

DoD College Acquisition Internship Program (DCAIP) 2022

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 DAU's 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 10, 40-hour weeks (400 hours). HCI also funds a \$1,000.00 maximum travel expense per intern. The organization is responsible for administering, managing, and tracking all funding, whether for the hourly rate or for travel. The organization is responsible for funding **all** other items and benefits beyond the hourly rate and the travel expense. The funding that organizations will receive for their summer 2022 interns will be FY22-**only** money.

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 engage with your organization's G-1 and/or budget office to ensure that everyone understands that anything beyond the hourly rate (and the travel funding, if applicable) is not centrally funded. Organizations that hire DCAIP interns must provide this funding.

Question 4

Q. The \$1,000.00 maximum travel expense . . . what can that be used for? How do we go about spending that money?

A. HCI funds a \$1,000.00 maximum travel expense per intern. Organizations may use this funding to pay for an intern's relocation if the intern must relocate to perform the internship. Organizations may also use the travel funding to fund any intern TDY. The organization is responsible for administering, managing, and tracking all travel funding; the DACM Office strongly encourages you to engage early with your organization's experts to find out how to use this funding to pay for relocation and/or TDY.

Question 5

Q. How long do the interns work?

A. Interns will work full-time for 10 weeks (400 hours total) between May/June and August of each summer of program participation. Interns may also work full-time for two

weeks (80 hours total) during their winter break, depending on availability of funds and the requirements and needs of the organization. Central funding, if available, from HCI for winter break work will not be provided until after the new FY. 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 10 weeks? Do we have to bring them back?

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. As stated in the Implementing Guidance, students selected will earn an hourly rate based on OPM guidelines to determine their qualifications, education level, and set within the basic hourly range of \$16.00 - \$22.00. This rate includes a locality adjustment, which varies depending on geographic location. 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.

Question 12

Q. Are the interns members of the Acquisition Workforce?

A. No, they are not. The interns are classified as student trainees, Occupational Series xx99 (e.g. 0399, 0899). Positions in the xx99 series are not to be coded acquisition.

Question 13

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 interns should be performing/supporting acquisition efforts.

Question 14

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 15

Q. Will our Centers have the 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. Which CPAC will handle the job offers and other hiring-related actions? Is it the Recruitment and Sustainment Center of Excellence?

A. All DCAIP hiring must go through the organization's local CPAC. The R&S CoE will not service DCAIP actions.

Question 17

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 that the intern has a security clearance, CAC, network account and any other organizational on-boarding requirements.

Question 18

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

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

Question 19

Q. How did students apply? Was it through USAJOBS?

A. Students did not apply through USAJOBS. They applied through HCI's DCAIP application portal.

Question 20

Q. Has DCAIP been affected by COVID-19?

A. Some Army organizations participating in DCAIP converted their internships to virtual. Although summer 2022 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 2022 and will graduate in the spring of 2023, can she return to work as a DCAIP intern during summer 2023?

A. No. Once a DCAIP intern graduates with a bachelor's degree, that individual is not eligible to continue in the program. That person might be a candidate for conversion to a permanent position.

Question 22

Q. We have a DCAIP intern who worked during summer 2021 and will graduate in December 2022. Can she work as a DCAIP intern during summer 2022?

A. Yes. Provided the intern meets the eligibility requirements, an intern who worked during summer 2021 and graduates in December 2022 is eligible to return for summer 2022.

Question 23

Q. We have a DCAIP intern who worked during summer 2021 and will graduate in May 2022 with his bachelor's degree. After graduation, he will enter a master's program. Can he return to work as a DCAIP intern during summer 2022?

A. No. Once a DCAIP intern graduates with a bachelor's degree, that intern 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. If we convert an intern after graduation, must that position be coded acquisition?

A. Yes.

Question 25

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 OPM guidelines to determine their qualifications, education level, and set within the basic hourly range of \$16.00 - \$22.00. This rate includes a locality adjustment, which varies depending on geographic location. Please consult with your G-1 for more information.

Question 26

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 27

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 for an organization, we will compute the total amount and distribute that amount to the organization. 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.

The Implementing Guidance can be found at

<https://asc.army.mil/web/dod-college-acquisition-internship-program-dcaip/>

For additional questions,

please contact Kristine Faria, kristine.e.faria2.civ@army.mil, 202.604.2507