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FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE

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1. Policy Directive Title.	FBI Wounded Warrior Internship Program
2. Publication Date.	2012-08-23
3. Effective Date.	2012-08-23
4. Review Date.	2018-10-11
5. Date of Last Renewal.	10/11/2017

6. Authorities:

Executive Order (EO) Employment of Veterans in the Federal Government, EO # 13518, dated November 9, 2009

7. Purpose:

The purpose of the Wounded Warrior Internship Program (WWIP) is to secure quality and diverse veteran candidates. This initiative enables the FBI to identify and assess potential future employees from a candidate pool of highly qualified veterans who possess a wide range of skills and talents.

8. Policy Statement:

8.1. The Personnel Recruitment Unit (PRU) has program management and oversight of the FBI's Wounded Warrior Internship Program (WWIP) and will coordinate with FBI field offices and the Operation Warfighter (OWF), Department of Defense (DoD), Office of Wounded Warrior Care and Transition Policy Unit.

8.2. A Wounded Warrior Internship Program (WWIP) participant must: (1) be a United States citizen, (2) be a service member on active duty status recovering from a medical procedure, (3) have at least nine months left on his or her Wounded Warrior (WW) status, (4) be authorized to participate by the Operation Warfighter (OWF) Program Managers, the Department of Defense (DoD), and (5) be able to pass a full field background investigation which the FBI Security Division (SecD) will conduct. Wounded Warriors (WWs) are eligible to participate as long as they remain on active duty and retain their Wounded Warrior (WW) status.

8.3. Wounded Warrior Internship Program (WWIP) participants will receive ongoing rehabilitation while assigned to the FBI. Therefore, hiring managers (HM) must select assignments that can accommodate flexible work schedules that do not interfere with the Wounded Warrior's (WW) rehabilitation. If necessary, the Department of Defense (DoD), in conjunction with the FBI, will provide assistive technology and reasonable accommodation to enable the Wounded Warrior (WW) to perform work duties. Field offices will provide meaningful assignments that will enable Wounded Warriors (WWs) to build a resume, explore employment interests, develop job skills, and gain valuable federal government work experience that offers participants a formal means of transition back to the military or civilian workforces.

8.4. A hiring manager (HM) does not need to have an available funded staffing level (FSL), as the Wounded Warrior (WW) will continue to be paid by the Department of Defense (DoD) during the internship. The processing field office (PFO) point of contact (POC)/hiring manager (HM) will submit the survey requests, the Operation Warfighter (OWF) Placement Form, the monthly evaluation forms, the Exit Interview and the Final Evaluation. This internship is a working interview opportunity to evaluate candidates for permanent employment. There is no guarantee of permanent employment upon completion of the Wounded Warrior (WW) internship, but all Wounded Warriors (WWs) separating from military service who are willing to be considered for employment with the FBI will have their resumes sourced to hiring managers (HMs) for review. These resumes will be reviewed according to each candidate's skills and qualifications.

8.5. A Wounded Warrior (WW) may be hired as a "Mission Critical" hire regardless of the position the Wounded

Warrior (WW) will fill. If the Wounded Warrior (WW) is recommended and eligible for full-time employment with the FBI, and the office they interned with does not have an available funded staffing level (FSL), the Wounded Warrior (WW) will forward an updated resume to the Personnel Recruitment Unit (PRU)'s Wounded Warrior Internship Program (WWIP) Program Manager (PM) for FBI-wide sourcing.

8.6. To convert a Wounded Warrior (WW) into a full-time employee, the hiring manager (HM) must follow the following procedure: (1) a Support Vacancy Request (SVR) with justification for mission critical hire must be entered into the Enterprise Process Automation System (EPAS); (2) the Enterprise Process Automation System (EPAS) request will be reviewed for approval by the Resource Planning Office (RPO); and (3) the processing field office (PFO) Chief Security Officer (CSO) will determine what, if any, additional background investigation leads need to be covered.

8.7. Candidates may also be recruited through employee referrals, coordination with military installations and military hospitals, and career fairs.

9. Scope:

This policy applies to the Wounded Warrior Internship Program (WWIP) Program Manager (PM) as well as all employees involved in recruiting and hiring.

10. Proponent:

Personnel Recruitment Unit (PRU), Recruitment, Selection, and Staffing Section, Human Resources Division (HRD)

11. Roles and Responsibilities:

11.1. Personnel Recruitment Unit (PRU), HRD

11.1.1. Develops, maintains, and coordinates a strong collaborative working relationship with the Wounded Warrior (WW) population, the Department of Defense (DoD), the Office of the Director of National Intelligence (ODNI), and participating FBI field offices.

11.1.2. Maintains clear and regular communication of goals, objectives and expectations to all Wounded Warrior (WW) participants and involved agencies.

11.1.3. Leads policy, guidelines, standard operating procedures (SOP), and communication processes.

11.1.4. Assists processing field offices (PFOs) in identifying Wounded Warrior (WW) candidates for internship.

11.1.5. Educates processing field offices (PFOs) on the Wounded Warrior Internship Program (WWIP) and provides required documentation.

11.1.6. Verifies a candidate's eligibility to participate in the program with the Department of Defense (DoD).

11.1.7. Pre-screens candidates and refers them for internships to processing field office (PFO) point of contact (POC).

11.1.8. Manages and reports Wounded Warrior Internship Program (WWIP) reporting statistics.

11.1.9. Communicates with the Professional Support Clearance Unit-II (PSCU-II) for initiation of full field background investigation (BI).

11.1.10. Reports quarterly Wounded Warrior Internship Program (WWIP) statistics to the Office of the Director of National Intelligence (ODNI).

11.1.11. Notifies the Operation Warfighter (OWF) coordinators of internship opportunities at FBI.

11.1.12. Serves as a liaison between the processing field office (PFO) and the Department of Defense (DoD) in order to attain required special accommodations for Wounded Warriors (WWs).

11.1.13. Collaborates with the Business Process Management Unit (BPMU), RPO to coordinate modification of the Enterprise Process Automation System (EPAS) to track the recruitment and transition of Wounded Warrior (WW) interns.

11.1.14. Assesses candidates' skills and qualifications, and works in collaboration with the Staffing and Position Management Unit (SPMU) to ensure that candidates available for full-time employment are sourced for available funded staffing levels (FSLs).

11.2. Professional Staff Clearance Unit-II (PSCU-II), SecD

11.2.1. Creates, within five days of receipt of the conditional job offer (CJO) from HRD, the 67D File Number, the Bureau Personnel Management System (Support) record, and the Clearance Processing Systems record.

11.2.2. Obtains the candidate's credit report and forwards it to the processing field office (PFO) for a personnel security interview (PSI), as applicable.

11.2.3. Conducts all FBI Headquarters record checks within five days of the personnel security interview (PSI) and initiates the background investigation (BI) with a 14 day Bureau deadline.

11.2.4. Collects background investigation (BI) results and prepares adjudication within 60 days of the personnel security interview (PSI).

11.2.5. Notifies the Wounded Warrior (WW) Program Manager (PM) and the processing field office (PFO) of favorable adjudication via electronic communication (EC) and enters the candidate's information on the Facility Security System (FSS) within 48 hours of approval for hire.

11.2.6. Prepares appropriate action letter for candidates disqualified for suitability or security issues with copies to the Wounded Warrior (WW) Program Manager (PM) and the processing field office (PFO)/chief security officer (CSO).

11.2.7. If the candidate is ultimately offered full-time employment, determines if additional security processing is needed for the candidate to be eligible for a permanent position and notifies the human resources specialist.

11.3. Processing Field Office (PFO)

11.3.1. Submits the wounded warrior assignment survey to the Wounded Warrior (WW) Program Manager (PM).

11.3.2. Identifies and selects candidates, and notifies the Wounded Warrior (WW) Program Manager (PM) to initiate pre-screening.

11.3.3. Interviews Wounded Warrior (WW) candidates and notifies them of selection or non-selection.

11.3.4. Notifies the Wounded Warrior (WW) Program Manager (PM) of candidate selection.

11.3.5. Initiates an Electronic Questionnaire for Investigation Processing (eQIP) with a five day deadline, and schedules preliminary processing within 15 days of receipt of the conditional job offer (CJO).

11.3.6. Forwards release forms to the Professional Support Clearance Unit-II (PSCU-II) to obtain credit reports before the personnel security interview (PSI). If Professional Support Clearance Unit-II (PSCU-II) identifies any issues on the credit report, the processing field office (PFO) will address them during the personnel security interview (PSI).

11.3.7. Coordinates the personnel security interview (PSI).

11.3.8. Notifies the processing field office (PFO) hiring manager (HM), chief security officer (CSO), and the Wounded Warrior Internship Program (WWIP) Program Manager (PM) if candidate's preliminary background is favorable or unfavorable.

11.3.9. Ensures there is a designated appropriate work space for the Wounded Warrior (WW) intern.

11.3.10. Notifies the chief security officer (CSO) of the assignment access requirements.

11.3.11. Contacts candidates whose clearances have been favorably adjudicated to schedule entry on duty orientation.

11.3.12. Coordinates with gaining office's chief security officer (CSO) to ensure candidate(s) receive appropriate security briefing and access to FBI space and databases.

11.3.13. Completes and electronically submits required Department of Defense (DoD) documentation, including: the Operation Warfighter (OWF) Placement Form, the Monthly Evaluation Form and the Exit Evaluation Form.

11.3.14. Coordinates the candidate's exit interview with the chief security officer (CSO).

11.3.15. Communicates the candidate's status (i.e., rotation, consideration for full-time employment, separation) to the Wounded Warrior (WW) Program Manager (PM) at least 45 days before completion of internship.

11.3.16. Evaluates Wounded Warrior (WW) interns for consideration of full-time positions within the processing field office (PFO), if applicable.

11.3.17. Initiates the processing of a qualified candidate for an available funded staffing level (FSL) within the processing field office (PFO).

11.3.18. Notifies the Wounded Warrior (WW) Program Manager (PM) when the processing field office (PFO) has interns who are interested in full-time employment with the FBI but the processing field office (PFO) does not have any available funded staffing level (FSL).

11.4. Staffing and Position Management Unit, HRD

11.4.1. Reviews candidates' resumes and other documentation for qualification determination when candidates are being considered for a mission critical hire.

11.4.2. Enters conditional job offer (CJO) information in the Enterprise Process Automation System (EPAS) to identify Wounded Warrior (WW) candidates and indicates if the Wounded Warrior (WW) had a break in service.

11.5. Resource Analysis Unit (RAU), RPO

11.5.1. Reviews the Support Vacancy Request (SVR) in the Enterprise Process Automation System (EPAS) for candidates considered mission critical hires and approves the request if a vacancy exists. After the SVR is approved, it will automatically route to the Staffing and Position Management Unit (SPMU) for further processing.

11.6. All FBI Employees

11.6.1. Non-compliance must be reported to the policy proponent or proper authorities, including the Office of Integrity and Compliance. Timely reporting of non-compliance shall be addressed in a non-retaliatory, non-punitive manner.

12. Exemptions:

None

13. Supersession:

None

14. References, Key Words, and Links:

14.1. Key Words:

14.1.1. Veteran

14.1.2. Wounded Warrior (WW)

14.1.3. Department of Defense (DoD)

14.1.4. Temporary employment

14.1.5. Mission Critical Hire

14.1.6. Support Vacancy Request (SVR)

14.1.7. Facility Security System (FSS)

14.1.8. Wounded Warrior assignment survey

14.1.9. Service members

14.1.10. Wounded Warrior Internship Program (WWIP)

14.1.11. Warfighter

14.1.12. Processing Field Office (PFO)

14.1.13. Chief Security Officer (CSO)

14.2. Reference:

14.2.1. *External Recruitment and Hiring Corporate Policy Directive and Policy Implementation Guide*, 0609DPG

15. Definitions:

15.1. Veteran - A service member of the Armed Forces with Veteran Hiring Preference.

- 15.2. Wounded Warrior (WW) - An active duty service member recovering from a medical procedure who is authorized by the Department of Defense (DoD) to participate in an internship with the federal government.
- 15.3. Temporary employment - Temporary termed assignment, internship.
- 15.4. Mission Critical Hire - Upon completion of the Wounded Warrior (WW) internship, all Veterans are considered "Mission Critical" assets.
- 15.5. Operation Warfighter (OWF) - Agency designated by the Department of Defense (DoD) to approve/certify participation of a Wounded Warrior (WW) on internship.
- 15.6. Service member - Former or active duty member of the Armed Forces, Reserve and/or National Guard.
- 15.7. Department of Defense (DoD) - Agency which pays the Wounded Warrior (WW) candidate while participating on internship.
- 15.8. Standard Operating Procedures (SOP) - Details of all steps and activities included in the FBI Wounded Warrior Internship Program (WWIP) standard operating procedures (SOP).
- 15.9. Warfighter - Active duty service member temporarily assigned to the Wounded Warrior Internship Program (WWIP).

16. Appendices, Attachments, and Forms:

The following information may be accessed from the Personnel Recruitment Unit (PRU) website under the link Wounded Warriors Program [redacted]:

- 1. [Wounded Warrior Standard Operating Procedures \(SOP\)](#)
- 2. [Wounded Warrior Initiative Survey Form](#)
- 3. [Frequently Asked Questions](#)

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