

CHAPTER 5 - 5 CAREER INTERN PROGRAM

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5-5.1 PURPOSE

The purpose of the Career Intern Program is to help recruit and train individuals for placement in a variety of professional health care facilities management and/or engineering positions in the Office of Environmental Health and Engineering, Indian Health Service.

5-5.2 AUTHORITY

The Federal Career Intern Program was created under Executive Order 13162, ww.opm.gov/EO/13162.asp and is intended for entry level positions at grade levels GS-5, 7 and 9 with a possible initial permanent placement at GS-11. Generally, individuals are appointed to a two-year internship. Upon successful completion of the program, the intern may be eligible for noncompetitive conversion to a permanent position.

Note: Consultation with your Regional Personnel Office is imperative. They need to be involved in the GS grade levels, and how many months will be spent at a level 5, 7, and 9. The Personnel Office should be involved in the establishment of the evaluation and placement criteria.

5-5.3 PROGRAM

- A. Scope: Participants will complete a 24-month Professional Development Program. The program is to be structured to introduce the intern to as much of the overall health care facilities program as possible. The program would provide experience divided between an Area Office and a health care facility such as a hospital or health center. The

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development of the training plan is intended to be flexible with respect to the individual participant and the needs of the Area. The 24-month period is a standard time but can be adjusted as needed. A shorter time period may be appropriate for an individual with prior experience. However, a training period cannot exceed three years. Any request for extensions in the training period will be considered on an individual basis and will require headquarters' approval. Non-competitive placement at the end of the internship is required.

- B. Memorandum of Understanding (MOU): An MOU between IHS Headquarters OEHE and the sponsoring Area office will be developed. A Memorandum of Understanding will include specifics related to funding of each intern and will delineate responsibilities of the respective parties. Relocation and extended training funding will be addressed in the MOU at the initiation of the program. See the sample MOU in Appendix 2.
- C. Qualification of Applicants: Applicants must be graduates of an accredited institution in a facilities related field consistent with the internship. For example: an intern program for a Facility Engineering position would require an Engineering or Architectural Engineering degree from an Accreditation Board for Engineering and Technology (ABET) accredited institution.
- D. Training: Training for the intern is to be structured to best serve the agency and the intern. An Individual Training Plan will be developed between the participant and the IHS sponsoring Area Office. Two types of training will be addressed in the plan, on-site training and formal training. The formal training activities can occur during the time spent at either the Area Office and/or at a Healthcare Facility location. See Appendix 3 for an example.
- E. Evaluation: A proper periodic evaluation of the participant is critical at all levels of the internship. A clear expectation should be presented to the intern and a comprehensive evaluation of the intern's abilities, strengths and weaknesses must occur. Evaluations must be performed in accordance with Personnel procedures.

The Area Office will assign a mentor for each Intern. The mentor must be someone with experience, have the time necessary to monitor the progress of the intern and the ability to make objective evaluations of the intern's

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ability. The mentor will be required to submit progress reports to headquarters at the 6-month, 12-month and 18-month interval.

In addition to progress reports submitted to Headquarters, the mentor will conduct at least two reviews of the intern's progress. These reviews will be used to assess the intern's status within the program and should be shared with the intern to provide feed-back on his/her progress toward successfully completing the internship. The mentor will be responsible for providing a six month review. Should the intern be performing at a marginal pace, a Performance Improvement Plan should be put in place, in accordance with Personnel procedures. The mentor shall conduct a comprehensive evaluation of the intern's progress at end of the first year. A satisfactory evaluation will be needed for the intern to remain in the program. An unsatisfactory evaluation will result in the termination of the employment in accordance with personnel procedures.

- F. Internship Period Extension: The intent of this program is for a two-year internship program. The internship period may be reduced or extended if warranted.
- G. Placement: Upon completion of the internship the participant will be placed in a position selected by the supporting offices and/or divisions in consultation with the individual. In general, the individual will be placed in the sponsoring Area. If no positions are available the sponsoring Area Office will make every effort to place the individual in an adjacent IHS Area. This should be coordinated with the Regional Personnel Office as it must be in the job announcement.
- H. Funding: The Career Intern Program will be funded cooperatively between the selected Area Office and Headquarters. In general, Headquarters will provide funding for one or two interns for two years each. If an intern's program is extended for a third year, the Area will be responsible for funding the additional year. Support of the program depends on the availability of funds.
- I. Deadlines: Each year, Headquarters will solicit requests from the Area Offices for participation in the program in October. The Area Offices must submit a request by November 15. If funding is available and a request is approved, the internship will be advertised by the Areas no

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later than December 31. Requests from the Area must contain the following information:

- (1) A statement of available funds.
- (2) Anticipated possible placement locations.

- J. Commissioned Corps and Civil Service Recruitment: This internship program is available to both the Commissioned Corps and Civil Service employees.
- K. Participation: As the interest in the internship program will vary by Area and by year, the intent is to rotate Headquarters participation in the Career Intern Program by Area until all Areas have had the opportunity to participate.
- L. Tribal Participation: Tribal organizations interested in participating in this program should work through their Area Office. Even though final placement would be at a Tribal facility, the Area Office training portion of the internship program would still be required.
- M. Sample Position Description: A sample position description is attached, see Appendix 4.

Appendices

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Appendix 1: Sample MOU

MEMORANDUM OF UNDERSTANDING
Between
_____ AREA INDIAN HEALTH SERVICE
and the
OFFICE of ENVIRONMENTAL HEALTH and ENGINEERING
HEADQUARTERS

This Memorandum of Understanding is established between the _____ Area Office and the Office of Environmental Health and Engineering, IHS Headquarters, for the purpose of establishing a cooperative relationship in developing and supporting a Facility Engineer Career Internship Program.

The parties mutually agree on the following:

_____ Area Office and OEHE will cooperate on development of a 24-month training program for the selected participant. This will include all aspects of facility engineering and management. The training will include both hands-on, on-site training as well as formal training. Formal training such as courses in Life Safety, Contracting, etc. will be spaced throughout the 24-month program. On-site training will be provided at a healthcare facility and an Area Office.

The incumbent will have assigned duties at the _____ Area Office and various duty stations. Training times and assignments are to be detailed in the individual training plan. All training will be under the mentorship of an experienced, qualified facility engineer. The Area Chief Engineer will have program oversight. The incumbent will be an employee of the Area Office during the internship.

Primary areas of training and development will include facility management, plant operations and bio-medical engineering. Special emphasis will be placed on knowledge and application of critical codes and standards including, but not limited to, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and National Fire Protection Association (NFPA) requirements. Developmental training will include experience in the Division of Facilities Engineering (DFE) Maintenance and Improvement, New Construction, and Technical Services Branches. Special emphasis will be placed on knowledge and understanding of the IHS Facility Engineering Program, including renovation and repair of healthcare facilities, development of new healthcare facilities

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projects, and annual general inspections/deep look surveys of IHS facilities.

The personnel costs relating to this internship program will be shared by OEHE and the Area Office. Funding from OEHE will be made available to the Area Facility Support Account. Funding from OEHE is limited to \$_____. The remainder of costs shall be borne by the Area Office.

The Area Office will ensure non-competitive placement of the intern at the end of the internship period.

Appendix 2: Sample Training and Development Outline

**OFFICE OF ENVIRONMENTAL HEALTH AND ENGINEERING
and
AREA OFFICE
CAREER INTERN PROGRAM
TRAINING AND DEVELOPMENT OUTLINE**

Initial 12-month period:

The first year training period is to be at the Area Office. A six-month evaluation of the incumbent's abilities will be performed. A Performance Improvement Plan will be issued to interns with marginal capabilities. At the end of one year a pass/fail evaluation will be performed. If the incumbent fails the evaluation the employment is terminated.

Recommended Courses and Areas of Developmental Instruction

Formal Courses

Every effort should be made to provide three formal training courses in each year of the internship. The following is a list of formal courses that must be included in the internship:

1. NFPA - 101 The Life Safety Code
2. NFPA - 99 Fire Protection
3. Basic Supervision
4. Basic Project Officer Course
5. JCAHO Environment of Care

The following is a list of recommended training courses to complete the minimum requirements of six courses:

1. Facility Operation and Maintenance
2. Planning for Project Success
3. Fundamentals of HVAC
4. Health Systems Planning
5. Facilities Data Systems
6. Basic Plan Review
7. Infection Control in Healthcare Facility Renovation

Adjustments may be required depending on availability of a particular course. Formal training will continue after placement, not all the courses listed will be

completed during the internship. Additional information including scheduling is available at www.opheng.ihs.gov.

On-Site Development

The incumbent intern should be provided meaningful instruction in IHS requirements while at the Area Office. The following list is for general guidance only and should be adjusted based on the needs of the individual being trained, Mentor and staff.

1. Maintenance and Improvement. *Including funding sources and reporting requirements.*
2. New Construction. *Including Project planning and development.*
3. Facility Condition Assessments and Performance Metrics.
4. Real Property Asset Management.
5. Quarters. *Including funding and maintenance.*
6. IHS Documents. *POR, PJD, PSD, SSER including NEPA*

Final 12-month period:

At the Regional healthcare facility the incumbent should continue the formal training as listed above and be provided opportunities to perform in the following areas:

1. Operation and Maintenance of the boiler plant.
2. Environment of Care standards and their application in a facility.
3. Building Maintenance Programs.
4. Work Order procedures.
5. Bio-Medical Equipment operation, maintenance and certification.
6. Construction/renovation projects infection control.
7. Fire Safety. *Including operation and maintenance of the fire sprinkler system, fire alarm system testing, device testing.*
8. Air Quality Controls.
9. Effective contributions to Service Unit Committees.

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Appendix 3: Sample Position Description

VACANCY ANNOUNCEMENT NO: _____

This announcement is intended for those applicants who have federal employment status, and/or have Indian Preference. This is a permanent full-time position. For information on IHS jobs, please access <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/>

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

This position is part of an internship program leading to possible non-competitive placement at the GS-11 level upon successful completion of the internship.

OPENING DATE: _____

CLOSING DATE: _____

POSITION TITLE, SERIES AND GRADE:

*Civil, Mechanical, Architectural, Electrical or Industrial Engineer, GS-800-5/7/9
\$_____ to \$_____*

Commissioned Corps Billets ID's 04CC070 & 04CC071. Please access https://dcpweb.psc.gov/billets/scripts/main_menu.htm for billet descriptions.

NUMBER OF VACANCIES: _____

PROMOTION POTENTIAL: GS-11

Persons selected from this vacancy announcement at a grade level below GS-11 are eligible for noncompetitive promotion up to GS-11. Such promotions are not automatic and are conditional upon satisfactory completion of any required training, demonstrated ability to perform the duties of the position at the next higher grade level, and management's certification of the need for the position to be filled at the next higher level.

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You must indicate the grades for which you want to be considered or we will only consider you at the highest grade for which you qualify.

POSITION LOCATION: Cities, State(s) provide a brief description of the locations where the internship will take place. Provide information on possible permanent position locations. This must be coordinated with Human Resources and the affected Areas.

AREA OF CONSIDERATION:

Health & Human Services Department-wide employees with status. (Status applicants are persons who have a career or career-conditional appointment in the competitive service or have reinstatement eligibility, or who are currently in the Commissioned Corps in HHS.)

Indian preference candidates. (Indian Preference candidates are persons who are enrolled in a federally recognized tribe as defined by the Secretary of the Interior, and who submit a properly completed and signed BIA-4432 form). Indian Preference candidates who are currently on career conditional or career appointments must indicate on their application if they wish to be considered under the Merit Promotion Plan or the Excepted Service Examining Plan or both. If they do not, their application will be considered only under the Merit Promotion Plan.

POSITION:

This position is located in _____ Area Indian Health Service (IHS), Office of Environmental Health and Engineering (OEHE), Division of Facilities Engineering. This position provides engineering support to assist the operation and repair of health facilities within the _____ Area, which includes comprehensive health delivery programs operated by tribal governments in within _____. Final placement will be within the _____ Service Area, or in the _____ Area. This must be coordinated with Human Resources and the affected Areas.

BASIC ELIGIBILITY REQUIREMENTS:

The basic qualifications for this position are described below and are published in the "Qualification Standards Operating Manual". See <http://www.opm.gov/qualifications/index.asp>. Candidates must show successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in professional engineering. You

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must attach a copy of your college transcript. To be acceptable, the curriculum must:

1. Be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or
2. Include 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, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, 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

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.

The adequacy of such background must be demonstrated by one of the following: (1) Professional Registration; or (2) Written Test (Engineer-in-Training); or (3) Specified Academic Courses; or (4) Related Curriculum.

Applicants must also meet the requirements shown below, in addition to meeting the basic education requirement.

For GS-5: Completion of a full 4-year course of study leading to a bachelor's degree (a) with major study in an appropriate field of engineering, construction, or industrial technology.

For GS-7: 1 year of graduate-level education or superior academic achievement; or 1 year of specialized experience equivalent to at least GS-5 in federal service.

For GS-9: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree; or 1 year of specialized experience equivalent to at least GS-7 in federal service.

For GS-11: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent

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doctoral degree; or 1 year of specialized experience equivalent to at least GS-9 in federal service.

SPECIALIZED EXPERIENCE DEFINED: This is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This is further defined as experience applying civil engineering concepts, principles, and practices applicable to healthcare facilities planning and development.

NOTE: Applicants must meet qualification, time-in-grade, and time-after-competitive appointment (if applicable) requirements by the closing date of this vacancy announcement.

BASIS OF RATING:

Basic qualification and eligibility determinations will be made based solely on the basis of the application package and attachments in comparison to the Qualifications Standards and OPM requirements. Evaluation of eligible candidates to determine the Best and/or Well Qualified will be accomplished by comparing the candidates' experience, education, training, self-development, awards and supervisory appraisals as they pertain to the job-related knowledge, skills, and abilities. A list of best and/or well-qualified candidates will be referred to the Selecting Official. To be rated well-qualified, the applicant must meet all selective factors and be rated at least satisfactory or above on each of the KSA elements.

THE FOLLOWING CRITERIA WILL BE USED TO RATE APPLICANTS. EACH KSA MUST BE RESPONDED TO SEPARATELY. RESPONSES MAY NOT BE MORE THAN TWO SINGLE-SPACED PAGES PER KSA:

1. Knowledge of and experience in applying professional engineering concepts, principles, and practices related to the technical and management consultation for healthcare facilities planning and development.
2. Knowledge of and experience interpreting and applying regulations, codes, and accepted standards as they relate to the repair, maintenance, and operation of healthcare facilities.
3. Skill in planning workload and schedules for preventive and corrective maintenance and energy efficiency in health care facilities, including the maintenance of computer data bases and generation of reports.

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4. Ability to establish and maintain effective liaison and working relations with various groups, organizations, government agencies, and individuals.

PAY, BENEFITS AND WORK SCHEDULE:

This is a permanent, full-time position with benefits. Relocation expenses are authorized. Entitlement will be determined at time of selection.

CONDITIONS OF EMPLOYMENT:

SELECTIVE SERVICE SYSTEM: Male applicants born after December 31, 1959, will have to certify prior to, or at the time of, appointment that they have registered with the Selective Service System.

SECURITY INVESTIGATION: The successful applicant will be fingerprinted and will be required to obtain and maintain a security clearance.

OTHER: Incumbent is required, as an incidental duty, to operate a government-owned or leased motor vehicle, in the performance of duties, therefore, a valid driver's license is required.

TRAVEL: Overnight travel in connection with official duties will occur _____ days per year.

OTHER INFORMATION:

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Use of postage-paid government agency envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in postage-paid government envelopes will not be accepted and will be returned.

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If you are claiming CTAP/ICTAP eligibility, you must submit a copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. To be considered under CTAP/ICTAP, you must be well qualified for the position, see Basic of Rating for definition of well qualified. For information on CTAP/ICTAP, visit:
http://www.opm.gov/ctap/html/ctap_reg.htm

INDIAN PREFERENCE/EQUAL OPPORTUNITY:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability, or sexual orientation.

HOW TO APPLY:

Submit appropriate forms as described below. Applications must be received by close of business _____.

SEND APPLICATION TO:

Via email: _____ or
Via fax: _____:

_____ Region Human Resources Center - _____
ATTN: _____

APPLICATION PROCEDURES:

Those desiring consideration must submit the following documents. Failure to submit any of the following required documents will eliminate candidates from consideration for this position. The required application documents must be received in the office specified at the top of the announcement no later than close of business (4:30 p.m.) on the closing date. The vacancy announcement number should be shown in Item 1 of the SF-171 or at the top of Optional Form 612 or resume. Documents submitted will not be returned to applicants. Education above the high school level *WILL NOT BE CREDITED* without official verification (e.g. copy of transcript).

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REQUIRED DOCUMENTS:

1. Submit one of the following: SF-171, Application for Federal Employment (Rev 6-88); OF 612, Optional Application for Federal Employment; or a resume which must include information as defined in OPM Pamphlet, Applying for a Federal Job (OF 510). The OF-612 and the OF-510 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. For current civil service employees, a copy of a recent (within 18 months) performance appraisal, or a written justification if no appraisal has been received in the last 18 months. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
3. A written response to each KSA identified. In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the ranking processing.
4. For current civil service employees and reinstatement eligibles, a copy of your most recent SF-50 (Notification of Personnel Action).
5. Indian Preference applicants - to obtain preference, applicants must provide a completed copy of BIA Form-4432, Verification of Indian Preference for Employment in the Bureau of Indian Affairs.
6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) dated within the last 12 months must be submitted with application.
7. If you are substituting education for experience or there is a positive education requirement, you must submit a copy of your college transcript. OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript.
8. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf.

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The form is used for statistical purposes only and will not be forwarded to the selecting officials.

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.

For further information, please contact:
