

# Academic Semester Internships



## About DIA

The Defense Intelligence Agency is a Department of Defense combat support agency and important member of the United States Intelligence Community. With over 16,500 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to war-fighters, defense policymakers, and force planners in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition.

## The Program

DIA's Academic Semester Internship Program provides promising undergraduate seniors and graduate students enrolled as full-time degree-seeking students at universities and colleges, located within commutable distances to DIA locations, the opportunity to gain practical work experience in intelligence analysis while enrolled in classes. The Agency offers a limited number of paid academic semester internships. Interns can be appointed for two semesters (depending on the university calendar) normally beginning in September. Students may be extended for a second semester, and are employed as part-time temporary employees (working between 16 and 20 hours per week).

Eligibility requirements are the same, regardless of pay status. All interns must be granted a security clearance and successfully pass a drug screening test prior to being made a final offer.

## Eligibility Criteria

- Current enrollment in an undergraduate or graduate degree program at universities and colleges located near/in the following localities only: Washington, D.C., Huntsville, AL, Tampa, FL, Miami, FL, Charlottesville, VA, Omaha, NE, Scott Air Force Base, IL, and Colorado Springs, CO.
- Current enrollment in a baccalaureate or graduate degree program which is primarily focused on skills that are deemed critical to DIA such as: foreign area studies, computer science, business administration, human resources, public administration, international relations, legal, political science, chemistry, physics, biology, microbiology, pharmacology, toxicology, engineering, or intelligence analysis related courses.
- Completion of 30 semester hours or its equivalent at the time of participation in the program.
- A minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale or its equivalent at the time of application.
- US citizenship of applicant. Please be aware that security clearances can not be granted to applicants who hold dual citizenship. All finalists must pass a drug screening test.
- Please note that the security clearance processing and drug screening test can not be conducted while the applicant is overseas.
- All applicants conditionally accepted for internships, and all DIA employees are subject to initial and periodic counterintelligence (CI) scope polygraph tests, and drug tests.

## Application Procedures

- Attach an unofficial copy of your transcript to the on-line application. Finalists will be provided with instructions on submitting an official transcript.
- Please ensure the following information is provided within the online application by responding to the essay question:
  - Discuss your interest in a particular functional area(s) such as, International Relations (counterterrorism, counterintelligence, counter-proliferation, military capabilities, scientific and technical intelligence, etc.), or a particular regional area(s) such as Middle East, Europe, Asia, etc.
  - Indicate your geographic preference for work assignment (Washington, D.C., Huntsville, AL, Tampa, FL, Miami, FL, Omaha, NE, Charlottesville, VA, Scott Air Force Base, IL, or Colorado Springs, CO only).
  - Indicate how you learned about the Academic Semester Internship Program.

- Be sure to provide a permanent address, email address and daytime telephone number along with college information, and the term you applying for (Spring or Fall).
- Be sure to include your GPA when submitting your application.

### **Application Submission Instructions**

- Applications will only be accepted on-line at <http://www.dia.mil>. Click on “View Vacancy Announcements & Apply for DIA jobs” then click “no” when it asks if you are a current DIA employee. Click on the link to view job postings, then place a check next to “Special Programs” and click “Search.” Click on “Academic Semester Intern Program” To apply for the program, add it to your job basket, then view the job basket and click where it says “apply” next to the program in the job basket. Please submit only the information requested.

### **Compensation**

Interns are paid an hourly rate (within Pay Bands 1 & 2, GG Equivalent 4 - 9) depending upon the number of credit hours completed, and relevant work experience. These part-time internships do not receive any benefits.

**Application Deadlines:** *For Fall 2011* – Applications can be submitted from 14 February - 31 March 2011.

*For Spring 2012* – Applications can be submitted from 6 June – 31 July 2011.

**Please be sure to view FAQs associated with this program at [www.dia.mil/Employments/Special](http://www.dia.mil/Employments/Special) Programs.**

For additional information contact the Human Resources Manager at 202-231-5500; Fax: 202-231-4889.

For additional information about DIA, please visit our world wide website at <http://www.dia.mil>.

DIA is an equal opportunity employer. All candidates will be considered without regard to non-merit factors, such as race, color, religion, sex, national origin, age, marital status, handicap, or sexual orientation. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

## **FAQs for Academic Semester Internship Applicants**

***Q: How should I submit my resume and other required materials?***

A: Applications will only be accepted through the on-line application process at <http://www.dia.mil>. Your resume, unofficial transcript and cover letter should be attached to your on-line application. Finalists will be provided with instructions on submitting an official transcript. Applications will not be considered without all required documents. Please be sure that you include your GPA on your submitted application.

***Q: Should I submit additional material such as recommendation letters or writing samples?***

A: No, letters of recommendation and writing samples are not required with the application.

***Q: How many academic semester internships are available?***

A: There are approximately 25 to 30 internships available each semester.

***Q: When can I expect to hear if I am selected for an internship?***

A: Finalists for the Fall 2011 iteration will be notified by 30 April 2011 and finalists for Spring 2012 will be notified NLT 31 August 2011.

***Q: Once I have been notified that I am a finalist or alternate, what is the next step?***

A: DIA will ask you to complete pre-employment forms which include the SF-86 background questionnaire for a security clearance. When you return those forms, we will request our vendor to schedule a drug screening test.

**\*\* You will not receive an official offer letter until your security clearance is approved \*\***

***Q: How long will it take to get a security clearance?***

A: It varies depending on your personal background and the volume of clearances being processed. In general, if you have significant foreign travel and/or foreign relatives or contacts, the clearance can be rather lengthy – up to 6 months or more to receive a full clearance. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation based on a personal interview with the DIA security office. Individuals with limited or no overseas travel, who have not moved around much and who have no foreign relatives or contacts can usually receive a determination within 3 months.

***Q: I have dual citizenship with another country. What are my chances of getting a security clearance?***

A: Dual citizens can not be granted clearances. Individuals would have to renounce citizenship in the other country, relinquish passports, etc. before DIA could proceed with the security clearance process. The window of time between the conditional selection for an internship and the start of the program may not allow sufficient time for this process to occur.

***Q: I plan to study abroad for all or part of the academic year. Is that a problem?***

A: Yes. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas.

***Q: What are the dates of the Spring and Fall Academic Semester Internship Program?***

A: The internship sessions usually coincide with the academic semester schedule. Spring interns will work from January to May. Fall interns will work from September to December.

***Q: What type of work will I do?***

A: Intern assignments are based on entry-level professional job descriptions and will involve a great deal of independent work under the guidance of a senior level supervisor and mentor. All intern positions are for Intelligence Analysts, whose duties may involve research and drafting reports and presentations. Assignments are not clerical in nature. Particular occupational areas may be crisis management, counterintelligence, military economics, homeland security, imagery, information warfare, arms control / proliferation, leadership analysis, etc.

***Q: Can I earn academic credit for my internship?***

A: Depending on your school's requirements, academic credit may be earned. DIA will work with your institution to provide any necessary evaluation, etc. Any written product provided to your institution must be cleared by your unit's security officer.

***Q: What hours will I work?***

A: You will arrange a set work schedule with your supervisor normally between 16 and 20 hours per week.

***Q: How is my pay determined?***

A: Your salary will be determined by the amount of relevant education and work experience you possess and will generally range within Pay Band 1 & 2, (GG Equivalent 4 – 9). It is extremely important that you provide a complete transcript through the most recent semester completed in order to determine your pay rate.

***Q: Will I earn leave?***

A: No, You will strictly work on an intermittent work schedule 16-20 hours per week (get compensated for the hours you work only with no leave earnings).

***Q: Is my work location accessible by public transportation?***

A: Yes, the locations in the Pentagon and in the Clarendon area of Arlington, VA are directly accessible by subway (Metro). The locations in the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base are accessible via a DIA shuttle from the Anacostia Metro Station. The shuttle runs continuously during rush hour on weekdays. Shuttle riders must have the required identification badges. For new employees, you must carry a copy of your offer letter and picture ID to gain access to the shuttle and base.

***Q: Is there parking available?***

A: Parking is available, although limited at the DIAC and particularly at the Pentagon. Very little parking is available at Clarendon, therefore public transportation is recommended. You will need a copy of your vehicle

registration and proof of insurance to park at the facilities and to apply for a parking permit.

***Q: What will the first day of my internship be like?***

A: You are asked to report between 8:00 and 8:30 to the Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base. Specific instructions and directions will be in your final offer letter. Wait in the lobby for a representative from HR to escort you to the “in-processing” location, where you will participate in a 5 day New Hire Orientation. Your first day will consist mainly of meeting other students and new employees, welcome to the agency, completion of the necessary new hire and security paperwork, orientation briefings, issuance of security badge and other administrative tasks.

***Q: What is the dress code for the agency?***

A: In general, the dress for civilians at the agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow business casual wear on a routine basis. Others have a “casual Friday”. Men will need a suit and women a tailored dress or suit for meetings and making presentations.

***Q: What is the role of my Sponsor?***

A: Your Sponsor has volunteered to assist you with in-processing logistics and provide assistance to you throughout your semester’s internship. He or she is available to orient you to your specific office and the agency, provide guidance on how to perform your specific work duties and generally answer questions you may have.

***Q: I am interested in permanent employment at DIA. Does DIA make offers of permanent employment to interns?***

A: DIA routinely considers successful interns for permanent hire. Students who will graduate within the next calendar year can be given conditional offers, pending graduation. Your supervisor will be asked to evaluate your work performance and suitability for permanent employment. If selected, you will receive a conditional offer letter at the end of the semester. Permanent employment is not a guarantee through the ASIP Program.

***Q: I won’t graduate during the academic year or am not sure I want a career with DIA. Are there any other options?***

A: Yes, you may apply to return for another academic semester internship or for a summer internship. Returning interns may receive preference over any new applicants.