

DoD College Acquisition Internship Program (DCAIP) 2021

Frequently Asked Questions

Please note that these FAQs are **in addition** to those in the Implementing Guidance.

As additional FAQs arise, they will be appended to the bottom of this document.

Question 1

Q. Is DCAIP an Army program?

A. No. DCAIP is an initiative of the Office of the Under Secretary of Defense for Acquisition and Sustainment, Office of Human Capital Initiatives (HCI). HCI strategically manages and centrally funds the program. Army and other Services and DOD organizations may participate in the program.

Question 2

Q. What exactly is funded?

A. HCI funds the intern's hourly rate for 12, 40-hour weeks. HCI also funds a relocation incentive of up to \$2,000.00 for eligible interns. It is the responsibility of the hiring organization to manage and track funding, whether for the hourly rate or for relocation. The organization that hires the intern is responsible for funding **all** other items and benefits related to the intern's employment.

Question 3

Q. Are things like the government contribution to social security and other benefits funded?

A. No. The DACM Office strongly suggests that you consult with your organization's G-1 and/or budget office to ensure that everyone understands that anything beyond the hourly rate (and the relocation incentive, if applicable) is not centrally funded. Organizations that hire DCAIP interns must provide this funding.

Question 4

Q. What if the intern is sent on TDY? Is that funded?

A. No.

Question 5

Q. How long do the interns work?

A. Interns will work full-time for 10 weeks of each summer of program participation. Interns may also work full-time for two weeks during their winter break should the employing organization desire. HCI will fund up to 12 weeks each year total; working 12 weeks during the summer is permitted. Participating organizations will arrange intern work schedules.

Question 6

Q. Is this a one year program?

A. DCAIP interns who remain eligible for the program are permitted to return the following summer depending on the organization's needs and availability of funds. It is the responsibility of the employing organization to verify eligibility.

Question 7

Q. Is there an obligation to continue the internship after the 12 weeks? Do we have to bring them back the next year?

A. No. If the intern is not a good fit for the organization, there is not an obligation to continue the internship.

Question 8

Q. Is there a specific hiring authority mechanism if we wish to convert them to permanent upon graduation?

A. Each gaining organization will on-board their interns using one of three Direct Hiring Authorities (DHA's): the post-secondary and recent grad DHA; the AcqDemo Student Hire DHA; or for the labs, the STRL Lab Demo authority. All have a non-competitive conversion to PERM authority.

Question 9

Q. How is the intern hourly rate set?

A. Organizations determine the hourly rates for their DCAIP interns. Please consult with your G-1 for more information.

Question 10

Q. What will the salary be at time of conversion to permanent? Is it dictated?

A. It is not dictated, but must be set according to pertinent hiring policies. Please consult with your G-1 for more information.

Question 11

Q. Is the Army DACM Office going to request a specific para/line number on the table of distribution and allowances (TDA) if we place the intern?

A. No. The hiring organization will assign the intern to the applicable para/line number on their organizational TDA, but it must be in an acquisition-coded position.

Question 12

Q. The Implementing Guidance talks about supervisors and mentors for the DCAIP interns. Are there any requirements for the intern to be working with a supervisor/mentor who is IN the acquisition workforce / acquisition project/program or is it just working in an acquisition organization that will suffice?

A. There is no requirement that the intern work with a supervisor/mentor who is in an acquisition-coded position; however, the DCAIP focus is to build a bench of future acquisition employees, so the interns should be performing/supporting acquisition efforts. Additionally, the program is funded by DAWDA, which is restricted to funding acquisition activities.

Question 13

Q. Must the students be hired permanently after the internship? We might have hiring restrictions.

A. Participation in DCAIP requires that organizations, in good faith, ensure that a space on their TDA exists to hire the eligible students at the completion of the internship. The internship should provide the organization and the intern a period of time to evaluate if a permanent position is beneficial to both parties. Organizations that have hiring restrictions and may not be able to place interns upon graduation, should carefully consider whether or not they will participate in DCAIP.

Question 14

Q. How many positions are available?

A. The Army DACM Office does not have an exact number, but expects that HCI will allocate approximately 70 DCAIP positions to Army for 2021. That number is not final.

Question 15

Q. Will our Centers have to opportunity to interview candidates, and review resumes/college transcripts?

A. Yes. After the application period closes, HCI will review applications to verify eligibility. HCI will then provide the DACM Office with applications from students who indicated interest in locations at which the Army would like to hire DCAIP interns. The DACM Office will send applications to the relevant organizations, who will then review and interview candidates as desired. Organizations will select, hire, obtain any necessary clearances, and coordinate Common Access Cards (CACs), etc, just as the organization would for any intern hire.

Question 16

Q. Will interns in-process at a central location (get CAC and network access) before reporting to us?

A. No. It is the hiring organization's responsibility to ensure the intern has a security clearance, CAC, network account and any other organizational on-boarding requirements.

Question 17

Q. Will you target local colleges/universities for each organization?

A. HCI conducts centralized recruiting for DCAIP. They are engaging with accredited colleges and universities across the country that offer the types of degree programs in which the acquisition community has an interest.

Question 18

Q. I know students who are eligible for the program, but I don't know if HCI is engaging with their schools. Can they apply for DCAIP?

A. Yes. You can share the link to HCI's website with them: <https://www.hci.mil/dodcareers/internship.html>. When DCAIP opens for applications, students will be able to go there and apply for the program. Organizations are welcome to promote the program through their own communication platforms. Because many DoD organizations are participating, HCI asks that organizations clearly indicate that DCAIP is a DoD program. When a student applies for DCAIP, he or she applies for a

particular location and might be called by any one of several DoD organizations that are hiring DCAIP interns and have an office at that location.

Question 19

Q. How do students go about applying? Is it through USAJOBS?

A. Students do not apply through USAJOBS. Potential applicants should visit the HCI website: <https://www.hci.mil/dodcareers/internship.html>. When DCAIP opens for applications, students will apply through that website.

Question 20

Q. Has DCAIP been affected by COVID-19?

A. For 2020, most Army organizations participating in DCAIP converted their internships to virtual. Several non-Army organizations had to cancel internships for which they had already made job offers. Although summer 2021 is many months away, organizations should consider up front how they might offer virtual internships for the students should COVID-19 still be an issue.

Question 21

Q. If a DCAIP intern works during summer 2020 and will graduate in the spring of 2021, can she return to work as a DCAIP intern during summer 2021?

A. No. Once a DCAIP intern graduates, he or she is not eligible to continue in the program. That person would not be eligible for the DCAIP program but might be a candidate for conversion to a permanent position.

Question 22

Q. We have a DCAIP intern who worked during summer 2020 and will graduate in December 2021. Can she return to work as a DCAIP intern during summer 2021?

A. Yes. Provided she meets the other eligibility requirements, an intern who worked during summer 2020 and graduates in December 2021 is eligible to return for summer 2021.

Question 23

Q. We have a DCAIP intern who worked during summer 2020 and will graduate in May 2021 with his bachelor's degree. After graduation, he will enter into a master's program. Can he return to work as a DCAIP intern during summer 2021?

A. No. Once a DCAIP intern graduates, he or she is not eligible to continue in the program. That person would not be eligible for the DCAIP program but might be a candidate for conversion to a permanent position.

Question 24

Q. Do DCAIP interns have to occupy acquisition-coded positions?

A. No, but DCAIP interns must support acquisition functions.

Question 25

Q. If we convert an intern after graduation, must that position be coded acquisition?

A. Yes.

Question 26

Q. What hourly rate should we set for our DCAIP interns?

A. The DACM Office cannot tell you what rate to set. As stated in the Implementing Guidance, students selected will earn an hourly rate based on their qualifications, education level, and set within the basic hourly range of \$11.00-\$22.00. This rate includes a locality adjustment, which varies depending on geographic location. To give you an idea of the hourly rates of the interns hired for 2020, those interns all happened to have the hourly rate of a GS-04, step 1.

Question 27

Q. What status are interns in when they return to school after the summer?

A. At the conclusion of the summer internship, you may place interns into a non-duty status (e.g. Leave Without Pay) upon their return to school so that they may be returned to duty over winter break or during the following summer, provided they still meet the program's eligibility requirements. If you plan to convert an eligible intern after graduation, you may place the intern into a non-duty status to enable the conversion. Please keep the duty status in mind when you are setting the initial NTE for the intern's term position.

Question 28

Q. How do we get the funds to pay the interns?

A. When a Firm Job Offer is accepted, the hiring organization must inform the DACM Office of the intern's hourly rate. Once the DACM Office has all the hourly rates, we will compute the total amount for Army (480 hours per intern) and request that amount from HCI. HCI will provide the funding to the DACM Office, who will then distribute it to the organizations. Please note that the DACM Office will not provide funds to an organization until all interns at that organization have an Entrance on Duty date.

Question 29

Q. What does the relocation incentive cover? What documentation does the intern have to provide to utilize the relocation incentive?

A. HCI centrally funds a relocation incentive of up to \$2,000.00 for eligible interns. The hiring organization is responsible for the administration, management, and tracking of any relocation incentives. For information about relocation incentives, please see DoDI 1400.25, Volume 575 (Recruitment, Relocation and Retention for Enhanced Retention Incentives), available at

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/1400.25-V575.pdf?ver=2018-02-02-110404-583>

For additional questions,

Please contact Kristine Faria, kristine.e.faria2.civ@mail.mil, 202.604.2507.

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