

Human Resources Manual  
Instruction 213-2: Federal Career Intern Program Handbook  
Issuance Date: 03-23-2009

References:

- A. Executive Order 13162
- B. 5 CFR Part 213
- C. 5 CFR Part 302
- D. OPM Questions and Answers (<https://www.opm.gov/careerintern/>)
- E. Building a High Quality Workforce, MSPB report, September, 2005
- F. HHS Instruction 337-1, Category Rating and Selection Procedures, dated 8/10/05
- G. HHS Instruction 302-1, Employment in the Excepted Service, pending signature and release.

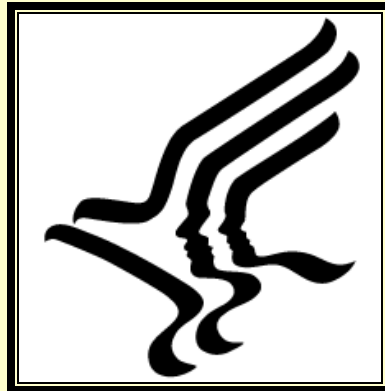
Background:

To achieve HHS' core mission, it is critical to systematically replenish HHS' pipeline of critical skills through intern and other entry-level hiring and development programs. With the increasing numbers of employees becoming retirement eligible, the percentage of staff in entry and mid-level positions (i.e., the "pipeline") continues to decrease. To address this need, Operating Divisions are called upon to utilize the Federal Career Intern Program for entry-level positions to help build the pipeline. This handbook provides the regulatory and program framework as required by law for the Federal Career Intern Program (FCIP) and the Administrative Career With America Examination in conjunction with FCIP.

Antonia T. Harris  
Deputy Assistant Secretary for Human Resources

INSTRUCTION 213-2

U.S. Department of Health and Human Services



**Federal Career Intern Program (FCIP)  
Handbook**



**Be Challenged. Experience HHS.**

## Table of Contents

Please press the “Control” key and click on the link to be taken to the content within the document.

<a href="#">Introduction and Purpose</a>	3
<a href="#">Background</a>	3
<a href="#">References</a>	3-4
<a href="#">Roles and Responsibilities</a>	4
<a href="#">Establishment Recruitment and Selection of FCIP Career Interns</a>	5-9
<a href="#">Establishing FCIP Positions</a>	5
<a href="#">Recruitment</a>	5-6
<a href="#">Do’s and Don’ts of FCIP Recruitment</a>	6
<a href="#">Assessment Methods</a>	7
<a href="#">Administrative Careers With America (ACWA)</a>	7-8
<a href="#">Veterans Preference</a>	8
<a href="#">Qualifications</a>	9
<a href="#">Rating and Ranking</a>	9
<a href="#">Employment Conditions</a>	9-13
<a href="#">Length of Appointment</a>	9
<a href="#">Probationary Period</a>	10
<a href="#">Tenure Group</a>	10
<a href="#">Promotions</a>	10
<a href="#">Career Development</a>	10-11
<a href="#">Individual Development Plans</a>	11
<a href="#">Performance Management</a>	11
<a href="#">Conversion to Competitive Service</a>	11
<a href="#">Movement between career intern positions</a>	12
<a href="#">Written Agreement</a>	12
<a href="#">Terminations</a>	12-13
FCIP Exhibits	14-20
<a href="#">Exhibit A</a> - Administrative Careers With America, Alternative Assessments, and Other Hiring Program Positions	14-16
<a href="#">Exhibit B</a> - Written Agreement for FCIP Interns	17
<a href="#">Exhibit C</a> - Individual Development Plan (IDP) Example	18
<a href="#">Exhibit D</a> - Statement of Understanding for Relocation	19
<a href="#">Exhibit E</a> - Statement of Understanding for FCIP Supervisor/Mentor	20































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<b>Exhibit C: Individual Development Plan (IDP) Example</b>				
<b>Name:</b> Jane Doe		<b>Position:</b> Human Resources Specialist, GS-201-9		
<b>Long-Term Goal (3-5 years):</b> Promotion to HR Manager				
<b>Short-Term Goal (1-2 years):</b> Complete Internship				
<b>Core Competency</b>	<b>Developmental Goal</b>	<b>Developmental Activity</b>	<b>Target Date</b>	<b>Supervisor Assessment of Performance on task</b>
<b>Technical –</b> Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands and evaluates technical information related to the job; advises others on technical issues.	1- Maintains knowledge and skills through continuing education, journals, and practice 2- Explores environment for best practices and works to implement them	1- Take USDA Course Basic Staffing and Placement 2- Research technological practices in HR offices, develop a plan to implement new HR tracking system	1- 3/28/09-Course 2- Report to HR Director by 4/1/09	Intern completed both activities by the due date. Quality of work was outstanding. Intern went above and beyond by implementing a new database that improved efficiency in HRC.
<b>Interpersonal Skills –</b> Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.	1 - Uses negotiation skills to settle conflicts in the work group 2 – Develops effective relationships with customers	1- Take USDA Course on Negotiation Skills 2- Interview OPDIV manager about services provided and how HR can help them to be effective	1- 4/25/09 course 2- By 6/1/09	Intern completed course and interview with OPDIV manager. The intern has shown exemplary relationship building skills.
Employee’s Signature:	Date:	Supervisor Signature:	Date	

[Back to Table of Contents](#)



