BUREAU OF LAND MANAGEMENT
DIRECT HIRE AUTHORITY FOR RESOURCE ASSISTANT INTERNSHIP PROGRAM (DHA-RAI)

FISCAL YEAR 2022 PROJECT PROPOSAL FORM

(PLEASE BE ADVISED: ALL NUMBERED SECTIONS OF THE FORM MUST BE COMPLETED. INCOMPLETE FORMS WILL NOT BE CONSIDERED)

1. HOST OFFICE/STATE/CENTER:	2. HOST ADDRESS:	3. HOST CITY, STATE, ZIP:

4. PROJECT COORDINATOR (PC):	5. PC EMAIL ADDRESS:	6. PC PHONE NUMBER:

7. ALT. PROJECT COORDINATOR (PC):	8. ALT. PC EMAIL ADDRESS:	9. ALT. PC PHONE NUMBER:

10. SUGGESTED INTERN MENTOR:	11. MENTOR EMAIL ADDRESS:	12. MENTOR PHONE NUMBER:

The Direct Hire Authority for Resource Assistant Internship Program was established in 2012 and is outlined in Personnel Bulletin No. 21-08, published November 5, 2021.

Policy and Program Intent:
Consideration will be provided to individuals who have earned an undergraduate or graduate degree from an accredited institution of higher learning which represents underserved communities, as defined by Executive Order 13985 - *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, dated January 25, 2021.

Bureau Responsibilities: It is the responsibility of the Bureau to confirm that each Resource Assistant Internship program meets the following criteria: (a) have a clearly defined deliverable or work product with clear expectations and outcomes (experience-based internships, such as job shadowing, are not sufficient); (b) include a minimum of 11 weeks of full-time (40 hours) work; (c) focus on critical thinking and real-world problem solving; (d) provide presentations on findings to key decision makers; and (e) address certification of high performance in the internship from the internship supervisor. In addition, a qualifying internship should include all the following elements:

- Intense and rigorous projects – focus skills and reveal the work qualities of candidates.
- Structured projects – have clear paths to success for candidates and obvious assessment opportunities for managers;
- High degree of autonomy – create space to develop or apply personal responsibility;

- Defined deliverable – rewards productivity and provides for a clear goal;
- Demanding schedule – develops project management skills;
- Exposure to multiple stakeholders (internal and/or external) – provides an opportunity to demonstrate communication skills and the skills to navigate organizational hierarchies.

Characteristics of interns necessary for success in the Federal Government include the following:

- Demonstrated leadership skills, and experience and strategic thinking abilities;
- Presentation and oral data collection skills;
- Self - starter /can work independently;
- Flexible /resourceful;
- Ability to adapt new skills and ideas to the public sector.

IMPORTANT PROGRAM GUIDANCE:

DHA-RAI Interns are hired through agreements established with partner organizations that are executed through coordination with the Division of HR Policy and Programs (HQ-710) and the Division of Acquisition and Financial Assistance (HQ-720). Therefore, the interns are not federal employees during their 11-week internship. As identified in Executive Order 14042, *Ensuring Adequate COVID Safety Protocols for Federal Contractors,* there will be a clause included in contracts to specify that the contractor or subcontractor shall, for the duration of the contract, comply with all guidance for contractor or subcontractor workplace locations. This is further defined by the Safer Federal Workforce Task Force Safer Federal Workforce Task Force COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors, issued September 24, 2021. Pursuant to this guidance, and in addition to any requirements or workplace safety protocols that are applicable because a contractor or subcontractor employee is present at a Federal workplace, Federal contractors and subcontractors with a covered contract will be required to conform to the following workplace safety protocols:

1. COVID-19 vaccination of covered contractor employees, except in limited circumstances where an employee is legally entitled to an accommodation;

2. Compliance by individuals, including covered contractor employees and visitors, with the Guidance related to masking and physical distancing while in covered contractor workplaces; and

3. Designation by covered contractors of a person or persons to coordinate COVID-19 workplace safety efforts at covered contractor workplaces.

With the uncertainty COVID-19 poses for summer 2022, complete the COVID-19 assessment questions below and provide in the Project Description, the protocol to keep interns safe and socially distanced if they are reporting to an Office/State/Center or whether the project will be completed remotely, include field work, etc. and still meet all the required criteria and elements listed above.

13. COVID-19 Assessment Questions	**YES**	**NO**
Will this project you propose require the intern(s) to report to an office to complete work assignments?		
If the intern is to work in an office, do (or will) you have the necessary safety measures in place to provide a safe work environment?		
Will this project you propose require the intern(s) to work remotely to complete work assignments?		
If the intern is to work remotely, do (or will) you have the necessary equipment to supply the intern (e.g., laptop, phone, access to server/network, etc.) for completion of work assignments?		
Will the project you propose serve as a meaningful work experience for the intern and meet all the required DHA-RAI Program criteria and elements as outlined in PB 21-08?		

14. **Project Description/Goals** (Include a brief description of the project and Office/State/Center's reasons for undertaking the project this year):

15. **Job title and related occupational series:**

16. **Number of intern(s) being requested for this project:**

17. **Is a valid state issued driver's license required to perform the duties of the internship?**

18. **Related Degree Program(s):**

19. **Minimum Qualifications** (List the minimum work experience and education competencies required to perform the duties outlined in the project proposal)**:**

20. **If a project is approved, HQ-700 will pay the cost of up to two interns per Office/State/Center if program funding is available. The cost for any additional interns and associated expenses shall be at the expense of the requesting Office/State/Center.** Please enter your unit's charge code information below for budget planning purposes. Every unit will be updated on the project's approval status and the funding source that will be used after the review of the project proposals by the DHA-RAI Project Proposal Panel.

CHARGE CODE (first 3 elements required)	
Cost Center:	
Functional Area:	
PE:	
FUND:	
WBS (Optional):	

21. Project Expectations (provide a weekly breakdown of expected deliverables):

WEEK 1:	Training: Safety, Vehicle, Project responsibilities. Purchase safety equipment.
WEEK 2:	Field work orientation with Realty Specialist. Assess whether intern is ready to complete inspections independently. Introduce intern to databases and physical files; instruct the intern how to update and maintain them.
WEEK 3:	If ready, begin Right-Of-Way (ROW) compliance inspections and follow ups for enforcement actions. Natural Resource Specialist (NRS) and/or Realty Specialist would provide daily oversight. If intern is not ready, the NRS and/or Realty Specialist would continu
WEEK 4:	Continue with ROW compliance inspections and follow ups with NRS and/or Realty Specialist providing daily oversight and direction. Complete follow up correspondence to ROW holders. Possible field trip with other resource specialists (wildlife biologist, arche
WEEK 5:	Continue with ROW compliance inspections and follow ups with NRS and/or Realty Specialist providing daily oversight. NRS begins training intern to complete surface Fluid Mineral inspections. Introduce intern to fluid mineral databases and physical files; instru
WEEK 6:	NRS completes training intern to complete surface Fluid Mineral inspections. NRS assesses whether the intern is ready to complete inspections independently. Continue ROW inspections and follow ups if needed with Realty Specialist oversight. Possible field tr
WEEK 7:	If ready, intern will begin surface fluid mineral compliance inspections. NRS would provide daily oversight. If intern is not ready, the NRS would continue training. Utilize databases and update physical files with documentation. Continue ROW inspections and fol
WEEK 8:	Continue with both surface fluid mineral and ROW compliance inspections. NRS and/or Realty Specialist would coordinate daily with oversight and direction. Utilize databases and update physical files with documentation. Possible field trip with other resource s
WEEK 9:	Continue with both surface fluid mineral and ROW compliance inspections. NRS and/or Realty Specialist would coordinate daily with oversight and direction. Utilize databases and update physical files with documentation. Possible field trip with other resource s
WEEK 10:	Continue with both surface fluid mineral and ROW compliance inspections. NRS and/or Realty Specialist would coordinate daily with oversight and direction. Utilize databases and update physical files with documentation. Close out inspections. Begin preparing
WEEK 11:	Continue with both surface fluid mineral and ROW compliance inspections. NRS and/or Realty Specialist would coordinate daily oversight and direction. Utilize databases and update physical files with documentation. Complete closing out inspections. Present f

22. Expected interaction between intern and internal/external stakeholders:

Primary interaction would be with BLM personnel, however, interaction with ROW holders and oil and gas company representatives is possible.

23. Expected interaction with Project Coordinator (intern supervisor):

Project Coordinator (PC) would introduce intern to RSFO managers and staff members, NRS and Realty Specialist. PC would introduce overall project goals, coordinate training, and provide means of obtaining PPE and tools to complete project, on-boarding, assess project progress, guide coordination of the intern's project finalization.

24. The start timeframe for the internship period in FY 2022 is June 2022 and the end in August 2022. If your project requires a different timeframe, please provide the requested start/end date:

IMPORTANT PROGRAM UPDATES:

The Bureau's program is designed for a minimum 11-week internship experience with the option of upto an additional week of orientation or training provided by the National Program Coordinator, HQ andwith the support of the field. ***There will be no extensions executed on agreements with partner organizations***. Please keep this timeline in mind when considering training and other events you wouldlike an intern to be engaged in during their internship.

IMPORTANT PROGRAM REMINDERS:

Interns are contracted to work only 40.0 hours per week. Overtime is strictly prohibited, and all interns must be permitted two 15-minute breaks and an unpaid 30-minute lunch break during each shift worked. If an intern misses more than 2 days during the internship period for any reason, those days must be made up to successfully complete the program.

25. Proposed Daily Schedule M-F:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time (am)							
End time (pm)							

OR

Proposed Maxi-Flex or AWS Schedule:

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time (am)							
End time (pm)							

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time (am)		8	8	8	8	8	
End time (pm)		4	4	4	4	4	

26. Are you able to provide basic office amenities for the intern(s)?

	YES	NO
Workstation/Desk/Chair	x	
Computer or Laptop	x	
Network or local Printer	x	
Internet Access	x	
Phone Line/Voicemail Access	x	

27. Will the Project Coordinator or designated alternate be available to work with the intern(s) for the full period of the internship?

Yes. Daily activities and guidance would be coordinated with the NRS and/or Realty Specialist. The PC would provide guidance and overall project coordination.

28. Proposed projects must be vetted and approved by Office/State/Center Senior Leadership and the Servicing Personnel Office. Please list Senior Leader and Human Resources that approved the project.

Name of Approving Official	Title of Approving Official
Kimberlee D. Foster	RSFO Field Manager
Naomi Mitchell	WSO Human Resources Officer

29. Do you have a vacancy on your table of organization? ***(Preferred but not mandatory)***

YES	X	NO	

Provide any additional information related to the project proposal you deem applicable.

The RSFO Minerals & Lands Division currently has 5 vacancies (Petroleum Accountability Technician (PAT), Petroleum Engineer, Supervisory Natural Resources Specialist and 2 Mining Engineers). The RSFO has successfully hosted 4 DHA interns 2017-2019. The interns have a high placement rate after they leave the RSFO. The RSFO has hired 3 DHA interns.

Please contact Sharon Fuller-Barnes, DHA-RAI National Program Coordinator in the Division of Human Resources Policy and Programs, HQ-710 at (602) 906-5547 or sfullerbarnes@blm.gov for questions regarding this form and the DHA-RAI Internship Program.

Adjusted Timeline for FY 2022

Proposed Date	Proposed Action
Nov-Dec	**Project proposals due Dec. 27, 2022.** Submit proposals to your Human Resources Officer or SharonFuller-Barnes at sfullerbarnes@blm.gov (Depending on information provided when the form was released).
Jan	DHA-RAI Project Proposal Panel will review all project proposals to ensure they comply with DHA criteria outline in the project proposal and elements as outlined in DOI Personnel Bulletin 21-08.
Jan	Partner organizations recruit interns targeting underrepresented groups (women, minorities, veterans, and persons with disabilities).
Feb-Mar	Partner organizations submit resumes to the BLM contract team. The contract team and DHA-RAI Project Proposal Panel coordinate with Project Coordinator's to evaluate resumes and select interns.
Mar	Partner organizations send offers to selected interns. Interns have 48 hours to accept or decline offer.
Apr-May	Interns submit onboarding paperwork, complete eQIP questionnaire, schedule and fingerprints appointment, and BLM conducts background check. Project Coordinator's email "Welcome Letters" to selected interns.
June-Aug	Summer internship 11-week period (unless an alternate start date is pre-approved).
June	Program Coordinator hosts virtual "Welcome to BLM" Orientation for interns (MANDATORY); Project Coordinator host virtual DHA-RAI Mentor Training.
Aug	Final Project/Reports are due, and interns must present to local leadership team.
Aug	Final performance evaluations are due and must be discussed with interns.