



Intern Program Fact Sheet

What is the Career Intern Program and MBA Fellow?

The Federal Career Intern Program is designed to help agencies recruit and attract exceptional individuals into a variety of occupations. It was created under Executive Order 13162, and is intended for positions at grade levels GS-5, 7, and 9 or other trainee positions. In general, individuals are appointed to a 2-year internship. Upon successful completion of the internships, the interns may be eligible for permanent placement within an agency.

Individuals interested in Career Intern opportunities must contact specific agencies directly. The Office of Personnel Management will not be the central source for career intern opportunities.

The MBA Fellows Program is designed to attract outstanding individuals with business skills acquired either through and related equivalent experience. Such skills include quantitative and analytical thinking, strategic planning, project management, leveraging technology, and tying organizational goals to performance results. Applicants apply directly to HUD through a vacancy announcement. Candidates selected will be given a 2 year excepted service appointment, and required to complete a formal 2-year training and development program. Appointments of qualified applicants will be made at the GS-9 grade level with at target of a GS-12 grade-level upon program completion. Those individuals successfully completing all program requirements may be converted non-competitively to a permanent competitive appointment.

Where are jobs available?

The positions are located in HUD's Headquarters in Washington, DC, as well as our ten Regional Offices; Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, San Francisco, and Seattle.

How long do I have to apply?

Coming Spring 2008

How does the Career Intern Program and MBA Fellows Program differ from the Presidential Management Fellows (PMF) Program?

The Career Intern Program and MBA Fellows program differs from the PMF program in several ways:

- Career Intern Program & MBA Fellow Program has no nominating process;
- OPM does not administer the Career Intern Program or MBA Fellows Program;
- Agencies develop and implement their own Career Intern programs and MBA Fellows Programs;
- Career Intern Program is not restricted to individuals with graduate degrees; MBA Fellows Program is restricted to individuals with graduate degrees;
- Career Intern and MBA Fellows appointments may be made at any time during the year.





What are the requirements for the positions?

- You must be a U.S. Citizen.
- A background investigation will be preformed.
- If you are a male born after 12/31/1959, you must be registered with the Selective Service System.

MBA Fellows:

- Master's of Business or equivalent graduate degree from an accredited college or university.

Will relocation costs be paid by HUD?

No.

What benefits are available once hired?

Health Insurance, Life Insurance, enrollment in the Federal Employee Retirement System (FERS), Flexible Spending Accounts for healthcare, and Transportation subsidy benefits.

Does veterans' preference apply in the selection of Career Interns?

Yes. Veterans' preference applies to the selection of Career Interns. Since Career Interns are appointed to positions in the excepted service, agencies must follow the procedures described in 5 CFR 302. There are many options for applying preference within the excepted service. An agency may consider candidates:

- using a numeric rating and ranking system;
- according to preference categories (i.e., preference and non-preference); or
- developing procedures that would grant as much preference in referral as the procedures used in 5 CFR 302

When applying for Federal jobs, eligible veterans should claim preference on their application or resume. Applicants claiming 10-point preference must complete form SF-15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 prior to appointment to document entitlement to preference.





Will Career Interns or MBA Fellows be subject to a probationary period after they are converted to the competitive service?

No. Career Interns neither MBA Fellows, will not be required to serve a probationary period following their conversion to the competitive service. The 2 years the employees spend on the excepted appointment will serve as the employee's probationary (trial) period.

If an agency selects one of its current career or career conditional employees as a Career Intern or MBA Fellows, does the agency have to return the employee to his or her former position if the employee does not successfully complete the internship?

Yes. If the employee fails to complete the program for reasons unrelated to misconduct or suitability, the agency is obligated to place the employee back in a position of equivalent status, tenure, and pay as the position the employee left.

Is the Career Intern Program and MBA Fellows Program a paid training?

Yes.

If you have any further questions, please contact the email address below.

Mba-prog@hud.gov

