

Internship Program Participant Agreement

Appointee's Full Name:	
Appointing Military Treatment Facility (MTF)/Center:	
Appointment Date(s):	Work Schedule:
Entrance on Duty (EOD) Date: _____	Monday: _____
Appointment Not to Exceed (NTE) Date: _____	Tuesday: _____
Program NTE Date: _____	Wednesday: _____
	Thursday: _____
	Friday: _____
Position Title, Series, and Grade:	Pay:
Intern's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> Provide proof of enrollment as necessary Notify the MTF/Center of any change in your enrollment status and/or work schedule Maintain at least half-time course load as defined by the educational institution Remain in good academic standing – Maintain a GPA of ____ and above (Optional – MTF/Center specific) Adhere to an established work schedule Adhere to the Intern Program requirements Participate in MTF/Center training classes or programs Perform successfully the assigned duties listed in your position description Observe workplace rules 	<ul style="list-style-type: none"> Complete a Participant Agreement with each Intern Verify enrollment and eligibility for continued participation in the Program Provide information on the Intern Program requirements Identify job duties and responsibilities Provide information on any special training requirements Identify performance goals and evaluation criteria Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule Supervise daily work activities of the Intern <p>*If position offers conversion to the competitive service, identify eligibility requirements for conversion and ensure your Intern is converted within the applicable timeframe (120 days from completion of all academic requirements).</p>
Work Assignments (Enter brief description of duties or attach a position description)	

Program Requirements (Enter requirements for continuation and successful completion of Program)

Training Requirements (If applicable)

Mentoring (if your MTF/Center has a mentor requirement for Interns, enter those requirements)

Evaluation Procedures (Summarize elements on which the Intern's performance appraisal will be based)

Minimum Eligibility Requirements for Noncompetitive Conversion (if any). (Include any MTF/Center specific requirements)

To be eligible for conversion to the competitive service, an Intern must:

- Be a U.S. citizen.
- Successfully complete academic course of study.
- Complete a minimum of 640 hours of work experience under the Internship Program.
- Meet the OPM Qualification Standard for the position the Intern may be converted to.
- Maintain acceptable performance under the MTF/Center's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.

*It is important to remember that eligibility for conversion does not guarantee that the MTF/Center will decide to opt for conversion.

Signatures:

Intern:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date