

Department of Defense Centralized Intern Program Frequently Asked Questions

Q: How do I apply for the Department of Defense Centralized Intern Program?

A: Students can apply for the DoD Centralized Intern Program by accessing the site www.brooksandassociatesllc.com. You must click on the DoD Centralized Intern link.

Q: When can I apply for the internship?

A: The application will be available for submission by the end of October 2010.

Q: Do I need a security clearance if I'm selected as an intern?

A: Yes, all interns must acquire a security clearance if working for Department of Defense.

Q: Do I need a special ID or badge? If so, how do I get both?

A: Interns working with DoD will need a CAC card and badge. Paperwork for these items will be processed as part of the security clearance. You will be allowed to pick up these items upon arrival.

Q: Should I inform anyone if I'm a returning intern?

A: Yes, B&A tracks students annually.

Q: Do I automatically get selected if I was a former intern?

A: All students interested in the internship must apply even those who have previously participated in the program. The application process is competitive.

Q: Do you need to know if I've been placed in STEP or SCEP programs if I am a former intern?

A: Yes, please indicate placement.

Q: Who should I contact if I've participated in a fellowship program after participating as a DoD intern?

A: Please update B&A with all progress for tracking and recording purposes.

Q: Is this a paid internship?

A: The Department of Defense Centralized Intern Program is a paid internship.

Q: What is the labor cost?

A: Interns get paid \$15.00 an hour and they can work up to 40 hours a week.

Q: How often do I get paid?

A: Interns are paid every two weeks.

Q: Are taxes taken out of my check?

A: Taxes are taken out of paychecks based on exemptions specified on the application.

Q: How do I report hours worked for a pay period?

A: Pay is reported on timesheets. Timesheets should be electronically submitted 7 days prior to the end of the actual pay period.

Q: Who approves the timesheet?

A: The host office supervisor must sign and verify hours on the timesheet prior to submission.

Q: Am I allowed to work overtime?

A: Overtime is not granted to interns unless preapproved.

Q: Do I get paid annual and sick leave?

A: Interns working less than 16 weeks are not entitled to annual and/or sick leave credit.

Q: Will I be given financial assistance for travel costs to the NCR?

A: Travel arrangements for interns traveling to the NCR are paid.

Q: Will I have to pay for transportation to and from the airport/train station once I arrive in the NCR?

A: Interns are reimbursed for transportation arrangements to/from the airport upon arrival to the NCR.

Q: How do I get transported to work?

A: Interns are responsible for their own transportation to and from the work site. Most interns use the Metro or drive their own vehicles.

Q: Do interns get any financial assistance with Metro or gas?

A: Student Interns receive a supplement of \$8.00 a day for Metro cost. The supplement is paid at the end of each month. Mileage and gas to the work site are not compensated.

Q: Is the Metro accessible from housing location?

A: Yes, interns use the Metro. There is metro accessibility from most housing locations for interns. Please inform B&A if you plan to drive your own vehicle.

Q: What happens if I need any special accommodations?

A: Please contact our office immediately so special accommodations can be arranged prior to your arrival.

Q: Will housing be provided for interns?

A: Yes, housing will be secured and provided for interns.

Q: Is there a housing fee?

A: Yes, all interns have to pay a housing fee.

Q: Do I pay the deposit if there's one associated with the housing fee? Will I get reimbursed for the deposit?

A: Yes, interns are responsible for paying the housing deposit. A housing deposit must be paid in order to secure housing for the internship. No, interns will not get reimbursed for the housing deposit at the end of the internship.

Q: What is the housing cost?

A: Housing costs will vary for specific locations. Interns will be informed of the costs prior to arrival.

Q: What is the breakdown for housing payments paid by interns?

A: The Government pays one half of the student housing cost. Each intern is also responsible for paying one half of the housing cost. Housing payments will be deducted from pay checks.

Q: When will I see a housing deduction from my paycheck?

A: Housing deductions are taken out of pay checks at the end of each month.

Q: Will housing facilities provide microwaves, linen, dishes and towels?

A: Interns are responsible for bringing all personal accessories. Housing facilities will not provide interns with these items.

Q: Am I able to work outside of the NCR?

A: There may be opportunities for interns to work outside of the NCR.

Q: If I'm granted a placement outside of the NCR, will I be provided with transportation.

A: Interns who are placed outside of the NCR are responsible for their own transportation to and from the work site. However, B &A provides you with travel to the working city.

Q: Am I allowed to attend conferences, events or special activities?

A: Interns are sometimes allowed to attend conferences approved by host office supervisors.

Q: How do I record expenses associated with conferences, events or special activities?

A: Interns record expenses on an expense report. Expense reports are reviewed and then approved for reimbursements of expenses.

Q: Will I receive a final evaluation?

A: Yes, your host office supervisor will complete a final evaluation.

Q: Will I have to submit a paper, essay, or project at the end of the internship?

A: Yes, all interns are required to complete a portfolio capturing their experiences as an intern.