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Policies and Procedures

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This Policy & Procedure (P&P) describes the procedures/requirements and identifies responsibilities for implementing the Department of Agriculture Career Intern Program (CIP) Plan in REE.

1. Introduction	4
2. Purpose	4
3. Policy	4
4. Authorities	4
5. Programs	5
6. Positions Covered	5
7. Locating Candidates	6
8. Application Materials	6
9. Veterans' Preference and Order of Consideration	7
10. Candidates Not Selected	8
11. Hiring Interns	8
Citizenship	8
Appointments	9
Current Career or Career-Conditional Employees	9
Mobility Agreements	9
Orientation Checklist	9
12. Career Development	10
Assignment of Mentors	10
Training Plans	10
Rotational Assignments	11
13. Benefits	11
14. Promotions	11
15. Performance Evaluation	12
16. Conversions	12
17. Terminations	12
18. Summary of Responsibilities	13

EXHIBIT 1	16
EXHIBIT 2	19
EXHIBIT 3	21
EXHIBIT 4	25
EXHIBIT 5	27
EXHIBIT 6	29

1. Introduction

The Federal Career Intern Program was created by Executive Order 13162 on July 6, 2000. The program is designed to assist in recruiting and attracting exceptional candidates with varied experiences and academic disciplines into a variety of trainee positions in the General Schedule (GS). Individuals are appointed to a two-year internship in the excepted service. Throughout the internship, employees participate in formal training, are assigned a mentor, and receive job assignments to develop appropriate competencies. Upon successful completion of the program, interns are eligible for noncompetitive conversion to a career or career-conditional appointment to positions for which they are eligible and qualified. Therefore, management should hire interns to fill positions for which they anticipate having a permanent need.

2. Purpose

USDA has established a department-wide program via the Department of Agriculture Career Intern Program (CIP) Plan. USDA, Office of Human Resources Management (OHRM), is responsible for the overall administration, management, and oversight of the program. Policy guidance for this program is located at <http://www.usda.gov/da/employ/CareerInternProgramPolicyUSDACareerInternProgramPlan.htm>. This Policy and Procedure (P&P) provides clarification and instructions to selecting officials, human resources specialists, employees and applicants regarding CIP and REE's internal processes and procedures relating to the program. Therefore, this P&P must be used in conjunction with the departmental policy guidance.

3. Policy

It is REE's policy to utilize every possible recruitment tool in order to hire a highly qualified, diverse workforce. Therefore, selecting officials may fill covered positions using the CIP. This program supports diversity by broadening the pool of candidates eligible for selection. All selections will be made on the basis of merit promotion principles; with no regard to political, religious, or labor organization affiliation, marital or family status, race, color, gender, age, national origin, sexual orientation, or non disqualifying disability; and in accordance with appropriate veterans' preference regulations.

Selecting officials, human resources specialists, employees, and applicants are responsible for familiarizing themselves with this program. Any questions should be referred to the appropriate Human Resources Division (HRD) servicing human resources specialist, hereafter referred to as servicing specialist.

4. Authorities

- Executive Order 13162 dated July 6, 2000, Federal Career Intern Program
- 65 FR 78077, dated December 14, 2000
- 5 Code of Federal Regulations (CFR) Parts: 213, Excepted Service; 302, Employment in the Excepted Service; and 315, Career and Career-Conditional Employment
- Office of Personnel Management's (OPM) Qualification Standards for General Schedule Positions
- The Department of Agriculture Career Intern Program Plan

5. Programs

The CIP consists of two programs:

Sciences Intern Program. This program is divided into two levels - Professional and Technician. Included are trainee positions in disciplines/careers such as the biological sciences, agriculture, natural resources management, chemistry, entomology, genetics, microbiology, botany, zoology, agronomy, animal science, veterinary medicine, statistics, mathematics, soil conservation, nutrition, engineering, computer engineering, and computer science.

Administrative/Professional Intern Program. Included in this program are trainee positions in disciplines/careers such as information technology specialist, human resources, administrative officer, finance, compliance officer, civil rights, program/management analyst, policy analyst, public affairs, journalism, investigation, political science, public administration, accounting, auditing, contracting, budget, economics, research economics, agricultural marketing/business, telecommunications, loan specialist, social science, or other appropriate administrative/professional occupations.

6. Positions Covered

A list of positions that includes appropriate series, titles, and grade levels for each program is attached as Exhibits 1, 2, and 3. Keeping in mind that positions must be filled at least one grade below the full performance level, the following general guidelines regarding positions covered and appropriate grade levels for CIP apply.

Except for positions covered under the *Luevano Consent Decree* as explained below, appointments in the Sciences Intern Program, Professional Level can be made at grades GS-05, GS-07, and GS-09, and at the Technician Level at grades GS-05, GS-06, GS-07, and GS-08.

Appointments in the Administrative/Professional Intern Program can be made at grades GS-05, GS-07, and GS-09.

CIP cannot be used to recruit and fill positions at the GS-05 and GS-07 grade levels covered under the *Luevano Consent Decree*. These are two-grade administrative and management positions that have promotion potential to grade GS-09 and above. These positions are more commonly referred to as Administrative Careers with America (ACWA). These positions must be filled through the competitive examining process established by the Office of Personnel Management (OPM). A complete list of positions covered under the *Luevano Consent Decree* can be found in the OPM Delegated Examining Operations Handbook in Appendix B at <http://www.opm.gov/deu/index.asp>.

7. Locating Candidates

Since CIP is an excepted service hiring authority, there is no public notice requirement. Selecting officials should work with their servicing specialist to identify appropriate recruitment options to locate candidates. Options include but are not limited to the following:

- reviewing the list of candidates on the USDA CIP web site at <http://www.hqnet.usda.gov/CareerInternCandidates.htm>
- posting vacancies on USDA CIP web site (this is recommended for hard to fill positions or long-standing vacancies);
- issuing recruitment bulletins and posting them on the appropriate REE web site and OPM's USA Jobs web site; and
- recruiting through on-site visits to colleges/universities, career days and job fairs.

It is the goal of REE to have a work force that reflects the diverse groups that comprise the population of the United States. Efforts should be made to recruit from sources that reflect the diversity of the population.

8. Application Materials

Candidates should submit a resume; OF-306, Declaration for Federal Employment; and a complete OHRM Career Intern Application (an electronic version is located at www.usda.gov/da/employ/CareerInternApplication.htm). **The Career Intern Application cannot be modified.**

HRD, servicing specialists will evaluate applications to:

- determine if candidates meet basic eligibility requirements (e.g., age, employment of relatives, selective service registration, etc.).
- determine if candidates meet all qualification requirements as outlined in the OPM Qualification Standards for General Schedule Positions.
- assign basically qualified candidates, using the OHRM Career Intern Program Crediting Plan to the appropriate “eligible” or “quality” group as defined below. Please note: the crediting plan is for HRD use only and like all crediting plans must be kept confidential and properly safeguarded.

Eligible Group: candidates who meet minimum qualifications established for the position.

Quality Group: candidates who meet minimum qualifications established for the position, and who also possess additional education and/or experience, awards, leadership abilities that would make them superior candidates to those in the eligible group.

- determine if candidates meet requirements for veterans’ preference.

9. Veterans’ Preference and Order of Consideration

For all excepted service hires, including CIP hires, eligible veterans must receive preference in accordance with 5 CFR 302.303(d). For professional and scientific positions at grade GS-09, preference should be given to preference eligibles without regard to the type of preference. For all other positions, candidates must be referred in the following order: (1) preference eligibles having a service-connected disability of 10% or more; (2) all other candidates eligible for 10-point veteran preference; (3) all candidates eligible for 5-point veteran preference; and (4) all other qualified candidates not eligible for veteran preference.

Additionally, since CIP is departmental in scope, OHRM will post information on candidates entitled to veterans’ preference at <http://www.hqnet.usda.gov/CareerInternVeteransPage.htm>. Servicing specialists must check this site before finalizing a selection to ensure there are no veterans who must receive priority consideration. Should a veteran(s) be identified who must receive priority consideration, the person identified (e.g., Karen Smith, 202-720-1234, Forest Service, Food) must be contacted to obtain the veteran(s) application.

Quality group candidates as deemed by the servicing specialist will be referred, in the order of veteran’s preference listed above, for consideration/selection unless no quality group candidates are available. If none are available, including those on the USDA’s intranet at <http://www.hqnet.usda.gov/da/CareerInterncandidates.htm>, then eligible group candidates will be referred, in the order of veteran’s preference listed above, for consideration/selection.

10. Candidates Not Selected

Within 30 days of receipt, candidates will be notified of the status of their application. Sample letters are attached as Exhibits 4 and 5. Application materials from candidates that are not selected and who only want to be considered for REE positions will be returned. Application materials from candidates that are not selected and who want to be considered for positions in other USDA agencies must be retained by the servicing specialist. Additionally, the servicing specialist must forward the following information to the CIP Coordinator, Policy Branch, HRD, AFM. This information will be posted for 90 days on the USDA's intranet at <http://www.hqnet.usda.gov/CareerInterncandidates.htm> allowing these candidates to receive consideration for future vacant intern positions in other USDA agencies.

1. candidate's name
2. group category (eligible group or quality group)
3. career field(s) for which they are qualified
4. veterans' preference status
5. geographic location(s) where the candidate wants to be considered
6. date their application was evaluated against the crediting plan
7. name of servicing specialist who will serve as the point of contact

11. Hiring Interns

Citizenship

Since intern positions are in the excepted service, United States citizenship is not required. Aliens from treaty-allied countries and certain other countries may be employed with proper documentation; however, interns must be United States citizens to be eligible for conversion to competitive service positions. For this reason, non-United States citizens should not be

appointed to intern positions unless it is reasonably certain they will attain United States citizenship by the time they are eligible for conversion at the end of their two-year appointment (e.g., already fulfilled permanent residency requirements and filed their application for naturalization).

Appointments

Candidates selected will be placed on a two-year excepted service appointment under 5 CFR 213.3202(o) in Tenure Group II. **In rare or unusual circumstances**, appointment may be extended for an additional 120 days beyond two years (e.g., medical emergency prevented intern from completing training requirements). Request for extensions must be in writing and approved by the HRD GS-13 team leader servicing the geographical location where the intern is currently employed. The written request must clearly state the reason(s) for the extension.

Current Career or Career-Conditional Employees

In accordance with 5 CFR 302.102(b), if employees serving under non-temporary appointments (career or career-conditional appointment) in the competitive service are selected:

- the employee must be informed that, because the proposed position is in the excepted service, it may not be filled by a competitive appointment, and acceptance of the proposed appointment will take him/her out of the competitive service while occupying the position; and
- the agency must obtain from the employee a written statement that he/she understands they are leaving the competitive service voluntarily to accept an appointment in the excepted service (see Exhibit 6 for sample).

Mobility Agreements

Offer letters will specify if geographic mobility is required as a condition of employment. If so the selectee will be required to sign a mobility agreement.

Orientation Checklist

The supervisor is required to review with the selectee the Intern Orientation Checklist located at http://www.usda.gov/da/employ/CareerInternProgramPolicyUSDACareerInternProgramPlan.htm#ORIENTATION_CHECKLIST. Within 10 days of the intern's entrance on duty, the supervisor must return the signed/dated checklist to REE's CIP Coordinator, Policy Branch, HRD, AFM.

12. Career Development

The CIP places a strong emphasis on career development and selectees should experience challenging career opportunities in their assignments during the two-year internship. Therefore, interns are required to be provided a mentor, training plan, and rotational assignment(s) as outlined below.

Assignment of Mentors

The Employee Development staff, <http://www.afm.ars.usda.gov/hrd/empdev/edscontacts.htm>, and selecting officials will identify individuals to serve as mentors and facilitate the pairing of these individuals with interns. All mentors will receive training in this area as determined by the Employee Development staff. A mentor must be someone other than the supervisor, who is working in the field/series of the intern and has the ability to serve as a counselor.

Training Plans

Within 30 days following an intern's appointment, an Individual Development Plan (IDP) must be developed to include 160 - 240 hours per year of structured on-the-job training as outlined below. Funding is the responsibility of the supervisor. After each major training course/assignment, the intern will complete Intern's Evaluation of Developmental Assignment form found at <http://www.usda.gov/da/employ/CareerInternProgramPolicyUSDACareerInternProgramPlan.htm> #INTERN'S EVALUATION OF DEVELOPMENTAL ASSIGNMENT and submit it to REE's CIP Coordinator, Policy Branch, HRD, AFM.

Department Core Training Requirements. The Department has established the following core categories of formal training. The Employee Development staff will assist in identifying specific requirements, depending on the intern's position, to fulfill these training criteria.

- Change Management (required)
- Communication (required)
- Applicable Computer Courses (required)
- Customer Satisfaction (required)
- Leadership Skills (required)
- Team Building (required)
- Management Skills and Techniques (required)
- Government Performance and Results Act (required)
- Strategic Planning (required)
- Civil Rights (required)
- Ethics (required)
- Project Management (required for Sciences/optional for Administrative/Professional)

Budgeting (optional)
Human Resources Management (optional)
Procurement (optional)

On-the-Job Training. Interns will be given hands on experience performing duties in the appropriate occupational field. This training will be structured and require close supervision by the supervisor or his/her designee.

Developmental Assignments. Assignments should be chosen to prepare the intern for the nature and scope of duties required of the appropriate career field. Assignments should also provide a broad perspective of the occupational field and help to develop technical skills.

Rotational Assignments

Sciences Interns: must be allowed at least one rotational assignment as deemed appropriate by the position to which appointed.

Administrative/Professional Interns: must be allowed at least two rotational assignments in different administrative functions, such as human resources management, finance, procurement, budget, property management, information technology, etc. These rotational assignments should be designed to provide interns with a broader perspective of the mission area and USDA. By participating in rotational assignments, interns will gain valuable work experience, work in a different occupational field, or learn about a program area from a different perspective.

13. Benefits

Since interns are on appointments for more than one year, they are eligible for within-grade increases, leave, retirement, health and life insurance.

14. Promotions

During the internship, individuals may receive promotions after meeting OPM qualification requirements. ARS research position review requirements apply to Category 1 positions. Supervisors should work with their servicing specialist to determine when these requirements have been met. Time-in-grade restrictions do not apply to the excepted service.

15. Performance Evaluation

A performance plan must be developed for the intern no later than 30 days following appointment. Performance should be closely linked to the requirements of the IDP. The supervisor will evaluate the intern's performance and provide feedback on a continuing basis. The quality of the intern's performance will be formally documented during normal periodic performance reviews (i.e., progress reviews, annual performance appraisals).

16. Conversions

Upon successful completion of the two-year internship, appointees are eligible for conversion to a career or career-conditional appointment to a position for which they meet all qualification, suitability, performance, and citizenship requirements. Service under the CIP counts toward career tenure in the competitive service, if the intern is converted to a career-conditional appointment under 5 CFR 315.712. Interns are not required to serve a probationary period after conversion and acquire competitive status immediately upon conversion.

17. Terminations

If an intern held a USDA career or career-conditional position immediately prior to entering the CIP and fails to complete the program or is not converted to a career or career-conditional appointment for reasons not related to misconduct or suitability, that intern must be placed in a position with the selecting agency at no lower grade or pay than the one the employee left to accept the position in the CIP. In all other situations, participants will have no rights to further Federal employment in either the competitive or excepted service upon expiration of their appointments.

CIP appointments expire at the end of the 2-year internship, or at the end of an approved program extension. Every effort should be made to place interns who successfully complete their two-year internship and meet all qualification, suitability, performance and citizenship requirements. Employees who are not converted to a career or career-conditional appointment or returned to career or career-conditional employment as described above will be terminated when their appointments expire. The termination of a CIP appointment on the specified expiration date is not an adverse action.

18. Summary of Responsibilities

OHRM, USDA

- Send informational material to partner colleges and universities.
- Rate and respond to applicants who apply directly to OHRM.
- Maintain Department of Agriculture intranet sites with information regarding all candidates who exceed mission areas/agencies needs.
- Post generic information on jobs on the Department of Agriculture's Intranet with input from the mission areas/agencies.
- Evaluate the program periodically in meetings with mission area/agency coordinators.

All Supervisors, REE Mission Area

- Examine vacant positions and, as appropriate, use CIP to fill positions.
- Review Orientation Checklist with new interns and return to CIP Coordinator.
- Develop IDP's for interns.
- Work with the Employee Development staff to identify and pair mentors with interns.
- Develop performance plans, monitor interns' progress, and provide feedback to interns.

Interns, REE Mission Area

- Participate in developing IDP and devote maximum effort toward completing the requirements.
- Cooperate with supervisor and/or mentor in counseling and evaluation activities.
- Complete all training activities.

CIP Mentors, REE Mission Area

- Complete required mentor training as determined by the Employee Development staff.

- Work with the intern to develop the necessary skills and knowledge for appropriate career field.
- Provide advice and guidance as needed to solve problems and maintain morale.
- Provide feedback to supervisor.

Employee Development Specialists, HRD, AFM

- Provide assistance in identifying and matching mentors and interns.
- Provide guidance to the supervisor in developing IDP's for interns.

Servicing Specialists, HRD, AFM

- Advise selecting officials on how to locate candidates (e.g., USDA CIP web site, vacancy announcement, etc.).
- Provide information on the CIP to selecting officials, employees and applicants.
- Determine if applicants meet eligibility, suitability, and qualification requirements.
- Use the Career Intern Crediting Plan to determine applicant's group category (eligible or quality).
- Clear OHRM's veterans' preference list, prior to finalizing a selection.
- Make official offers, including issuing entrance-on-duty letter.
- Ensure appropriate documentation is completed (i.e., SF-52, mobility agreement, voluntary resignation from the competitive service, etc.).
- Forward information on candidates to REE's CIP Coordinator.
- Notify candidates, within 30 days of receipt, of the status of their application.

Career Intern Program Coordinator, Policy Branch, HRD, AFM

- Provide guidance for use by selecting officials, servicing specialists, employees and applicants on issues related to CIP.

- Prepare annual reports on CIP activities to OHRM.
- Provide OHRM with feedback on the program and participate in Departmental workgroup meetings.

James H. Bradley
Deputy Administrator
Administrative and Financial Management

EXHIBIT 1

Sciences Intern Program, Professional Level

Trainee positions (positions that are not at the full performance level) in this program may be filled at grades GS-05, GS-07, and GS-09 unless otherwise specified.

GS-020 Community Planning (can be filled at GS-09 only*)
GS-101 Social Science (can be filled at GS-09 only*)
GS-110 Economist (can be filled at GS-09 only*)
GS-130 Foreign Affairs (can be filled at GS-09 only*)
GS-131 International Relations (can be filled at GS-09 only*)
GS-140 Manpower Research and Analysis (can be filled at GS-09 only*)
GS-150 Geography (can be filled at GS-09 only*)
GS-170 History (can be filled at GS-09 only*)
GS-180 Psychology (can be filled at GS-09 only*)
GS-184 Sociology (can be filled at GS-09 only*)
GS-185 Social Work
GS-190 General Anthropology (can be filled at GS-09 only*)
GS-193 Archeology (can be filled at GS-09 only*)
GS-401 General Biological Science
GS-403 Microbiology
GS-405 Pharmacology
GS-406 Agricultural Extension
GS-408 Ecology
GS-410 Zoology
GS-413 Physiology
GS-414 Entomology
GS-415 Toxicology
GS-430 Botany
GS-434 Plant Pathology
GS-435 Plant Physiology
GS-436 Plant Protection and Quarantine
GS-437 Horticulture
GS-440 Genetics
GS-454 Rangeland Management
GS-457 Soil Conservation
GS-460 Forestry
GS-470 Soil Science
GS-471 Agronomy
GS-480 General Fish and Wildlife Administration
GS-482 Fishery Biology
GS-485 Wildlife Refuge Management
GS-486 Wildlife Biology
GS-487 Animal Science

GS-493 Home Economics
GS-510 Accounting
GS-511 Auditing
GS-512 Internal Revenue Agent
GS-601 General Health Science
GS-630 Dietitian and Nutritionist
GS-631 Occupational Therapist
GS-633 Physical Therapist
GS-635 Corrective Therapist
GS-637 Manual Arts Therapist
GS-638 Recreation/Creative Arts Therapist
GS-639 Educational Therapist
GS-644 Medical Technologist
GS-665 Speech Pathology and Audiology
GS-690 Industrial Hygiene
GS-696 Consumer Safety
GS-701 Veterinary Medical Science Series
GS-801 General Engineering
GS-803 Safety Engineering
GS-804 Fire Protection Engineering
GS-806 Materials Engineering
GS-807 Landscape Architecture
GS-808 Architecture
GS-810 Civil Engineering
GS-819 Environmental Engineering
GS-830 Mechanical Engineering
GS-840 Nuclear Engineering
GS-850 Electrical Engineering
GS-854 Computer Engineering
GS-855 Electronics Engineering
GS-858 Biomedical Engineering
GS-861 Aerospace Engineering
GS-871 Naval Architecture
GS-880 Mining Engineering
GS-881 Petroleum Engineering
GS-890 Agricultural Engineering
GS-892 Ceramic Engineering
GS-893 Chemical Engineering
GS-894 Welding Engineering
GS-896 Industrial Engineering
GS-1015 Museum Curator (can be filled at GS-09 only*)
GS-1221 Patent Adviser
GS-1223 Patent Classifying
GS-1224 Patent Examining
GS-1226 Design Patent Examining

GS-1301 General Physical Science
GS-1306 Health Physics
GS-1310 Physics
GS-1313 Geophysics
GS-1315 Hydrology
GS-1320 Chemistry
GS-1321 Metallurgy
GS-1330 Astronomy and Space Science
GS-1340 Meteorology
GS-1350 Geology
GS-1360 Oceanography
GS-1370 Cartography
GS-1372 Geodesy
GS-1373 Land Surveying
GS-1380 Forest Products Technology
GS-1382 Food Technology
GS-1384 Textile Technology
GS-1386 Photographic Technology
GS-1420 Archivist (can be filled at GS-09 only*)
GS-1510 Actuary
GS-1515 Operations Research
GS-1520 Mathematics
GS-1529 Mathematical Statistician
GS-1530 Statistician
GS-1550 Computer Science
GS-1701 General Education and Training (can be filled at GS-09 only*)
GS-1710 Education and Vocational Training
GS-1720 Education Program (can be filled at GS-09 only*)
GS-1725 Public Health Educator
GS-1730 Education Research
GS-1740 Education Services
GS-1750 Instructional Systems

* CIP cannot be used to recruit and fill positions at the GS-05 and GS-07 grade levels covered under the *Luevano Consent Decree*. These are two-grade administrative and management positions that have promotion potential to grade GS-09 and above. See Section 6 for more details.

Sciences Intern Program, Technician Level

Trainee positions (positions that are not at the full performance level) in this program may be filled at grades GS-05, GS-06, GS-07, and GS-08.

GS-019 Safety Technician
GS-021 Community Planning Technician
GS-090 Guide
GS-102 Social Science Aid and Technician
GS-119 Economics Assistant
GS-181 Psychology Aid and Technician
GS-186 Social Services Aid and Assistant
GS-189 Recreation Aid and Assistant
GS-404 Biological Science Technician
GS-421 Plant Protection Technician
GS-455 Range Technician
GS-458 Soil Conservation Technician
GS-459 Irrigation System Operation
GS-462 Forestry Technician
GS-621 Nursing Assistant
GS-622 Medical Supply Aide and Technician
GS-625 Autopsy Assistant
GS-636 Rehabilitation Therapy Assistant
GS-640 Health Aid and Technician
GS-642 Nuclear Medicine Technician
GS-645 Medical Technician
GS-646 Pathology Technician
GS-647 Diagnostic Radiologic Technologist
GS-648 Therapeutic Radiologic Technologist
GS-649 Medical Instrument Technician
GS-651 Respiratory Therapist
GS-661 Pharmacy Technician
GS-681 Dental Assistant
GS-683 Dental Laboratory Aid and Technician
GS-698 Environmental Health Technician
GS-704 Animal Health Technician
GS-802 Engineering Technician
GS-809 Construction Control
GS-817 Surveying Technician
GS-818 Engineering Drafting
GS-856 Electronics Technician
GS-895 Industrial Engineering Technician
GS-1021 Office Drafting

GS-1202 Patent Technician
GS-1311 Physical Science Technician
GS-1316 Hydrologic Technician
GS-1341 Meteorological Technician
GS-1371 Cartographic Technician
GS-1374 Geodetic Technician
GS-1521 Mathematics Technician
GS-1541 Cryptanalysis
GS-1862 Consumer Safety Inspection
GS-1981 Agricultural Commodity Aid
GS-2144 Cargo Scheduling

Administrative/Professional Intern Program

Trainee positions (positions that are not at the full performance level) in this program may be filled at grades GS-05, GS-07, and GS-09 unless otherwise specified.

- GS-006 Correctional Institution Administration
- GS-011 Bond Sales Promotion (can be filled at GS-09 only*)
- GS-018 Safety and Occupational Health Management (can be filled at GS-09 only*)
- GS-023 Outdoor Recreation Planning (can be filled at GS-09 only*)
- GS-028 Environmental Protection Specialist (can be filled at GS-09 only*)
- GS-030 Sports Specialist
- GS-062 Clothing Design
- GS-080 Security Administration (can be filled at GS-09 only*)
- GS-105 Social Insurance Administration (can be filled at GS-09 only*)
- GS-106 Unemployment Insurance (can be filled at GS-09 only*)
- GS-107 Health Insurance Administration (can be filled at GS-09 only*)
- GS-132 Intelligence (can be filled at GS-09 only*)
- GS-142 Manpower Development (can be filled at GS-09 only*)
- GS-160 Civil Rights Analysis
- GS-188 Recreation Specialist
- GS-201 Human Resources Management (can be filled at GS-09 only*)
- GS-244 Labor Management Relations Examining (can be filled at GS-09 only*)
- GS-249 Wage and Hour Compliance (can be filled at GS-09 only*)
- GS-260 Equal Employment Opportunity
- GS-301 Miscellaneous Administration and Program (can be filled at GS-09 only*)
- GS-340 Program Management
- GS-341 Administrative Officer (can be filled at GS-09 only*)
- GS-343 Management and Program Analysis (can be filled at GS-09 only*)
- GS-346 Logistics Management (can be filled at GS-09 only*)
- GS-360 Equal Opportunity Compliance
- GS-362 Electric Accounting Machine Project Planning
- GS-391 Telecommunications (can be filled at GS-09 only*)
- GS-501 Financial Administration and Program (can be filled at GS-09 only*)
- GS-505 Financial Management
- GS-526 Tax Specialist (can be filled at GS-09 only*)
- GS-560 Budget Analysis (can be filled at GS-09 only*)
- GS-570 Financial Institution Examining (can be filled at GS-09 only*)
- GS-669 Medical Records Administration
- GS-670 Health System Administration

GS-671 Health System Specialist
GS-672 Prosthetic Representative
GS-673 Hospital Housekeeping Management (can be filled at GS-09 only*)
GS-685 Public Health Program Specialist (can be filled at GS-09 only*)
GS-828 Construction Analyst
GS-901 General Legal and Kindred Administration
GS-920 Estate Tax Examining
GS-930 Hearings and Appeals
GS-950 Paralegal Specialist (can be filled at GS-09 only*)
GS-958 Pension Law Specialist (can be filled at GS-09 only*)
GS-965 Land Law Examining (can be filled at GS-09 only*)
GS-967 Passport and Visa Examining (can be filled at GS-09 only*)
GS-991 Workers' Compensation Claims Examining (can be filled at GS-09 only*)
GS-993 Railroad Retirement Claims Examining (can be filled at GS-09 only*)
GS-996 Veterans Claims Examining (can be filled at GS-09 only*)
GS-1001 General Arts and Information (can be filled at GS-09 only*)
GS-1008 Interior Design
GS-1010 Exhibits Specialist
GS-1020 Illustrating
GS-1035 Public Affairs (can be filled at GS-09 only*)
GS-1040 Language Specialist
GS-1051 Music Specialist
GS-1054 Theater Specialist
GS-1056 Art Specialist
GS-1071 Audiovisual Production
GS-1082 Writing and Editing (can be filled at GS-09 only*)
GS-1083 Technical Writing and Editing (can be filled at GS-09 only*)
GS-1084 Visual Information
GS-1101 General Business and Industry (can be filled at GS-09 only*)
GS-1102 Contracting Series (can be filled at GS-09 only*)
GS-1103 Industrial Property Management (can be filled at GS-09 only*)
GS-1104 Property Disposal (can be filled at GS-09 only*)
GS-1105 Purchasing Series
GS-1130 Public Utilities Specialist (can be filled at GS-09 only*)
GS-1140 Trade Specialist (can be filled at GS-09 only*)
GS-1144 Commissary Store Management
GS-1145 Agricultural Program Specialist (can be filled at GS-09 only*)
GS-1146 Agricultural Marketing (can be filled at GS-09 only*)
GS-1147 Agricultural Market Reporting (can be filled at GS-09 only*)
GS-1150 Industrial Specialist (can be filled at GS-09 only*)
GS-1160 Financial Analysis (can be filled at GS-09 only*)
GS-1161 Crop Insurance Administration

GS-1162 Crop Insurance Underwriting
GS-1163 Insurance Examining (can be filled at GS-09 only*)
GS-1165 Loan Specialist (can be filled at GS-09 only*)
GS-1169 Internal Revenue Officer (can be filled at GS-09 only*)
GS-1170 Realty (can be filled at GS-09 only*)
GS-1171 Appraising (can be filled at GS-09 only*)
GS-1173 Housing Management (can be filled at GS-09 only*)
GS-1176 Building Management (can be filled at GS-09 only*)
GS-1361 Navigational Information
GS-1397 Document Analysis
GS-1421 Archives Specialist (can be filled at GS-09 only*)
GS-1630 Cemetery Administration
GS-1640 Facility Management
GS-1654 Printing Management (can be filled at GS-09 only*)
GS-1670 Equipment Specialist
GS-1702 Education and Training Technician
GS-1712 Training Instruction
GS-1715 Vocational Rehabilitation (can be filled at GS-09 only*)
GS-1810 General Investigating (can be filled at GS-09 only*)
GS-1811 Criminal Investigating (can be filled at GS-09 only*)
GS-1812 Game Law Enforcement (can be filled at GS-09 only*)
GS-1816 Immigration Inspection (can be filled at GS-09 only*)
GS-1831 Securities Compliance Examining (can be filled at GS-09 only*)
GS-1850 Agricultural Commodity Warehousing Examining
GS-1854 Alcohol, Tobacco and Firearms Inspection (can be filled at GS-09 only*)
GS-1864 Public Health Quarantine Inspection (can be filled at GS-09 only*)
GS-1889 Import Specialist (can be filled at GS-09 only*)
GS-1890 Customs Inspection (can be filled at GS-09 only*)
GS-1894 Customs Entry and Liquidating
GS-1910 Quality Assurance (can be filled at GS-09 only*)
GS-1980 Agricultural Commodity Grading
GS-2001 General Supply (can be filled at GS-09 only*)
GS-2003 Supply Program Management (can be filled at GS-09 only*)
GS-2010 Inventory Management (can be filled at GS-09 only*)
GS-2030 Distribution Facilities and Storage Management (can be filled at GS-09 only*)
GS-2032 Packaging (can be filled at GS-09 only*)
GS-2050 Supply Cataloging (can be filled at GS-09 only*)
GS-2101 Transportation Specialist (can be filled at GS-09 only*)
GS-2110 Transportation Industry Analysis (can be filled at GS-09 only*)
GS-2123 Motor Carrier Safety
GS-2125 Highway Safety (can be filled at GS-09 only*)
GS-2130 Traffic Management (can be filled at GS-09 only*)

GS-2150 Transportation Operations (can be filled at GS-09 only*)

GS-2161 Marine Cargo

GS-2210 Information Technology Management (can be filled at GS-05, GS-07, and GS-09 for applicants that meet Alternative A Qualifications in accordance with the *Operating Manual: Qualification Standards for General Schedule Positions* but can only be filled at GS-09 for applicants that meet Alternative B Qualifications)

* CIP cannot be used to recruit and fill positions at the GS-05 and GS-07 grade levels covered under the *Luevano Consent Decree*. These are two-grade administrative and management positions that have promotion potential to grade GS-09 and above. See Section 6 for more details.

EXHIBIT 4

Applicant's Name
Street Address
City, State Zip code

Dear Applicant:

select one of the following two paragraphs:

Thank you for your interest in a career intern position with the Department of Agriculture's Research, Education and Economics (REE) mission area. However, you were not selected for a career field position in location because (*list reason, e.g., you were not rated as eligible; you were eligible but not referred as a quality candidate; you were referred as a quality candidate, but another qualified candidate was selected; recruitment has been postponed and the position will not be filled at this time, etc.*). We encourage you to visit the Federal Career Intern Program web site at <http://www.usda.gov/da/employ/CareerInternPositions.htm> and apply for future vacant Career Intern Program positions.

Thank you for your interest in a career intern position with the Department of Agriculture's Research, Education and Economics (REE) mission area. However, we have no vacant career field positions in location which we are filling via the Career Intern Program at this time. We encourage you to visit the Federal Career Intern Program web site at <http://www.usda.gov/da/employ/CareerInternPositions.htm> to view the Department of Agriculture's vacant Career Intern Program positions.

Additionally, if you are interested in applying for other types of positions with REE, please visit us at <http://www.afm.ars.usda.gov/hrd/jobs/index.htm>, under the Job Opportunities heading. This web site is updated weekly. Please be sure to read and follow the application instructions on the vacancy announcement carefully.

You may also search for positions throughout the Federal government by accessing the Office of Personnel Management's USA Jobs web site at www.usajobs.opm.gov under "Current Job Openings." This web site also offers a service designed to assist you with your job search. Click on "USA Jobs by E-mail," register online to create a profile, and you will be notified by e-mail of new job listings posted with the USA Jobs web site that meet your search criteria.

REE does not maintain files of Career Intern Program applications. Therefore, your application materials are being returned to you. We appreciate your interest in employment opportunities and hope this information is helpful. If you have questions concerning this matter, contact me at (202) 720-1234, or via e-mail at jane.doe@usda.gov.

Sincerely,

Jane Doe
Human Resources Specialist

Enclosure

EXHIBIT 5

Applicant's Name
Street Address
City, State Zip code

Dear Applicant:

Thank you for your interest in the Department of Agriculture's (USDA) Career Intern Program. We have carefully reviewed your qualifications for the following position/s or career field/s:

Soil Conservationist, GS-9

Career Intern candidates are placed into two categories: Quality Group and Eligible Group. Quality Group candidates will be considered first for positions or career fields for which they qualify. Eligible Group candidates may be considered for positions for which they qualify after the list of Quality Group candidates in that specific geographical area/career field has been exhausted.

select one of the following two paragraphs:

We have found you to be in the Quality Group for the position(s) identified above. You will be considered for appropriate positions by USDA's agencies until date (90 days). Contact Marilyn Jenkins, USDA Career Intern Program Manager, on or shortly before this date if you wish to continue receiving consideration. She can be reached on (202) 720-7168 or via email at Marilyn.Jenkins@usda.gov.

We have found you to be in the Eligible Group for the position(s) identified above. You will be considered for appropriate positions by USDA's agencies until date (90 days). Contact Marilyn Jenkins, USDA Career Intern Program Manager, on or shortly before this date if you wish to continue receiving consideration. She can be reached on (202) 720-7168 or via email at Marilyn.Jenkins@usda.gov.

Additionally, if you are interested in applying for other types of positions with the Research, Education, and Economics (REE) mission area, please visit us at <http://www.afm.ars.usda.gov/hrd/jobs/index.htm>, under the Job Opportunities heading. This web site is updated weekly. Please be sure to read and follow the application instructions on the vacancy announcement carefully.

You may also search for positions throughout the Federal government by accessing the Office of Personnel Management's USA Jobs web site at www.usajobs.opm.gov under "Current Job Openings." This web site also offers a service designed to assist you with your job search. Click on "USA Jobs by E-mail," register online to create a profile, and you will be notified by e-mail of new job listings posted with the USA Jobs web site that meet your search criteria.

We appreciate your interest in USDA's Career Intern Program. If you have questions concerning this matter, contact me at (202) 720-1234, or via e-mail at jane.doe@usda.gov.

Sincerely,

Jane Doe
Human Resources Specialist

EXHIBIT 6

USDA, Research , Education, and Economics
Agency's name
City, State

Change from Competitive Service to Excepted Service Appointment

In accordance with the provisions of Title 5, CFR 302.102(2), I hereby acknowledge that I am voluntarily leaving the competitive service to accept an appointment in the excepted service. This will become effective on _____.

Include one of the following paragraphs as appropriate:

I understand that my excepted service Career Intern Program appointment will expire at the end of the 2-year internship, or at the end of an approved program extension. If I am not converted to a career or career-conditional appointment at that time, my Federal employment will be terminated. Such a termination on the specified expiration date of my internship is not an adverse action and I will have no rights to further Federal employment in either the competitive or excepted service.

I understand that my excepted service Career Intern Program appointment will expire at the end of the 2-year internship, or at the end of an approved program extension. If I do not complete the program or I am not converted to a career or career-conditional appointment for reasons not related to misconduct or suitability, I will be placed in a position in the agency in which I held the internship at no lower grade or pay than the one the I left to accept the position in the Career Intern Program. In all other situations, I will have no rights to further Federal employment in either the competitive or excepted service after the specified expiration date of my internship.

Signature

Date