



# United States Department of the Interior


BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

**FEB 18 2016**

IN REPLY REFER TO:

## Memorandum

To: All Regional Directors  
Attention: Natural Resources, Forestry and Fire Management Managers and Supervisors

From: Director, Bureau of Indian Affairs 

Subject: Office of Trust Services Pathways Program Internships

The Office of Trust Services (OTS) has established 116 internship positions across 7 different programs. The rules and attributes of these internships vary considerably according to the needs of the program. In all cases, these internships are designed to provide an opportunity for youth to explore careers in the Bureau of Indian Affairs (BIA) and related tribal programs as paid federal employees while completing their education. In general, the Pathways Internship Program targets Indian Preference students, who are enrolled in an accredited college or university, and seeking a degree in a STEM (Scientific, Technical, Engineering, and Mathematics) academic program. Attached is a BIA OTS Pathways Internship Program brochure providing details.

### Supervision and Program Responsibilities

Student interns are BIA Central Office federal employees, and thus their permanent supervisor of record is the Central Office program official under which they were hired for. Both the Central Office program officials and the host office supervisors play critical roles in the success of the internship program. Central Office has administrative oversight, program compliance, and technical support, while the host unit directly supervises, evaluates performance and reports on progress. Additionally, the role of the host office or unit is to make available quality work assignments related to the student's academic studies and to ensure that the objectives of the developmental plan and participant agreement are met.

### Pathways Internship Coordinators

Pathways Internship Coordinators administer the program for their office, including the recruitment, on-boarding, monitoring and non-competitive conversions of student interns into career conditional permanent full-time positions. They also work closely with program officials, hosting units, regional youth liaisons, and equivalent tribal officials to facilitate the placement of student interns at hosting units.

### Internship Job Announcements

Internship Job vacancies are published throughout the year on the USAJobs website at <https://www.usajobs.gov/studentsandgrads/>. When these announcements are posted, hiring

officials and program managers as appropriate will receive an e-mail with instructions on how to request to host student interns.

### Internship Position Types

Each position's individual education and qualification requirements vary depending on the program type, workforce planning needs and area served, including the appointment length (tenure), and participant's requirements. Each variation represents the unique needs of the specific OTS program. Due to these variances, it is paramount that interested hosting units and potential applicants refer to the job announcement for program specifics, qualifications and requirements. The following OTS Internship positions are approved and in various stages of recruitment or development:

<u>No.</u>	<u>Position Title</u>	<u>Division and / or Program</u>
20	Student Trainee (Rangeland)	Agriculture and Rangeland
25	Student Trainee (Forestry)	Forestry and Wildland Fire
20	Student Trainee (Fire)	Forestry and Wildland Fire
5	Student Trainee (Biological Science)	Climate Change
10	Student Trainee (Realty)	Real Estate Services
6	Student Trainee (LTRO and GIS)	Land Titles and Records
30	Student Trainee (Engineering and other Biological Sciences)	Water and Power

### Funding

Student intern's base salaries and benefits will be covered by Central Office cost accounting codes. Central Office has budgeted to cover the regular time for the interns for a period of 12 weeks, unless otherwise stated. On rare occasion, when the hosting unit has additional work for the student intern beyond the budgeted 12 weeks, arrangements can be initiated by the hosting unit to continue working the intern using their funding sources, including other expenses e.g., (travel expenses, local, tribal or formal training opportunities, tuition assistance).

### Hosting Internships

Units interested in hosting a student intern(s) for the 2016 field season are encouraged to complete the attached document, the "Host Office Intern Request" and return it as per the instructions in the e-mail or directions at the bottom of the document. Requests must be submitted at least 30 days prior to the anticipated start work date to allow for better coordination and processing.

Student intern's work schedules can be configured to fit a variety of situations. Students can work year round, during summer, and/or during breaks. Student interns can also be placed with a tribe or tribal organization. Since the student interns are federal employees, when assigned to a tribe, a local BIA official is required to "host" to fulfill the administrative requirements.

### Evaluations

Hosting units are responsible for completing a "Student Internship Evaluation" at the end of each assignment to assess an intern's strengths and weaknesses and to ensure the match with the

agency is a good one. If problematic issues arise at any time during the internship, they are to contact the program supervisor or Pathways Internship Coordinator as soon as possible.

### Student Intern Placements

Selections will be made based on the following:

- a) Internship Participant requirements;
- b) Job responsibilities and location;
- c) Relevance to a student intern's major and course work;
- d) Duration of employment;
- e) The learning opportunity associated with completing an internship with the proposed employer; and
- f) Completed Host Office Intern Request requirements (i.e. detailed description of work assignments and training opportunities, cost sharing, and signature from authorizing official).

### Conversion of Student Interns

Student interns may be eligible for non-competitive conversion into a professional series position upon successful completion of the internship, when they have completed the minimum hours of work experience (640 hours), completed their education requirements, received a favorable evaluation from their hosting unit, and meet the education qualification requirements for the position to which the intern is being placed. The effective date of conversion is a mutually agreed upon start date between the receiving office and student intern. Conversions must be completed on a start date that is mutually beneficial to both the agency and student intern and within applicable time-frames. The completion of degree requirement means receipt of diploma or completion of semester or quarter of last qualifying classes.

If you have questions, please contact Gayla Schock, OTS Pathways Program Manager / Internship Coordinator, at (202) 208-6410.

### Attachments:

1 – Host Office Intern Request or can be downloaded at:

<http://iiaabqzucmw01p.ia.doi.net:16200/cs/groups/xots/documents/text/idc1-033100.pdf>

2 – BIA OTS Pathways Internship Program or can be downloaded at:

<http://iiaabqzucmw01p.ia.doi.net:16200/cs/groups/xots/documents/text/idc1-033101.pdf>

## Pathways Program Eligibility and Requirements

- Enrolled in a Federally Recognized Tribe (Submit a form BIA - 4432),
- Be at least 18 years of age,
- Enrolled or accepted full-time in an accredited college or university and seeking a degree in related academic program
- Completed at least 1 academic year of academic study
- A cumulative GPA of 2.0 or higher
- Ability to obtain and maintain a security clearance
- Service Agreements (Tuition)
- Maintain a valid Pathways Program Participant Agreement

Some positions may also require a Medical exam, Drug Testing, and a Driver License

## Conversion Opportunities

To be eligible for non-competitive conversion into a full-time position within the BIA, Interns must:

- Complete at least 640 hours of work experience acquired through the Internship Program,
  - In rare cases, we waive up to 320 hours Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.
- Complete their degree or certificate requirements,
- Meet the OPM qualification standards for the position to which the Intern will be converted,
- Meet agency-specific requirements as specified in the Participant's Agreement, and
- Performed their job successfully.



<https://www.facebook.com/BIA-Director-857668127607009/>

## OTS Website

The OTS Youth Engagement and Pathways Internship webpage is under development. Please visit our page for updates at and other program information at <http://www.bia.gov/WhoWeAre/BIA/OTS/index.htm>

For additional information:

Gayla Schock  
OTS Pathways Program Manager  
[gayla.schock@bia.gov](mailto:gayla.schock@bia.gov)

Make a  
**POSITIVE DIFFERENCE**  
in BIA and for the  
**TRIBAL COMMUNITIES WE SERVE**

## Where to look for OTS Pathways Internships

We are continuously recruiting to fill internships. We post ALL job opportunities for Pathways Internships on USAJOBS.

<https://www.usajobs.gov/studentsandgrads/>



## Forestry and Wildland Fire Internships

BIA partners with the Salish Kootenai Tribal College's Tribal Research and Education in Ecosystem Sciences (TREES) program to provide tuition subsistence, mentorship, recruitment and other logistical support.

For additional information:

Rachel Smith  
TREES Forestry Program Manager / Advisor  
[rachel\\_smith@skc.edu](mailto:rachel_smith@skc.edu)  
406.275.4748 (office)  
406.396.6735 (cell)

Craig Cook  
TREES Fire Program Manager / Advisor  
[craig\\_cook@skc.edu](mailto:craig_cook@skc.edu)  
208.761.8653 (cell)



Bureau of Indian Affairs  
Office of Trust Services

# INTERNSHIP PROGRAM

Make a Positive Difference in BIA and for the Tribal Communities We Serve



Careers for  
Native American &  
Alaska Native Students

February 11, 2016

## Our Organization

The Bureau of Indian Affairs (BIA), Office of Trust Services (OTS), is committed to serving Tribal communities and their members by ensuring the activities associated with management and protection of trust and restricted lands; natural resources; forestry and wildland fire management; irrigation, power and safety of dams; and real estate services are improving tribal government infrastructures and communities, along with other components of long term sustainable development investments to improve the quality of life for their tribal members



There are 56 million acres of trust lands and 45 million acres of land held by Native Alaskan state-chartered corporations.

- Head Quarters
  - 12 Regional Offices
  - 107 - Agencies/Field Offices
  - 223 - Duty Locations
- As 2013. Does it include Office of Justice Services

The OTS has the following 7 Divisions:

- Natural Resources (Agriculture and Rangeland Management)
- Forestry and Wildland Fire Management
- Environmental and Cultural Resources
- Probate and Special Projects
- Land Titles and Records
- Water and Power
- Real Estate Services

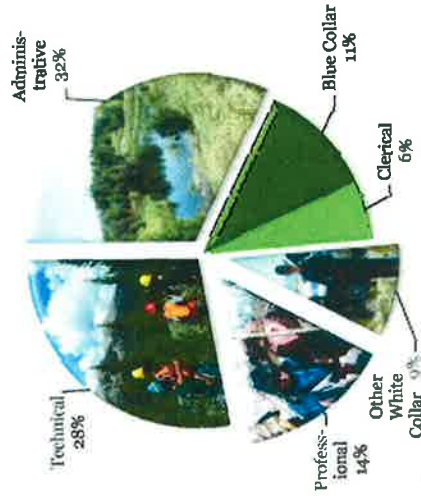
**Fast Fact:** By the year 2025, 75% of the workforce will be millennials.



## Scientific, Technical, Engineering, and Mathematics (STEM)

The BIA has an unprecedented outreach initiative to target, attract and recruit American Indian and Alaskan Natives into professional, critical, and hard-to-fill occupations in scientific, engineering, mathematics, and natural resources disciplines.

### BIA's Occupational Demographics



### Top 3 Professions Per Category

**Technical:** Forestry Technician, Miscellaneous Clerk and Assistant, and Engineering Technical

**Professional:** Natural Resources Management, Forestry, and Engineering

**Administrative:** Realty, Criminal Investigating, Miscellaneous Management and Program Analyst

**Other White Collar:** Police, Correctional Officer, and Various Student Trainee Occupations

**The Pathways Internship Program** main purpose is to recruit, hire, develop, and retain students and recent graduates. This consolidated Student Temporary Employment Program (STEP) and Student Career Experience Program (SCEP) into one program and is largely modeled after SCEP. 5 CFR part 362

## Pathways Internships

The OTS programs offers paid internships for emerging leaders who are seeking degrees in natural resources management, forestry and other related environmental and biological science fields. This Program not only offers students paid employment, while they continue their education, but also gives them valuable and unique work experiences. We offer rotational summer assignments within different programs and work environments, where they can train and job shadow with industry professionals.

Under the OTS Pathways program, there are two types of Internships.

- o Annual Year Round (Career-Seasonal / Excepted Indefinite). Appointment duration is upon graduation.
- o Traditional Summer Employment. Appointment normally is NTE 1 year or Term NTE 4 years.

### Program Benefits (Career Conditional and temporary appointments that are more than one year)

- o Up to \$5,000 Tuition/education subsistence \*
- o Paid Summer Employment -- related to academic field of study, beginning \$12-13.68 per hour,
- o Travel and Rotational summer assignments,
- o Students are recruited nationally across Indian Country,
- o Do not have to have prior work experience,
- o Mentoring, training and career development opportunities,
- o Flexible schedules,
- o Vacation, Sick and Holiday Pay,
- o Life Insurance, Flexible Spending Accounts, Health Benefits, and Retirement, and
- o Potential for non-competitive placement after graduation into a permanent professional entry-level BIA or tribal position.

\*Not all internships offer tuition support, some internships are for summer employment only

# BIA - OFFICE OF TRUST SERVICES PATHWAYS INTERNSHIP PROGRAM

2/8/16

**Reset Form**

## Host Office Intern Request

**PURPOSE:** To initiate a request for one or more interns. Requestors that volunteer to host an intern should accurately describe the work tasks and training assignments for the intern(s) to improve recruiting and skill matching for the host unit. In all cases, it should be noted that the student intern's work schedule should be designed and monitored to ensure it supports the student's ability to complete their required academic work. Interns must be hosted by the BIA but may be placed with tribe or tribal organization. Administrative requirements are retained by the BIA. Procedural questions on completing this request or on other aspects relating to the Pathways program should be addressed to: [gayla.schock@bia.gov](mailto:gayla.schock@bia.gov).

Preferences	
Number of Interns requested: _____	
Start and End Dates: Start on _____ End on _____ Hours Per Week _____	
Appointment Length: <input type="checkbox"/> One year, Not-to-Exceed 2 years <input type="checkbox"/> On-going ( <i>job shadowing, exposure to a career</i> )	
Proposed Schedule: <input type="checkbox"/> Summer and during breaks <input type="checkbox"/> Part-time and year round	
Degree Program: <input type="checkbox"/> forestry <input type="checkbox"/> natural resource management <input type="checkbox"/> agriculture / rangeland <input type="checkbox"/> soil conservation / science	
<input type="checkbox"/> other ( <i>describe</i> ): _____	

Type of Assignment (*check all that apply*):  On detail to BIA office  assigned to tribe, tribal organization.

Hosting Unit Information and Intern Work Site Location	
<u>FEDERAL AGENCY</u> <i>(Required)</i>	<u>TRIBE, TRIBAL ORGANIZATION</u> <i>(If applicable)</i>
Office Name: _____	_____
Supervisor Name: _____	_____
Address: _____	_____
City, St, Zip: _____	_____
Phone / Email: _____	_____

Are lodging accommodations available? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, provide description: _____
Are there any other in-kind contributions / cost sharing / leverage opportunities provided (travel expenses, local, tribal or formal training opportunities, tuition assistance, other)? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, provide description: _____
Provide brief summary description of the work and training for intern(s), indicate primary focus (attach page with details): _____

Approving Official	
Name and Title: _____	
Signature: _____	Date: _____

\* Email document to Gayla Schock, a minimum of 30 days prior to the begin date of placement at [gayla.schock@bia.gov](mailto:gayla.schock@bia.gov). If there are any changes to the begin and end dates, resubmit the form.