

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.

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

INTRODUCTION AND PURPOSE

This handbook provides the policies, procedures, and guidance concerning the operation of the Department of Health and Human Services (HHS) Federal Career Intern Program (FCIP). It provides specific guidance on roles and responsibilities, entry-level recruitment, hiring, training and development, and program administration. Recruiters, human resource professionals, administrative officers, training officers, diversity managers, hiring officials and line managers should use this handbook as a guide for utilizing this program.

To achieve HHS' vital missions, it is critical to undertake succession planning efforts, a component of which is to systematically replenish HHS' pipeline with critical skills through intern and other entry-level hiring and developmental programs. With HHS' aging workforce and 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 and diversity in many areas of the organization is inadequate. This program provides applicants the technical background needed to move into progressively higher-level positions and into leadership development programs. To achieve HHS' vital mission of improving the health, safety, and well-being of America, HHS must have the right people in the right jobs with the right skills.

BACKGROUND

Executive Order 13162 was issued in July of 2000 to establish the Federal Career Intern Program (FCIP) to attract exceptional candidates to the Federal workforce who have diverse professional experiences, academic training and competencies. The FCIP is an excepted appointing authority used to assist in recruiting and attracting exceptional candidates in an expeditious manner from both inside and outside the Federal sector for entry-level positions, generally at grades GS-5, 7 and 9. The purpose of this 2-year Intern Program is to serve as a cornerstone of succession planning by providing developmental experiences and technical skills needed to progress to higher grade levels in the Department. Individuals are appointed to a 2-year internship. Upon successful completion of all the requirements of the internship, the interns are eligible for noncompetitive conversion and placement to a position within the agency. Each agency using the Federal Career Intern Program is required to develop specific agency policies and procedures, which are detailed in this document.

REFERENCES

- H. Executive Order 13162
- I. 5 CFR Part 213
- J. 5 CFR Part 302
- K. OPM Questions and Answers (<https://www.opm.gov/careerintern/>)
- L. Building a High Quality Workforce, MSPB report, September, 2005
- M. HHS Instruction 337-1, Category Rating and Selection Procedures, dated 8/10/05
- N. HHS Instruction 302-1, Employment in the Excepted Service, pending signature and release.

ROLES AND RESPONSIBILITIES

- A. The Office of Human Resources (OHR) is responsible for:
1. Overall FCIP policy development, evaluation and compliance;
 2. Approving OPDIV requests for extensions to FCIP appointments beyond 120 days for submission to OPM; and
 3. Approving OPDIV requests to hire above the GS-9 under the FCIP for submission to OPM;
- B. The Operating Human Resource Offices (OHROs) are responsible for:
1. Establishing a FCIP coordinator as point(s) of contact for this program;
 2. Providing advice and assistance to OPDIVs regarding the FCIP;
 3. Working with OPDIVs to establish a consistent recruitment method and application acceptance process;
 4. Assisting OPDIV managers in identifying the competencies needed in order for an individual to perform the work of the position; and identifying appropriate targeted recruitment sources of candidates with appropriate background, skills, or education;
 5. Making the final determination as to eligibility, qualifications, grade level and effective date of appointment for selected interns;
 6. Informing selected candidates of the nature of the FCIP appointment, i.e. explaining the nature of the 2-year excepted appointment, mobility agreements (if applicable), etc.; and
 7. Directors of the Operating Human Resources Offices (OHROs) are responsible for approving extensions of FCIP 2-year appointments up to 120 days; reviewing requests for extensions above 120 days for submission to OHR; and reviewing requests for hiring FCIP interns above the GS-9 level for submission to OHR.
- D. The OPDIVs are responsible for:
1. Identifying positions that are suitable under the FCIP as a part of succession planning and workforce planning efforts;
 2. Identifying the competencies needed in order for an individual to perform the work of the position;
 3. Identifying targeted recruitment sources;

4. Creating the intern's individual training and career development plan in conjunction with HHS University staff, and communicating to the intern the developmental assignments and performance requirements within 30 days of the intern's appointment;
5. Upholding merit principles in interviewing/selecting candidates for positions; and
6. Approval or denial of the conversion an intern noncompetitively into the competitive service at the end of the internship.

ESTABLISHMENT, RECRUITMENT AND SELECTION OF FCIP CAREER INTERNS

A. ESTABLISHING FCIP POSITIONS

1. OPDIVs should select positions for this program that are suitable as entry level positions that require training and development to equip the employee with the competencies needed to successfully perform the job.
2. FCIP positions are filled at two grade intervals.
3. Initial appointments are made to a position at the grade GS-5, 7, or 9 (and equivalent) unless otherwise approved by OPM under the appointing authority 5 CFR 213.3202(o).
4. If an OPDIV wishes to hire above the GS-9, they must submit documentation explaining the reasoning for the request to the DASHR for approval. If approved, the request will be forwarded to OPM.
5. All career interns must be United States citizens at the time they are noncompetitively converted to a career or career-conditional appointment at the end of the internship.

B. RECRUITMENT

1. The OHRO must work with each OPDIV to establish and document procedures for recruitment and selection of students under FCIP. The procedures must conform to merit system principles, equal employment opportunity requirements, veterans preference, and other applicable regulations and policies, including those contained in this handbook.
2. Filling Federal jobs, including those in the FCIP, requires transparency in the hiring process. Potential applicants must have ready access to information about when, where, and how to apply for internships, and the basis on which they will be assessed. For HHS to meet the requirements of the first merit principle of fair and open competition, potential applicants must be afforded the opportunity to learn about planned recruiting activities. If HHS fails to provide easily accessible information about their recruiting activities, hiring could become a closed system without fair and open competition. This

clearly was not the intent of the Executive Order when agencies were given the flexibility in methods of recruiting for career interns.

3. OPDIVs should be cautious in their use of the FCIP as the primary means of filling a particular type of job. OHROs and OPDIVs should collaborate on their recruitment strategies and should not solely use FCIP for positions to bypass the competitive examining process. This may have the cumulative effect of limiting citizens' access to job opportunities since these positions do not have to be advertised on USA Jobs. The FCIP appointing authority should only be used strategically for succession planning efforts.
4. To ensure selections are based on merit principles and to ensure equal employment opportunity, OPDIVs should recruit for FCIP from a variety of sources, e.g., professional organizations, various colleges and/or other institutions of higher education, referrals, etc. Candidates should possess a variety of experience, academic disciplines or competencies necessary for appointment to internships for the selected positions.
5. It is not a requirement to advertise FCIP on USA Jobs; however OPM highly recommends that agencies publicize information on their websites regarding their FCIP openings, or at least a contact name for the positions. OPM also highly recommends advertising for positions using flyers or posters at the recruitment site.

C. DO'S AND DON'TS OF FCIP RECRUITMENT

DO: Use the ACWA Assessment Tool when filling FCIP positions covered by the Luevano Consent Decree. (See [Section E](#) for ACWA information).

DO: Give the opportunity to apply to ALL interested applicants. This includes all who submit resumes at a job fair; any resumes received through any type of public notice for the position, etc.

DO: Publicize your recruitment efforts to ensure open and fair competition. Though public notice is not required, the position must be publicized in some way, e.g. flyers, brochures, attendance at job fairs, etc.

DON'T: Selectively provide the link to the ACWA assessment tool to only certain individuals. All interested applicants must be considered.

DON'T: Target specific individuals at an event. While OPDIVs may use targeted recruitment such as going to specific colleges and organizations, it is a prohibited personnel practice to target individuals, i.e. only giving the ACWA exam to one or two candidates or to a specific category of candidates.

D. ASSESSMENT METHODS

1. OHROs may use a variety of tools to assess applicants, including written tests, structured interviews, training and experience ratings, and assessment centers. The Uniform Guidelines on Employee Selection Procedures (<http://www.uniformguidelines.com/uniformguidelines.html>), which provides the framework for employee selection, requires that assessment tools be valid (i.e., measure the competencies appropriate for the job to be filled) and reliable (i.e., consistent or stable in measuring a person's competence over time) and be unbiased and fair to all applicants.
2. OHROs and OPDIVs should establish consistent, sound assessment methods when evaluating candidates for career intern positions.

E. ADMINISTRATIVE CAREERS WITH AMERICA (ACWA)

1. Background. The ACWA examination was established based on a class action suit that alleged that the Professional and Administrative Career Exam (PACE), which the government used to fill approximately 110 occupations at the GS-5 and GS-7 grade levels, had an adverse impact on the selection of African Americans and Hispanics. The resolution of the suit ended the PACE examination and required the use of alternative assessments. The ACWA rating assessments were created from this lawsuit under the Luevano Consent Decree.
2. OHROs must use the appropriate ACWA assessment or rating schedule when filling covered positions. Operating Human Resource Offices (OHROs), who have received approval to test for these positions, may use their existing Office of Personnel Management (OPM) ACWA examining authority. Those who do not have ACWA examining authority should collaborate with another servicing Human Resource Office within HHS that has the ACWA authority or contract with OPM. For more information, contact the appropriate services branch. Information can be found at <https://www.opm.gov/employ/html/servcntr.asp>.
3. Criteria for covered positions. A full list of ACWA covered positions are in [Exhibit A](#). This information can also be found in the Delegated Examining Operations Handbook, which can be found on the OPM website at: http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf.
 - a. The criteria below prescribe when the ACWA examination must be utilized for the covered positions listed in [Exhibit A](#).
 1. It is being filled at the entry level at the GS-5 or GS-7 levels;
 2. It is classified at a 2-grade interval; **AND**
 3. It has a promotion potential to a GS-9, or higher

Note: You may not select an individual for a covered position with the intent of moving him/her later to a non-covered position (see 5 CFR Part 330).

4. Occupations in the following Professional occupational fields are **not** covered by ACWA:
 - Accounting and Auditing;
 - Engineering;
 - Physical Sciences;
 - Biological Sciences; and
 - Mathematical Sciences.
 5. When applicants take the ACWA assessment, they will be automatically assigned a numerical rating from 70 to 100. Since the ACWA assessment is a numerical ranking system, OPDIVs must make their selection by adhering to the rule of three and veterans preference must be applied (See [5 CFR 302.401 \(a\)](#)).
 6. OPDIVs are required to collect race and national origin (RNO) information from all applicants who apply for an ACWA covered position. Reports must indicate the total number of respondents by series, grade, and geographical area in each RNO category. Submission of the RNO data by applicants is voluntary.
- F. VETERANS PREFERENCE
1. Veterans preference applies to the selection of Federal Career Interns. Since Federal Career Interns are appointed to positions in the excepted service, OHROs must follow the procedures described in 5 CFR 302. There are several options for applying preference within the excepted service. The OHRO and OPDIV must define the methods they plan to use in applying veterans preference. The method chosen should be used consistently for all FCIP positions. The OHRO may consider candidates:
 - a. Using a numeric rating and ranking system (i.e. using veterans preference points); or
 - b. Developing procedures that would grant as much preference in referral as the procedures used in 5 CFR 302 (See HHS Instruction 302-1, Employment in the Excepted Service, for rating and ranking methodology).
 2. If a selecting official does not want to select a qualified veteran, he/she must provide a valid reason for non-selection to the OHRO prior to making a selection for the position(s). The OHRO will review the submitted justification and make a determination whether the non-selection of the veteran is justified.
 3. OPM has issued interim regulations based on a decision in the *Stephen W Gingery v. Department of Defense* case regarding passing over veterans. Effective 2/10/2009, in order to pass over a preference eligible who has a compensable service-connected disability of 30 percent or more for an excepted service position, HHS must send a pass over request to OPM for adjudication. These procedures apply only to excepted service positions covered under title 5, United States Code, which have been excepted from the competitive service by the President or by OPM.

Therefore, if an OPDIV would like to pass over a 30 percent or more disabled veteran, the OHRO must send the request to OHR for review. OHR will determine if the passover request should move forward to OPM.

- G. QUALIFICATIONS. Candidates for FCIP will be evaluated using OPM qualification standards or OPM-approved, agency specific qualification standards.
- H. RATING AND RANKING. OHROs must follow procedures stated in 5 CFR Part 302 regarding ranking and referring candidates and making selections. OHROs must determine the method they will use to ensure consistency in rating and ranking procedures. Refer to HHS Instruction Filling Employment in the Excepted Service, Instruction 302-1, for rating and ranking methodology.

Note: According to [HHS Instruction 337-1](#), Category Rating and Selection Procedures, category rating may NOT be used for Luevano Consent Decree covered positions.

EMPLOYMENT CONDITIONS

A. LENGTH OF APPOINTMENT

1. Appointments under the FCIP may not exceed 2 years. OHRO Directors may extend 2-year internships for up to an additional *120 days* to cover rare or unusual circumstances without prior OHR or OPM approval. Managers should document the reasons for an extension and submit to the OHRO Director at least 60 days in advance of the 2-year anniversary date. Examples may include:
 - a. Time lost through prolonged illness;
 - b. Time to participate in special developmental activities, courses, or assignments;
 - c. Additional developmental time if the career intern is reassigned from one line of work to another, or from one target position to another;
 - d. Additional time to improve the proficiency of the career intern in a particular area; or
 - e. For any other reasons deemed necessary by the employing OPDIV.
2. Extensions beyond the 120 days and up to one additional year require OPM approval. OPDIVs must document reasons for the extension, and submit to the OHRO Director. This should be reviewed and approved by the OHRO Director, and forwarded to OHR. OHR will review all requests and submit to OPM with DASHR approval.

- B. PROBATIONARY PERIOD. The two years career interns serve on their excepted service appointments will serve as their trial periods. Career interns are not required to serve another probationary period following conversion to the competitive service.
- C. TENURE GROUP. Career interns are in the excepted service Tenure Group II. If the career intern is converted to a career-conditional appointment under [5 CFR § 315.712](#), service under the FCIP counts toward career tenure in the competitive service.
- D. PROMOTIONS. During the internship period, participants in the program may receive promotions in accordance with established career-ladder requirements, satisfactory performance and successful completion of developmental requirements. However, this provision does not confer automatic entitlement to promotion.
- E. CAREER DEVELOPMENT
1. Training and development is the cornerstone of the FCIP. Such activities are important not only for career interns' individual job success but also for HHS' efforts to lay the foundation upon which to build a high-quality workforce. Poorly trained or untrained career interns can become poor performing employees. The FCIP was established to provide a way for agencies to create a pipeline of well trained individuals who are prepared to acquire greater levels of responsibilities. If no formal training is provided or no mentor is provided to guide interns on the job, it is a disservice both to career interns and to HHS and defeats the major purpose of the FCIP.
 2. In order to ensure managers, supervisors and mentors of career interns understand that a formal training program is a regulatory requirement for the FCIP, OHROs will have these individuals sign a statement of understanding ([Exhibit E](#)).
 3. The FCIP requires that agencies have formal training programs in place for interns. Therefore, when hiring under this authority managers should ensure that adequate funding is available for formal training opportunities over the two-year period.
 4. Supervisors and mentors of career interns must also commit to the following:
 - a. Devoting a reasonable amount of time to help in the career development of the above intern;
 - b. Recommending quality training classes, rotations, shadowing, or temporary assignments;
 - c. Assigning quality work/responsibility to the participant;
 - d. Recommending and facilitating rotations that will help the participant develop in areas productive to the participant and field/program office;
 - e. Creating an Individual Development Plan (IDP) within 30 days of the career intern's start date;

- f. Approving the training listed in the participant's Individual Development Plan, whenever practical;
- g. Assigning on-the-job and formal/informal training;
- h. Communicating on a regular basis;
- i. Coaching and counseling the participant throughout the internship; and
- j. Rating the career intern's performance according to the HHS Performance Management Appraisal Program (PMAP).

F. INDIVIDUAL DEVELOPMENT PLANS

1. Within 30 days of appointment HHSU will assist the supervisor of the career intern in the creation of a comprehensive Individual Development Plan (IDP) that focuses on the training and developmental experiences, the competencies of the assigned qualification standard, and the career goals of the FCIP participant. Formal training can include classroom training, on-the-job training, rotational assignments, etc. Performance goals identified during ongoing evaluations and the performance appraisal process should contribute to the further development of the IDP.
2. IDPs should be developed to cover a twelve-month period. These plans should be reviewed quarterly, however, at the conclusion of the first year, the mentor and intern should carefully assess the intern's progress during the first year and together establish new priorities and developmental activities for the following twelve-month period. A sample IDP for an entry-level intern is shown in [Exhibit B](#).

G. PERFORMANCE MANAGEMENT. Career interns are covered under the Performance Management Appraisal Program (PMAP) and are evaluated in accordance with the rules and regulations of the PMAP program. For specific guidance on PMAP, please go to: <http://intranet.hhs.gov/pmap/>.

H. CONVERSION TO COMPETITIVE SERVICE

1. Service as a career intern confers no rights to further Federal employment in either the competitive or excepted service upon the expiration of the internship period.
2. Competitive civil service status may be granted to career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. These noncompetitive conversions will be effective on the date the 2-year service requirement is met, or at the end of an agency or OPM-approved extension.

I. MOVEMENT BETWEEN CAREER INTERN POSITIONS

1. A career intern may move from one career intern position to another career intern position without a break in service.

2. If the move involves different Federal agencies, the career intern must separate from the current agency and be reappointed under a career intern appointment by the new employing agency.
3. The time previously served under a career intern appointment counts toward the completion of the 2-year period required for conversion. The career intern does not begin a new 2-year internship period; however, the career intern is subject to any other employment condition the new agency requires, including a possible extension of the internship period up to a maximum period of 1 year.
4. If the OHRO is hiring a career intern from another external agency or within HHS and would like to extend the appointment above 120 days, a request for extension should be submitted through OHR for subsequent referral to OPM for approval. An extension of less than 120 days may be approved by the OHRO Director.

J. WRITTEN AGREEMENT

1. Career interns should be informed of the nature of their employment beyond the title, series, grade, duties, benefits, and salary of the job. Career interns should be informed of that acceptance of this internship confers no rights to further federal employment in either the competitive or excepted service upon expiration of the internship period of 2 years; but that the intern may be granted competitive civil service status if he/she successfully completes the internship and meets all qualification, suitability, and performance requirements.
2. OHROs must require all interns sign a written agreement acknowledging that they understand the requirements of the program. In addition, for employees already serving on a career and career-conditional appointment and are moving into the FCIP, agreements will include a statement that they understand they are leaving the competitive service voluntarily to accept an appointment in the excepted service. See [Exhibit B](#) for a sample agreement.
3. OPDIVs may require a mobility agreement depending on the nature of the position. An example of a mobility agreement is provided in [Exhibit D](#).

K. TERMINATIONS

1. As a condition of employment, the appointment of a career intern expires at the end of the 2-year internship period, plus any approved extension.
2. If the career intern has at least a fully successful performance rating, with no break in service, the OPDIV may convert the intern to a career or career-conditional appointment in accordance with [5 CFR § 315.712](#).

3. If an employee is not converted to a career or career-conditional appointment, the career intern appointment terminates, unless the employee is specifically eligible for placement as a previous career or career-conditional employee.
4. An employee who held a career or career-conditional appointment in the **same** OPDIV they accepted the FCIP appointment in immediately before entering the FCIP, and who fails to complete the FCIP for reasons unrelated to misconduct or suitability, shall be placed in a career or career-conditional position in the same OPDIV they were employed at no lower grade or pay than the one the employee left.
5. An employee who held a career or career-conditional appointment in a **different OPDIV** or an external Federal agency immediately before entering the FCIP and who fails to successfully complete the program for reasons unrelated to misconduct or suitability will have no return rights and will be separated.
6. If an OPDIV does not wish to convert an intern, the servicing OHRO should be notified at least 90 days before the 2 year anniversary of the appointment or before the OPM approved extension date.

[Back to Table of Contents](#)

Exhibit A: Administrative Careers With America (ACWA) Covered Positions	
Administrative Careers With America, Alternative Assessments, and Other Hiring Program Positions	
0011	Bond Sales Promotion
0018	Safety and Occupational Health Management

Human Resources Manual
 Instruction 213-2: Federal Career Intern Program
 HHS Transmittal: 03-23-2009

0020	Community Planning*
0023	Outdoor Recreation Planning
0025	Park Ranger
0028	Environmental Protection Specialist
0080	Security Administration
101	Social Science* **
105	Social Insurance Administration
106	Unemployment Insurance
107	Health Insurance Administration
110	Economics*
130	Foreign Affairs*
131	International Relations*
132	Intelligence
140	Manpower Research and Analysis*
142	Manpower Development
150	Geography*
170	History*
180	Psychology*
184	Sociology*
187	Social Services
190	General Anthropology*
193	Archeology*
201	Human Resources Management Former covered title and series: Personnel Management (0201); Military Personnel Management (0205); Personnel Staffing (0212); Position Classification (0221); Occupational Analysis (0222); Salary and Wage Administration (0223); Employee Relations (0230); Labor Relations (0233); and Employee Development (0235)
244	Labor Management Relations Examining
246	Contractor Industrial Relations (Cancelled moved to 1101)
249	Wage and Hour Compliance
301	Miscellaneous Administration and Program**
341	Administrative Officer
343	Program Management and Program Analysis
346	Logistics Management
391	Telecommunications Specialist
501	Financial Administration and Programs**
526	Tax Technician (Series renamed Tax Specialist)
560	Budget Analysis
570	Financial Institution Examining
673	Hospital Housekeeping Management
685	Public Health Program Specialist
901	General Legal and Kindred Administration Former covered title and series: Federal Retirement Benefits (0270); Contact Representative (Two-grade interval position) (0962); and

Human Resources Manual
 Instruction 213-2: Federal Career Intern Program
 HHS Transmittal: 03-23-2009

	General Claims Examining (Two-grade interval position) (0990).
950	Paralegal Specialist
958	Pension Law Specialist
965	Land Law Examining
967	Passport and Visa Examining
987	Tax Law Examining
991	Worker's Compensation Claims Examining
993	Railroad Retirement Claims Examining
994	Unemployment Compensation Claims Examining (Cancelled)
996	Veterans Claims Examining
1001	General Arts and Information**
1015	Museum Management (Curator)*
1035	Public Affairs
1082	Writing and Editing
1083	Technical Writing and Editing
1101	General Business and Industry** Former covered title and series: Contractor Industrial relations (0246)
1102	Contracting Series*
1103	Industrial Property Management
1104	Property Disposal
1130	Public Utilities Specialist
1140	Trade Specialist
1145	Agricultural Program Specialist
1146	Agricultural Marketing
1147	Agricultural Market Reporting
1150	Industrial Specialist
1160	Financial Analysis
1163	Insurance Examining
1165	Loan Specialist
1169	Internal Revenue Officer
1170	Realty
1171	Appraising
1173	Housing Management Specialist
1176	Building Management
1412	Technical Information Services
1420	Archivist*
1421	Archives Specialist
1654	Printing Management Specialist*
1701	General Education and Training * **
1715	Vocational Rehabilitation
1720	Educational Program*
1801	General Inspection, Investigation, and Compliance** Restricted to following positions and agencies: Civil Aviation Security Specialist (FAA Only), District Adjudication Officer (INS Only)
1810	General Investigator**
1811	Criminal Investigator**
1812	Game Law Enforcement
1816	Immigration Inspection
1831	Securities Compliance Examining
1854	Alcohol, Tobacco, and Firearms Inspection
1864	Public Health Quarantine Inspection
1889	Import Specialist

Human Resources Manual
 Instruction 213-2: Federal Career Intern Program
 HHS Transmittal: 03-23-2009

1890	Customs Inspection
1910	Quality Assurance Specialist
2001	General Supply**
2003	Supply Program Management
2010	Inventory Management
2030	Distribution Facilities and Storage Management
2032	Packaging
2050	Supply Cataloging
2101	Transportation Specialist**
2110	Transportation Industry Analysis
2125	Highway Safety
2130	Traffic Management
2150	Transportation Operations
2210	Computer Specialist (Trainee, Alternative B Qualifications) Former covered title and series: Computer Specialist (Trainee, Alternative B Qualifications) (0334)
Description of Symbols (*, **)	Each symbol stands for: * = Series have specific educational requirements ** = For positions formerly covered under the Professional and Administrative Careers Examination (PACE)

[Back to Table of Contents](#)

Exhibit B: Written Agreement for FCIP Interns

Federal Career Intern Program Statement of Understanding

Entry Position (Title, Series, Grade): _____

Human Resources Manual
Instruction 213-2: Federal Career Intern Program
HHS Transmittal: 03-23-2009

Target Position (Title, Series, Grade): _____

I, _____, certify the following has been discussed with me by a Human Resources Office representative and that I understand the following conditions apply to my employment in this *INSERT OPDIV* Federal Career Intern Program position:

1. Except as noted below, my service as an intern confers no rights to further Federal employment in 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 requirement is met, or at the end of the extended period, as applicable.
3. I understand my continuation in the *INSERT OPDIV* Federal Career Intern Program is contingent on maintaining satisfactory work performance and conduct.
4. I understand that if I fail to complete the *INSERT OPDIV* Federal Career Intern Program for reasons unrelated to misconduct or suitability the following applies (the Human Resources Specialist will indicate on this Statement which of the following paragraphs applies):

I understand that if I held a career or career-conditional appointment within the **same** OPDIV immediately before entering the Federal Career Intern Program, I will be placed in a career or career-conditional position within the same OPDIV at no lower grade or pay than the one I left.

OR

I understand that if I held a career or career-conditional appointment and I accept an FCIP position within a **different** OPDIV than I am currently employed, I can be terminated at the end of the program.

OR

I understand I can be terminated from the Federal service not later than 2 years from the date I was appointed to the intern position, or at the end of the extended period, as applicable.

Print Employee Name/Date: _____	Print Human Resources Specialist Name/Date: _____
Employee Signature: _____	Human Resources Specialist Signature: _____

Human Resources Manual
 Instruction 213-2: Federal Career Intern Program
 HHS Transmittal: 03-23-2009

Exhibit C: Individual Development Plan (IDP) Example				
Name: Jane Doe		Position: Human Resources Specialist, GS-201-9		
Long-Term Goal (3-5 years): Promotion to HR Manager				
Short-Term Goal (1-2 years): Complete Internship				
Core Competency	Developmental Goal	Developmental Activity	Target Date	Supervisor Assessment of Performance on task
Technical – 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.
Interpersonal Skills – 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](#)

Exhibit D: Statement of Understanding for Relocation

I understand the purpose of the INSERT OPDIV Intern Program is to develop qualified employees to meet the Department's needs. I, therefore, understand my initial assignment, upon successful completion of the program, will be made based on the needs of INSERT OPDIV. While my preferences will be considered to the extent possible, I will be expected to accept assignment at any facility where my services are needed. I hereby agree to accept such an assignment and the relocation it may require. I also understand that if the Agency is requiring me to relocate for the program, that I will not be responsible for paying relocation expenses.

I further understand the internship is an integral part of a management development system designed to replenish, through the progressive development of career employees, the pool of qualified personnel for key positions in INSERT OPDIV.

Signature of Intern: _____

Date of Signature: _____

[Back to Table of Contents](#)

Exhibit E: Statement of Understanding for FCIP Supervisor/Mentor

FCIP FIELD/PROGRAM OFFICE SUPERVISOR/MENTOR AGREEMENT AND RESPONSIBILITIES

I hereby agree to participate for a period of 2 years as a supervisor to _____ while he/she participates in the Federal Career Intern Program (FCIP). I am willing to:

1. Devote a reasonable amount of time to help in the career development of the above intern;
2. Recommend quality-training classes, rotations, shadowing, or temporary assignments;
3. Assign quality work/responsibility to the participant;
4. Recommend and facilitate rotations that will help the participant develop in areas productive to the participant and field/program office;
5. Create an Individual Development Plan (IDP) within 30 days of the career intern's start date;
6. Approve the training listed in the participant's Individual Development Plan whenever practical;
7. Assign On-the-Job and formal/informal training;
8. Communicate on a regular basis;
9. Coach and council the participant throughout the internship
10. Rate the career intern's performance

I understand that I have a responsibility to provide formal training to the career intern throughout this 2 year appointment.

SIGNATURE OF MENTOR/SUPERVISOR _____ DATE _____

[Back to Table of Contents](#)