

DoD College Acquisition Internship Program (DCAIP) 2024

Frequently Asked Questions

These FAQs are in addition to those in the Implementing Guidance, which can be found on the DACM Office DCAIP webpage:

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

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 does HCI fund?

A. HCI funds the intern's hourly rate for a maximum of 12, 40-hour weeks (480 hours). The organization is responsible for administering, managing, and tracking all funding. The organization is responsible for funding **all** other items and benefits. The funding that organizations will receive for their summer 2024 interns will be **FY24-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 is **not** centrally funded. Organizations that hire DCAIP interns must provide this funding.

Question 4

Q. Last year, HCI funded a \$1,000.00 per intern maximum travel expense. Will the travel expense be funded for FY24?

A. For FY24, there will be no centrally funded travel expense. Army organizations wishing to send an intern on TDY/travel must fund that expense themselves.

Question 5

Q. How long do the interns work?

A. Interns will work full-time for a maximum of 12 weeks (480 hours total) starting May or June through August. Participating organizations will arrange intern work schedules.

Question 6

Q. Is there central funding for the interns to work during their winter break?

A. No, there is no central funding for the winter break.

Question 7

Q. Can interns work more than one summer?

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. Please refer to the Implementing Guidance, page 11, paragraph 8 for eligibility requirements.

Question 8

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

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

Question 9

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 10

Q. How is the intern hourly rate set?

A. Organizations determine the hourly rates for their DCAIP interns. As stated in the Implementing Guidance, page 10, paragraph 6: *"Students selected will earn an hourly rate based on OPM guidelines as determined by their qualifications and education level. Interns will be paid between the federal employee minimum salary rate of \$15 an hour and the GS-4, step 10 hourly rate. This rate includes a locality adjustment, which varies depending on geographic location of the intern's duty site."* Please consult your G-1 for more information.

Question 11

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

A. The salary for a student who is converted to a permanent position will be set by the hiring organization. Converted students can be placed in a GS-05/GS-07 position (or equivalent in non-GS pay systems such as Acquisition Demonstration, the Scientific Reinvention Labs, or Defense Civilian Intelligence Personnel System), provided they have met the OPM guidelines for the job series and grade. Please consult your G-1.

Question 12

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 an intern?

A. No. The hiring organization will assign the intern to the applicable para/line number on their organizational TDA.

Question 13

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 14

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 does just working in an acquisition organization suffice?

A. There is no requirement that the intern work with a supervisor/mentor who is in an acquisition-coded position; however, the intern must be performing/supporting acquisition efforts.

Question 15

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 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 or may not be able to convert interns upon graduation, should carefully consider whether or not they will participate in DCAIP.

Question 16

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 17

Q. Which CPAC will handle the job offers and other hiring-related actions?

A. All DCAIP hiring must go through the organization's local CPAC.

Question 18

Q. Are the interns Temp employees? Term?

A. DCAIP interns can be Temp or Term employees. Organizations are advised to consult their G-1 office to determine which type of appointment would be appropriate.

Question 19

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

A. It is the hiring organization's responsibility to arrange in-processing and to ensure that the intern meets organizational on-boarding requirements, including but not limited to CAC, network account and access, and any necessary security clearance.

Question 20

Q. Are interns required to have a security clearance?

A. The hiring organization determines whether the intern requires a security clearance.

Question 21

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. Also, the DACM Office distributed program flyers across the acquisition workforce to promote applications.

Question 22

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 23

Q. Are interns permitted to telework?

A. The hiring organization determines whether an intern is permitted to telework. The organization should consider that the intern is a new employee and a trainee, and create a work schedule that both benefits the organization and provides a meaningful experience for the intern.

Question 24

Q. If a DCAIP intern worked during summer 2023 and will graduate in spring 2024, can they return to work as a DCAIP intern during summer 2024?

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 25

Q. We have a DCAIP intern who worked during summer 2023 and will graduate in December 2024. Can she work as a DCAIP intern during summer 2024?

A. Yes. Provided the intern meets the eligibility requirements, an intern who worked during summer 2023 and graduates in December 2024 is eligible to return for summer 2024.

Question 26

Q. We have a DCAIP intern who worked during summer 2023 and will graduate in May 2024 with his bachelor's degree. After graduation, he will enter a master's program and continue his education. Can he return to work as a DCAIP intern during summer 2024?

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 DCAIP, but might be a candidate for conversion to a permanent position.

Question 27

Q. Can we hire a new intern for summer 2024 if the student plans to graduate in December 2024?

A. Students who will graduate in December 2024 may work during summer 2024 provided they meet eligibility requirements **and are returning interns**. Since this question asks about a **new** intern who plans to graduate in December 2024, no, this person would not be eligible to work during summer 2024.

Question 28

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

A. Yes, it must be coded acquisition.

Question 29

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

A. The DACM Office cannot tell you what rate to set. Organizations determine the hourly rates for their DCAIP interns. Please see Question 10 for more information.

Question 30

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

A. At the conclusion of the summer, you may place interns into a non-duty status (e.g., Leave Without Pay) so that they may be returned to duty the following summer, provided they meet program eligibility requirements. If you plan to convert an intern after graduation, you may place the intern into a non-duty status to enable the conversion. Keep in mind that the student's summer status may depend on the type of appointment (temp or term), see Question 18.

Question 31

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

A. The hiring organization must inform the DACM Office of the intern's hourly rate. The total funding amount for the organization will be computed and provided to the organization via GFEBS. Organizations that do not use GFEBS will receive a MIPR. The transfer of funds generally takes place in late April or early May.

The DCAIP Implementing Guidance can be found at

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

For additional questions, please contact

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