

**GOVERNMENTWIDE
ACQUISITION
MANAGEMENT INTERN
PROGRAM**

**U.S. DEPARTMENT OF THE
INTERIOR UNIVERSITY**

PURPOSE

- Develop an entry level acquisition management intern program
- Attract a workforce that is talented, motivated, diverse, productive, and highly skilled
- Help meet short and long-term organizational needs of federal agencies

PURPOSE

- Utilize a systematic approach to attracting and retaining well-qualified employees
- Train interns to be Contracting Officers and future government business leaders

HISTORY

- Initiative discussed in general assembly of the Procurement Executives Council (PEC), and developed by the Acquisition Workforce Subcommittee and DOIU
- Program launched by a policy letter from the Office of Federal Procurement Policy (OFPP) dated October 9, 1999
- First class graduated on July 19, 2002
- Since inaugural class, DOIU has begun the classes of 2001, 2002, 2003 and 2004

FEATURES

- Two Years of Paid, Full-time, Professional Training and Work Experience
- A Minimum of 240 Hours of Technical Training
- A Minimum of 80 Hours of Training in Managerial Competencies
- Four Six-month Rotational Assignments in sponsoring agencies
- Challenging and Satisfying Work
- Advancement Opportunities to Senior Positions
- Exposure to Leading Professionals in the Field

HOST AGENCY

- U.S. Department of the Interior (DOI)
 - Responsibilities:
 - Recruitment
 - Develop Vacancy Announcements
 - Facilitate Intern Selections
 - Provide Guidance to Interns and Sponsoring Agencies
 - Select and Coordinate Appropriate Training
 - Monitor Progress of Program
 - Facilitate Final Placement of Interns

SPONSORING AGENCIES

Responsibilities:

- Provide On-the-Job Training to Support the Intern's Individual Development Plan (IDP)
- Create a Rotational Assignment Summary/Plan
- Designate a Representative to sit on the Board of Sponsoring Supervisors (BOSSs)
- Provide an On-site Supervisor, On-site Mentor, Program Mentor, and Program Point of Contact
- Work with the DOIU Program Manager Coordinator to Ensure Success

SELECTION AND PLACEMENT

■ Selection Process

- Agencies are encouraged to assist in recruiting efforts and expected to participate in screening and hiring panels

■ Career Ladder

- Interns hired at the GS-5/7/9 levels
- During the two-year program, interns receive an initial career-conditional appointment with DOI
- After successful completion of each year, interns are eligible for promotion
- Full promotion potential to the GS-12 level

INTERN DEVELOPMENT

- **Individual Development Plans (IDP)**
 - Each intern prepares an IDP during Orientation
 - Program Mentors, On-site Supervisors, and On-site Mentors play a key role in preparation of IDP
 - IDP identifies chosen rotational assignments and required technical and non-technical competencies
 - IDP used in completion of performance evaluations

TRAINING

- **Technical (Core Technical Training for 1102 Series)**
 - Minimum of 240 hours of classroom technical training
 - Courses will be interspersed over the two-year period
 - Agencies asked to link classroom training with on-the-job training

- **Non-technical (Training in Managerial Competencies)**
 - Minimum of 80 hours of non-technical training
 - Courses include Team Building, Emotionally Intelligent Leadership, Customer Service, Communication Skills

GRADUATION & PLACEMENT

- A formal graduation ceremony will be held at the end of the two-year Program
- Upon graduation, interns will have two-thirds of the training and experience they need to be certified in the 1102 series
- Sponsoring agencies must commit, at the onset of the Program, to place the interns at the end of the two-year Program

GRADUATION & PLACEMENT

- At the end of their successful completion of the Program, interns will be hired by sponsoring agencies
- Sponsoring agencies that acquire the interns will be responsible for any additional training that may be needed

The background features a gradient of blue and purple hues, with a subtle, glowing effect. On the left side, there is a vertical strip with a fine grid pattern, transitioning from light blue at the top to a darker shade at the bottom. The overall aesthetic is modern and digital.

QUESTIONS?