DCAIP Internship Plans

Because of Covid-19, most DoD College Acquisition Internship Program (DCAIP) internships were conducted virtually during 2020. To ensure that each student performed a meaningful internship and had a valuable work experience, the Human Capital Initiatives (HCI) Office required that each hiring organization provide a plan for its virtual internships. Below is the information that each organization was required to submit in its plan.

===========

Organization:

Intern:

Onboarding:

Supervisor:

Training:

Tasks:

===========

At this time HCI is not requiring that virtual internship plans be submitted. *Nevertheless, regardless of whether internships are virtual or in-person, it would be to each organization's benefit to prepare a plan and consider how they will onboard, supervise, train and task their intern.* Should the submission of internship plans become a requirement, the DACM Office will inform the Point(s) of Contact at each organization.

Below are redacted samples from actual virtual internship plans that Army organizations submitted last year. Please use the samples as food for thought as to how your organization can best provide a beneficial internship for both the student and the organization.

Sample ONBOARDING Plans

On each intern's first day, intern will virtually in-process with the CPAC and with ORG. Each intern will also attend a virtual indoctrination conducted by the ORG security manager. ORG plans for each intern to come in one day during the first week and pick up the laptop and CAC, and meet the supervisor. The supervisor will go over expectations. Social distancing practices will be employed during all in-person interactions.

Interns will be onboarded virtually with the CPAC, be sworn in, etc. Each intern has the phone number of the admin office and will call the office after the virtual onboarding to arrange to pick up a laptop in person. Once the intern has the SF-50, the office will make arrangements to get a CAC. The CAC office is open and is taking two people at a time. Social distance and safety will be maintained.

Interns will report to the CPAC for in-processing on a Monday; there is minimal face-to-face contact. By Friday, the intern should be able to get the CAC card. By the end of the second week, the network account should be ready and the intern will be called to come in and pick up a government computer. While the intern is waiting for the government computer, he or she can take the Cyber Awareness training on his or her personal computer. ORG has acculturation guides they can give the interns when they come in for the computer.

Admin is available to complete onboarding over the phone or in person if absolutely necessary. Will schedule CAC appointment and escort if needed following COVID-19 safety guidelines. Laptop will be provided at assigned workspace.

INTERN will report to the CPAC for in-processing on first day (Monday). CPAC will schedule CAC appointment (probably the following Friday). Following the CAC appointment, INTERN will go to BLDG to complete required cyber awareness training and pick up a government computer. INTERN will coordinate his CPAC and CAC appointments with NAME, who will escort him to BLDG and oversee his picking up the government computer. Following in-processing, INTERN will call SUPERVISOR, his supervisor, to discuss internship duties and training expectations. While INTERN is waiting on a government computer and account, he will complete skill-specific public domain training (Coursera/JMP) on his home computer. SUPERVISOR will provide him with links and specific instructions as to which training he should complete during their initial meeting.

Sample SUPERVISOR Plans

Supervisors have been identified for each intern. Each intern will also have a sponsor as well as a lead. Leads will interact with the interns daily at first and possibly daily throughout the internship. Supervisors will be in contact as well, and interns can reach out to their sponsors for guidance and assistance.

Supervisors have been identified. Each intern also has a coach. In the smaller PM shops, the supervisor and coach may be the same person. In the larger PM shops, the supervisor and the coach will be two different individuals. Supervisors and coaches will reach out to interns at least once per week continually throughout the internships. Communication will be conducted by Skype for Business, telephone, MS Teams.

NAME. Supervisor will communicate on a weekly basis. However, INTERN will be under direct supervision of a Test Officer (TO) during testing.

The four interns will all work for the same person in the office of the ORG Activity Career Program Manager (ACPM), Career Program (CP) 13 (Supply Management). The interns will also have a mentor – it may be the same person for all four interns. Communication between interns, supervisor and mentor will be conducted by telephone and/or MS Teams. ORG has a robust Army intern program and the chief of the Intern Training Branch will also be in contact with the DCAIP interns.

SUPERVISOR will be his supervisor. He will also have a sponsor (SPONSOR) and a lead (LEAD). LEAD will interact with INTERN daily at first and possibly daily throughout the internship. SUPERVISOR will be in contact as well, and INTERN can reach out to SPONSOR for guidance and assistance.

Sample TRAINING Plans

Truncated version of ORG's default professionalization program; DTS; GFEBS.

Interns will complete annual mandatory training. Potentially DAU courses such as ACQ 201.

Online leadership and professional development acquisition classes, to include: Action Officer Development Course, Civilian Education System Foundation Course, Level I DAU Life Cycle Logistics classes.

Review of the MIL-STD-810H. On the job training about the methods and techniques for climatic and dynamic testing.

a. Telework Fundamentals
b. COVID-19 Training Packet, ATC COVID-19 SOP
c. Mandatory new employee training (Anti-terrorism, EEO-203A, ASAP, Suicide Prevention, CTIP, Constitution Day, Cyber Awareness, Ethics, Government travel, Privacy Act, Property Accountability, Security Awareness, SHARP, TARP, Derivative Classification)
d. New Civilian Training (Acquisition Ethics, Active Shooter, APG Environmental Awareness, Army Driving, Ground Guide, ATC New Employee Orientation, CES Foundations Course, Safety - Risk Management Civilian Basic Course)
e. On-the-job (test officer duties and responsibilities, compliance, risk management)

INTERN will review the AOC training slides to obtain an overview of the roles and responsibilities of an ORG action officer. He will also attend weekly Readiness Division training sessions as well as all ORG training events.

Sample TASKS Plans

Engineering Intern (NAME): Will perform duties as an assistant Configuration Manager, assess and brief the lessons learned from one Broad Agency Announcement (as assigned), and prototype a new method for evaluating Emergency Release Mechanisms (ERM) for Body Armor Vests.

Engineering Intern (NAME): Will perform duties as an assistant Risk, Issue, and Opportunity Manager, assess and brief the lessons learned from one Broad Agency Announcement (as assigned), and conduct MATLAB simulations in support of an update to MIL-STD 662F.

(Each of these series of Engineering tasks has the potential for publishable results. If so, each student will get the opportunity to be recognized.)

Financial Management Intern (NAME): Task Management; Daily Status of funds for FIAR; Internal audits; DTS Reviewer; FY21 Spend Plan consolidation; Updating POM files from cProbe.

Information Technology Intern (NAME): Test out O365 test plan in the test environment in support of the cyber mission, Research best way to ensure Cloud infrastructure is secure and how industry is handling IOT; Summarize the latest Army/DOD/regs/guidance on cyber; Help streamline documentation templates.

Online meeting setup and preparation; outreach to points of contact; regulation reviews; sit in on meetings; P3 Mission (budget development, execution plan, etc.) prepare briefings and slides; prepare spreadsheets.

All four interns will work on Programs of Instruction for an Acquisition Logistics project for the ORG ACPM.

Tasks related to assisting and training with the ATIRS team. This particular student will be onsite training with the supervisor and team lead.

a. Support biomechanics engineer, NAME, with soldier performance data analysis and conduct of Load Effects Assessment Program - Army (LEAP-A) testing.
b. Support soft armor and helmet test team in conduct of developmental, lot acceptance and production testing.
c. Support soldier performance test officers in test conduct of active test projects including H7667 MAGTF Common Handheld (MCH), H8650 Sense Thru the Wall (STTW), and H8425 Integrated Visual Augmentation System (IVAS) Contractor Test.
d. Witness/assist test officers with Force Sustainment equipment and Chem/Bio Protection Equipment and Detectors

INTERN will conduct an analysis of historical test data for Soldier Radios. His analysis will look for trends that can streamline future test design/analysis. He will brief his analysis results to directorate leadership and the Readiness Division.

Intern will assist Test Officers (TO) in testing various projects at various test sites.   This will include hands on setup and data collection. Intern will spend most of their time in the field testing.

Assist in the set-up and conduct of climatic and dynamic testing. Assist in instrumentation of test items, to include, thermocouples, accelerometers, Humidity probes, etc. A willingness to get their hands dirty, figuratively and literally.