 (superior academic achievement and exceptional job performance or Non-Federally Based Internship in a Directly Related Position to the Student's Major)
 - Verify all Requirements are Met



Student Temporary Experience Program Highlights

- Advertise Position on USAJOBS for at least 3 days
- Must Be a U.S. Citizen (at least 16 yrs old)
- Must Be a Student in Good Standing (GPA 2.0 or higher)
- Veterans' Preference and Pass-Over
 - ***Gingery v. Department of Defense***, 550 F.3d. 1347 (Fed.Cir.2008) issued by the U.S. Court of Appeals for the Federal Circuit invalidated an OPM regulation
- Training
 - Track all Training on an IDP
- Performance Management
 - Encourage Managers to Establish Performance Objectives (particularly if there's a possibility of a non-competitive conversion to SCEP)
 - Timely Address and Document Performance/Conduct Issues
- Conversion
 - Participants Must Complete 640 hours of work in related degree field
 - Manager May Credit Up to 320 (superior academic achievement and exceptional job performance or Non-Federally Based Internship in a Directly Related Position to the Student's Major)
 - Verify all Requirements are Met



Way Ahead

- Intern Program Enhancements
 - Developing a Federal Intern Program Training Session for Managers/Supervisors, and Human Resources Professionals
 - Developing an Intern Distribution List to Collaborate with Interns and Supervisors (iPortal Community)
- Corporate Recruiting Enhancements
 - DOE Recruitment Calendar for events across the country available on External Website <http://humancapital.doe.gov/jobs/>
 - Conducting Monthly Conference Calls with Corporate Recruiters (1st call on May 19th)
- Accountability
 - Case File Management
 - Checklists



Q & A

