



ASSISTANT SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-4000

AUG 28 2001



FORCE MANAGEMENT
POLICY

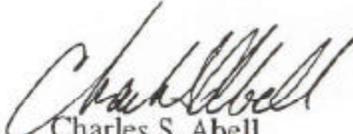
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Career Intern Program (DCIP)

On July 6, 2000, the President signed Executive Order 13162 establishing the Federal Career Intern Program (FCIP). The purpose of FCIP is to recruit exceptional individuals with a variety of experience, academic disciplines, or competencies. On December 14, 2000, the Office of Personnel Management issued interim regulations to implement the staffing provisions of the FCIP. This memorandum implements the FCIP for the Department of Defense by establishing an interim Defense Career Intern Program (DCIP) effective January 2, 2001 (attached). This interim policy will be in effect until replaced by a Civilian Personnel Manual Subchapter for the DCIP.

The DCIP provides a policy framework for establishing Component programs that will assist you in meeting your recruiting needs. DCIP defines each of the military departments and defense agencies as a separate agency for purposes of implementing the program. Component heads are requested to identify and establish programs consistent with this framework. Please provide copies of your career intern program plans to the Acting Deputy Assistant Secretary of Defense (Civilian Personnel Policy).

My point of contact for the DCIP is Mary H. Sommer, who may be reached at (703) 696-6301, extension 663, or email to mary.sommer@cpms.osd.mil


Charles S. Abell

Attachment:
As stated



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DEFENSE CAREER INTERN PROGRAM

This plan implements the Defense Career Intern Program, under Executive Order 13162, July 6, 2000, which authorized the establishment of the Federal Career Intern Program. This framework complies with the regulations of the Office of Personnel Management published December 14, 2000. The OPM regulations require each Executive Department to determine whether or not its components are separate and independent agencies or part of the Department and to do so in an agency directive in establishing the program. Within the Department of Defense, each of the military departments and defense agencies is considered a separate agency for purposes of implementing the program. Components may tailor the DCIP to meet unique needs. DoD will monitor program activity through review of component plans and in conjunction with staff assistance visits conducted for delegated examining activities. The DCIP is effective on January 2, 2001, and operates until it is suspended or superseded by publication of a CPM Subchapter.

Defense Career Intern Program Framework and Component Programs

Components that desire to use the Federal Career Intern Program, must establish a program that is consistent with this framework, OPM regulations, and the President's Executive Order. All programs must be developed and implemented in accordance with merit system principles. Title 5 CFR 302 procedures for filling positions in the excepted service will apply. For positions subject to the *Luevano* Consent Decree, agencies are required to use assessment tools permitted under the decree.

Plans should address the following:

- Provisions for placement of an internal career or career-conditional employee back in a position of equivalent status, tenure, and pay as the position the employee left if he/she fails to complete the program for reasons unrelated to misconduct or suitability.

- Provisions for appointments at trainee levels appropriate for the Program beyond the grades GS-5, 7, or 9 (and equivalent).

- Procedures to request OPM approval to cover additional grades to meet unique or specialized needs.

- Procedures to request OPM approval to extend internships for up to 1 additional year beyond the authorized 2 years for additional training and/or developmental activities.

- Criteria governing extensions of up to an additional 120 days to cover rare or unusual circumstances.

- Promotions for individuals participating in the program.

Components are responsible for:

- Determining the appropriate use of the Career Intern Program relating to recruitment needs in specific occupational series, grades, and geographical areas,

Defining roles and responsibilities of supervisors and other key officials in program administration, such as the human resources staff, budget and finance staff, career counselors, or mentors.

Designing, implementing, and documenting formal program(s) for the training and development of employees selected under the program, including the type and duration of assignments.

Deciding how to inform the career interns of what will be expected during the internship, including developmental assignments and performance requirements.

Planning, coordinating, implementing, and monitoring program activities.