



## Federal Career Intern Program

The OIG uses the Federal Career Intern Program (FCIP) to recruit and attract exceptional individuals. FCIP targets GS-5, 7 and 9 employees. In general, interns serve a two-year internship. Upon successful completion of the internships, the OIG may permanently place them within the OIG.

### How do candidates qualify for FCIP?

In addition to U.S. citizenship, candidates need to meet the qualification requirements specified in the Office of Personnel Management's (OPM's) Operating Manual: Qualification Standards for General Schedule Positions. They also need to meet any positive education requirements, selective placement factors, and any other designated special qualifications requirements and conditions of employment, e.g., medical standards, etc., as appropriate to the specific position. Candidates also need to sign the Acknowledgement Regarding Conversion to Competitive Appointment (Attachment 1).

### Will the OIG consider current employees for FCIP?

Yes. We place employees currently serving on a career or career conditional appointment that we select for the intern program in the excepted service during the internship. Each needs to sign the Acknowledgement of Movement from Competitive to Excepted Service (Attachment 2). Upon successful completion of the internship, we may non-competitively convert interns to a career or career-conditional appointment in the competitive service in the OIG.

### How will the OIG fill FCIP positions?

Each Office, with Office of Management approval, will target a diverse pool of applicants using a formal vacancy announcement. Also, Offices may participate in job fairs, visit colleges, and place ads in newspapers and professional journals.

### How does the OIG rate/rank/select applicants?

Quickhire, the OIG's recruitment software, electronically rates and ranks applicants based on answers to vacancy announcement questions. Applicants claiming veterans' preference submit a DD Form 214 and supporting documents as needed (and DD Standard Form 15 if claiming 10 points) to confirm their eligibility. Managers then receive a certificate(s) of the best-qualified candidates from their Human Resources Specialist for interviewing and subsequent hiring.

### Do interns need a security clearance?

Yes, "Top Secret" for positions in the Office of Investigations and all GS-13's and above; "Secret" for all others.

### How long does the internship last?

Two years. The AIGM may grant extensions (up to 120 days) for unusual circumstances (i.e., time lost through prolonged illness; participation in developmental activities, courses, or assignments; additional development when reassigned from one line of work to another/one target position to another; needed proficiency in a particular area; other reasons beyond the control of the intern or the agency). The AIGM may ask for OPM to approve extensions for up to one additional year.

**Do interns serve in the Excepted Service or Competitive Service?**

Excepted. After completing the internship and meeting qualification/performance requirements, the OIG may convert interns to a career or career-conditional appointment in the competitive service. Interns will need to complete one or both acknowledgement attachments to this policy.

**May interns be promoted while in FCIP?**

Yes, to the next grade level if they meet the specialized experience and time-in-grade requirements.

**Do interns start a new two-year internship if they transfer from one FCIP position to another?**

Not usually, as long as the intern does not have a break in service. The OIG may require transferring interns to attend additional training to make sure that they meet the new position's requirements.

**What happens if the OIG does not convert an intern to a career/career-conditional appointment at the end of the Program?**

The OIG will return interns selected from within the OIG to a position of equivalent status, tenure, and pay as the position they left. Interns from outside the OIG will have their appointments terminated.

**Who do I call?**

For questions about this policy, please contact the Office of Management at (202) 927-5200 or [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).

**ACKNOWLEDGEMENT REGARDING CONVERSION TO COMPETITIVE APPOINTMENT**

I \_\_\_\_\_ understand that the position I am accepting with the Department of Treasury, Office of Inspector General (OIG), is in the OIG Federal Career Intern Program and that my internship will last for two years. At the end of this program, OIG may non-competitively convert me to a permanent career or career-conditional position in the Competitive Service, but the OIG has no obligation to do so.

I have been provided adequate time to review this Acknowledgement and ask any questions about its terms.

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT OF MOVEMENT FROM COMPETITIVE TO EXCEPTED SERVICE**

I \_\_\_\_\_ understand that by accepting this position in the Department of Treasury, Office of Inspector General (OIG), Federal Career Intern Program I will be leaving the competitive service and entering the excepted service during the time that I am participating in this program.

I have been provided adequate time to review this Acknowledgement and ask any questions about its terms.

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date