

There are openings for entry level employees that would like to come to The Office of Naval Research San Diego, CA to do their rotation(s). Our area of operation encompasses: Arizona, California, Kansas, Nebraska, New Mexico, Oklahoma, and Texas. We administer awards with educational and non-profit organizations for ONR, Other Navy, Air Force, Army, NASA Other DoD, and DOI. We advise and assist contract and grants officers and recipients after award. We ensure that recipients fulfill all requirements in regulations, award terms and conditions.

- . Receive training on a variety of tasks using the systems DRS, CAMIS, and NAVRIS
- . Assist archive office with file archives
- . Monitor modification and EDA uploading process
- . Receive training on DCAA, DHSS and A-133s audit resolution(s) and award close out process
- . Monitor and receive training on award de-obligations and NCEs
- . Receive training on the WAWF certification, invoice process, researching invoices
- . Contract administration (review a variety of incoming award/modifications)
- . Receive training on grant/contract administration, PTAC's and Pay web invoicing
- . Assist Regional Director, the Admin officer, and the environmental engineer with excess equipment transfer
- . Review/Discuss a Master Subcontract Plan for the University of Southern California (USC) with ACO
- . Reconciliations and follow up with multiple DFAS payment offices
- . Receive training on the management of government property
- . Receive training on acceptances, SF425, SF270 and other close out documents
- . Receive training from the resident engineer (required clauses etc...)

We are looking for rotations interns for:
April 2016 thru July 2016 Billets open (2)
August 2016 thru Nov 2016 Billets open (2)

Regional Director
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