

# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

IN REPLY REFER TO:

APR 04 2017

## Memorandum

To: All Regional Directors  
Attention: Natural Resources, Forestry and Fire Management Managers and Supervisors

From: **Acting** Director, Bureau of Indian Affairs 

Subject: Office of Trust Services Pathways Program Internships

The Office of Trust Services (OTS) has established 116 internship positions across 7 different programs. The rules and attributes of these internships vary considerably according to the needs of the program. In all cases, these internships are designed to provide an opportunity for youth to explore careers in the Bureau of Indian Affairs (BIA) and related tribal programs as paid federal employees while completing their education. In general, the Pathways Internship Program targets Indian Preference students, who are enrolled in an accredited college or university, and seeking a degree in a STEM (Scientific, Technical, Engineering, and Mathematics) academic program. Attached is a BIA OTS Pathways Internship Program brochure providing details.

This past year, recruitment strategies focused on increasing tribal diversity of students participating in the program across the various Federally recognized tribes. Outreach efforts generated numerous tribal inquires and student interest in participation. The table below provide the total number of students in fiscal years 2016 and 2017, showing the number of male and female and individual tribes represented. Additionally, 2017 shows current student totals, pending entrance on duty (EOD) and a year to date (YTD) total. The combined total of individual tribes represented across both years is 37.

As of March 22, 2017

Program	2016		
	Male Total	Female Total	Actual Total
Wildland Fire	5	2	7
Forestry	14	6	19
Ag/Rangeland	7	6	14
Total Students	26	14	40
Tribes Represented			28

2017			
Male Total	Female Total	Current & Pending EOD 1/ Total	(YTD) Actual Total
13	5	16	18
12	7	16	19
5	7	11	12
30	19	43	49
			29

**Footnote:** 1/ The January 31, 2017 Federal Civilian Hiring Freeze Guidance provided an exemption for the appointment and conversion of appointments made under the Pathways Internship, provided that the BIA agency meet Central Office hiring requirements and applicable approvals for its hiring plans.

### Supervision and Program Responsibilities

Student interns are BIA Central Office federal employees, and thus their permanent supervisor of record is the Central Office program official under which they were hired. Both the Central Office program officials and the host office supervisors play critical roles in the success of the internship program. Central Office has administrative oversight, program compliance, and technical support, while the host unit directly supervises, evaluates performance and reports on progress. Additionally, the role of the host office or unit is to make available quality work assignments related to the student's academic studies and to ensure that the objectives of the developmental plan and participant agreement are met.

### Pathways Internship Coordinators

Pathways Internship Coordinators administer the program for their office, including the recruitment, on-boarding, monitoring and non-competitive conversions of student interns into career conditional permanent full-time positions. They also work closely with program officials, hosting units, regional youth liaisons, and equivalent tribal officials to facilitate the placement of student interns at hosting units. Attached is a BIA OTS Pathways Internship Program brochure providing details.

### Internship Job Announcements

Internship Job vacancies are published throughout the year on the USAJobs website at <https://www.usajobs.gov/studentsandgrads/>. When these announcements are posted, hiring officials and program managers as appropriate will receive an e-mail with instructions on how to request to host student interns.

### Internship Position Types

Each position's individual education and qualification requirements vary depending on the program type, workforce planning needs and area served, including the appointment length (tenure), and participant's requirements. Each variation represents the unique needs of the specific OTS program. Due to these variances, it is paramount that interested hosting units and potential applicants refer to the job announcement for program specifics, qualifications and requirements.

### Programs Supported:

- Agriculture and Rangeland Management
- Forestry
- Wildland Fire
- Climate Change
- Real Estate Services
- Land Titles and Records
- Water and Power

The American Indian Agriculture Resource Management Act (25 USC 39) and National Indian Forest Resources Management Acts (25 USC 39) both mandate internships for forestry, wildland fire and related natural resources study programs.

### Funding

Student intern's base salaries and benefits will be covered by Central Office cost accounting codes. Central Office has budgeted to cover the regular time for the interns for a period of 12 weeks and must not exceed \$7,500 each fiscal year, unless otherwise stated or authorized. On rare occasion, when the hosting unit has additional work for the student intern beyond the



budgeted 12 weeks, arrangements can be initiated by the hosting unit to continue working the intern using their funding sources, including other expenses e.g., (travel expenses, local, tribal or formal training opportunities, tuition assistance).

### Hosting Internships

Units interested in hosting a student intern(s) for the 2017 field season are encouraged to complete the attached document, the "Host Office Intern Request" and return it as per the instructions in the e-mail or directions at the bottom of the document. Requests must be submitted at least 30 days prior to the anticipated start work date to allow for better coordination and processing.

Student intern's work schedules can be configured to fit a variety of situations. Students can work year round, during summer, and or during breaks. Student interns can also be placed with a tribe or tribal organization. Since the student interns are federal employees, when assigned to a tribe, a local BIA official is required to "host" to fulfill the administrative requirements.

### Evaluations

Hosting units are responsible for completing a "Student Internship Evaluation" at the end of each assignment to assess an intern's strengths and weaknesses and to ensure the match with the agency is a good one. If problematic issues arise at any time during the internship, they are to contact the program supervisor or Pathways Internship Coordinator as soon as possible.

### Student Intern Placements

Selections will be made based on the following:

- a) Student's duty station and/or permanent residence;
- b) Internship Participant requirements;
- c) Job responsibilities and location;
- d) Relevance to a student intern's major and course work;
- e) Duration of employment;
- f) The learning opportunity associated with completing an internship with the proposed employer; and
- g) Completed Host Office Intern Request requirements (i.e. detailed description of work assignments and training opportunities, cost sharing, and signature from authorizing official).

### Conversion of Student Interns

Student interns may be eligible for non-competitive conversion into a professional series position upon successful completion of the internship, when they have completed the minimum hours of work experience (640 hours), completed their education requirements, received a favorable evaluation from their hosting unit, and meet the education qualification requirements for the position to which the intern is being placed. The effective date of conversion is a mutually agreed upon start date between the receiving office and student intern. Conversions must be completed on a start date that is mutually beneficial to both the agency and student intern and within applicable time-frames. The completion of degree requirement means receipt of diploma or completion of semester or quarter of last qualifying classes.

### Forestry and Wildland Fire Coordination

The OTS partners with Salish Kootenai College (SKC), Tribal Research & Education in Ecosystem Sciences (TREES) Student Program to provide support for Tribal Forestry and Wildland Fire programs and initiatives. SKC also addresses at-risk forester occupations that

further the tribal capacity for land and natural resource stewardship while promoting tribal self-determination and self-governance initiatives.

If you have questions, please contact Gayla Schock, OTS Pathways Program Manager / Internship Coordinator, at (202) 208-6410.

**Attachments:**

- 1 – BIA OTS Pathways Internship Program Brochure
- 2 – OTS Youth Initiatives and Pathways Internship Program Employee Contact Listing
- 3 – Host Office Intern Request Form

## Pathways Program Eligibility and Requirements

- Enrolled in a Federally Recognized Tribe (Submit a form BIA - 4432),
- Be at least 18 years of age,
- Accepted or enrolled full-time in an accredited college or university and seeking a degree in related academic program,
- Have and maintain a cumulative GPA of 2.0 or higher,
- Ability to obtain and maintain a security clearance,
- Service Agreements (Tuition), and
- Maintain a valid Pathways Program Participant Agreement

Some positions may also require a Medical exam, Drug Testing, and a Driver License

## Conversion Opportunities

To be eligible for non-competitive conversion into a full-time position within the BIA, Interns must:

- Complete at least 640 hours of work experience acquired through the Internship Program,
- Complete their degree or certificate requirements,
- Meet the OPM qualification standards for the position to which the Intern will be converted,
- Meet agency-specific requirements as specified in the Participant's Agreement,
- Received a "Fully Successful" or above Performance Rating of Record,
- Received favorable evaluation and recommendation from host supervisor for non-competitive conversion "appointment", and
- Accept job placement offer and relocate if necessary.



<https://www.facebook.com/BIA-Director-857668127607009/>

## OTS Website

*The OTS Youth Engagement and Pathways Internship webpage is under development. Please visit our page for updates at and other program information at:*

<https://www.bia.gov/WhoWeAre/BIA/OTS/Youth/index.htm>

For additional information email:

"Pathways Program, BIA Office of Trust Services"  
[otspathways@bia.gov](mailto:otspathways@bia.gov)

*Make a*  
**POSITIVE  
DIFFERENCE**  
*in BIA and the*  
**TRIBAL COMMUNITIES  
WE SERVE**

## Where to Apply for OTS Pathways Internships

*We are continuously recruiting to fill internships. We post ALL job opportunities for Pathways Internships on USAJOBS.*

<https://www.usajobs.gov/studentsandgrads/>



## Forestry and Wildland Fire Internships

BIA partners with the Salish Kootenai Tribal College's Tribal Research and Education in Ecosystem Sciences (TREES) program to provide tuition subsistence, mentorship, recruitment and other logistical support.

For additional information:

Nicole Stiffarm  
TREES Forestry Program  
Manager / Advisor  
[nicole\\_stiffarm@skc.edu](mailto:nicole_stiffarm@skc.edu)  
406.275.4748 (office)  
406.210.1559 (cell)



Craig Cook  
TREES Fire Program  
Manager / Advisor  
[treesfire@skc.edu](mailto:treesfire@skc.edu)  
208.761.8653 (cell)



Bureau of Indian Affairs  
Office of Trust Services'

# INTERNSHIP PROGRAM

*Make a Positive Difference in BIA and for  
the Tribal Communities We Serve*



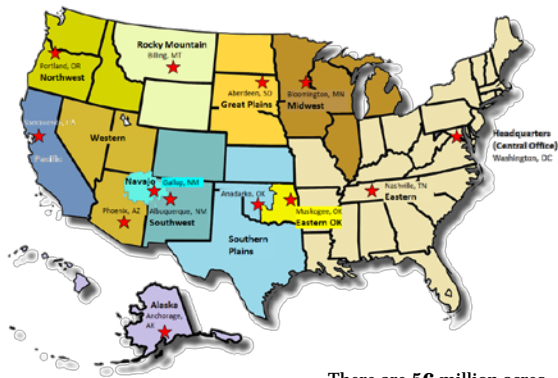
*Careers for  
Native American &  
Alaska Native Students*

March 22, 2017



## Our Organization

The Bureau of Indian Affairs (BIA), Office of Trust Services' (OTS), is committed to serving Tribal communities and their members by ensuring the activities associated with management and protection of trust and restricted lands; natural resources; forestry and wildland fire management; irrigation, power and safety of dams; and real estate services are improving tribal government infrastructures and communities, along with other components of long term sustainable development investments to improve the quality of life for their tribal members



There are **56** million acres of trust lands and **45** million acres of land held by Native Alaskan state-chartered corporations.

- Head Quarters
- 12 Regional Offices
- 83 Agencies/Field Offices

The OTS has the following 7 Divisions:

- Natural Resources (Agriculture and Rangeland Management)
- Forestry and Wildland Fire Management
- Environmental and Cultural Resources
- Probate and Special Projects
- Land Titles and Records
- Water and Power
- Real Estate Services

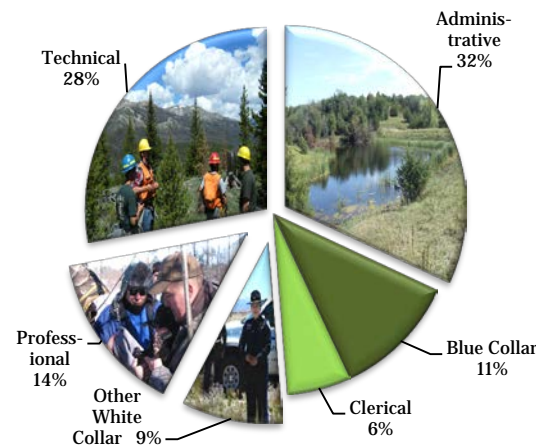


**Fast Fact:** By the year 2025, 75% of the workforce will be millennials.

## Scientific, Technical, Engineering, and Mathematics (STEM)

The BIA has an unprecedented outreach initiative to target, attract and recruit American Indian and Alaskan Natives into professional, critical, and hard-to-fill occupations in scientific, engineering, mathematics, and natural resources disciplines.

### BIA's Occupational Demographics



### Top 3 Professions Per Category

**Technical:** Forestry Technician, Miscellaneous Clerk and Assistant, and Engineering Technical

**Professional:** Natural Resources Management, Forestry, and Engineering

**Administrative:** Realty, Criminal Investigating, Miscellaneous Management and Program Analyst

**Other White Collar:** Police, Correctional Officer, and Various Student Trainee Occupations

**The Pathways Internship Program** main purpose is to recruit, hire, develop, and retain students and recent graduates. This consolidated Student Temporary Employment Program (STEP) and Student Career Experience Program (SCEP) into one program and is largely modeled after SCEP. 5 CFR part 362

## Pathways Internships

The OTS programs offers **paid** internships for emerging leaders who are seeking degrees in natural resources management, forestry and other related environmental and biological science fields. This Program not only offers students paid employment, while they continue their education, but also gives them valuable and unique work experiences. We offer rotational summer assignments within different programs and work environments, where students can train and job shadow with industry professionals.

## Education Requirements

Students in a qualifying educational institution may be appointed to any grade level for which they qualify.

**GS-2:** Completion of high school or GED diploma.

**GS-3:** Completion of 1 academic year of post-high school study.

**GS-4:** Completion of 2 academic years of post-high school study or associate's degree leading to a bachelor's degree in related academic discipline.

**Program Benefits** (Career Conditional and temporary appointments that are more than one year)

- Up to \$5,000 Tuition/education subsistence \*,
- Paid Summer Employment – related to academic field of study,
- Travel and Rotational summer assignments,
- Students are recruited nationally across Indian Country,
- Do not have to have prior work experience,
- Mentoring, training and career development opportunities,
- Flexible schedules,
- Vacation, Sick and Holiday Pay,
- Life Insurance, Flexible Spending Accounts, Health Benefits, and Retirement, and
- Potential for non-competitive placement after graduation into a permanent professional entry-level BIA or tribal position.

*\*Not all internships offer tuition support, some internships are for summer employment only*



Bureau of Indian Affairs  
Office of Trust Services  
Youth Initiatives and Pathways Internship Program  
***Employee Contact Listing***

Attachment

**Youth Program Coordination Office**  
(Central Office Headquarters)

**Gayla Schock, Coord, Natural Res Youth Programs**

1849 C Street, NW, MS-4620-MIB  
Washington, DC 20240  
gayla.schock@bia.gov  
(202) 208-6410, Office  
(202) 308-8921, Cell  
(202) 208-2745, Fax

**Brad Cress, Management and Program Analyst**

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(202) 208-2836, Office  
(202) 422-2331, Cell  
(202) 208-2745, Fax

**Monica Cooper, Program Specialist**

BIA, Eastern Oklahoma Regional Office  
Division of Natural Resources  
3100 W. Peak Blvd.  
Muskogee, OK 74401  
monica.cooper@bia.gov  
(202) 422-2492, Cell

**Office of Human Capital Management**  
**Division of BIA Human Resources Operations**

**Geralyn Eckiwaudah, HR Specialist**

BIA-Anadarko Recruitment Center  
PO Box 1487  
(FedEx: 1 Mile North of City, HWY#281)  
Anadarko, OK 73005  
geralyn.eckiwaudah@bia.gov  
(405) 247-1603, Office  
(405) 247-4877, Fax

**Deborah Abeita, HR Specialist**

for Branch of Wildland Fire Management  
1011 Indian School Road NW, Ste. 136  
Albuquerque, NM 87104-2303  
deborah.abeita@bia.gov  
(505) 563-5123, Office  
(505) 235-6911, Cell  
(505) 563-5115, Fax

**Daniella Thompson, HR Assistant**

daniella.thompson@bia.gov  
(405) 247-1641, Office

**Bureau of Indian Affairs**  
**Office of Human Capital Management**  
**Division of HR Systems**

**Carl Cook, Supvy HR Specialist (Info Systems)**

1330 East Central Blvd. (Nile Profess. Park Plaza)  
Anadarko, OK 73005  
carl.cook@bia.gov  
(405) 247-4957, Office  
(405) 247-6953, Fax

**Salish Kootenai College**  
**Center for Tribal Research & Education in Ecosystem Sciences (TREES) Student Program**

**Nicole Stiffarm, TREES Forestry Program**  
**Manager/Advisor**

Salish Kootenai College  
P.O. Box 70  
Pablo, MT 59855  
nicole\_stiffarm@skc.edu  
(406) 275-4748, Office  
(406) 210-1559, Cell  
(406) 275-4801, Fax

**Craig Cook, TREES Fire Program Manager/Advisor**

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Boise ID, 83704  
treesfire@skc.edu  
(208) 761-8653, Cell

*Updated: February 14, 2017*



## BUREAU OF INDIAN AFFAIRS PATHWAYS INTERNSHIP PROGRAM

9/23/16

### Host Office Intern Request

**PURPOSE:** To initiate a request for one or more interns. Requestors that volunteer to host an intern should accurately describe the work tasks and training assignments for the intern(s) to improve recruiting and skill matching for the host unit. In all cases, it should be noted that the student intern's work schedule should be designed and monitored to ensure it supports the student's ability to complete their required academic work. Interns must be hosted by the Bureau of Indian Affairs (BIA) but may be placed with tribe or tribal organization. Administrative requirements are retained by the BIA. Procedural questions on completing this request or on other aspects relating to the Pathways program should be addressed to the Pathways Program Coordinator.

#### Preferences

Number of Interns requested: \_\_\_\_\_

Start and End Dates: Start on \_\_\_\_\_ End on \_\_\_\_\_ Hours Per Week \_\_\_\_\_

Purpose and Length: ☐ Special Project (Short-term) or ☐ Workforce planning (*job shadowing/succession planning*)

Proposed Schedule: ☐ Summer and during breaks ☐ Year round

Degree Program: ☐ Biological Sciences (*i.e., forestry, wildland fire, natural resource management, soil science or conservation, etc.*)

☐ Physical Sciences (*geography, hydrology, land surveying, etc.*)

☐ Other Describe: \_\_\_\_\_

#### Hosting Office Information and Intern Work Site Location

##### REGION, AGENCY

(Required)

##### TRIBE, TRIBAL ORGANIZATION

(If applicable)

Office Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Are lodging accommodations available? ☐ NO ☐ YES If YES, provide description:

Are there any other in-kind contributions / cost sharing / leverage opportunities provided (travel expenses, local, tribal or formal training opportunities, tuition assistance, other)? ☐ NO ☐ YES If YES, provide description:

Provide brief summary description of the work and training for intern(s), indicate primary focus (attach page with details):

#### Requesting/Approving Official

Host Office Supervisor Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Document must be submitted a minimum of 30 days prior to the begin date of placement. If there are any changes to the begin and end dates, resubmit the form.