



## Office of the Secretary Office of the Coordinator for Reconstruction and Stabilization (S/CRS)

The mission of the Office of the Coordinator for Reconstruction and Stabilization (S/CRS) is to help stabilize and reconstruct nations in transition from conflict or civil strife, and to lead, coordinate and institutionalize U.S. government civilian capacity to prevent conflict and prepare for post-conflict situations. To accomplish these goals S/CRS maintains a home office in Washington as well as supporting deployed personnel and two Civilian Response units, Active Response Corps (ARC) and Stand-by Response Corps (SRC).

Unpaid internships are available in Washington, D.C. Duties of interns are similar in nature to that of an entry-level professional.

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## ***Office of Planning***

**Position Description:** Intern, Office of the Coordinator for Reconstruction and Stabilization, Office of Planning (PLN)

### **What does Planning do?**

The Office of Planning leads planning for the multi-faceted USG R&S response in countries at risk of, in, or emerging from conflict. PLN leads country teams which provide long-term scenario planning, operational management, and oversight of crisis response activities in those countries. Tasks encompass both strategy and implementation level planning. The Office is also charged with building the whole-of-government civilian R&S response capacity through training, education, exercises, and experiments. The Planning Office is the primary S/CRS advisor for civilian-military affairs.

### **What would I do in Planning?**

Day-to Day tasks for S/CRS/PLN Country Team interns may include:

- Knowledge Management for deployed S/CRS personnel
- Daily unclassified news summaries and weekly classified summaries regarding occurrences in countries of interest and the activities of S/CRS personnel deployed there
- Creation of briefing books for deployed personnel
- Organization and analysis of lessons learned and best practices from deployments

Special projects assigned to past S/CRS/PLN Country Team interns have included:

- Creating briefs and itineraries for the Coordinator for Reconstruction and Stabilization for use during trips to countries at risk for, in or emerging from conflict

Day-to-Day tasks for S/CRS/PLN Civilian-Military interns may include:

- Planning, coordinating, and administering civ-mil integration and education programs
- Setting agendas and coordinating meeting and events for the Civilian Military Activities Review Team
- Produce summaries of civ-mil events, interactions, and information
- Organize travel and itineraries for the Coordinator for Reconstruction and Stabilization

Special projects assigned to past S/CRS/PLN Civilian-Military interns have included:

- Drafting and editing sections for the Interagency Management Guide
- Creating and maintaining a database of lessons learned and best practices from country engagements and deployments

### **What would I get out of an internship with S/CRS/PLN?**

"In my experience internships are what you make of them and the State Department is no different. However, S/CRS offers interns a great opportunity to learn and be involved in a new, groundbreaking bureau which will play an ever increasing role in the way U.S. foreign policy is made in the future." – Patrick H., S/CRS Intern

"As an intern at S/CRS, you will gain first-hand experience in US whole-of-government planning for reconstruction and stability operations. In this capacity, you will have the unique opportunity to learn from distinguished State Department colleagues as well as from a wide array of USG interagency partners. The atmosphere is both exciting and fast-paced, allowing you to develop and refine critical skills and augment your understanding of reconstruction and stability operations." - Melissa B., S/CRS Intern

## ***Conflict Prevention***

**Position Description:** Intern, Office of the Coordinator for Reconstruction and Stabilization, Conflict Prevention Office (CP)

### **What does CP do?**

The Office of Conflict Prevention analyzes and anticipates developing conflicts and takes steps to prevent their emergence and growth. Working with the Intelligence Community and the Interagency CP produces a bi-annual "Early Warning List" to identify at-risk states and to serve as a basis for S/CRS planning operations. CP leads the development of the Interagency Conflict Assessment Framework to identify and prevent conflict in fragile states. The Office of Conflict Prevention also has authority to review and assign Defense Department funds to proposed R&S programs through the 1207 program.

### **What would I do in CP?**

Day-to-Day tasks for S/CRS/CP interns may include:

- Review of 1207 funding proposals
- Producing summaries and briefs of high-level meetings
- Coordinating Intelligence for S/CRS
- Assisting in the development of new protocols and procedures for S/CRS
- Attending and participating in numerous conferences and classes

Special Projects assigned to past S/CRS/CP interns have included:

- Aiding in the coordination of Interagency Intelligence Management

### **What will I get out of an internship in S/CRS/CP?**

"My time at the Office of the Coordinator for Reconstruction and Stabilization has exposed me to the cutting edge efforts of the State Department to prevent conflict and maintain stability. Taskings have ranged from evaluating twenty million dollar projects to working with interagency teams to develop US assistance strategies abroad. Since my office is highly integrated with other agencies, I have been able to work with people from multiple agencies. Getting to know the State Department and working with other agencies has been a rewarding experience."- Eric K., S/CRS Intern

## ***Strategic Communications***

**Position Description:** Intern, Office of the Coordinator for Reconstruction and Stabilization, Office of Strategic Communications (SC)

### **What does SC do?**

The Office of Strategic Communications is the Public and Legislative Affairs arm of S/CRS. SC also engages in outreach to academic institutions and diplomatic engagement as well as updating and maintaining the S/CRS website and publishing the monthly S/CRS newsletter *Civilian Response*. SC builds partnerships for S/CRS with bilateral and multilateral organizations such as the UN and NATO. The Office works to integrate strategic communications into operational plans and leads an interagency initiative to create a communications framework for reconstruction and stabilization operations.

### **What would I do in SC?**

Day-to-Day tasks for S/CRS/SC interns may include:

- Updating public S/CRS website administered by Public Affairs
- Updating alternate S/CRS website for government use
- Assisting in information accessibility and dissemination
- Helping to organize S/CRS participation in press briefings, interviews, Congressional hearings, etc.

- Attending press briefings, conferences, and similar events
- Conducting research and drafting memoranda to support public affairs or legislative affairs activities
- Receiving training in interagency reconstruction and stabilization management and operations

Special Projects assigned to past S/CRS/SC interns have included:

- Drafting and dissemination information regarding the War Funding Bill

### **What would I get out of an internship with S/CRS/SC?**

"SC is a great office to work in because you work with each of the divisions in S/CRS. This gives you a bird's eye view of S/CRS and gives you a better understanding of how all the pieces fit together."- Geraldine G., S/CRS Intern

## ***Resource Management Office***

**Position Description:** Intern, Office of the Coordinator for Reconstruction and Stabilization, Resource Management Office (RMO)

### **What does RMO do?**

The Resource Management Office is the budgetary and logistical home base for S/CRS. RMO provides internal management planning, administrative, budgetary, and technological support for the S/CRS home office as well as the Civilian Response Corps, the Active Response Corps, and the Standby Response Corps. RMO provides guidance to the other arms of S/CRS on financial and logistical matters and oversees country engagements and expenditures. The Resource Management Office is the liaison between S/CRS and the administrative and budgetary divisions of DoS as well as those of the other members of the Interagency.

### **What would I do in RMO?**

Day-to-Day tasks for S/CRS/RMO interns may include:

- Drafting and editing intra-office and intra-State documents
- Researching applicable regulations and legislation and producing S/CRS protocol and procedures
- Drafting S/CRS Administrative Notices
- Creating and Managing databases of budget and deployment information
- Assisting in personnel review and hiring
- Assisting in Budget Management
- Attending conferences and classes related to Reconstruction and Stabilization

### **What would I get out of an internship with RMO?**

"Working in RMO has shown me the complexity of budget management in USG action. I've learned a great deal about both the political and administrative intricacies and difficulties of conducting the operations of a State Department office while at the same time being involved in the exciting work of launching unique new civilian response operations." – Keri B., S/CRS Intern

## ***Civilian Response Operations***

**Position Description:** Intern, Office of the Coordinator for Reconstruction and Stabilization, Civilian Response Operations (CRO)

### **What does CRO do?**

Civilian Response Operations (CRO) is charged with building whole-of-government civilian reconstruction and stabilization (R&S) response capacity through staffing, training, and

mission support. There are four divisions within CRO: Readiness & Response Operations; Mission Support; Response Strategy; and Training and Education.

The Active and Standby Response Corps are interagency civilian employees with in-demand reconstruction and stabilization skills who are deployed in teams to countries at risk for, in, or emerging from violent conflict. The ARC and SRC are managed by S/CRS in Washington and is the first US operation of its kind.

### **What would I do in CRO?**

You will support both the Response Strategy and the Training and Education divisions within CRO. Tasks may include:

- Drafting intra-office memos and interdepartmental or interagency Memoranda of Agreement
- Creating and maintaining ARC and SRC force size and structure documents
- Researching R&S best practices to determine future interagency ARC and SRC composition and to influence training requirements.
- Designing and maintaining management tools to aid in the training of the ARC, SRC, and other interagency staff.
- Serving as rapporteur for R&S sub-Policy Coordination Committee meetings of interagency representatives.
- Assisting in public affairs and strategic communications.
- Assessing and evaluating ongoing R&S training courses
- Assisting in developing training requirements, standards, and learning objectives.

### **What would I get out of an internship with CRO?**

You will be on the cutting edge of Transformational Diplomacy and will help establish a new and exciting US Government initiative. You will gain first-hand experience in whole-of-government R&S response operations. The CRO is an interagency office where you will learn about and work closely with a number of interagency partners. The CRO office is fast-paced and exciting allowing you to develop and refine critical skills and augment your understanding of reconstruction and stabilization operations.

## ***Active Response Corps***

**Position Description:** Intern, Office of the Coordinator for Reconstruction and Stabilization, Civilian Response Operations

### **What does Readiness & Response Operations (RRO) Division do?**

The RRO division is responsible for the management of the Active and Standby Response Corps, including interagency coordination; recruitment/selection/employment of Department of State ARC and SRC members; determining staffing for R&S operations; support to deployed staff; developing standard equipment requirements.

The Active and Standby Response Corps are interagency bodies of civilians with in-demand reconstruction and stabilization skills who are deployed in teams to countries at risk for, in, or emerging from violent conflict. The ARC and SRC are managed by the Civilian Response Operations office at S/CRS in Washington and is the first US operation of its kind.

### **What would I do in RRO?**

- Provide Logistical and Human Resources support for deployed ARC, SRC, and S/CRS personnel
- Draft intra-office memos and interdepartmental or interagency Memoranda of Agreement
- Create and maintaining spreadsheets and managing information resources

- Design and maintain management tools to aid in the organization of deployments; develop initial staffing requirements for deployments
- Assist in recruiting SRC members
- Assist in managing the human resources requirements for a diverse ARC workforce
- Develop methods of communications with ARC and SRC to provide and share information, to build team identity across DOS and interagency partners

**What would I get out of an internship with RRO?**

You will not only gain first-hand experience in whole-of-government R&S response operations but you will also get hands on experience with the important management requirements for establishing new systems for creating and deploying American civilian expertise in support of reconstruction and stabilization missions abroad. An internship with RRO will afford you the opportunity to work with Department of State colleagues and with a wide variety of interagency partners.