



INTERNS,
WASHINGTON, D.C
AND THE
FEDERAL GOVERNMENT

AN
INTRODUCTION
TO THE
BELTWAY

2012

U.S. DEPARTMENT OF COMMERCE

INTERNS, WASHINGTON, D.C. AND THE FEDERAL GOVERNMENT: AN INTRODUCTION TO THE BELTWAY

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If you have any questions, comments or updates, you may contact Cristina Bartolomei at cbartolomei@doc.gov (Note: Not all agencies and bureaus are listed in the directory, only those which offer internship programs in the Washington, D.C. area. For a complete list of agencies and bureaus, consult the [U.S. Government Manual](#)).

THIS DIRECTORY IS AN ELECTRONIC TOOL, NOT MEANT TO BE PRINTED NOR FOR ANY MONETARY GAIN.

TABLE OF CONTENTS

<u>Introduction</u>	5
I. Cabinet Level Internships	7
<u>U.S. Department of Agriculture</u>	8
<u>U.S. Department of Commerce</u>	9
<u>U.S. Department of Defense</u>	10
<u>U.S. Department of Education</u>	11
<u>U.S. Department of Energy</u>	12
<u>U.S. Department of Health and Human Services</u>	13
<u>U.S. Department of Homeland Security</u>	14
<u>U.S. Department of Housing and Urban Development</u>	15
<u>U.S. Department of the Interior</u>	16
<u>U.S. Department of Justice</u>	17
<u>U.S. Department of Labor</u>	18
<u>U.S. State Department</u>	19
<u>U.S. Department of the Treasury</u>	20
<u>U.S. Department of Transportation</u>	21
<u>U.S. Department of Veteran Affairs</u>	22
II. Independent Agencies and Corporations	23
<u>United States Agency for International Development (USAID)</u>	24
<u>Central Intelligence Agency (CIA)</u>	25
<u>Environmental Protection Agency (EPA)</u>	26
<u>Equal Employment Opportunity Commission (EEOC)</u>	27
<u>Federal Communications Commission (FCC)</u>	28
<u>Federal Deposit Insurance Corporation (FDIC)</u>	29



TABLE OF CONTENTS (CONTINUED)

<u>Federal Reserve System</u>	30
<u>Federal Trade Commission (FTC)</u>	31
<u>Merit Systems Protection Board (MSPB)</u>	32
<u>National Aeronautics and Space Administration (NASA)</u>	33
<u>U.S. Nuclear Regulatory Commission (NRC)</u>	34
<u>Overseas Private Investment Corporation (OPIC)</u>	35
<u>Securities and Exchange Commission (SEC)</u>	36
III. <u>Providers of Internships with the Federal Government</u>	37
<u>The Washington Center</u>	38
<u>White House Internship Program</u>	39
<u>White House Fellows Program</u>	40
<u>INROADS/ Greater Washington Internships</u>	41
<u>Presidential Libraries Internships</u>	42
<u>Minority Access, Inc.</u>	43
<u>Oak Ridge Associated Universities</u>	44
<u>Hispanic Association of Colleges and Universities (HACU)</u>	45
<u>Congressional Hispanic Caucus Institute (CHCI)</u>	46
<u>Presidential Management Fellows Program</u>	47
<u>Workforce Recruitment Program (WRP)</u>	48
<u>Asian Pacific American Institute for Congressional Studies</u>	49
<u>Conference on Asian Pacific American Leadership (CAPAL)</u>	50
<u>Organization of Chinese Americans (OCA)</u>	51
<u>Washington Internships for Native Students (WINS)</u>	52
<u>American Indian Science and Engineering Society (AISES)</u>	53
<u>Congressional Black Caucus</u>	54



TABLE OF CONTENTS (CONTINUED)

<u>NAFEO Services, Inc.</u>	55
<u>Getting Around</u>	56
<u>IV. Housing and Travel</u>	57
<u>V. Restaurants</u>	58
<u>VI. Attractions</u>	59
<u>VII. Federal Employment</u>	60
<u>Conclusion</u>	65
<u>Glossary of Terms</u>	66



INTRODUCTION

The *Interns, Washington, D.C. and the Federal Government: An Introduction to the Beltway* directory is designed to provide essential information for prospective interns or those who are new to the area. From jobs and internships, to D.C. housing and attractions, you'll find a little bit of everything in this comprehensive directory.

Coming to D.C. with an internship offer is no small feat. Not only are most internship positions highly competitive but basic expenses and monetary means to travel and finding a place of residence could make the transition more of a challenge. There are many internship providers and universities that sponsor students with stipends and academic credit. Unpaid internships, however, may present a tougher challenge.

This seven-section directory will guide you through the many federal internship opportunities offered in the Nation's capital, including essential information to make the best out of your experience with a limited budget.

The first section, "Cabinet Level Internships," discusses internships in 15 cabinet-level agencies (each agency has various bureaus and sub-agencies that specialize in a certain area of government); section two, "Independent Agencies and Corporations," provides a list of independent agencies and government corporations; section three, "Providers of Internships in the Federal Government," lists independent providers that have contractual agreements with the Federal Government to provide them with interns; section four, "Housing and Travel," addresses housing and travel information (this component of the booklet is critical because half the battle of planning for an internship is finding somewhere to live); section five, "Restaurants," displays information about the DC restaurant scene; section six "Attractions," lists attractions in the D.C. area; and section seven "Federal Employment," has information on how to navigate the federal hiring process to get a permanent position with the Federal Government. Note that we did not include all agency bureaus under the headings; only those which have internship and fellowship programs.

If you are relocating to the Beltway and looking to claim a piece of Washington, this directory will show where to look, who to look for, and how to finance your stay. While D.C. provides excellent career opportunities, coming to the D.C. area should be about fun and taking advantage of what the city has to offer.

"Coming to the D.C. area should be about fun and taking advantage of what the city has to offer."



If you are still hesitant to apply for an internship, take into consideration studies that have been conducted about students who take part in internship programs. According to a 2010 study by the [National Association of Colleges and Employers](#), 42.3% of college seniors who had prior internship experience and applied for a job received at least one job offer, versus 30.7% of seniors without internship experience. In terms of salary, the study found that students with internship experience had a median accepted salary of \$45,301 – 31% higher than the median accepted salaries for non-intern students. This finding is corroborated by the [Heldrich survey](#), in which 47% of students said that doing more internships would have helped them in their job search. Thus, taking part in an internship could prove essential in shaping a successful professional career.

PROPER PLANNING PREVENTS POOR PERFORMANCE

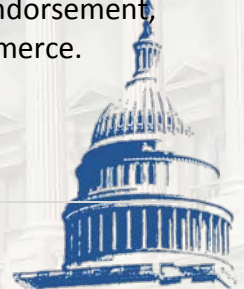
The best advice that we can offer to secure an internship or a permanent position in the Federal Government is to live by the 5-P principle: Proper Planning Prevents Poor Performance. It's up to you to take charge of doing what you need to do to accomplish your goals and stay one step ahead of the competition. You must search the multiple web pages, you must timely submit your applications, and you must educate your managers on the appointment authorities to convert your internship positions into permanent ones.

At the end of the day, success depends on your resilience and resourcefulness.

The internship data in this directory was assembled by Brinkley Faulcon, an Oak Ridge Associated Universities intern with the U.S. Department of Commerce, Office of Civil Rights, Policy and Evaluation Division during the summer and fall of 2011. Cristina Bartolomei, an EEO Specialist with the same Division and former Hispanic Association of Colleges and Universities (HACU) intern, designed the final product and periodically edits its content.

The goal of this undertaking has been to provide information about as many internship and fellowship programs in the Federal Government as we become aware of. There is not one single document available with this information, and we are trying to fill this vacuum with this Directory. Consequently, if you are aware of an internship or fellowship program in the Federal Government that is not included in this Directory, please send an e-mail to Cristina Bartolomei at cbartolomei@doc.gov.

The Office of Civil Rights at the U.S. Department of Commerce takes reasonable measures to ensure the information included in this directory is updated. However, the Office does not assume any legal liability or responsibility for the accuracy, correctness, or completeness of any information that is available through this publication. Reference to any information does not constitute an endorsement, a recommendation, or a favoring by the U.S. Government or the U.S. Department of Commerce.



CABINET LEVEL INTERNSHIPS

Cabinet Level internships provide tremendous internship opportunities to students.



U.S. DEPARTMENT OF AGRICULTURE (USDA)



MISSION STATEMENT: The goal of the U.S. Department of Agriculture is to provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.

Responsibility: The USDA is responsible for food, agriculture, natural resources, and commodity markets.

WEBSITE: <http://www.usda.gov>

INTERNSHIPS/CAREERS:

[USDA Summer Internship Program \(SIP\)](#)

[USDA Junior Agricultural Ambassador Program](#)

[USDA Wallace-Carver Internship Program \(WCIP\)](#)

[USDA Information Technology Intern Program](#)

[Public Service Leaders Scholarship](#)

[USDA Internship Programs \(all\)](#)

[USDA E. Kika De La Garza Fellowship Program](#)

[USDA Veterinary Student Employment Program \(VSEP\)](#)

[USDA International Agricultural Internship Program \(IAIP\)](#)

[USDA Borlaug-Ruan International Internship Program \(BRIP\)](#)

BUREAUS:

[Agricultural Marketing Service \(AMS\)](#)

[Agricultural Research Service \(ARS\)](#)

[Animal and Plant Health Inspection Service \(APHIS\)](#)

[Center for Nutrition Policy and Promotion \(CNPP\)](#)

[Economic Research Service \(ERS\)](#)

[Farm Service Agency \(FSA\)](#)

[Food and Nutrition Service \(FNS\)](#)

[Food and Inspection Safety Service \(FSIS\)](#)

[Foreign Agricultural Service \(FAS\)](#)

[Forest Service \(FS\)](#)

[National Agricultural Library \(NAL\)](#)

[National Institute of Food and Agriculture \(NIFA\)](#)

[National Agricultural Statistics Service \(NASS\)](#)



U.S. DEPARTMENT OF COMMERCE (DOC)



MISSION STATEMENT: The U.S. Department of Commerce promotes job creation, economic growth, and sustainable development and improved standards of living for all Americans by working in partnership with businesses, universities, communities and our nation's workers.

RESPONSIBILITIES: DOC covers trade, economic development, technology, entrepreneurship and business development, environmental stewardship, census administration, weather reporting, and statistical research and analysis.

WEBSITE: <http://www.commerce.gov/>

INTERNSHIPS/CAREERS:

[Legal Internship Recruitment](#)

[U.S. Department of Commerce Internships](#)

[Commerce Careers](#)

[NIST Student Information System](#)

BUREAUS:

[Bureau of Economic Analysis \(BEA\)](#)

[U.S. Census Bureau](#)

[Minority Business Development Agency \(MBDA\)](#)

[National Telecommunications and Information Administration \(NTIA\)](#)

[Office of the Secretary](#)

[National Institute of Standards and Technology \(NIST\)](#)

[U.S. Patent and Trademark Office \(PTO\)](#)

[National Oceanic and Atmospheric Administration \(NOAA\)](#)

[International Trade Administration \(ITA\)](#)



U.S. DEPARTMENT OF DEFENSE (DOD)



MISSION STATEMENT: The mission of the Department of Defense is to provide the military forces needed to deter war and to protect the security of our country.

RESPONSIBILITIES: The Defense Department manages an inventory of installations and facilities to keep Americans safe.

WEBSITE: <http://www.defense.gov/>

INTERNSHIPS/CAREERS:

[Department of Defense Centralized Intern Program](#)
[National Security Agency \(NSA\) Student Programs](#)

[Workforce Recruitment Program for College Students with Disabilities](#)
[Washington Headquarters Services](#)

BUREAUS AND DEPARTMENTS:

[Office of the Inspector General](#)
[Director of Program Analysis and Evaluation](#)
[Department of the Army](#)

[Department of the Air Force](#)
[United States Marine Corps](#)
[Department of the Navy](#)

RESERVE OFFICER TRAINING CORPS (ROTC) PROGRAMS:

An alternate way to get a college education with great financial aid packages is to join a Reserve Officer Training Corps Program. Upon completion of a college degree, you'll be a commissioned officer in one of the branches of the military.

The following is a list of ROTC Programs:

[Navy ROTC Program](#)
[Army ROTC Program](#)

[U.S. Air Force ROTC Program](#)
[Marine Officer NROTC Program](#)



U.S. DEPARTMENT OF EDUCATION (DE)



MISSION STATEMENT: The mission of the Department of Education is to: Strengthen the Federal commitment to assuring access to equal educational opportunity for every individual; Supplement and complement the efforts of states, the local school systems and other instrumentalities of the states, the private sector, public and private nonprofit educational research institutions, community-based organizations, parents, and students to improve the quality of education; Encourage the increased involvement of the public, parents, and students in Federal education programs; Promote improvements in the quality and usefulness of education through Federally supported research, evaluation, and sharing of information; Improve the coordination of Federal education programs; Improve the management of Federal education activities; and Increase the accountability of Federal education programs to the President, the Congress, and the public.

RESPONSIBILITIES: Establishing policies on federal financial aid for education, collecting data on America's schools, focusing national attention on key educational issues, prohibiting discrimination and ensuring equal access to education.

WEBSITES: <http://www.ed.gov/>; <http://www.ed.gov/jobs>

INTERNSHIPS/CAREERS:

[Student Volunteer Internship](#)

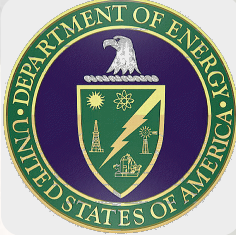
BUREAUS:

[Office of Federal Student Aid \(FSA\)](#)
[White House Initiative on Educational Excellence for Hispanics](#)
[White House Initiative on Historically Black Colleges and Universities](#)

[White House Initiative on Tribal Colleges and Universities](#)
[White House Initiative on Asian Americans and Pacific Islanders](#)



U.S. DEPARTMENT OF ENERGY (DOE)



MISSION STATEMENT: The mission of the Energy Department is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions.

RESPONSIBILITIES: The responsibility of the Department of Energy is transforming energy systems, maintain a vibrant U.S. effort in science and engineering as a cornerstone of our economic prosperity, and enhance nuclear security.

WEBSITE: <http://energy.gov/>

INTERNSHIPS/CAREERS:

[General Counsel Law Student Intern Program](#)

[General Counsel Undergraduate Intern Program](#)

[Minority Educational Institution Partnership Program](#)

[Careers](#)

[DOE Scholars Program](#)

[Student Temporary Assistant Resource Services \(STARS\) Program](#)

BUREAUS:

[Bonneville Power Administration](#)

[Energy Efficiency and Renewable Energy](#)

[Energy Information Administration](#)

[Office of Fossil Energy](#)

[Southeastern Power Administration](#)

[Southwestern Power Administration](#)

[Western Area Power Administration](#)

[Federal Energy Regulatory Commission](#)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)



MISSION STATEMENT: The Department of Health and Human Services (HHS) is the United States government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.

RESPONSIBILITIES: HHS covers research, public health, food and drug safety, grants, health insurance.

WEBSITE: <http://www.hhs.gov/>

INTERNSHIPS/CAREERS:

[Office of Investigations Internship](#)
[Summer Internship Program in Biomedical Research](#)
[The Post Baccalaureate Intramural Research Training Award \(IRTA\) Program](#)
[Veterinary Medicine Student Internship](#)
[Summer Student Research Program](#)

[Office of Policy Internship](#)
[Biomedical Engineering Summer Internship Program \(BESIP\)](#)
[The Graduate Partnerships Program \(GPP\)](#)
[HHS Careers](#)
[Emerging Leaders Program](#)
[The Technical IRTA Program](#)

BUREAUS:

[Administration on Aging \(AOA\)](#)
[Centers for Disease Control and Prevention \(CDC\)](#)
[Centers for Medicaid and Medicare Services](#)
[Food and Drug Administration](#)

[Health Resources and Services Administration \(HRSA\)](#)
[Indian Health Service](#)
[National Institutes of Health \(NIH\)](#)
[National Cancer Institute \(NCI\)](#)
[Office of the Inspector General \(OIG\)](#)



U.S. DEPARTMENT OF HOMELAND SECURITY (DHS)



MISSION STATEMENT: The Department of Homeland Security has a vital mission: to secure the nation from the many threats we face.

RESPONSIBILITIES: The responsibilities of the DHS include shoring up border security, increasing cyber security and protection, enforcing immigration law, and improving emergency response, preparedness, and recovery in disaster relief situations.

WEBSITE: <http://www.dhs.gov/index.shtm>

INTERNSHIPS/CAREERS:

[DHS Internships Program](#)

[DHS Scholars and Fellows Program](#)

[United States Coast Guard Internships](#)

[DHS Careers](#)

BUREAUS:

[United States Citizenship and Immigration Services](#)

[Transportation Security Administration](#)

[United States Coast Guard](#)

[Federal Emergency Management Agency](#)

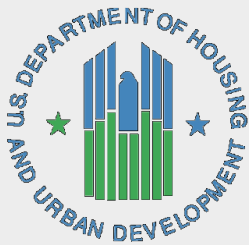
[United States Secret Service](#)

[U.S. Customs and Border Protection](#)

[U.S. Immigration and Customs Enforcement](#)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)



MISSION STATEMENT: HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes: utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination; and transform the way HUD does business.

RESPONSIBILITIES: HUD responsibility remains to stabilize and strengthen the housing market, meet the need for rental homes, prevent discrimination in housing practices, and improve standards of housing.

WEBSITE: <http://portal.hud.gov/portal/page/portal/HUD>

INTERNSHIPS/CAREERS:

[Healthy Homes and Lead Hazard Control
Office of the Inspector General](#)

[Policy Development and Research](#)



U.S. DEPARTMENT OF THE INTERIOR (DOI)



MISSION STATEMENT: The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

RESPONSIBILITIES: DOI's responsibilities are to control climate change, advance relationships with Indian Nations, sustainably manage water, energy and natural resources, and protecting American landscapes.

WEBSITE: <http://interior.gov/index.cfm>

INTERNSHIPS/CAREERS:

[Interior Careers](#)

BUREAUS:

[Bureau of Indian Affairs](#)

[U.S. Fish and Wildlife Service](#)

[U.S. Geological Survey](#)

[Bureau of Ocean Energy Management,](#)

[Regulation, and Enforcement](#)

[National Park Service](#)



U.S. DEPARTMENT OF JUSTICE (DOJ)



MISSION STATEMENT: DOJ enforces the law, defends the interests of the United States according to the law, ensures public safety against threats foreign and domestic, provides federal leadership in preventing and controlling crime, seeks just punishment for those guilty of unlawful behavior, and guarantees fair and impartial administration of justice for all Americans.

RESPONSIBILITIES: DOJ's responsibilities are to enhance counterterrorism capabilities, developing new investigative and prosecutorial methods, making streets safe, protecting people from criminals who exploit the advances of technology and the anonymity of the Internet, and ridding our communities of illegal guns and drugs.

WEBSITE: <http://www.justice.gov/>

INTERNSHIPS/CAREERS:

[Honors Internship Program](#)

[Volunteer Internship Program](#)

[Accounting Internship](#)

[DOJ Internship and Fellowship Opportunities](#)

[Summer Law Intern Program](#)

[Psychology Pre-doctoral Internship Program](#)

[DOJ Student Programs](#)

BUREAUS:

[United States Marshals Service \(USMS\)](#)

[Federal Bureau of Investigation \(FBI\)](#)

[Bureau of Alcohol, Tobacco, Firearms, and Explosives \(ATF\)](#)

[Drug Enforcement Administration](#)

[Office of the Inspector General \(OIG\)](#)

[Federal Bureau of Prisons \(BOP\)](#)



U.S. DEPARTMENT OF LABOR (DOL)



MISSION STATEMENT: DOL fosters, promotes, and develops the welfare of the wage earners, job seekers, and retirees of the United States; improves working conditions; advances opportunities for profitable employment; and assures work-related benefits and rights.

RESPONSIBILITIES: DOL is responsible for the occupational safety, wage and hour standards, unemployment insurance benefits, re-employment services, and economic statistics.

WEBSITE: <http://www.dol.gov/>

INTERNSHIPS AND CAREERS:

[Department of Labor Internship Program](#)

[Graduate Nurse Internship Program](#)

BUREAUS:

[Employment Benefits Security](#)

[Administration](#)

[Employment & Training Administration](#)

[Office of Workers' Compensation Programs](#)

[Wage & Hour Division](#)

[Bureau of International Labor Affairs](#)

[Office of Labor Management Standards](#)

[Mine Safety & Health Administration](#)

[Veteran's Employment & Training Service](#)

[Women's Bureau](#)

[Office of Federal Contract Compliance Programs](#)

[Bureau of Labor Statistics](#)

[Office of Disability Employment Policy](#)

[Occupational Safety & Health](#)

[Administration](#)



U.S. DEPARTMENT OF STATE (DOS)



MISSION STATEMENT: DOS advances freedom by helping to build a more democratic, secure, and prosperous world composed of well-governed states that respond to the needs of their people, reduce widespread poverty, and act responsibly within the international system.

RESPONSIBILITIES: DOS responsibilities are shoring up peace and security reform, enhancing good governance, promoting economic growth, boosting international image of the United States, strengthening consular services, and providing humanitarian assistance.

WEBSITE: <http://www.state.gov/>

INTERNSHIPS/CAREERS:

[U.S. State Department Student Programs](#)

[Summer Clerical Program](#)

[U.S. Department of State Careers](#)



U.S. DEPARTMENT OF THE TREASURY



MISSION STATEMENT: Treasury's role is to maintain a strong economy, create economic and job opportunities, strengthen national security by combating threats and protecting the integrity of the financial system, and manage the U.S. Government's finances and resources effectively.

RESPONSIBILITIES: Treasury is responsible for effectively managing U.S. government finances, ensuring the United States performs at full economic potential and preventing terrorism by promoting strong international financial systems.

WEBSITE: <http://www.treasury.gov/Pages/default.aspx>

INTERNSHIPS/CAREERS:

[FinCEN Student Volunteer Program](#)
[IRS Academic Institutions Initiative](#)
[OCC Legal Internship](#)
[College Students with Disabilities Program](#)
[Treasury Headquarters Summer Internship Programs](#)
[Law Students and Recent Graduates \(IRS\)](#)

[Department of Treasury Hamilton Fellows Program](#)
[Economic Policy Internship](#)

BUREAUS:

[The Alcohol and Tobacco Tax and Trade Bureau \(TTB\)](#)
[The Bureau of Engraving and Printing \(BEP\)](#)
[The Bureau of Public Debt](#)
[The Financial Crimes Enforcement Network \(FinCEN\)](#)
[The Inspector General for Tax Administration \(TIGTA\)](#)

[The Internal Revenue Service \(IRS\)](#)
[The Office of the Comptroller of the Currency \(OCC\)](#)
[The U.S. Mint](#)
[The Financial Management Service](#)



U.S. DEPARTMENT OF TRANSPORTATION (DOT)



MISSION STATEMENT: DOT serves the United States by ensuring a fast, safe, efficient, accessible and convenient transportation system that meets vital national interests and enhances the quality of life of the American people, today and into the future.

RESPONSIBILITIES: DOT oversees national transportation policy formulation; highway, rail, and air safety; upgrading and improving transportation systems for commercial and individual needs; and the maintenance and quality assurance of all U.S. waterways, highways, and modes of transit.

WEBSITES:

<http://www.dot.gov/>

<http://careers.dot.gov/index.htm>

http://careers.dot.gov/stu_intern.html

INTERSHIPS/CAREERS:

[Law Honors Internship](#)

[Summer Transportation Internship for Diverse Groups](#)

[Federal Aviation Administration MSI Internship Program](#)

[Bureau of Transportation Statistics](#)

[Internship Program](#)

[Entrepreneurial Training Women and Girls](#)

[Office of the Inspector General Undergrad Internship](#)

[Law Student Clerkship](#)

[Volunteer Legal Internship Program](#)

[John A. Volpe Transportation Internship](#)

[COMTO CITY Internship](#)

BUREAUS:

[Federal Aviation Administration \(FAA\)](#)

[National Highway Traffic Safety](#)

[Administration \(NHTSA\)](#)

[Research and Innovative Technology \(RITA\)](#)

[Office of the Inspector General \(OIG\)](#)

[Pipeline and Hazardous Materials Safety](#)

[Administration \(PHMSA\)](#)

[Federal Railroad Administration \(FRA\)](#)

[The Great Lakes/St. Lawrence Seaway](#)

[Federal Motor Carrier Safety Administration \(FMCSA\)](#)

[The Federal Highway Administration \(FHWA\)](#)

[The Federal Transit Administration \(FTA\)](#)

[The Maritime Administration](#)

[The Surface Transportation Board \(STB\)](#)

U.S. DEPARTMENT OF VETERANS AFFAIRS (VA)



MISSION STATEMENT: To fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's veterans.

RESPONSIBILITIES: The VA is responsible for administering programs of veterans' benefits for veterans including disability compensation, pension, education, home loans, life insurance, vocational rehabilitation, survivors' benefits, medical benefits and burial benefits.

WEBSITE: <http://va.gov/>

<http://www.va.gov/jobs/>

<http://www.vacareers.va.gov/index.asp>

INTERNSHIPS:

[Multiple Internship Opportunities](#)

BUREAUS:

[National Cemetery Administration](#)

[Veterans Benefits Administration](#)

[Veterans Health Administration](#)



INDEPENDENT AGENCIES AND GOVERNMENT CORPORATIONS

There are over 60 independent agencies and government corporations. They are special organizations with unique administrative and authoritative powers that can offer interns many career opportunities.



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)



USAID
FROM THE AMERICAN PEOPLE

MISSION STATEMENT: The U.S. Agency for International Development (USAID) is an independent agency that provides economic, development, and humanitarian assistance around the world in support of the foreign policy goals of the

United States.

RESPONSIBILITIES: USAID supports long-term and equitable economic growth and advances foreign policy objectives by supporting: economic growth, agriculture and trade; global health; and democracy, conflict prevention and humanitarian assistance. We provide assistance in five regions of the world: Asia; Europe and Eurasia; Latin America and the Caribbean; Middle East; and Sub-Saharan.

WEBSITE: <http://www.usaid.gov>

INTERNSHIPS:

[USAID Internship Programs](#)



U.S. CENTRAL INTELLIGENCE AGENCY (CIA)



MISSION STATEMENT: The Central Intelligence Agency is an independent agency responsible for providing national security intelligence to senior US policymakers.

RESPONSIBILITIES: The CIA's task is to collect and evaluate intelligence, provide overall direction and coordination of intelligence overseas, and use information to protect national security.

WEBSITE: <https://www.cia.gov/index.html>

INTERNSHIPS: [CIA Internship Programs](#)



U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)



MISSION STATEMENT: To protect human health and the environment.

RESPONSIBILITIES: Taking an active role in climate change, protecting America's soil, cleaning up communities, advancing sustainable development, eliminating pollution, and enforcing environmental laws.

WEBSITE: <http://www.epa.gov/careers/internships/> (Paid and Unpaid Internships)

INTERNSHIPS:

[National Network for Environmental Studies Program](#)

[Student Services Contracting Authority Program](#)

[Science to Achieve Results Program \(STAR\)](#)

[Association of Schools of Public Health Fellows Program](#)

[Student Diversity Internship Program](#)

[AAAS Science and Technology Policy Fellowship](#)

[Office of Research and Development Programs](#)

[Student Summer Employment Program](#)



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) ATTORNEY HONOR PROGRAM



PROGRAM DESCRIPTION: The EEOC’s Honor Attorney Program was inaugurated in 2000 with the purpose of recruiting the most qualified entry-level attorneys and training them for highly skilled legal work within the agency. Attorneys hired through the Honor Program are assigned to the Commission offices that are designated to participate in the Program that year. The attorneys who are selected for the Honor Program are assigned to challenging positions, offering valuable legal experience and substantial individual responsibility. In an effort to broaden the attorney’s legal experience, each Honor Program attorney is given the opportunity to rotate or “detail” into different assignments both within the EEOC and possibly with other government agencies. In addition, Honor Program attorneys receive extensive training to ensure their legal proficiency and expertise in particular practice areas.

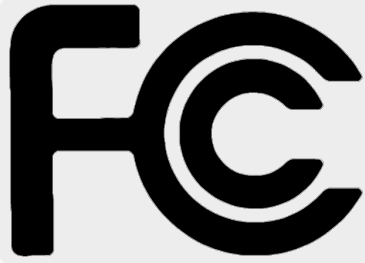
Below you will find a list of each EEOC office that offers the program. Click on the website link at the end of the page to find more information about the program and detailed description of each listed office to better help you determine which position suits you best.

- **Office of Federal Operations - Washington, D.C.**
- **Office of Legal Counsel - Washington, D.C.**
- **Office of General Counsel - District Offices and Headquarters**
- **Office of Field Programs - District Offices**

COMPENSATION: Honor Program attorneys’ salaries will depend upon the attorney’s prior experience and will be determined by the Office of Human Resources and the hiring office. Most newly graduating law students will be hired as GS-11 Law Clerks until they are admitted to the bar. Once bar membership is established, conversion to a GS-11 General Attorney classification will be processed.

WEBSITE: <http://www.eeoc.gov/eeoc/jobs/honorprogram.cfm>

U.S. FEDERAL COMMUNICATIONS COMMISSION (FCC)



MISSION STATEMENT: FCC regulates interstate and international communications by radio, television, wire, satellite and cable in all 50 states, the District of Columbia and U.S. territories..

RESPONSIBILITIES: FCC's obligation is to promote broadband services, enhance the communications revolution, encourage best use of the spectrum, revise media regulations, and provide leadership in communications infrastructure.

WEBSITE: <http://www.fcc.gov/>

INTERSHIPS:

There are multiple internship opportunities at the FCC. Click on the link below to read more information about the various programs offered.

[FCC Internships](#)



U.S. FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC)



MISSION STATEMENT: To insure deposits and supervise financial institutions to guarantee consumer protection.

RESPONSIBILITIES: Create policy that addresses risks in the national financial system and carry out management responsibilities

WEBSITE: <http://www.fdic.gov/>

INTERNSHIPS:

[Division of Finance Internship](#)

[Division of Information Technology Student Internship Program](#)

[FDIC Internship Programs](#)

[Legal Division Honors Program](#)
[Summer Legal Intern Program](#)



U.S. FEDERAL RESERVE SYSTEM (FRS)



MISSION STATEMENT: The Federal Reserve System is the central bank of the United States. It was created to provide the nation with a more stable financial system.

RESPONSIBILITIES: The Federal Reserve System acts to conduct the nation's monetary policy, supervise banking institutions, maintaining stability of the financial system, and providing financial services to the U.S. government and foreign institutions.

WEBSITE: <http://www.federalreserve.gov/>

INTERNSHIPS:

[Economic Research Division Internships](#)

[Cooperative Education Program](#)

[Information Technology Internships](#)

APPLICATION:

[Federal Reserve Application](#)



U.S. FEDERAL TRADE COMMISSION (FTC)



MISSION STATEMENT: To protect and advance consumer interests by developing policy mitigating unfair competition.

RESPONSIBILITIES: Oversee the administration and regulation of fair commerce.

WEBSITE: <http://ftc.gov/>

INTERNSHIPS:

[Bureau of Competition Legal Internship](#)

[FTC Student Internships](#)

[Bureau of Economics Research Analyst Program](#)

[FTC Honors Paralegal Program](#)

[Summer Law Clerk Program](#)



MERIT SYSTEMS PROTECTION BOARD (MSPB)

INTERNSHIPS WITH OFFICE OF THE GENERAL COUNSEL



PROGRAM DESCRIPTION: Interns will work with staff attorneys and the General Counsel on a typical range of duties present in the practice of law with a small federal agency such as: conducting legal research, preparing memoranda, drafting appellate briefs, and writing decisions for the Board. Interns will also work with the legislative counsel to identify, summarize, and monitor legislation affecting the Board and the federal civil service.

APPLICATION: Resume, writing sample, and an interview (which can be done by phone). A first-year legal methods document is an acceptable writing sample. At least one reference who can attest to your legal skills is required. You may submit your application material to the address below – electronic applications are preferred.

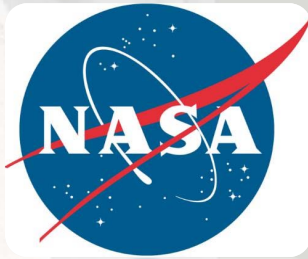
CONTACT INFORMATION: U.S. Merit Systems Protection Board

Office of General Counsel
1615 M St., N.W.
Washington, D.C. 20419
(202) 653-7171
FAX (202) 653-6203
OGCinterns@MSPB.gov

WEBSITE: <http://www.mspb.gov/contact/internships.htm>



U.S. NATIONAL AERONAUTICS AND SPACE ASSOCIATION (NASA)



MISSION STATEMENT: The mission of NASA is to enable a safer, more secure, efficient, and environmentally friendly air transportation system, operate the International Space Station and prepare for human exploration beyond low Earth orbit and, exploring the Earth-Sun system, our own solar system, and the universe beyond.

RESPONSIBILITIES: To reach for new heights and reveal the unknown so that what we do and learn will benefit all humankind.

WEBSITE: <http://www.nasa.gov/home/index.html>

INTERNSHIPS:

[NASA Student Programs](#)

[NASA Internships](#)



U.S. NUCLEAR REGULATORY COMMISSION (NRC)



OFFICE OF THE GENERAL COUNSEL (OGC) SUMMER INTERNSHIP PROGRAM

PROGRAM DESCRIPTION: Each year, the NRC selects a small number of current law students to serve in the OGC Summer Intern Program. The program allows you to work closely with seasoned attorneys who advise the Commission and the agency technical staff in the development and implementation of the regulatory program and who represent the agency in administrative licensing and enforcement proceedings and on judicial review before United States Courts of Appeal. NRC attorneys also counsel and represent the agency on other administrative law, personnel, labor relations, procurement, and information law matters.

COMPENSATION: OGC Interns who have completed one year of law school (30 to 49 semester hours) will start at Government Grade (GG)-7, Step 10. OGC Interns who have completed two years of law school (50 to 60 semester hours) will start at GG-9, Step 8. Please check [OPM's salary tables](#) for the most up-to-date salary information.

WEBSITE (APPLICATION PROCESS AND MORE): See <http://www.nrc.gov/about-nrc/employment/ogc-intern.html>

CONTACT INFORMATION: Send your inquiries to OGCInterns@nrc.gov

OTHER STUDENT PROGRAMS

[Co-Operative Education Program \(Co-Op\)](#)

[Historically Black Colleges and Universities \(HBCU\) Program](#)

[Summer Program](#)

APPLICATIONS: <http://www.nrc.gov/about-nrc/employment/student-prog.html#apply>



OVERSEAS PRIVATE INVESTMENT CORPORATION (OPIC)



MISSION STATEMENT: The Overseas Private Investment Corporation's (OPIC) mission is to solve critical world challenges by catalyzing markets in developing nations. OPIC accomplishes its mission by delivering finance innovations that help ambitious U.S. businesses successfully enter, grow and compete in emerging markets.

RESPONSIBILITIES: OPIC is the U.S. Government's development finance institution. It mobilizes private capital to help solve the world's critical world development challenges and in doing so, advances U.S. foreign policy. Because OPIC works with the U.S. private sector, it helps U.S. businesses gain footholds in emerging markets catalyzing revenues, jobs and growth opportunities both at home and abroad. OPIC achieves its mission by providing investors with financing, guarantees, political risk insurance, and support for private equity investment funds.

Established as an agency of the U.S. Government in 1971, OPIC operates on a self-sustaining basis at no net cost to American taxpayers. OPIC services are available for new and expanding business enterprises in more than 150 countries worldwide.

WEBSITE: <http://www.opic.gov>

INTERNSHIPS: <http://www.opic.gov/who-we-are/careers>



U.S. SECURITIES AND EXCHANGE COMMISSION (SEC)



MISSION STATEMENT: The mission of the SEC is to protect investors, maintain markets, and facilitate capital formation.

RESPONSIBILITIES: The responsibilities of the SEC are to interpret federal securities laws, issue new regulations, oversee securities firms and private organizations, and coordinate efforts with the federal, state, and local authorities.

WEBSITE: <http://www.sec.gov/index.htm>

INTERNSHIPS:

[Summer Honors College Program](#)

[Law Student Observer Program](#)

[Summer Honors Business Program](#)

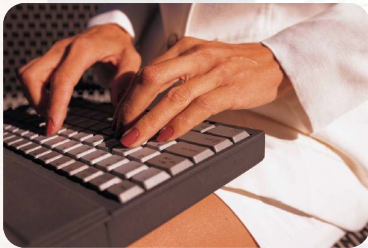
[Advanced Commitment Program](#)

[Summer Honors Law Program](#)



PROVIDERS OF INTERNSHIPS WITH THE FEDERAL GOVERNMENT

Following are additional internship/fellowship opportunities that are not included in previous sections of this directory.



THE WASHINGTON CENTER



PROGRAM DESCRIPTION:

THE WASHINGTON CENTER offers internships for students looking to enter major professional fields in the private, public and nonprofit sectors,

with over a third going to federal agency positions.

COMPENSATION:

The Washington Center will require the student to finance the internship. Scholarships are available and funding is dependent on sponsoring organization student partners with.

<http://www.twc.edu/internships/learn-more/funding>

TERM:

<http://www.twc.edu/deadlines>

<http://www.twc.edu/internships/learn-more/application>

PROGRAMS:

<http://www.twc.edu/internships/all-programs>

[Advocacy, Service & Arts](#)

[Business & Management](#)

[The Córdova Congressional Internship
\(Special internship program for college
students residing in Puerto Rico\)](#)

[The Ford Motors Company Global Scholars
Program](#)

[Business and Global Trade](#)

[Governors Internship](#)

[International Affairs](#)

[Law & Criminal Justice](#)

[Media & Communications](#)

[Political Leadership](#)

[Postgraduate Professional Development](#)

[The Prudential Foundation Global Citizens
Program](#)

[Science, Technology & Society](#)

[U.S. – Panama Innovation and](#)

[Competitiveness Initiative](#)

[Competitive Government Programs \(U.S.](#)

[Citizenship Required\)](#)

APPLICATION:

[The Washington Center Internship
Application](#)

CONTACT INFORMATION:

The Washington Center
1333 16th Street, NW,
Washington D.C. 20036-2205
(202) 238-7900



WHITE HOUSE INTERNSHIP PROGRAM



PROGRAM DESCRIPTION: The White House Internship Program provides a unique opportunity to gain valuable professional experience and build leadership skills. This hands-on program is designed to mentor and cultivate today's young leaders, strengthen their understanding of the Executive Office and prepare them for future public service opportunities.

APPLICATION: <http://www.whitehouse.gov/about/internships/apply>

WEBSITE: <http://www.whitehouse.gov/about/internships>

CONTACT INFORMATION: intern_application@whitehouse.gov



WHITE HOUSE FELLOWS PROGRAM



PROGRAM DESCRIPTION: the White House Fellows Program offers students opportunities to gain experience in high levels of government and engage in leadership and public service.

Website: <http://www.whitehouse.gov/about/fellows>

TERM: See website for details.

<http://www.whitehouse.gov/about/fellows/faq#5>

CONTACT INFORMATION:

White House Fellows Program

<http://www.whitehouse.gov/about/fellows/>



INROADS/GREATER WASHINGTON INTERNSHIPS



INROADS

PROGRAM DESCRIPTION:

INROADS is a national organization of corporate sponsors that specializes in placing interns with companies that mentor and develop students. The program offers interns the connections, opportunities, and experience to become successful in the corporate world.

WEBSITE: <http://www.inroads.org/>

TERM:

The INROADS Internship is during the summer time.

APPLICATION:

[INROADS Application](#)



PRESIDENTIAL LIBRARIES INTERNSHIPS



PROGRAM DESCRIPTION: Presidential Libraries are not libraries in the usual sense. They are archives and museums, bringing together in one place the documents and artifacts of a President and his administration and presenting them to the public for study and discussion without regard for political considerations or affiliations. Presidential Libraries and Museums, like their holdings, belong to the American people. These are the Presidential Libraries internships in the DC Metro area. Each internship is unique and offers a variety of duties and requires different skills.

[Office of Presidential Libraries Internships](#)

APPLICATIONS: A complete application package includes a cover letter stating the area of interest, a resume, official transcripts and a letter of recommendation from an educational faculty member.

SEND: National Archives & Records Administration

Attn: NL

8601 Adelphi Road

Room 2200

College Park, MD 20740

CONTACT: Office of Presidential Libraries

National Archives and Records Administration

Room 2200

8601 Adelphi Road

College Park, MD 20740-6001

Phone: 301-837-3250 **Fax:** 301-837-3199



MINORITY ACCESS, INC.

PROGRAM DESCRIPTION:

MINORITY ACCESS, INC. is a nonprofit organization whose purpose is to place minority students in internships in the Washington D.C. area. It does offer many federal internship opportunities.

APPLICATION:

<http://www.minorityaccessconference.org/internship/>

http://www.minorityaccess.org/programs/intern_app.pdf

CONTACT INFORMATION: **Minority Access, Inc.**

5214 Baltimore Avenue
Hyattsville, MD 20781-2044

Tel.: 301.779.7100

Fax: 301.779.9812

Email: mgoldsborough@minorityaccess.org

[Minority Access Internship Program](#)



OAK RIDGE ASSOCIATED UNIVERSITIES INTERNSHIP PROGRAM FOR POST- SECONDARY STUDENTS (ORAU)



PROGRAM DESCRIPTION:

Oak Ridge Associated Universities offers undergraduates and graduates the opportunity to find internship opportunities in Washington D.C. Based out of Tennessee, it boasts a number of opportunities for interns to accommodate themselves with the federal government.

WEBSITE: <http://www.orau.org/>

PROGRAMS: <http://www.orau.org/science-education/internships-scholarships-fellowships/default.aspx>



HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU)



PROGRAM DESCRIPTION:

HACU is a national organization representing more than 400 Hispanic Serving Institutions (HSI's). The mission of HACU is to develop member universities, increase post-secondary opportunities for Hispanic students, and meet the needs of businesses. The internship program helps place Hispanic students into positions for success. The program, however, invites all students to apply.

WEBSITE: <http://www.hacu.net/hacu/default.asp>

HACU NATIONAL INTERNSHIP PROGRAM

TERM:

<http://www.hacu.net/hacu/HNIP.asp>

APPLICATION:

http://www.hacu.net/hacu/Apply_Online.asp

SCHOLARSHIPS:

[HACU Scholarship Program](#)

[HACU Study Abroad Scholarship Program](#)

CONTACT INFORMATION:

One Dupont Circle N.W. Suite 430
Washington, D.C. 20036
202-833-8361 (Voice)
202-261-5082 (Fax)
hacu@hacu.net



CONGRESSIONAL HISPANIC CAUCUS INSTITUTE FELLOWSHIP PROGRAM (CHCI)



PROGRAM DESCRIPTION:

The CHCI Program provides college students with a paid internship on Capitol Hill. Interns have a chance to gain work experience, participate in a community service project, and receive mentoring.

WEBSITE: <http://www.chci.org/>

PROGRAMS:

[CHCI Programs](#)

[Scholarships](#)

APPLICATION:

[CHCI Internship Application](#)

CONTACT INFORMATION:

CHCI
911 2ND Street NE
Washington D.C. 20002
Phone: (202) 543-1771
Fax: (202) 546-2143



PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM



PROGRAM DESCRIPTION:

The Presidential Management Fellows Program is designed to create a new generation of government leaders by matching advanced degree students with government programs.

WEBSITE: <http://www.pmf.gov/>

APPLICATION: Find PMF on USAJOBS.

CONTACT INFORMATION

Presidential Management Fellows Program
U.S. Office of Personnel Management
1900 E Street, NW, Room 6500
Washington, DC 20415
Phone: 202-606-1040
Fax: 202-606-3040
Email: pmf@opm.gov



WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES



PROGRAM DESCRIPTION: The WRP is a recruitment and referral program that connects federal and private sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. Co-sponsored by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense with the participation of many other federal agencies and sub-agencies, the WRP has provided employment opportunities for over 5,500 students since 1995.

To be eligible for the WRP, students must be current, full-time undergraduate or graduate students with a disability, or have graduated within one year of the release of the database each December. For the 2012 WRP release, interviews will be held in the fall of 2011. A student who graduated in October, 2010 or later would still be eligible to participate. Students must be U.S. citizens.

WEBSITE: <https://wrp.gov/LoginPre.do?method=login>

CONTACT: wrp@dol.gov.

You may find additional information on the U.S. Department of Labor, Office of Disability Employment Policy (ODEP): <http://www.dol.gov/odep/>



ASIAN PACIFIC AMERICAN INSTITUTE FOR CONGRESSIONAL STUDIES (APAICS)



PROGRAM DESCRIPTION:

The APAICS Summer Internship Program gives opportunities for students to obtain experience in public policy, foster leadership skills, and encourage interest in civil service. The program offers students positions with various congressmen and agencies in the federal government. Look through information below.

WEBSITE: <http://apaics.org/>

PROGRAMS:

[Congressional Mentorship Program](#)

[APAICS Summer Internship Program](#)

[APAICS Fellowship Program](#)



CONFERENCE ON ASIAN PACIFIC AMERICAN LEADERSHIP (CAPAL)



PROGRAM DESCRIPTION:

CAPAL is an organization dedicated to building leadership and public policy knowledge within the Asian Pacific American community. The internship program offers students chances to receive public policy knowledge from several federal agencies. Also, there is a leadership program to help develop students.

TERM:

The term of the CAPAL Federal Internship and the Washington Leadership Program will occur during the summer.

PROGRAMS:

[Washington Leadership Program](#)

[Federal Internship Program](#)

CONTACT INFORMATION:

Conference on Asian Pacific American Leadership

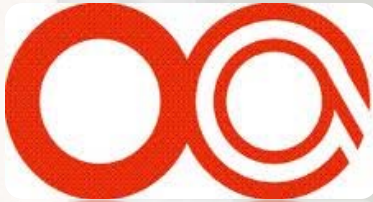
P.O. Box 65073

Washington, DC 20035

wlp@capal.org



ORGANIZATION OF CHINESE AMERICANS (OCA)



PROGRAM DESCRIPTION:

The OCA sponsors internship programs that place emphasis on public policy and interest in Asian American affairs. Interns have the opportunity to work in four areas: the OCA National Office, federal government agencies, congressional offices, or a non-profit partnership. The OCA National Office Internship is year-round and all other programs will be during the summer. Look

below to find out more information.

WEBSITE:

<http://ocanational.org/>

TERM:

Internships with the OCA National Center are year round. Internships with federal government agencies, non-profit partners, and congressional offices are during the summer.

PROGRAMS:

[OCA National Center Internship Programs](#)

[OCA Summer Internship Program](#)



WASHINGTON INTERNSHIP FOR NATIVE STUDENTS



PROGRAM DESCRIPTION:

The Washington Internships for Native Students was developed in response to the White House Initiative on American Indians and Alaskan Natives and offers qualified Native student's opportunities to work for a federal agency or private firm and take courses at American University in public policy.

WEBSITE: <http://www.american.edu/spexs/wins/>

CONTACT INFORMATION:

American University
Tenley Campus
4400 Massachusetts Avenue, NW
Washington, DC 20016-8083
Telephone: 202-895-4900
Fax: 202-895-4882
E-mail: wins@american.edu



AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)



PROGRAM DESCRIPTION:

The goal of AISES is to increase the representation of American Indians in STEM related fields.

WEBSITE: <http://www.aises.org/>

PROGRAMS: <http://www.aises.org/what/programs/internships>

APPLICATION:

[AISES Internship Application](#)



CONGRESSIONAL BLACK CAUCUS FOUNDATION (CBCF)



PROGRAM DESCRIPTION: CBCF's internship and fellowship programs prepare college students and young professionals to become principled leaders, skilled policy analysts, and informed advocates by exposing them to the processes by which national policies are developed and implemented on Capitol Hill and in the federal government.

INTERNSHIPS AND FELLOWSHIPS



NAFEO SERVICES, INC.



PROGRAM DESCRIPTION:

NAFEO Services, Inc. is an organization devoted to bridging the gap between Historically Black Colleges and Universities and Predominately Black Institutions with the federal government and private corporations. Based primarily in Washington D.C., NAFEO Services Inc. serves as an advocate for capacity building of HBCU's and PBI's.

WEBSITE:

<http://www.nafeo.org/community/index.php>

PROGRAMS:

<http://www.nafeointernships.net/home.php>

APPLICATION:

[NAFEO Service's Inc. Internship Application](#)

CONTACT INFORMATION:

internships@NAFEO.org



GETTING AROUND THE DISTRICT



HOUSING AND TRAVEL

Two of the most difficult issues for interns coming Washington, D.C. may be finding somewhere to live and getting around. It can be frustrating – finding living arrangements can be awfully time-consuming and could even be very expensive.

There are many places interns can look to find housing. Part of the trick revolves around three issues:

1. Where to look;
2. How much of your stipend covers room and board; and
3. If your school or sponsoring organization has pre-arranged accommodations.

Another major point of concern is transportation. It's ideal to have an internship where the use of public transportation is viable. As an intern, mapping out the mode of travel (bus or train), the distance, and the routes/lines are huge considerations to think about. Here are some online resources that may serve as guidance:

SCHOOLS

[George Washington University Housing](#)

[Georgetown Housing](#)

[American University Housing](#)

[Catholic University of America Housing](#)

[University of Maryland Housing](#)

NEWSPAPERS

[The Washington Post](#)

[Washington City Paper](#)

[Washington Times](#)

[The Washington Examiner](#)

[The Express](#)

PUBLIC TRANSPORTATION

[DC Metropolitan Area Transit Authority](#)

[DC Circulator](#)

[Bike and Roll](#)

WEBSITES

[Sublet.com](#)

[Apartments.com](#)

[Apartmentsshowcase.com](#)

[Hotpads.com](#)

[Apartmentguide.com](#)

[Apartmentsearch.com](#)

[Apartmentratings.com](#)

[Myapartmentmap.com](#)

[Mycheapapartments.com](#)

[Rentinwashingtondc.com](#)

[Findmyhousing.com](#)

[Urbanigloo.com](#)

[Apartmentlist.com](#)

– TRANSPORTATION SUBSIDY –

IF YOU ARE AN INTERN AND YOU RECEIVE A STIPEND FROM AN INTERNSHIP PROVIDER, LIKE HACU, YOU ARE CONSIDERED A CONTRACTOR AND YOU DO NOT QUALIFY TO RECEIVE A TRANSPORTATION SUBSIDY FROM THE FEDERAL AGENCY. HOWEVER, YOU SHOULD CHECK WITH YOUR INTERNSHIP PROVIDER TO SEE IF IT OFFERS A SIMILAR BENEFIT.

RESTAURANTS

Like the monuments, museums and memorials Washington, D.C. boasts, its culinary scene has become yet another unique staple that makes the District all the more enjoyable for locals and visitors alike.

Featuring a showcase of world-class chefs and international cuisine, D.C. offers numerous restaurants and eateries which feature exotic menus, wonderful flavors, and tempting dishes for the palate - it's not uncommon to find members of Congress and the occasional celebrity savoring their favorite dishes whilst discussing the day's events!

Interns can guide their way through the culinary scene by utilizing online tools, reading local magazines and newspapers, or simply walking around town and gazing at the myriad of menu's quietly inviting you in to savor their dishes.

You can find more information on DC dining at the [Dining Section](#) of the official Washington, D.C. tourism website [Destination DC](#). You can narrow your selections by locations, restaurant names, cuisines and, most importantly, by budget.



Attractions

Washington D.C. hosts some of the most valuable historical and architectural treasures in the United States. In the two-mile section that makes the National Mall, there are several Smithsonian museums, the Washington Monument, the Lincoln Memorial, and many other spectacular works that aim to not only impress, but to educate about the Nation's vast history. Enrich your internship experience by visiting the following sites – but don't limit yourself to these lists, feel free to explore!

MUSEUMS

[Smithsonian Museums](#)

[The Phillips Collection](#)

[Women in the Arts](#)

[International Spy Museum](#)

[Newseum](#)



MEMORIALS

[Lincoln Memorial](#)

[Jefferson Memorial](#)

[Martin Luther King Memorial](#)

[World War II Memorial](#)

[Vietnam Veterans Memorial](#)

THEATERS/VENUES

[The Kennedy Center](#)

[Merriweather Music](#)

[Ford's Theatre](#)

[The Wolf Trap](#)

[The Birchmere](#)

[Strathmore](#)

[Lisner Auditorium](#)



OTHER ATTRACTIONS

[The National Mall](#)

[Arlington Cemetery](#)

[National Harbor](#)

[Washington Monuments](#)

[Virginia Winery Festivals](#)

[Maryland Winery Festivals](#)

FEDERAL EMPLOYMENT

HOW TO GET A PERMANENT APPOINTMENT.



The goal of federal managers who utilize internship programs should be to screen out the top performers and to hire “some” of them without having to compete with other applicants (what is called noncompetitive appointment). Although this is an option available to federal agencies, it is not a requirement. Therefore, it is essential that the individual generates outstanding work products and demonstrates an excellent work attitude while serving as an intern. Nevertheless, it is not enough for the intern to generate outstanding work during

his/her internship assignment to get converted to a permanent position. The supervisor must also have a funded vacancy to make it happen. Pursuant to 5 CFR § 302.101(c)(8)), each agency is required to follow the principle of veterans' preference as far as administratively feasible and, on the request of a qualified and available preference eligible, to furnish him or her with the reasons for his or her non-selection.

While the expectation is for the supervisors to be knowledgeable of all the conversion appointment authorities, most are not aware of them. The reason for this knowledge gap is not negligence, but the fact that these supervisors are overworked and understaffed. Which for the intern means one thing – *it's on them to educate the managers*. Remember the popular saying that “it takes work to get work.”

STUDENT PATHWAYS PROGRAM

President Obama issued Executive Order 13562 on December 27, 2010, to replace the student internship programs in the Federal Government. The new Student Pathways Program consists of the three internship programs: the **Internship Program** (for current students); the **Recent Graduates Programs**; and the **Presidential Management Fellows Program** (for graduate students).

The Office of Personnel Management (OPM) issued a final “Pathways rule” to implement the Student Pathways Program in all federal agencies, becoming effective on July 10, 2012. The final rule aims to improve recruiting efforts, offer clear paths to Federal internships for students



from high school through post-graduate school and to careers for recent graduates, and to provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service.

The appointing authorities for each Pathways Program are contained in Schedule D of the excepted service, a new schedule created by section 7 of Executive Order 13562. Under the new Schedule D authority, agencies will be able, under OPM's guidance, direction, and oversight, to use excepted service hiring to fill positions from among a particular class of eligible individuals--students and recent graduates. This approach is consistent with long-standing civil service practice under excepted service hiring authorities, including, for example, Schedule A hiring for people with disabilities.

Part 362 of title 5, Code of Federal Regulations (CFR) contains the regulatory requirements for each Pathways Program. Part 362 consists of four subparts. Subpart A contains only those requirements common to all Pathways Programs. Program-specific requirements are set forth in subpart B for the Internship Program, subpart C for the Recent Graduates Program, and subpart D for the PMF Program.¹

INTERNSHIP PROGRAM

The Internship Program is for current students. It replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). The new Internship Program provides students in high schools, colleges, trade schools and other qualifying educational institutions with paid opportunities to work in agencies and explore Federal careers while completing their education. To find out more about the Internship Program, go to the Program Fact Sheets webpage.

RECENT GRADUATES PROGRAM

The Recent Graduates Program provides developmental experiences in the Federal Government. It is intended to promote possible careers in the civil service to individuals who, within the previous two years, graduated from qualifying educational institutions with an associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from qualifying educational institutions. To be eligible, applicants must apply within the previous two years of degree or certificate completion except for veterans precluded from doing so due to their military service obligation, who will have up to six years after degree or certificate completion to apply. For more information about Federal employment information for veterans, go to OPM's Feds Hire Vets website. To find out more about the Recent Graduates Program, go to the Program Fact Sheets webpage.

¹ Directly from the OPM website <http://www.opm.gov/hiringreform/pathways/> and <http://www.gpo.gov/fdsys/pkg/FR-2012-05-11/html/2012-11068.htm>

PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM

For more than three decades, the PMF Program has been the Federal Government's premier leadership development program for advanced degree (e.g., masters or professional degree) candidates. Executive Order 13562 expands the eligibility window for applicants, making it more "student friendly" by aligning it with academic calendars and allowing those who have received a qualifying advanced degree within the preceding two years to participate. It also directs OPM to set eligibility requirements and minimum qualification standards, and to make the PMF experience more robust and substantive for participants. To find out more about the changes to the PMF Program, go to the Program Fact Sheets webpage.

NON-COMPETITIVE APPOINTMENT

Before the Pathways Programs were implemented, interns employed via third-party programs, such as HACU, were able to be noncompetitively appointed to a career or career-conditional appointment via the Student Career Experience Program (SCEP). Once enrolled in SCEP, the student would have been able to be non-competitively converted to a permanent position within the Federal Government. This is no longer an option.

Via OPM's newly established Pathways regulations (see above), interns employed by third-party programs will now have to apply and compete for a placement in the Pathways program. If a student is subsequently appointed to Pathways, Agencies may credit up to 320 hours of certain non-Federal career-related internship programs and apply it towards the 640 hours needed to receive a non-competitive appointment for federal employment, as provided in 5 CFR 362.204(c).²

APPLYING FOR FEDERAL JOBS THROUGH THE COMPETITIVE PROCESS

There is no secret way to get a job in the Federal Government. The only way to achieve this goal is by checking regularly for vacancy announcements and applying to those that the intern qualifies for through the USAJOBS database, which you'll find at <http://www.usajobs.gov>. Therefore, when an intern sends his/her résumé to a federal employee – with the hope that the federal employee will use his/her influence to give the intern an advantage over the applicants

² Pathways Transition and Implementation Guidance
<http://www.opm.gov/HiringReform/Pathways/documents/Pathways%20Transition%20and%20Implementation%20Guidance.pdf>

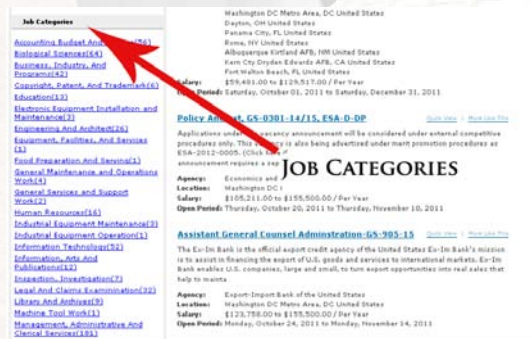


– it is a waste of time and resources. Federal personnel management is based on merit principles; not on “who you know.”

Every federal job has a unique job series. To get a head start on finding the job series, look at the “Federal Employment Fact Sheet: Federal Jobs by College Major,” which you can find at <http://www.usajobs.gov/ResourceCenter/Index/Interactive/JobsByCollegeMajor#icc>. Next, click on <http://www.usajobs.gov>, and input in the box labeled “What” the information that you secured from the “Fact Sheet,” and narrow further by inputting the pertinent zip code in its corresponding box.



These steps will limit the vacancy announcements that are shown, thus expediting your search.



If you are not having any luck finding the job series, go to <http://www.usajobs.gov>, input a zip code in the corresponding box and hit the “Search Jobs” key, and check the “Job Categories” directory on the left side of your monitors.

After you have identified a vacancy announcement, locate the area of consideration or the “who may be considered” box on the first page of said announcement. If you have never worked for the Federal Government, you may apply only to vacancy announcements that specify that they are open “to all U.S. citizens.” “Status applicants” means that only applicants who have worked previously or are currently working for the Federal Government may apply.

NOTE THAT YOU MUST SUBMIT EVERY DOCUMENT THAT IS REQUESTED ON THE VACANCY ANNOUNCEMENT AND THAT IS APPLICABLE TO YOU. FAILURE TO DO SO WILL RESULT IN AUTOMATIC DISQUALIFICATION OF YOUR APPLICATION, WITH NO QUESTIONS ASKED.



RÉSUMÉ TO USE TO APPLY TO FEDERAL JOBS

Use the résumé posted on <http://www.usajobs.gov>, under the “Create An Account” link at the top right of your monitors. This is the résumé that the Office of Personnel Management has sanctioned for federal vacancies.

PAY SCALES

Most jobs in the Federal Government are found in the GS pay scales. The lowest pay grade at the GS-1 and the highest one is at the GS-15. After the GS-15, the jobs are in the Senior Executive Service ranks. To get the appropriate pay scale, you have to first determine the geographic area where the job is found. Different geographic areas have different pay scales. Thus, you can find the pay scale for the Washington, DC-Baltimore-Northern Virginia area at <http://www.opm.gov/oca> - select “Salaries and Wages,” then select “General Schedule and Locality Pay Tables,” finally, select the “Washington-Baltimore-Northern Virginia-DC-MD-VA-WV, and PA” table.

To view the pay scales for other geographic areas, click on <http://www.opm.gov/oca> select “Salaries and Wages,” then select “General Schedule and Locality Pay Tables.”

For jobs in other pay systems, look for the pay rates either on the vacancy announcement or in the agency’s web site.

USING THE EEO PROCESS

Interns can access the EEO process if they think that they have been discriminated at work based on a decision from the Equal Employment Opportunity Commission in Jones v. Department of the Army (2010). See <http://fedcivilrights.org/Interns%20and%20EEO%20Complaints.htm>.

OPERATING STATUS OF THE FEDERAL GOVERNMENT

To find out whether the government offices in your geographic area are open for business on any particular day, click on http://www.opm.gov/Operating_Status_Schedules/. This information is good to have especially during days with inclement weather (e.g. during snow storms).

FEDERAL HOLIDAYS

To view a list of federal holidays, click on http://www.opm.gov/Operating_Status_Schedules/fedhol/2011.asp

CONCLUSION

This directory covered just the tip of the iceberg, as there are many opportunities in the Federal Government. Anyone can find a niche if they remain persistent, focused, and most of all, informed. Now that you have this information, use it to make D.C. your backyard and, hopefully, with a lot of patience and a stroke of luck, you can find a place of work and residence in the Nation's capital.

Now, one thing to remember when using this directory is that it is non-exhaustive. The Federal Government is one of the largest employers in the world. Laws and regulations change every day, positions open and close, budgets rise and fall. Keep your eyes open to everything that is out there and like one great author, activist, and mentor said: "always be situationally aware."

"BE SITUATIONALLY AWARE."

All interns start at the bottom of the totem pole. Many will make mistakes that could lead them to question their self-confidence. Don't get discouraged. As actress Mary Pickford used to say, "If you have made mistakes, even serious ones, there is always another chance for you. What we call failure is not the falling down, but the staying down." This process of finding an internship, exploring the city, and making mistakes will better prepare you for what is in store as a young professional. So buckle up, hang tight, and enjoy the benefits of being an intern and let this directory do the walking through your trajectory.

"IF YOU HAVE MADE MISTAKES, EVEN SERIOUS ONES, THERE IS ALWAYS ANOTHER CHANCE FOR YOU. WHAT WE CALL FAILURE IS NOT THE FALLING DOWN, BUT THE STAYING DOWN."

— MARY PICKFORD



GLOSSARY OF TERMS

If you feel confused by bureaucratese terminology, use the extensive glossary of federal terms at <http://govcentral.monster.com/benefits/articles/38-glossary-of-federal-terms-> .

