

Careers At
*Minerals
Management
Service*

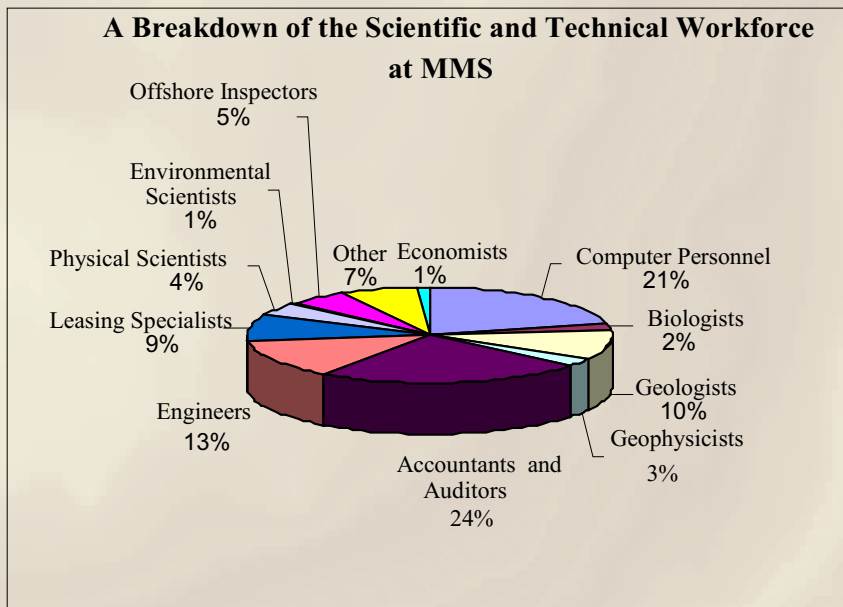


Vision Statement
Leading the world in the management and
protection of offshore resources

Minerals Management Service

As a bureau of the Department of the Interior (DOI), Minerals Management Service (MMS) was established for two specific reasons:

- to oversee the orderly and responsible development of America's onshore and offshore energy and mineral resources while properly safeguarding the environment, and
- to establish an effective means of collecting and distributing revenues generated from mineral leases both offshore and on Federal and Native American lands throughout the U.S.



The motto of MMS, "Mineral Revenues, Offshore Minerals, and Stewardship," proudly reflects these responsibilities. MMS, created by Secretarial Order 3071 on January 19, 1982, performs all leasing and resource management functions for the Nation's Outer Continental Shelf (OCS) and all mineral revenue management functions related to both onshore and offshore Federal and Native American lands. MMS strives to fulfill its responsibilities through the general guiding principles of (1) being responsive to the public's concerns and interests by maintaining a dialogue with all potentially affected parties, and (2) carrying out its programs with an emphasis on working to

enhance the quality of life for all Americans by lending MMS assistance and expertise in order to optimize economic development and environmental protection. MMS provides an important service to the U.S. and its people, and its accomplishments are both notable and impressive.

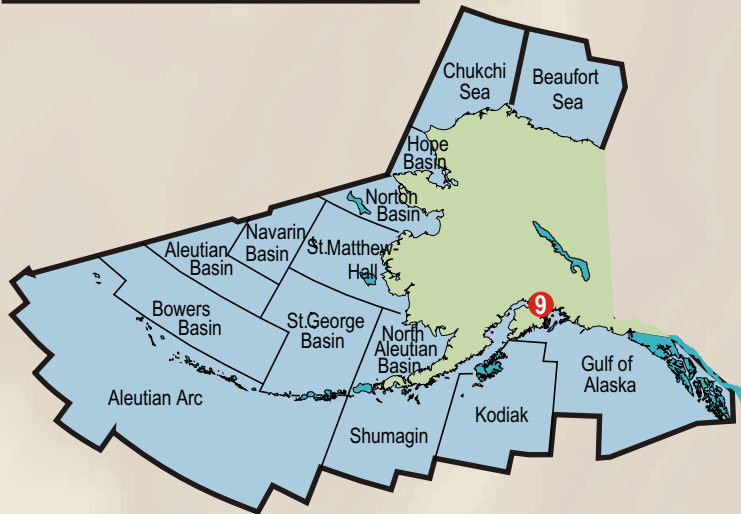
- The offshore sea bottoms of the OCS produce about 27 percent of the Nation's total daily oil production and 25 percent of its daily natural gas production, a significant contribution to our Nation's economic strength and national security.
- MMS is second only to the Internal Revenue Service in terms of Federal revenues generated, making it the Federal Government's greatest source of non-tax revenue.
- MMS is the Federal agency that manages the Nation's oil, natural gas, and other mineral resources on the Outer Continental Shelf in Federal offshore waters. The agency also collects, accounts for and disburses mineral revenues from Federal and Indian leases. These revenues total more than \$120 billion since the agency was created in 1982. Annually, nearly \$1 billion from those revenues go into the Land and Water Conservation Fund for the acquisition and development of state and Federal park and recreation lands.
- MMS also serves as a global model for resource management, leading the way in helping developing countries around the world to establish proper regulatory methods and procedures.

MMS Planning Areas



Pacific Region

Gulf of Mexico Region



Alaska Region

Legend

- ★ Headquarters – Herndon, VA – *15
- ② Gulf of Mexico and Atlantic Region Office – New Orleans, LA – *77
- District Offices –
 - ② New Orleans, LA – * 7
 - ③ Houma, LA – * 5
 - ④ Lafayette, LA – * 6
 - ⑤ Lake Charles, LA – * 5
 - ⑥ Lake Jackson, TX – * 4
- ⑦ Minerals Revenue Management Office – Lakewood, CO – *8
- ⑧ Pacific Regional Office – Camarillo, CA – *11
- District Office –
 - ⑧ Camarillo, CA – *4
- ⑨ Alaska Regional Office – Anchorage, AK – *7

*Count of Engineers in Planning Areas

The Organization of Minerals Management Service

Two programs and two support organizations comprise MMS: Offshore Minerals Management, Minerals Revenue Management, Administration and Budget, and Policy and Management Improvement. All four main groups are headquartered in the Washington, D.C. area. MMS is headed by a Director in Washington, D.C., and each of the four groups is headed by an Associate Director. Diverse opportunities for engineers, geoscientists, and scientists exist throughout the MMS organization, particularly in Offshore Minerals Management (OMM) and Minerals Revenue Management (MRM).

Offshore Minerals Management



Semi-Submersible Drilling Rig with Tension Leg Platform in Background

The leasing and oversight of mineral operations on the Nation's OCS are centralized in MMS within Offshore Minerals Management. This program is divided into three OCS Regions, each based near its respective coast. The Alaska Region is based in Anchorage, Alaska; the Pacific Region in Camarillo, California; and the Gulf of Mexico Region (which includes the Atlantic Coast) in New Orleans, Louisiana. Each of these regions is headed by a Regional Director. In working to meet its responsibilities, OMM has

implemented a major information management system that integrates software applications and technical disciplines into an enormous multi-user database, building a new level of sophistication in data interpretation and analysis. OMM evaluates every high bid received for OCS mineral leases to ensure that the public receives fair market value for mineral rights. It approves every well, every production proposal, the structural design of every platform and pipeline, and issues literally dozens of other approvals for the design and operation of facilities and measurement of products. It conducts more than 10,000

inspections per year to ensure worker and operational safety and protection of the marine, coastal, and human environment. MMS has an active environmental studies program to examine issues related to OCS development. The Gulf of Mexico Region is the most active of the three employing approximately 600 people and managing more than 7,000 active leases. To accomplish its mission, OMM employs engineers, geologists, geophysicists, paleontologists, environmental scientists, marine biologists, oceanographers, offshore inspectors, computer specialists, and numerous other professionals and technicians.

Minerals Revenue Management

All mineral revenue functions are centralized in MMS within Minerals Revenue Management, affording economies of scale and an integrated process for collecting, accounting for, and distributing all income generated from both Federal and Native American lands. Programs of MRM ensure the efficient, timely, and accurate collection and disbursement of these revenues generated from mineral leasing and production both onshore and offshore. MRM is headquartered in Washington, D.C., but operates primarily out of the Federal Center in Lakewood, Colorado, and includes about 650 Federal and 300 contract employees. While most of these employees are accountants and computer experts, MRM also hires engineers, geoscientists, physical scientists, technicians, auditors, economists, and administrators. Using sophisticated, automated accounting systems, MRM processes more than 200,000 transactions each month, approximately \$300 million per month from over 75,000 Federal and Native American leases. If minerals are produced on Federal lands, the Federal Government is entitled to annual rentals and a royalty, or a percentage of the production or value. For offshore leases, MRM distributes collected money to U.S. Treasury accounts. The income is divided among the state within which the specific lease is located, the U.S. Treasury's Reclamation Fund, and the Treasury's General Fund. All of the money collected from Native American mineral leases is turned over to the respective tribes and allottees. MRM develops regulations necessary for the implementation of revenue management legislation and also provides training to those owing revenue payments.



MMS Headquarters Program Overview

The MMS Headquarters develops policies and provides guidance and oversight of the exploration and development of mineral resources on the Federal Outer Continental Shelf (OCS). The major goals are to ensure incident-free minerals exploration and development, appropriate environmental protection and impact mitigation, and receipt of fair market value for OCS minerals. The headquarters program functions under three divisions: Engineering and Operations, Resource Evaluation, and Economics.

Minerals Revenue Management Program Overview

A myriad of laws has been enacted to govern leasing, development, and production on Federal lands. These laws require that certain environmental standards be maintained and that the Federal Government receive a fair monetary return for the public resources it leases. The role of employees in MRM is to help carry out these Federal laws by ensuring that all monies derived from mineral leasing and production activities on Federal and Native American lands are collected, properly accounted for, and distributed.

Field Operations Program Overview

Field Operations employees are responsible for ensuring that offshore OCS operations are performed in a safe and environmentally sound manner. This responsibility is accomplished through two main programs: a rigorous planning, permitting, and reporting program; and an inspection, investigation, and enforcement program. Within the Field Operations division there are five program offices and five outlying district offices, which work closely with OCS operators to ensure that the day-to-day operations in the OCS are conducted safely.

Resource Evaluation Program Overview

The oil and gas resources on the Outer Continental Shelf belong to the people of the United States who, through their Government, lease the right to explore and develop those resources. The Federal Government, through the Minerals Management Service, issues permits for prelease activities, evaluates resources, leases acreage, and regulates drilling and production activities. The Resource Evaluation Program supports these activities through regulation of geological and geophysical (G&G) data collection, G&G data acquisition and analysis, resource assessment and estimation, tract evaluation/fair market value determination, reserves inventory, and technical information distribution.

Production and Development Program Overview

Employees in the Office of Production and Development perform duties that are focused on the conservation of natural resources, prevention of hydrocarbon waste, and/or the protection of correlative rights including Federal royalty interests. MMS engineers, working in teams with geoscientists, interact with oil-industry personnel to ensure efficient development and sound reservoir management of Federal offshore oil and gas resources. Oil-industry representatives present their production and development plans to MMS engineers and geoscientists who independently analyze all available data.

Leasing and Environment Program Overview

The Office of Leasing and Environment executes the program for leasing access to offshore minerals and alternate energy. The Office carries out the environmental policies of the Department of Interior associated with the leasing program and the offshore activities resulting from leases. Employees maintain and adjudicate official lease data, develop National Environmental Policy Act documents, and administer a study program to develop information needed for the assessment and management of offshore resources.

Careers at MMS

The Things We Do...

MMS employs a wide variety of disciplines to support the proper safeguarding of the environment in association with MMS responsibilities to oversee the orderly and responsible development of offshore energy and mineral resources. Disciplines employed at MMS include oceanographers, geoscientists, biologists, social scientists, and engineers who share many of the duties described below. There is an emphasis on cross-training between disciplines, resulting in employees who are both self-sufficient and work well in teams. Employees are involved in the consideration of relevant information for permitting and regulation of offshore mineral development. They analyze and interpret data to



- develop operating regulations intended to protect human safety and the environment, and to conserve natural resources,
- inspect offshore facilities to ensure compliance with regulations and a safe working environment,
- review for approval all drilling, completion, workover, production, and abandonment applications,
- review oil-spill contingency and safety of operation plans and pipeline right-of-way applications,
- investigate violations related to applicable lease terms and conservation of resources,
- investigate all accidents and incidents related to fires, blowouts, and pollution,
- provide expert study and valuation of commodities and mineral resources,
- attend industry training seminars and symposiums to keep abreast of current technologies,
- review trend analysis to determine recovery factors and economic success,
- interpret 2-D seismic lines and 3-D seismic volumes to map the subsurface geology of a region,
- determine reservoir porosity, fluid saturations, net pay intervals, and geologic correlation of productive zones to estimate reserves,
- conduct continuing investigations through trend analysis to assess potential quantities of undiscovered oil and gas resources,
- prepare resource estimates and exploration and development scenarios for environmental impact statements, deepwater operation plans, and conservation information documents,
- prepare Environmental Impact Studies and review all environmental information submitted by operators,
- perform statistical risk analyses and other studies of industry's exploration, development, and production efforts and practices to develop input parameters for resource economic analyses,
- review, evaluate, and recommend appropriate action regarding unitization proposals, contraction or expansion of unit areas, and approval of plans of exploration and development,
- ensure industry compliance with established exploration and development policies and environmental laws,
- determine relative stratigraphic age and environments of deposition using paleontological information,

- conduct extensive analyses involving the application of geological, geophysical, and paleontological data related to the detailed evaluation of subsurface structural and stratigraphic traps,
- apply principles of sequence stratigraphy in field studies, regional studies, and prospect evaluation,
- assign reservoirs to plays related by depositional origin, structural style or trap style, and nature of source rocks or seals,
- perform dive team seafloor monitoring and underwater inspections,
- study and review the acoustic impact of seismic survey equipment on marine mammals and fish resources,
- preserve underwater archeological sites such as historic shipwrecks,
- monitor the Flower Garden Bank coral reef and marine sanctuary,
- exercise responsibilities for air quality regulation for offshore Gulf of Mexico areas for which MMS has air quality jurisdiction.



...and Why We Do Them

MMS is mandated by Congress to ensure the safety and protection of human life and the environment, and to develop our Nation's offshore energy resources in the most proficient and economical manner. These interests are protected in accordance with OCS Lands Act amendments and regulations at 30 CFR 250. MMS also makes sure our Nation, if not self-sufficient, is less dependent upon foreign oil and gas. To fulfill our mandate, MMS developed regulations and standards that all applications, which are submitted by offshore operators, must meet. Once an application is approved, a field inspection is completed to ensure the companies follow the regulations. Penalties can be assessed against an offshore operator who departs from the regulations without prior approval.

In the area of environmental protection, MMS administers a multidisciplinary studies program to develop plans to monitor, mitigate and prevent any impacts to marine and coastal environments that may be affected by Outer Continental Shelf gas and oil activities. These plans include the preparation of National Environmental Protection Act (NEPA) documents, air quality studies, spill prevention, and considerations for the Endangered Species Act.

In the management of resources, MMS ensures that the development of all producible reservoirs is in accordance with sound conservation, engineering, and economic practices with regard to the prevention of waste and maximization of ultimate recovery of reservoirs, as established by regulations and guidelines.



What you need to join our Team

Each Federal Government employee works at a particular grade level and in a specific job series, which determine the pay scale for that individual. The grade for a new employee is influenced by education level and relevant work experience. Additional factors that can increase an employee's grade include graduate education and superior academic achievement.

The minimum requirements for professionals are outlined below for a GS-5.

Engineer minimum requirements:

A. Degree: Successful completion of a full 4-year course of study leading to a bachelor degree in engineering, or engineering education beyond a bachelor degree, from an Accreditation Board of Engineering and Technology (ABET) accredited college or university or from an engineering curriculum that includes courses in differential and integral calculus, and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics and dynamics; (b) strengths of materials (stress-strain relationships); (c) fluid mechanics and hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience-college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2)

a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering.

Geologist minimum requirements:

A. Degree: geology, plus 20 additional semester hours in any combination of mathematics, physics, chemistry, biological sciences, engineering (structural, chemical, civil, mining, or petroleum), computer science, planetary geology, comparative paleontology, geophysics, meteorology, hydrology, oceanography, physical geography, marine geology, and cartography.

OR

B. Combination of educational courses as shown in A above, plus appropriate experience or additional education.

Geophysicist minimum requirements:

A. Degree: including at least 30 semester hours in mathematics (including calculus) and the physical sciences (geophysics, physics, engineering, geology, astronomy, meteorology, electronics, etc.).

OR

B. Combination of educational courses as shown in A above, plus appropriate experience or additional education.

New Sciences, minimum requirements:

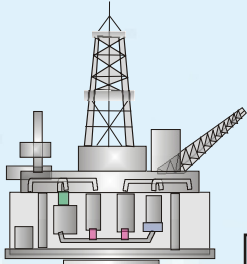
A. Degree: at least 30 semester hours in oceanography, marine archeology, biology, physical science, economics, social sciences, engineering, mathematics, cartography, chemistry, law, or environmental science.

OR

B. Combination of educational courses as shown in A above, plus appropriate experience or additional education.

Superior Academic Achievement:

Superior academic achievement is used to determine the eligibility for applicable GS-7 level and higher positions of persons who have completed (or expect to complete within nine months) all requirements for a bachelor's degree from an accredited college or university. Superior academic achievement is based on class standing, grade-point average, or honor society membership.



GRADE	EDUCATION	SPECIALIZED EXPERIENCE
GS-5	Bachelor's Degree	Combination of education and work experience
GS-7	1 year of graduate-level education or superior academic achievement	1 year equivalent to at least GS5
GS-9	2 years of progressively higher level graduate education leading to a master's degree or master's degree equivalent	1 year equivalent to at least GS7
GS-11	3 years of progressively higher level graduate education leading to a Ph.D. degree, or Ph.D., or equivalent doctoral degree	1 year equivalent to at least GS9
GS-12 and above	Same as above	1 year equivalent to at least next lower grade level

NOTE: Education and experience may be combined for all grade levels for which both education and experience are acceptable. These positions have promotion potential to the next level (not to exceed full performance level) without further competition, once all regulatory and legal requirements are met. Promotion is not automatic. Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

We have Great Benefits

The Federal Employees Health Benefits Program

Federal employees can enroll in health insurance coverage for themselves and their families at reasonable rates.



- No waiting period
- A choice of plans and options such as managed fee-for-service plans (FFS), health maintenance organizations (HMO), and point-of-service plans (POS)
- More than 500 different plans participate in the health insurance program nationwide; however, the employee's location determines how many different health care plans there are to choose from
- Government contribution toward the total cost of your premium
- Payroll deduction for your share of the premium
- Opportunity to enroll or change plans yearly
- Continued group coverage for you and your family when you retire; a former spouse if you divorce; your family if you die; you and your family if you move, transfer, take leave without pay, or enter military service

Other Health Services

The Federal Government offers additional health services that can be used by employees.

Employee Assistance

Confidential counseling for personal problems (marital, financial, child/elder care) that can adversely affect performance, reliability, and personal health.

Employee Newsletters

Covering issues such as



- employee assistance
- employee health
- work and family
- employee activities



Additional Benefits

Life Insurance Most full-time and part-time employees can enroll in Basic Life Insurance equal to their salary, rounded to the next \$1,000, plus \$2,000. The Government pays one-third of the cost of this group term insurance. A physical is not required. Basic coverage includes double benefits for accidental death and benefits for loss of a limb(s) or eyesight. Optional insurance can be purchased at the employee's expense. Accelerated death benefits are available to terminally ill enrollees so that they can receive life insurance proceeds while they are still living. Life insurance can be continued into retirement. It can also be converted to private coverage upon employment termination, without proof of insurability.

Employee Express A fast, easy, reliable way to process certain personnel and payroll actions through the Internet or any touch-tone phone.

Long Term Care Insurance Employees and their family members may elect Long Term Care Insurance. Several plan features are available with abbreviated underwriting. The Program offers low group premiums. All costs are the responsibility of the insured.

Family Friendly Policies

Include a variety of policies:

- **Alternative work schedules** allow employees to work several types of workweeks other than the traditional 8 hours per day, 40 hours per week. There are flexible arrival and departure times, and under this “flex” schedule, employees may work fewer than 10 days in a two-week period.
- **Leave sharing programs** allow coworkers to transfer voluntarily some of their annual (vacation) leave to specific coworkers to assist those who have a personal or family medical emergency.
- **Telework** allows some employees to work at home or at another approved location away from the regular office.
- **Family Leave Act** allows "eligible" employees to take job-protected unpaid leave or paid leave (if accrued) for a total of 12 workweeks in any 12-month period because of the birth, adoption, or foster care of a child; care for a family member with a serious health condition; or serious health condition of the employee. Health benefits are maintained while on leave.

Federal Employees Retirement System. The retirement system automatically covers all new Federal civilian employees. Many of its features are "portable" so that employees who leave Federal employment may still qualify

for the benefits. Employees are able to choose what is best for their individual situations. The retirement system is a three-tiered retirement plan.

- **Social Security Benefits** provide monthly payments if you are retired and have reached age 62. Monthly benefits are provided if you are disabled; they are also provided for your eligible survivors. A lump sum benefit is provided upon your death.
- **Basic Benefit Plan** is financed by a very small contribution from the employee and the Government. The Basic Benefit Plan benefits are a monthly payment based on the employee's highest three consecutive years of basic pay together with the employee's length of service.
- **Thrift Savings Plan** is a tax-deferred retirement savings and investment plan that offers the same type of savings and tax benefits that many private corporations offer under 401(k) plans. Currently, the Federal Government matches up to 5 percent of an employee's gross salary.

Federal Employee Education & Assistance Fund. A private, non-profit, tax-exempt corporation that provides educational benefits and emergency assistance exclusively to all civilian and Federal employees and their dependent family members.

This fund provides "no interest" loans or grants to Federal employees falling behind in their basic living needs such as shelter costs and utilities because of an emergency that is unforeseen or beyond their control.

Minerals Management Service Fitness Program. Designed to provide interested employees access to quality fitness training. Each office has the option of contracting with commercial fitness facilities for organizations to provide group membership for MMS employees. Further, individual employees may personally contract with fitness facilities/organizations that meet the requirements of the plan.

Holidays and Leave. Federal employees have 10 paid holidays each year. New employees earn approximately 13 days of sick leave and 13 days of annual leave each year. After three years, employees earn up to 20 days of annual leave each year. As an employee's tenure increases, he or she earns a maximum of 26 days of annual leave per year.

Tuition Reimbursement. Agencies can pay for training and education to improve an employee's performance of his or her official duties. Agencies may pay all or part of the expenses of training, including the costs of college tuition.

Excellent Working Conditions

MMS strives to provide its employees with positive working conditions. MMS employees enjoy:



- a friendly atmosphere,
- a casual dress environment,
- a stress-free workplace,
- flexible arrival and departure times, and the ability to choose from several types of workweek schedules,
- relative ease of transferring within DOI and to other Federal agencies, and
- comfortable office buildings.

MMS strives to develop a workforce that reflects our Nation's diversity at all levels and in all occupations. Here, the quality of work life is valued, there is an open environment that accepts individual differences, and all employees are encouraged to maximize their potential and to exhibit a commitment to provide quality service to customers, the citizens of the United States. In addition, MMS strives to increase diversity in its workforce by providing internship opportunities and permanent employment to qualified ethnically diverse and disabled students.

MMS emphasizes the teamwork concept. Professionals must be able to work as a team. Most projects involve interplay of several disciplines. Engineers, geologists, geophysicists, paleontologists, technical support staff, and others work together and share ideas to accomplish specific goals and objectives. MMS believes that this synergistic team approach is supportive of the entry level professionals. He or she works directly with experienced professionals who readily provide assistance and guidance, thus enabling the new employee to "learn the ropes" accurately and efficiently. In this stress-free environment, the employee develops technical proficiency, superb communication skills, and the confidence to build a career as an outstanding engineer or geoscientist.

Employees at MMS are encouraged to participate in professional associations. Professional associations provide a great opportunity for engineers and geoscientists to increase and demonstrate their skills. With financial support from the Government, MMS professionals attend meetings, make presentations, work on committees, and help run the organizations. Time-off is readily granted to facilitate participation in professional meetings, conventions, and other events. Active involvement in professional associations is also very important to those who wish to become recognized as experts in their areas of specialization. MMS employees are given the freedom to publish the unique aspects of their work, and their articles and papers frequently appear at professional association meetings, in association journals, and in numerous periodicals worldwide.

Technical Training

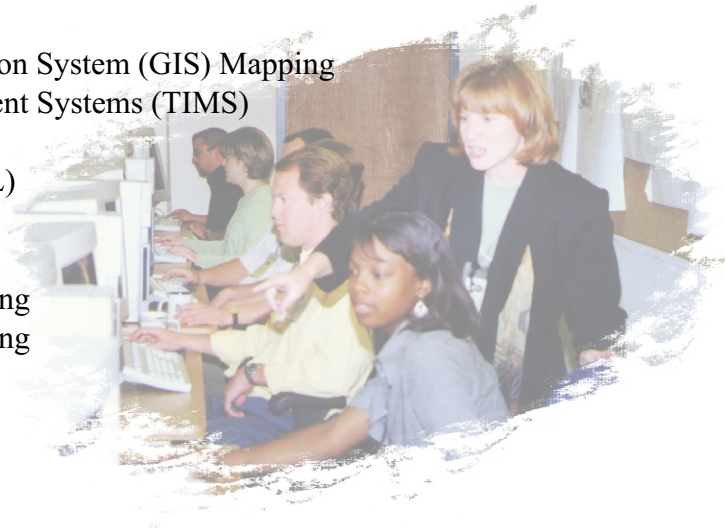
MMS offers training opportunities to all employees. These opportunities include in-house computer courses and courses offered by industry and academia.

Examples of training courses offered for MMS employees are

- Reservoir Management and Development
- Reservoir Characterization and Simulation
- Petroleum Economics and Investment Decisions
- Theory, Measurement and Interpretation Of Well Logs
- Allocation of Petroleum Quantities
- Electronic Flow Measurement
- Computer-Aided Design
- Prospect and Play Assessment
- Exploration and Development Decision Methods
- Well Control Training
- Drilling Optimization Design Training
- Production Safety System Training
- Well Completion and Workover Training
- Oil Spill Management Training (Ohmsett)
- Root Cause Investigation and Analysis Training
- Blowout Preventer/Accumulator Training
- Subsea Drilling and Production Systems Training
- Marine Survival Training
- Pneumatic and Electronic Safety Instrumentation
- Integration of Log and Seismic Data
- Pre-Stack Depth Migration of Seismic Data
- Deepwater Depositional Systems
- Siliciclastic Sediments
- Applied Subsurface Geological Mapping
- Overview of the NEPA Process

Examples of computer and workstation classes offered at MMS are

- ArcView-Geographical Information System (GIS) Mapping
- Technical Information Management Systems (TIMS)
- Presentation Software
- Sequential Query Language (SQL)
- Ad Hoc Query Tools (AQT)
- Finder
- Advanced Gridding and Contouring
- Seismic Interpretation and Mapping
- GeoFrame Geologic
- Stratigraphic Correlation
- Petrophysical Analysis
- 3-D Visualization



Student Information

MMS offers a variety of special programs for engineering students...

The programs provide for permanent employment or conversion to permanent employment, temporary internships/partnerships and temporary student programs.

Programs that provide for permanent employment or conversion to permanent employment are as follows:

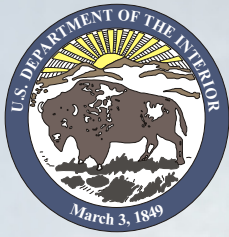
- **Presidential Management Internship Program (PMI).** A two-year program sponsored by the Office of Personnel Management (OPM). It is designed to attract outstanding candidates who are ready to enter the workforce upon receiving their graduate degrees. Students participate in a rigorous, competitive nomination process. The PMI program places strong emphasis on career development in Federal Administration and Management.
- **Federal Career Intern Program (FCIP).** The Federal Career Intern Program is designed to help agencies recruit and attract exceptional individuals into a variety of occupations. It is intended for positions at grade levels GS-5, -7, and -9 or other trainee positions. In general, individuals are appointed to a two-year internship. Upon successful completion of the internships, the interns may be eligible for permanent placement within an agency.
- **Student Career Experience Program (SCEP).** Provides students with the opportunity to earn an income and gain experience while they are in college. Students may be non-competitively converted to permanent employment upon graduation, provided certain criteria are met.
- **DOI Diversity Program.** Provides opportunity for ethnically diverse and disabled college students to experience the variety of careers in the Federal sector.
- **Outstanding Scholar Appointing Authority.** Created as a result of the Luevano Consent Decree, which provided for the elimination of under-representation of Blacks and Hispanics in specific occupations. College graduates with GPA's of 3.45 or above are non-competitively hired into permanent entry-level competitive service positions at the GS-5/7 levels. These appointments may only be made in specific occupations, previously covered under OPM's Administrative Careers With America (ACWA).
- **Bilingual/Bicultural Appointing Authority.** Also authorized by the Luevano Consent Decree. Persons are hired who have proficiency in Spanish and/or knowledge of Hispanic culture, and are qualified for positions in which interaction with the public or other job performance would be enhanced by having bilingual or bicultural skills. As for the Outstanding Scholar Provision, the bilingual/bicultural program only covers specific occupations.

Programs that provide for temporary internships/partnership and temporary student programs are as follows:

- **Diversity Partnership Program.** These programs give diverse students hands-on internship experience and academic credit while they are attending college. The programs are partnership efforts between DOI and institutions such as the Hispanic Association of Colleges and Universities, the National Association for Equal Opportunity in higher education, Haskell Indian Nations University, University of Alaska Native Student Services, and the Student Conservation Association.
- **Student Temporary Employment Program (STEP).** The STEP, formerly known as the Stay-In-School Program, provides flexibility to both the student and the agency. Students are appointed to a position not to exceed one-year. Appointments under this authority may be extended in one-year increments as long as the individual meets the definition of a student. The nature of the duties does not have to be related to the student's academic/career goals.
- **Federal Recruitment Program for Students with Disabilities.** Co-chaired by the President's Committee on Employment of People with Disabilities and the Department of Defense. This Government program seeks to place students with disabilities in Federal work sites throughout the nation. Although the primary focus is to hire students for summer positions, permanent opportunities may be available.



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MMS U.S. Department of the Interior Minerals Management Service



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