



**DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)**

**Internship Program Participant Agreement**

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date : _____ Appointment Not to Exceed (NTE) Date: _____ Program NTE Date: _____	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Intern's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Provide proof of enrollment as necessary</li> <li>• Notify the agency of any change in your enrollment status and/or work schedule</li> <li>• Maintain at least a half-time course load as defined by the educational institution</li> <li>• Remain in good academic standing               <ul style="list-style-type: none"> <li>○ Maintain a GPA of <b>2.5</b> and above (<i>Optional - Agency specific</i>)</li> </ul> </li> <li>• Adhere to an established work schedule</li> <li>• Adhere to the Intern Program requirements</li> <li>• Participate in agency training classes or programs</li> <li>• Perform, successfully, the assigned duties listed in your position description</li> <li>• Observe all workplace rules</li> </ul>	<ul style="list-style-type: none"> <li>• Complete a Participant Agreement with each Intern</li> <li>• Verify enrollment and eligibility for continued participation in the Program</li> <li>• Provide information on the Intern Program requirements</li> <li>• Identify job duties and responsibilities</li> <li>• Provide information on any special training requirements</li> <li>• Identify performance goals and evaluation criteria</li> <li>• Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule</li> <li>• Supervise daily work activities of the Intern</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• If position offers conversion to the competitive service, identify the eligibility requirements for conversion and ensure your Intern is converted within the applicable timeframe (120 days from completion of all academic requirements).</li> </ul>
<b>Work Assignments</b> (Enter brief description of duties or attach a position description)	
See attached Position Description (PD) and assigned Training Plan, including assigned OJT.	
<b>Program Requirements</b> (Enter requirements for continuation and successful completion of Program)	
Successful completion of the 1 year training plan including completion of required work hours and supervisor endorsement.	

**Training Requirements** (If applicable)

See attached Training Plan.

**Mentoring** (If your agency has a mentor requirement for Interns, enter those requirements)

Managers of Pathways will ensure that each Intern has a Mentor. The Mentor is a volunteer, normally not in the Intern's chain-of-command but possibly within the same career field. The Mentor can assist the Intern in understanding protocol within the government and the DCMA culture, can provide advice and counsel regarding career development, leadership, and technical assistance in the functional area. Mentor does not have to be co-located with the Intern. In cases where the Mentor is not in the same career series, another individual within the same job series will be assigned to provide on-the-job training, assistance, and oversight. Assignment of a specific person as a mentor will be with the approval of the Intern and should, if at all possible, be at the request of the Intern.

**Evaluation Procedures.** (Summarize elements on which the Intern's performance appraisal will be based)

Maintain acceptable performance under the agency's approved performance management system.  
See attached Periodic Performance Assessment.

**Minimum Eligibility Requirements for Noncompetitive Conversion (if any).** (Include any agency specific requirements)

To be eligible for conversion to the competitive service, an Intern must:

- Be a U.S. citizen.
- Successfully complete academic course of study.
- Complete a minimum of 640 hours of work experience under the Internship Program.
- Meet the OPM Qualification Standard for the position the Intern may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**

**SIGNATURES:**

**Intern:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*