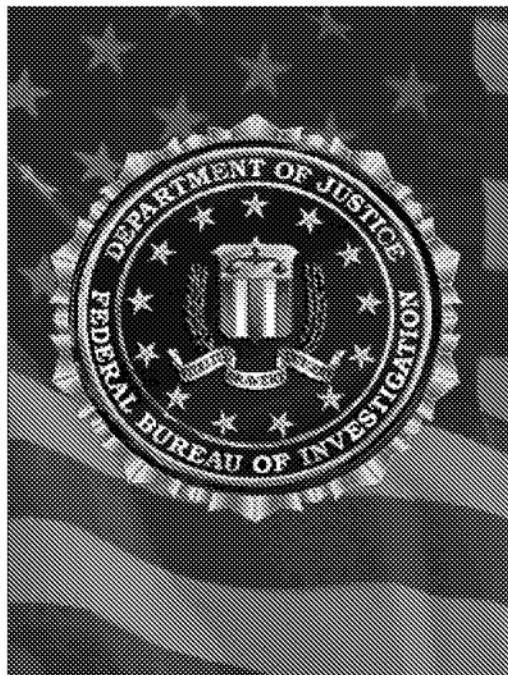


UNCLASSIFIED
FBI Student Programs Policy Guide

FBI Student Programs Policy Guide



Federal Bureau of Investigation

Human Resources Division

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General Information

Questions or comments pertaining to this policy guide can be directed to:

Federal Bureau of Investigation Headquarters, Human Resources Division (HRD), Recruitment, Selection, and Staffing Section (RSSS), Recruitment and Sourcing Unit (RSU)

Division point of contact: program manager for FBI Student Programs

Supersession Information

This document supersedes electronic communication (EC) 66-HQ-A1240026-APPR serial 1550, “Scholastic Employment Program”; 67Q-HQ-A1538041 serial 30, “Honors Internship Program Travel Reimbursements”; and *Manual of Administrative Operations and Procedures* (MAOP) I Sections 20-9 and 20-23.

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1. Introduction

1.1. Purpose

The *FBI Student Programs Policy Guide* provides written guidance on the development, implementation, and administration of the Federal Bureau of Investigation's (FBI) student programs.

1.2. Intended Audience

This policy guide (PG) applies to all employees of the FBI who recruit and hire students for internship opportunities and permanent employment within the FBI.

2. Roles and Responsibilities

2.1. Human Resources Officer (HRO)/Assistant Director (AD), Human Resources Division (HRD)

The HRO administers and oversees the implementation of this PG in accordance with applicable laws and regulations.

2.2. Recruitment and Sourcing Unit (RSU)

The RSU must:

- Manage the implementation and oversight of this PG in accordance with applicable rules and regulations.
- Establish an annual recruitment budget.
- Collaborate with hiring managers to identify workforce needs.
- Determine appropriate recruitment methods, in consultation with hiring managers, and plan/coordinate advertising needs and recruitment events (e.g., campus and job fair visits, virtual career fairs, and targeted hiring events).
- Fund recruiting events approved by HRD, as resources permit.
- Advertise job opportunities, and determine time period that the application will be open.
- Extend conditional job offers to selected candidates and manage communication strategies within the FBI and with candidates during the background investigation process.
- Schedule students assigned to the Washington, D.C., metropolitan area for orientation at Federal Bureau of Investigation Headquarters (FBIHQ).

2.3. FBI Headquarters Personnel Involved in Student Hiring

FBIHQ personnel involved in student hiring must:

- Comply with the policies and procedures contained in this PG when recruiting and hiring students.
- Recruit a diverse population of eligible students.
- Identify positions for students, and advise RSU of available positions.
- Assist RSU with recruiting efforts and with conducting standardized interviews.
- Submit event requests to RSU for approval and payment.
- Determine whether sufficient funded staffing levels (FSL) are available for students participating in paid internships.
- Consult with the HRD Workforce Planning Unit (WPU) for position numbers.

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- Provide accesses to required systems and/or other necessary tools to FBI interns.
- Monitor student work performance.

2.4. FBI Field Office (FO) Personnel Involved in Student Hiring

FBI FO personnel involved in student hiring must:

- Assist RSU with conducting standardized interviews.
- Identify positions for students, and advise RSU of available positions.
- Recruit a diverse population of eligible students.
- Submit event requests to RSU for approval and payment.
- Submit nominations of selected candidates to RSU for their respective FOs.
- Consult with the HRD WPU for position numbers.
- Schedule in-processing for interns.
- Provide accesses to required systems and/or other necessary tools to FBI interns.
- Monitor student work performance.

2.5. Security Division (SecD)

SecD must update clearance information in the appropriate human resources information systems for paid and unpaid students.

2.6. Chief Security Officers (CSO)

CSOs must:

- Provide students with all necessary security briefings, including debriefings on the last day of their assignments, unless they are transferring to other FBI facilities or duty stations.
- Ensure that students are granted access to space and computers, in conjunction with FBI FO and FBIHQ personnel involved in student hiring.

2.7. Student Interns

Student interns must:

- Adhere to established program requirements while interning at the FBI.
- Address any issues or concerns with supervisors to whom they report or with RSU.
- Inform their supervisors or RSU of plans to end their internships, graduate, or study abroad within fourteen business days of departure date.

2.8. Supervisors

Supervisors must:

- Adhere to program requirements while supervising FBI interns.
- Provide accesses, in conjunction with SecD, to required systems and/or other necessary tools to FBI interns.

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- Monitor and evaluate work performance throughout students' tenures.
- Offer recommendations regarding permanent employment.

2.9. Mentors

Mentors must adhere to program requirements while mentoring prospective FBI applicants and interns.

3. Policies

The *FBI Student Program Policy Guide* complies with Title 28 United States Code (U.S.C.) Section (§) 536, Merit Systems Principles; 5 U.S.C. § 2301; Department of Justice (DOJ) directives; and Title 5 Code of Federal Regulations (CFR) Part 302.

The FBI must not discriminate on the basis of color; race; religion; national origin; political affiliation; marital status; parental status; physical or mental disability; age; sex; sexual orientation; sexual identity; genetic condition/information; membership or nonmembership in an employee organization; or on the basis of personal favoritism, familial relationships, or any other nonmerit factors.

4. Procedures and Processes

The RSU implements and oversees all FBI student programs and solicits input from FBIHQ divisions and FOs regarding the critical knowledge, skills, and educational degrees needed by the FBI. While ensuring critical skill sets are met, RSU also ensures that student programs at the FBI are representative of the American population by recruiting from schools that include students from the following groups: African American; Asian American; disabled individuals; gay, lesbian, bisexual, and transgender (GLBT); Hispanic American; multilingual; Native American; women; and veterans.

4.1. Internships

The FBI has two student internship programs: (1) the paid Honors Intern Program (HIP) and (2) the nonpaid Volunteer Intern Program (VIP). Fiscal-year funding determines if one, neither, or both programs will be utilized in a given year.

Under certain circumstances, students are permitted to engage in two different internship programs at the same time (FBI and non-FBI), but requests must be vetted through RSU.

When a student travels, studies, or works abroad in a foreign country for a semester or a quarter term, the internship must end, and the student must be debriefed by the division's/FO's CSO. Students cannot return to the FBI until new open-application periods are advertised, and students are selected.

There is no limit to the number of times students may be appointed to student programs, as long as they meet the eligibility requirements for each appointment.

The participants of student programs (paid or nonpaid) can participate in the following types of assignments/tasks:

- Driving and riding in Bureau cars for official purposes.
- Completing administrative functions in the office.
- Researching materials for projects.
- Analyzing materials.
- Assisting with casework (no undercover or confidential human source [CHS]-related assignments or tasks).
- Assisting with the development of training.
- Completing assigned mandatory training (per the Training Division) for interns.
- Participating in work-related travel (mission critical needs).

Hiring managers must be aware of the following facts:

- Students must not be placed in any situations that may require them to testify in court, including, but not limited to, evidence collection, interviewing, undercover work, arrests, and similar situations.
- Students must not be utilized as CHSs and must not be involved in any type of assignment where they will be gathering case-related information from subjects.

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- All students receive a TOP SECRET clearance, and some are read into higher clearance levels (if their assigned areas require higher clearances).
- Students must have limited interaction with the range—no weapons training.
- Students must not be placed on Title III wire intercepts and/or Foreign Intelligence Surveillance Act (FISA) activities and/or activities related to gathering evidence.
- Paid students can enroll in the Justice Employee Transit Savings (JETS) Program. Students must advise each FO's/division's coordinator when they are leaving the program and/or changing duty stations.
- Paid students who are working full-time schedules during the summer can work overtime and compensatory time; however, this is only with supervisory approval and if there is a critical need.)
- Onboard paid and nonpaid interns can apply to external job postings.

4.1.1. Areas of Study

The following areas of study support disciplines deemed critical to the FBI:

- Accounting/finance
- Business
- Communications
- Computer science/cyber
- Economics
- Engineering
- Foreign languages
- History
- Intelligence studies
- International studies
- Law
- Physical sciences
- Political science
- Public administration

4.1.2. Internship Timeframe

The standard practice is to begin the ten-week internship program in the summer, on the first Monday in June. A student at the GS-1 to GS-7 levels holds the position title of “student workforce trainee.” A student at the GS-9 level holds the position title of “intern.” Both positions require that students engage in full-time work schedules of 40 hours per week. Summer internships conclude on the second Friday in August or on a date determined by RSU.

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Fall/spring internship programs begin between August and May of each year and are structured to allow interns to continue on intermittent work schedules during the academic year. All interns are eligible to extend their summer internships into the fall/spring. All requests must include approvals and recommendations from the interns' immediate supervisors, HRD, and the Resource Planning Office (RPO). If an extension is granted, the intern must work a minimum of 16 hours per month to maintain a security clearance throughout the school year. A maximum number of hours per month will be determined by HRD, based on available funding during each fiscal year. A student's work schedule in the fall/spring should not interfere with his or her academic schedule and should not impair academic performance.

If an intern continues to meet the qualifications by the end of the spring school semester and has been granted an extension for summer by RSU, the intern may transition to the required full-time work schedule of June to August.

An extension can be either paid or nonpaid, depending on the availability of funds. An intern's pay can be discontinued at any time due to budgetary constraints. As a result, the intern's employment status will change to VIP.

Appointments for students are time-limited and are not to exceed one year. However, extensions in one-year increments are permitted, as needed, as long as individuals remain in a full-time student status; maintain the established, minimum overall cumulative grade point average (GPA) of 3.0 or above on a 4.0 scale; are in good standing with their academic institutions; and receive favorable recommendations from their supervisors, based on satisfactory job performance. FBIHQ divisions/FOs must submit SF-52s ("Request for Personnel Action") to extend appointments, as needed, for paid students.

Guidance regarding the number of minimum and maximum work hours permitted is outlined by RSU according to individual student programs and the FBI's budget in the current year.

Upon completion of a student's temporary appointment, HRD will either convert the student's internship to a permanent position or terminate the student's employment. CSOs must ensure that the appropriate human resources information system is accurate and up-to-date for all unpaid volunteer participants and that all government property is returned to them at their respective FBIHQ divisions and FOs. CSOs must debrief all departing students (paid and nonpaid).

4.1.3. Honors Internship Program and Volunteer Internship Program

The HIP and VIP offer interns a view of the FBI's operations and enable them to explore the many career opportunities available within the FBI. Interns are assigned throughout FBIHQ divisions and FOs.

4.1.3.1. Volunteer Internship Program

1. **Educational credit:** Interns *may* receive educational credits for internships, subject to the rules of their educational institutions. Some programs/schools prohibit credit for paid internships.

Each intern participating in the VIP must complete and sign a "Federal Bureau of Investigation-Educational Institution Intern Placement Agreement" with his or her accredited educational institution and the FBI before beginning an assignment. The agreement must indicate the following: (1) the relative responsibilities of the school, the intern, and the employment component; (2) the general nature and purpose of the work to be

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performed/assigned; (3) whether the student will receive educational credit for the work; (4) any reports or evaluations required by the school; (5) a work schedule and, if appropriate, the probable duration of the student's volunteer services; and (6) some method of time and attendance recordkeeping.

If the school does not provide credit, the “Federal Bureau of Investigation-Educational Institution Intern Placement Agreement” must still be completed and returned to RSU.

2. **Agreements:** A standard, formal agreement for the VIP has been approved by the Office of the General Counsel (OGC). Any changes to, or variations of, this agreement must be approved by HRD and OGC before the changes are executed. Once an agreement has been established with an educational institution, it may be renewed, with the concurrence of the RSU, by the sponsoring FBIHQ division or FO, as long as the participant remains qualified to serve in the program.

If an agreement is required for any student program, it must be signed by all of the appropriate parties before the student will be considered for further processing into that program.

4.1.4. FBIHQ Division and Field Office Participation in the Honors Internship Program (HIP) and Volunteer Internship Program (VIP)

Requests for interns will be filled according to the needs of FBI hiring entities through their respective administrative units or designated division/FO internship program points of contact (POC). RSU will canvass FBIHQ divisions and FO entities through electronic surveys to determine the work needs of those entities and the types of assistance students can provide to support division/FO missions. A list of intern requests (by office) is maintained by RSU. Placement of interns will be made by RSU to ensure that work assignments are commensurate with the educational and experience levels of students. RSU will ensure that proper coordination occurs with all entities involved in the recruiting, hiring, and placement of interns (e.g., SecD).

The request for interns by interested hiring entities should be in the designated request format and should include the following information:

1. Identification and cost code of the unit/squad making the request
2. Location of the assignment (e.g., FBIHQ; FBI Academy; Engineering Research Facility [ERF]; Laboratory Division; Records Management Division (RMD), Winchester, VA; Criminal Justice Information Services (CJIS) Division, Clarksburg, WV; Critical Incident Response Group (CIRG), Aquia, VA; FOs; or off-site locations)
3. Description of the assignment/task
4. Number of vacancies
5. Supervisor's name and position title
6. Division's/FO's POC

4.1.5. Student Eligibility Requirements

In order to be eligible for an FBI internship, a nominee (student) must meet all of the following qualifications at the time of application:

1. Minimum eligibility requirements:

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- Must be a United States (U.S.) citizen.
 - Must be 16 years of age or older at the time the application is submitted.
 - Must be registered with the selective service if a male applicant born after 12/31/1959.
 - Must be enrolled in or attending, for the duration of the internship and on a full-time basis, an educational institution that is accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education .
 - Must be attending an accredited educational institution that is located in the United States.
 - Must be available to be processed in a local FBI FO within the United States.
 - Must apply via the appropriate application process by the designated deadline, when advertised.
 - Must sign an “FBI Honors Internship Program (HIP) Program Term Acknowledgment” form.
 - Must submit a completed FD-956, “Honors Internship Program School Certification”.
 - Must possess the required educational level at the time of application, unless otherwise noted in the job posting.
2. In addition to meeting the minimum eligibility requirements, a high school junior or senior student nominee must:
- Have an overall cumulative GPA of 3.0 or above on a 4.0 scale and be in good standing with his or her academic institution.
 - Comply with federal, state, or local laws and standards governing the employment of minors.
 - Obtain any required work permits per the location of the assignment.
 - Complete a structured interview that is administered by FBI representatives.
3. In addition to meeting the minimum eligibility requirements, an undergraduate, graduate, or post-graduate student must:
- Be in a degree-seeking program.
 - Be available to work a minimum of 40 hours per week during a ten-week summer program. (Note: RSU will be flexible when scheduling a start date for those students that attend a school on a quarter-system schedule.)
 - Work a minimum of 16 hours per month during the fall/spring school year if an extension is approved.
 - Have an overall cumulative GPA of 3.0 or above on a 4.0 scale and be in good standing with his or her academic institution. (Note: When academic credit is expressed in terms other than quarter or semester hours, it is the responsibility of the student to provide an interpretation of the institution's grading scale in order to equate it to the FBI's standards of a “B” or better.)

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- Complete a structured interview that is administered by FBI representatives.

4.1.6. Review Process for Basic Qualifications for the FBI Student Programs

RSU will determine the qualifications for the student program based on the needs of the FBI. All applications of potential interns who meet student eligibility requirements will be forwarded to the appropriate FBIHQ division/FO for preliminary selection by RSU. Appropriate division/FO personnel will review applications to determine if a potential intern has the degree and skills currently needed by that office.

All of the designated personnel participating in the interview process must sign the appropriate nepotism forms (provided by RSU). Forms must be submitted to RSU with nomination packets.

4.1.7. Selection Process

- Veterans' preference will be properly applied and noted on the hiring certificate.
- The FBIHQ division/FO will conduct structured interviews to determine if an applicant is qualified for the position. Veterans who meet the basic qualifications for the position, including meeting the needs of the organization, will be interviewed.
- Students who decline the interview or do not respond within ten business days of the invitation will no longer be considered.
- Students who are interviewed will be assigned a numerical score or a nonnumeric score (i.e., pass/fail or best/not qualified).
- When large numbers of applications are received, a natural break of the assessment of the assigned score will be utilized by RSU to determine the best-qualified individuals. This break will be at a level to ensure that a proper number of students is initiated into the background investigation process to be hired.
- Applications of veterans who are deemed “not qualified” must be submitted to the RSU for final adjudication.
- All packages and recommendations for selections will be returned, by the designated deadline, to the RSU for review, approval, and final selection.
- The RSU will notify FBIHQ divisions/FOs of the selection approvals and will issue conditional job offers.

4.1.8. Security Requirements

All students must successfully pass FBI background investigations to receive TOP SECRET (TS) security clearances. Any candidate who accepts a conditional job offer will be scheduled for a personnel security interview, preemployment polygraph examination, urinalysis test, and fingerprinting. An FBI investigator will contact former and current employers, references, social acquaintances, and neighbors and will review school, credit, arrest, medical, and military records to determine an applicant's suitability for employment with the FBI.

4.1.9. Compensation and Benefits

Students participating in paid internship programs receive salaries from the FBI. Other compensation or benefits provided to paid student interns are annual leave, sick leave, transit

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subsidies, and paid federal holidays. If a paid intern is working an intermittent work schedule, however, he or she will not earn annual leave or sick leave.

Students participating in nonpaid internships do not receive monetary compensation or benefits from the FBI.

Students participating in paid internships are paid under the General Schedule (GS) federal pay system and are hired between the grades of GS-01 to GS-09, based on their levels of education. The highest pay grade that can be awarded in an internship program is a GS-09.

Upon completion of all academic requirements in an appropriate field, GS-01 to GS-07 students (0303 occupational job series) may be reassigned or promoted noncompetitively to the GS-07 level.

Promotions to the GS-09 level (0301 occupational job series) are not automatic. Because of the stand-alone position status in this job series, students must apply for higher grades during open application periods. (The grades offered are based on education that has been completed within the last six years.)

GRADE	QUALIFYING EDUCATION
GS-1	High School Student
GS-2	Completion of high school or equivalent
GS-3	Completion of one academic year above high school (freshman) (30 semester hours/45 quarter hours = 1 year of undergraduate education)
GS-4	Completion of two academic years above high school (associate's degree/sophomore/junior) (60 semester hours/90 quarter hours = 2 years of undergraduate education)
GS-5	Completion of four years above high school leading to a bachelor's degree OR a bachelor's degree (120 semester hours or 180 quarter hours)
GS-7	Completion of one academic year of graduate education (An academic year of graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 academic year of full-time study.) (18 semester hours or 27 quarter hours)
GS-9	Master's degree or equivalent graduate degree

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GRADE	QUALIFYING EDUCATION
	OR
	Completion of two academic years of progressively higher-level graduate education <i>leading</i> to a master's degree or an equivalent graduate degree

The grade offered at the time of application will remain for one year. At the beginning of the next year's program, the student will be considered for a grade increase if he or she still remains qualified to participate for the GS-01 to GS-07 grades (only in the 0303 job occupational series).

Students must commit to a minimum of 240 hours (six weeks of full-time work) to be considered for any FBI student program.

4.1.10. Conversion to Permanent Appointments

All students participating in FBI student internship programs may be noncompetitively converted to permanent appointments at any time within 120 (calendar) days of satisfactorily completing of their educational requirements for high school or college diplomas, certificates, or degrees and the appropriate grade point average and any other qualifying staffing provisions required by HRD. The aforementioned conversion is based on the needs of the FBI and is not automatic. Each FBIHQ division/FO must have available FSL in order to convert a student-intern position into a permanent position. Students for each program are eligible for noncompetitive placement into other permanent FBI positions for which they are qualified at the same or a lower grade level. Each student must have successfully completed all of the requirements of the internship program, demonstrated successful job performance, and have been recommended for permanent employment. A student must also meet the qualifications for the position to which he or she will be converted. All FBI student internship program participants will receive formal evaluations from their respective supervisors at the end of their internships. Structured interviews conducted during the internship program hiring process will be considered when the students are hired for permanent positions. Students will not have to be reinterviewed when being considered for conversion to permanent positions if they are being favorably recommended by their current supervisors and have met all other internship requirements.

4.1.11. Housing

All interns are responsible for making their own housing arrangements, and the FBI will not intervene in any contractual arrangements negotiated between an intern and a housing provider. The FBI recommends that students wait until the FBI confirms that their backgrounds have been favorably adjudicated before they sign a formal agreement with any housing provider. The FBI is not responsible for any housing or travel expenses incurred by a student.

4.2. Skill-Specific Intern Programs

Skill-specific programs have been developed to help ensure that talented individuals are being continuously recruited, thereby ensuring that the FBI is acquiring interns with the skills deemed critical for the overall success of the FBI's mission. Skill-specific intern programs are run within the HIP and/or VIP. Subject matter experts are responsible for outlining mission-critical skills each fiscal year. Below are the names of current FBI skill-specific intern programs:

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- Cyber Internship Program
- Legal (law) Interns
- Presidential Management Fellows Program

Below are examples of past programs that were piloted to fill critically needed skills in the overall workforce:

- Computer Science/Regional Computer Forensic Laboratory (RCFL) Internship Program
- Future Workforce High School Program
- FBI Work Study Program (WSP) (formerly CO-OP Program)
- FBI Critical Skills Scholarship Program
- Foreign Language Internship Program (FLIP Program)
- Externs
- National Security/Language Internship Program (NSI)

All hiring entities must first request and receive approval from HRD to implement a skill-specific intern program.

4.2.1. Cyber Internship Program

The Cyber Internship Program (CIP) provides on-the-job training in FBIHQ divisions and FOs for students whose focus of study involves the cyber field. Cyber disciplines are defined by the Cyber Division.

Cyber interns can be hired through solicitation of the position through a vacancy announcement, school and association recruitment, or organizational Cyber Challenges or events.

Participants in Cyber Challenges possess educational backgrounds in computer science, computer technology, computer engineering, information assurance, and other information technology fields. These candidates must meet the specific requirements outlined by the FBI annually.

4.2.2. Legal Internship Program

The Legal Internship Program is a highly competitive, nonpaid ten-week program intended to attract law students with strong academic credentials who desire to work in the area of public service. The program is open to full-time students who attend American Bar Association-accredited law schools. The program is designed to provide a unique educational experience that cannot be acquired through traditional legal educational methods. Students will receive special assignments from the general counsel or from the deputy general counsels of the General Law Branch; Investigative Law and Legal Training Branch; Litigation Branch; National Security Law Branch; or the Office of Integrity and Compliance.

4.2.3. Presidential Management Fellows Program (PMF)

The PMF Program is a prestigious two-year training and development program designed to attract men and women from a variety of academic disciplines and professional experience to federal service. The PMF Program accepts applications annually, usually in the fall. Individuals interested in participating in the PMF Program should apply to the vacancy announcement on

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USAjobs.gov. Individuals who apply should have a clear interest in and commitment to excellence in the leadership and management of public policies and federal programs. Information regarding the PMF Program is outlined in the FBI's *Presidential Management Fellows Program Policy Directive and Policy Guide (0697DPG)*.

4.2.4. Computer Science/Regional Computer Forensic Laboratory Internship Program

Participants are assigned under this recruitment program as either HIP (paid) or VIP (nonpaid) interns. Students will be assigned to RCFL worksites or in other computer science-related locations. Students must have strong backgrounds in one of the following areas: cyber, criminal justice, mathematics, engineering, digital forensics, law, accounting, finance, or information technology.

4.2.5. Future Workforce High School Program

Participants are assigned under this recruitment program as either HIP (paid) or VIP (nonpaid). High school students will be assigned throughout FBIHQ divisions and FOs. This program is a recruitment enhancement that both educates and promotes career opportunities. High school students gain insight into the inner workings of the FBI for consideration when they pursue future permanent career opportunities. This program fosters academic relationships within the scholastic community. High school students will be provided with meaningful training and developmental work experience.

4.2.6. FBI Work Study Program (Formerly CO-OP Program)

Participants will be assigned under this recruitment program as HIP (paid) interns. The WSP is a program that combines academic studies with on-the-job experience. Students are compensated based on the designated salary levels included in subsection 4.1.9. ("Compensation and Benefits") of this PG.

Students must remain in school while working for the FBI and must earn college credit. The WSP operates on a rotational system, alternating semesters of full-time work with full-time study from entry into the program until graduation. While students are in school, they must be placed in leave without pay (LWOP) status. While participating in the WSP, participants will work 40-hours-per-week schedules and will also receive salaries. Students are entitled to benefits if their appointments are longer than one year. Students may maintain full- or part-time course loads (as specified by their respective colleges or universities). All participants will execute Work Study Program agreements, acknowledging that their terms of employment will end at the conclusion of the academic year. New Work Study Program agreements must be executed for each work period. The program will facilitate the recruitment of individuals with a demonstrated capability to develop skills critical to the position. The WSP supports disciplines deemed critical to the FBI, including, but not limited to the following:

- International finance
- Law
- Accounting
- Intelligence studies
- International studies

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- Foreign languages
- History
- Economics
- Business
- Political science
- Public administration
- Physical sciences
- Computer science
- Engineering
- Journalism
- Studies pertinent to specific geographic areas and cultures

All students must maintain a GPA of 3.0 on a 4.0 scale and be in good standing with their academic institutions once they have been accepted into a program. If a participant's cumulative GPA drops below 3.0 at any time after he or she has been selected for the program, the student will be placed on probation by the FBI and be given one semester to improve his or her grades. A student's academic progress will be monitored each semester. A participant whose performance is less than acceptable or whose actions violate FBI ethics policies will be released from his or her program, without further obligation to the FBI, at the end of the current work period. A student's immediate supervisor will be responsible for documenting work performance. Changes in work hours are not to be made by anyone other than the university coordinator or the FBI's Work Study Program coordinator. Each request will be reviewed and determined on a case-by-case basis.

4.2.7. FBI Critical Skills Scholarship Program

The FBI has the flexibility to recruit students who are graduating from high school or technical school, as well as those who have already entered college, so long as they are contemplating studying a discipline critical to the FBI's mission. Students must undertake and complete a minimum of a senior year of coursework prior to graduation and up to a four-year course of study in a discipline operationally critical to the needs of the FBI. For students in good standing with program requirements, the FBI will (1) pay tuition costs of up to \$20,000 per year (as permitted by budget), (2) pay student salaries during the school year, and (3) provide employment at FBI facilities to students during summer months. Students must sign training agreements that establish the conditions and obligations of employment for participants in the Critical Skills Scholarship Program.

4.2.8. Foreign Language Internship Program

Participants are assigned under this recruitment effort as either HIP (paid) or VIP (nonpaid) interns. Students recruited via this recruitment effort must possess strong foreign language skills. Students must obtain a passing score set by Language Services and RSU to participate in this language proficiency program. Students must possess listening, comprehension, and translation proficiency of an identified critical language such as, Arabic, Chinese (all dialects), Korean,

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Urdu, Farsi, Russian, Spanish, Punjab, Pashto, and other languages deemed critical for accomplishing the FBI's mission. Students will be assigned to FBIHQ divisions and FOs.

4.2.9. Externship Program

The Externship Program is an experiential learning opportunity that is modeled similarly to the FBI's internship programs. The experience allows law students to apply their coursework learning to real-life settings. These assignments are all usually less than ten weeks in duration and are related to coursework. The assignment could be for a semester, a quarter, or longer. This program is utilized by OGC to attract and educate students who are pursuing law degrees and are interested in the unique challenges of public service.

4.2.10. National Security/Language Internship (NSI) Program

The NSI Program is an intensive nine-week, full immersion summer program that combines Arabic language, Arabic film and cultural studies, and on-the-job-training experience at the U.S. Department of Homeland Security (DHS) or the FBI. Students will receive full room and board at the George Washington University (GWU), transferable college credits, and a volunteer internship at DHS or the FBI.

The program's overall vision is to identify, train, assess, and hire qualified individuals who are culturally competent, have knowledge of critical foreign languages, and possess other critical skills that are vital to the evolving field of national security.

The NSI is open to qualified applicants who are able to meet the requirements to be granted TS clearances and who have Arabic [language] rating scores of 1+ or higher.

4.2.11. Children of FBI Employees

Children of FBI employees are eligible to apply for these programs and must adhere to the application procedures of the program for consideration. All employees must abide by the nepotism policy outlined in 5 U.S.C. § 3110, which prohibits public officials of the government from showing favoritism on the basis of familial relationships. The policy states:

- A public official may not appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative in or to any civilian position in the agency in which the public official serves or over which he or she exercises jurisdiction or control.
- An individual appointed, employed, promoted, or advanced in violation of the nepotism law is not entitled to pay.
- This restriction applies to all components of the Department of Justice (DOJ).

FBI employees must recuse themselves from any actions that would violate nepotism restrictions and/or have the appearance of such a violation.

5. Summary of Legal Authorities

- 28 U.S.C. § 536
- 5 U.S.C. § 2301
- DOJ Human Resources Order 1200.1, Chapter 1-3, “Student Volunteer Service”
- DOJ Interim Procedures for Documenting Volunteer Services
- 28 U.S.C. § 532
- 5 CFR Part 302

6. Recordkeeping Requirements

In accordance with the FBI's disposition authority for "Internship Programs" (N1-065-09-14, item 6), RSU must retain all program materials (including selection files) for five years. The RSU must document each action effected under this PG. The records maintained must be sufficient to demonstrate all steps in the process followed under this plan for each selection. The merit case file may be hard copy or electronic and must include all the items listed on the file checklist.

Each FBIHQ division/FO must serialize timekeeping records for nonpaid students to the designated student program subfile in its division's/FO's main internship program file within Sentinel.

This does not apply to paid students, as their time and attendance is captured in WebTA.

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Appendix A: Final Approvals

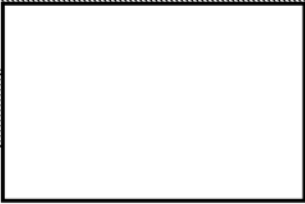
POLICY TITLE: <i>FBI Student Programs Policy Guide</i>	
Primary Strategic Objective	T1- Improve recruiting, selection, hiring and retention.
Publish Date	2015-12-03
Effective Date	2015-12-03
Review Date	2018-12-03
APPROVALS	
Sponsoring Executive Approval	James Turgal Assistant Director Human Resources Division
Final Approval	Valerie Parlave Executive Assistant Director Human Resources Branch

Appendix B: Sources of Additional Information

Please view the [Recruitment and Sourcing Unit](#) Intranet site for additional information.

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Appendix C: Contact Information

HRD Front Office	
RSSS	
RSU	
HRD Address	FBI Headquarters, Room 10903 J. Edgar Hoover Building 935 Pennsylvania Ave. N.W. Washington, D.C. 20535
HRD Call Center	202-324-3333

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Appendix D: Definitions and Acronyms

Definitions

Student intern: an individual who is currently enrolled, as a degree-seeking student (e.g., diploma or certificate) in an accredited high school, technical or vocational school, two-year or four-year college or university, graduate school, or professional school.

Acronyms:

AD	assistant director
BPMS	Bureau Personnel Management System
CFR	Code of Federal Regulations
CIP	Cyber Internship Program
CIRG	Critical Incident Response Group
CJIS	Criminal Justice Information Services Division
CSO	chief security officer
DHS	U.S. Department of Homeland Security
DOJ	Department of Justice
EC	electronic communication
ERF	Engineering Research Facility
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FLIP	Foreign Language Internship Program
FO	field office
FSL	funded staffing level
FSS	Facility Security System
GLBT	gay, lesbian, bisexual, and transgender
GPA	grade point average
GS	general schedule

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GWU	George Washington University
HIP	Honors Intern Program
HRD	Human Resources Division
HRO	human resources officer
MAOP	<i>Manual of Administrative Operations and Procedures</i>
NSI	National Security Internship
OGC	Office of the General Counsel
PG	policy guide
PMF	Presidential Management Fellow
POC	point of contact
RCFL	Regional Computer Forensic Laboratory
RMD	Records Management Division
RPO	Resource Planning Office
RSSS	Recruitment, Selection, and Staffing Section
RSU	Recruitment and Sourcing Unit
SecD	Security Division
TDY	temporary duty
TS	TOP SECRET
U.S.C.	United States Code
VIP	Voluntary Internship Program
WSP	Work Study Program