

Date: FEB 24 2012

From: Assistant Secretary for Human Resources and Administration (006)

Subj: National Diversity Internship Centralized Funding (VAIQ 7203309)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. As part of the Department of Veterans Affairs' (VA) efforts to cultivate a diverse workforce, the Office of Human Resources and Administration has established a Department-wide centralized fund to support increased participation in the National Diversity Internship Program (NDIP). The funding is available to each Administration and all Staff Offices in VA Central Office (VACO), as part of the VA Human Capital Investment Plan for fiscal year 2012.

2. The NDIP is administered by the Office of Diversity and Inclusion (ODI). The internship program provides current and graduating college students from diverse backgrounds an opportunity to augment their academic studies while learning about VA career opportunities and contributing to our mission. The internship also affords VA intern sponsors an opportunity to meet promising individuals who can ultimately be included in our future applicant pipeline. A sponsor is a VA official who will interface with the intern daily and provide direction and guidance on project tasks and assignments. Accordingly, this initiative is essential for tapping into the rich, diverse, multigenerational talent that will aid our efforts to transform VA into a 21<sup>st</sup> Century organization that provides the best service to our Veterans.

3. VA is excited to introduce a new mentoring component available this year. All NDIP interns will be offered an opportunity to be paired with a VA mentor/coach during their internship, either through a VA-wide mentoring program or the Veterans Health Administration's (VHA) Internship Mentoring Program, which will be offered to interns placed in VHA facilities. These programs will further solidify the nexus between academic and career development. All VA sponsors who are approved for a centrally-funded NDIP intern are asked to assist interested interns in participating in the mentoring programs. VHA sponsors are asked to contact their local liaison for the Healthcare Talent Management Mentoring/Coaching Program for assistance with matching the NDIP intern with a trained mentor/coach within the first two weeks of the intern's placement. Questions regarding the VHA Internship Mentoring Program can be addressed to Roberto Rojo at (202) 461-7275 or via e-mail at: [Roberto.Rojo@va.gov](mailto:Roberto.Rojo@va.gov).

4. There are a limited number of centralized slots. Applications will be approved on a first come, first serve basis. Therefore, we are requesting that organizations/offices interested in being considered for an NDIP intern through this centralized funding promptly submit their requests using the attached applications by **Monday, March 5, 2012**, to the below point-of-contacts (POCs).

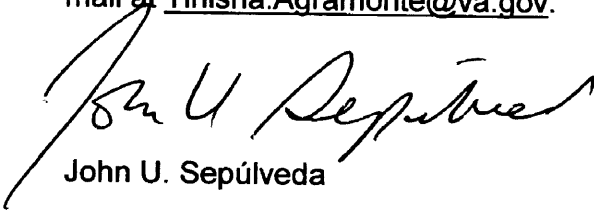
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National Diversity Internship Centralized Funding (VAIQ 7203309)

VHA: Mary George, [Mary.George5@va.gov](mailto:Mary.George5@va.gov), (202) 461-7341  
VBA: Kathryn Brown, [Kathryn.J.Brown@va.gov](mailto:Kathryn.J.Brown@va.gov), (202) 461-9423  
NCA: Nicole Maldon, [Nicole.Maldon@va.gov](mailto:Nicole.Maldon@va.gov), (202) 461-6227  
VACO Staff Offices: Aurelia Waters, [Aurelia.Waters@va.gov](mailto:Aurelia.Waters@va.gov) or (202) 461-4124

5. I strongly encourage you to support VA's workforce diversity efforts by leveraging the NDIP. If you sponsor a NDIP intern who is employment ready and who has demonstrated high performance, I also highly encourage you to work with your human resources personnel to explore options for converting the intern to a permanent position, using appropriate student appointment or other special hiring authorities, where vacancies exist.

6. For additional information about the NDIP centralized funding initiative, please contact Tinisha Agramonte, Director for Outreach and Retention, ODI, at (202) 461-4030 or via e-mail at [Tinisha.Agramonte@va.gov](mailto:Tinisha.Agramonte@va.gov).



John U. Sepúlveda

Attachment

National Diversity Internship Program Application

**Application Deadline is COB Monday, March 5, 2012**

***\*\*Applications must be submitted to the appropriate POCs (listed below) and will be approved on a first come, first serve basis.***

**THE FOLLOWING MUST BE PROVIDED:**

VHA    VBA    NCA    VACO Staff Office: \_\_\_\_\_

**Organization Information (where intern will be placed):**

Name of Organization/Office: \_\_\_\_\_

Address: \_\_\_\_\_

**Name and contact information (phone and e-mail) for individual who will sponsor the intern. *\*\*Sponsor is the VA official who will interface with the intern and provide day-to-day direction and guidance on project assignments.***

Sponsor's Name: \_\_\_\_\_

Sponsor's e-mail address: \_\_\_\_\_

Sponsor's telephone number: \_\_\_\_\_

Alternate POC Name: \_\_\_\_\_

Alternate POC e-mail address: \_\_\_\_\_

Alternate POC telephone number: \_\_\_\_\_

**Has the organization/office previously wanted to sponsor an intern, but couldn't due to lack of funding?**

Check the appropriate: Yes \_\_\_ No \_\_\_

**Does the organization/office have space and equipment for the student?**

Check the appropriate: Yes \_\_\_ No \_\_\_

Comments: \_\_\_\_\_

**Intern Qualifications and Duties**

Desired Major(s):

\_\_\_\_\_

Desired Skills: \_\_\_\_\_

Academic level of the student(s) desired. Check all that apply

Undergraduate\_\_\_\_ Graduate School\_\_\_\_

Please provide below (or attach an additional page, if you require more space) a description of the meaningful (non-clerical assignments) projects that will enhance the intern's current academic goals and also contribute to VA's mission.

Description of project tasks/assignments:

- 1.
- 2.
- 3.
- 4.

**Do you currently have or anticipate an FTE that could be used to convert a student who is employment ready to a permanent position?**

(Circle One) Yes No

**Please submit your requests by Monday, March 5, 2012 to the below POCs.**

VHA: Mary George, [Mary.George5@va.gov](mailto:Mary.George5@va.gov), (202) 461-7341

VBA: Kathryn Brown, [Kathryn.J.Brown@va.gov](mailto:Kathryn.J.Brown@va.gov), (202) 461-9423

NCA: Nicole Maldon, [Nicole.Maldon@va.gov](mailto:Nicole.Maldon@va.gov), (202) 461-6227

VACO staff offices: Aurelia Waters, [Aurelia.Waters@va.gov](mailto:Aurelia.Waters@va.gov), (202) 461-4124

**Note:** Administration POCs will be responsible for approving the requests for NDIP central funds. ***ODI will be responsible for managing all financial transactions as they pertain to interns acquired through the NDIP HCIP centralized fund initiative. If you have any questions regarding the financial transactions, please contact Janis Price, [Janis.Price@va.gov](mailto:Janis.Price@va.gov), (202) 461-4055.*** Organizations sponsoring interns through their own funding source are responsible for processing all related financial transactions.

**For ODI/Administration use only:**

Approved

Disapproved

Approving Official:

\_\_\_\_\_ (Print Name and Title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_