

Junior Internship Program



About DIA

The Defense Intelligence Agency is a Department of Defense combat support agency and important member of the United States Intelligence Community. With over 16,500 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to war-fighters, defense policymakers, and force planners in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition.

DIA's mission is to provide timely, objective, and cogent military intelligence to the soldiers, sailors, airmen, and marines who defend the nation and to the decision makers and policymakers throughout the DoD and U.S. Government. Through its Director, DIA serves as the primary intelligence advisor to the Secretary of Defense and other senior DoD officials. The Director of DIA is also the intelligence staff officer for the Joint Chiefs of Staff, responsible for providing intelligence support for military commands and operations worldwide.

The Program

The JIP offers practical paid work experience to rising high school seniors, college freshmen, and sophomores' students through serving in technical and administrative positions. The Program has symbiotic benefits: For DIA, it will provide a cadre of individuals to support the daily administrative functions of the Agency, which are vital to the execution of the mission. For these students, it will expose them to the Federal workforce environment and DIA's organizational culture through entry-level work. This Program will also help the Agency in its quest to "grow-its-own."

All interns must be granted a security clearance and successfully pass a drug screening test prior to being extended a final offer of employment.

Eligibility Criteria

Students must meet the following criteria in order to participate in the JIP:

- Must be at least 16 years of age at the time of appointment
- Must currently be enrolled and attending high school with a GPA of 2.5 or higher
- Must be proficient in performing administrative/clerical duties
- Must be a U.S. citizen (Applicants with dual citizenship are not eligible for employment at DIA) and meet the Agency's overall Conditions of Employment

Application Procedures

- Current resume
- Must provide a copy of their most recent report card/progress report
- Submission of a two-page/double-spaced essay addressing the following topics:
 - Why you feel that you would be the best candidate to be selected to participate in the JIP
 - What are your future goals and aspirations
- Signed letter of recommendation from your guidance counselor or principal
- Verification of completion of at least 25 hours of community service

Review Process

Applications will be reviewed against qualifications specified in summer work proposals submitted by DIA offices.

Compensation

JIP interns will be appointed at the Pay Band 1 level, with the equivalent salary of GG-01 through GG-04, depending upon the following:

- Pay band 1/GG-01 equivalent salary– completion of junior year of high school;
- Pay Band 1/GG-02 equivalent salary – completion of senior year of high school

Application Process

Applications will only be accepted on-line at <http://www.dia.mil>. Click on “View Vacancy Announcements & Apply for DIA jobs” then click “no” when it asks if you are a current DIA employee. Click on the link to view job postings, then place a check next to “Special Programs” and click “Search.” Click on “Junior Summer Intern Program.” To actually apply for the program you must add it to your job basket then view the job basket and click where it says “apply” next to the program in the job basket. Please submit only the information requested.

Application Deadline: Please visit website for applicable deadline dates. (All application material must be received by the deadline, no exception) Applicants will be notified as to their status within 60 days. Please be sure to review the FAQs associated with this program.

Point of Contact: HCH-4, 202-231-5500

For additional information about DIA, please visit our world wide website at <http://www.dia.mil>.

DIA is an equal opportunity employer. All candidates will be considered without regard to non-merit factors, such as race, color, religion, sex, national origin, age, marital status, handicap, or sexual orientation. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

DIA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed above. The decision to grant reasonable accommodations will be made on a case-by-case basis. Identification of reasonable accommodation needs should be made as early as possible so that necessary accommodations are available by the time of arrival.

06/09

Junior Summer Intern Program FAQs

Q: How many junior summer internship positions does DIA offer?

A: We have approximately 8 – 10 openings.

Q: When can I expect to hear if I am selected for an internship?

A: Finalists, alternates and non-selectees within 60 from the closing of the announcement.

Q: How does the selection process work?

A: Applications received by the deadline are screened for completeness and minimum qualifications. Those applications meeting the eligibility criteria will then be referred to a board which will identify 10 finalists and an appropriate number of alternates for further processing.

Q: Once I am notified that I am a finalist or alternate, what is the next step?

A: The Central Processing Services (CPS) will request that you complete pre-employment materials which include the SF-86 background questionnaire for the background clearance investigation. We will also ask our vendor to schedule you for a drug screening test. **** You will not receive an official offer letter until your security clearance is approved ****

Q: How long will it take to get a security clearance?

A: It varies depending on your particular background and the volume of clearances being processed. In general, if you have significant foreign travel, and/or foreign relatives or contacts, the clearance can be rather lengthy – up to 6 months or more to receive a full clearance. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation if the intern can come to DC for an interview with the DIA security office. Individuals with limited or no overseas travel, who have not moved around much and who have no foreign relatives or contacts can usually receive determination within 3 months.

NOTE: You WILL NOT receive an official offer letter until your security clearance has been approved.

Q: I have dual citizenship with another country. What are my chances of getting a security clearance?

A: Dual citizens can not be granted clearances. Individuals would have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with the security clearance process. The window of time between the conditional selection for an internship and the start of the program in June may not allow sufficient time for this process to occur.

Q: I plan to study abroad for all or part of this academic year. Is that a problem?

A: Yes it is. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas. If you are only going to be abroad for the fall semester, we encourage you to apply for next year's Summer Intern Program. If you will be abroad the entire academic year or for the spring semester, we will be unable to consider you for next year's Summer Intern Program.

Q: I am not available for the entire Junior Intern Program dates. Can I work other dates?

A: Interns may not start work before the formal beginning of the Intern Program in early June. However, if you must start later than the official beginning of the program, you may work later in August to make up for time missed.

Q: What assistance will DIA provide in locating housing?

A: Locating housing is the responsibility of the intern. DIA will provide a housing information resource list that may be of assistance to you. Many of our interns live in the dorms of local universities and the resource list will give you contact information.

Q: What type of work will I do?

A: Intern assignments are based on entry level administrative job descriptions and will involve some independent work under the guidance of a senior level supervisor and mentor. Assignments are clerical in nature.

Q: Can I earn academic credit for my internship?

A: Depending on your school's requirements, DIA will work with your institution to provide any necessary evaluation, etc. Any written product for your institution must be cleared by your unit's security officer.

Q: What hours will I work?

A: The workday at DIA is 8 ½ hours (1/2 hour uncompensated for lunch). DIA offers flexible work schedules with supervisory approval.

Q: Will I earn leave?

A: If you are working a full-time schedule (8 ½ hours a day), you will earn 4 hours of sick leave every pay period, but you will not earn any vacation leave. If you are working on an intermittent work schedule, you will not accrue any leave entitlements.

Q: Is my work location accessible by public transportation?

A: Yes, the locations in Arlington, VA are directly accessible by subway. The locations in the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base are accessible via a DIA-provided shuttle bus from the Anacostia subway station. Bus riders must have the required identification badges.

Q: Is there parking available?

A: Parking is available, although limited at the DIAC and particularly at the Pentagon. Very little parking is available at the other Arlington locations, therefore public transportation is recommended. .You will need a copy of your vehicle registration and proof of insurance to apply for a parking permit.

Q: What will the first day of my internship be like?

A: You are asked to report between 8:00 and 8:30 to the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base. Specific instructions and directions will be in your final offer letter. Wait in the lobby for a representative from HR to escort you to the “in-processing” location, where you will participate in a 3-5 day New Hire Orientation. Your days will consist mainly of meeting other interns, welcome to the agency, completion of the necessary new hire and security paperwork, orientation briefings, issuance of security badge and other administrative tasks.

Q: What is the dress code for the agency?

A: In general, the dress for civilians at the agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow polo shirts on a routine basis. Others have a “casual Friday”. Men will need a suit and women a tailored dress or suit for meetings and making presentations.

Q: What is the role of my Sponsor?

A: Your sponsor has volunteered to assist you with in-processing logistics and throughout your summer internship. Your sponsor is available to orient you to your specific office and the agency, provide guidance on how to perform your specific work duties and generally answer questions you may have.

Q: What activities are included in the internship program?

A: You will have the opportunity to hear briefings from DIA offices and other members of the intelligence community and to visit other agencies.

Q: I am interested in permanent employment at DIA. Does DIA make offers of permanent employment to interns?

A: Based on its hiring needs, DIA will consider successful interns for permanent hire upon completion of the internship as applicable. Students who have up to 1-3 years of additional schooling to complete, may be given subsequent internships /conditional offers, pending graduation. Your supervisor will be asked to evaluate your work performance and suitability for permanent employment.