



## 2019 MANRRS BLM INTERNSHIP PROGRAM



**Location: Washington, DC**

**Job Title: Realty Specialist, GS 1170**

**Related Degree: General and/or Environmental Studies**

**Position Description:**

Intern will perform a field visit (field office) that will allow him or her to observe and participate in authorization, interact with applicants, conduct and learn how to develop rights-of-way, permits, Recreation and Public Purposes (R&PP) actions and sales authorizations, perform compliance examination to ensure compliance with terms and conditions.

Work on obtaining, translating, describing, and understanding the various facets of legal land description and land status. This can be achieved by the use of learning how to write, format, terms, and phases that state the intent of the legal description that ensures the boundary of public lands. Prepare, collect, evaluate, and consolidate land use data.

Response to inquiries regarding laws, regulations, and agency policies and procedural guidelines for administering the lands program.

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**Location: Washington, DC**

**Job Title: Contract Specialist/Grants Management**

**Related Degree: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management**

**Position Description:**

The acquisition office would like to have help with unliquidated deobligations (UDO) and financial assistance work. The interns will learn how to follow the Federal Acquisition Regulations (FAR) and the Code of Federal Regulations (CFR). The interns will learn how to create solicitations and contracts. The interns will learn how to create contract folders. The intern will learn all three phrases of the financial assistance program which are the pre-award phrase, award phrase, and closeout phrase. The intern will help with monitoring the excel spreadsheet for agreements reporting periods and due dates. The intern will help organize and file performance and financial reports for financial assistance.

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**Location: Washington, DC – Division of Solid Minerals**

**Job Title: Geologist**

**Related Degree: Geology, Mining Engineering**

**Position Description:**

The project is to expand the Division of Solid Minerals Program capacity to support the State and Field Offices field operations. The project will provide an 11-week training program for one to two interns based out of WO-320. The interns will support the WO-320 staff on policy and technical matters for 7 to 8 weeks. They will then focus on performing the duties of an entry level Geologist and/or Mining Engineer (GS-1350/880) and work with Bureau Mineral Examiners on field work in support of valid existing rights determinations for not less than two weeks.

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**Website: [www.manrrs.org](http://www.manrrs.org)**

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**Location: Washington, DC**

**Job Title: Geospatial Information System Specialist**

**Related Degree: Geography, Information Technology, Data Management, Geospatial Management, Geographic Information Systems, Computer Science**

**Position Description:**

The intern will update IHS contracted datasets on ArcGIS OnLine (AGOL) upon receiving monthly deliveries. The intern will write scripts to build visual reports using contractor layers. The intern will build web mapping applications to support data collection using AGOL. The intern will provide support for geospatial technology and perform GIS duties such as developing data needed for mapping layers, improving capabilities for mapping these layers, and making the systems used to map these layers more efficient and effective.

**Location: Washington, DC**

**Job Title: Management Assistant/Management Analyst**

**Related Degree: Two- or Four-year degree, preferably with a physical or computer science background**

**Position Description:**

The intern will coordinate process improvements for administration functions with the energy, minerals and realty management directorate. The intern will collect and draft policies in areas such as information technology, human resources, financial and performance, economic policy management, Freedom of Information Act, records, property, internal controls, and regulations.

**Location: Washington, DC**

**Job Title: Natural Resource Scientist, Biologist, Physical Scientist**

**Related Degree: Natural Resource Scientist, Biologist, Environmental Scientist, Physical Scientist, Geographic Information System**

**Position Description:**

The intern will work in several areas of the Natural Resources department to gain knowledge in NEPA, Inspection and Enforcement, Policy (RE-) Issuance, Geospatial and Data Management, Government Accountability Audit (GAO – Mitigation, Answering Questions from Representatives, Reclamation, Greater Sage Grouse, Writing Reports, and Assist with Coordinating National Leads Workshop.

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**Job Title: Petroleum Engineer- Intern****Related Degree: BE, Petroleum or Mechanical or Chemical Engineering or Civil Engineering****Position Description:**

The project will provide an 11-week training program for two interns, based out of Washington D.C., and will focus on performing the duties of an entry level Petroleum Engineer. This project will expand the Fluid Minerals Division program due diligence and oversight capacity with emphasis in two areas of field operations – nationwide idle wells inventory of 25+ year-old idle wells in the BLM and the nationwide oil and gas bond adequacy review program. The prospective interns will gain an understanding of BLM oversight and field operations through review and analysis of the latest statuses and actions pertaining to the Idle Well & Bond Adequacy. The interns will work with the operational data from the Automated Fluid Minerals Support System (AFMSS) database, holding data for 100,000 onshore wellbores across 46,000 leases, to analyze idle well and bond adequacy review reports to verify field office compliance with guidelines and procedures outlined in the respective information memorandum for these reviews. The Idle Well and Bond Adequacy review includes analysis of progress as reported by field offices. The intern(s) will work with the Fluid Minerals Division Petroleum Engineers, Fluid Minerals Program Lead and the Fluid Minerals Deputy and Division Chief to update annual strategies for data integrity and oversight.

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**Location: Washington, DC****Job Title: Web Manager/Web Specialist****Related Degree: Information Technology, Graphics Design, Web Management, Public Affairs, Data Management, Computer Science****Position Description:**

The BLM's website was recently updated and a lot of information was removed or moved. The WO-300 uses the website to disseminate crucial information to the public on policies, projects and program status. The intern will perform web design, development, and maintenance to update the website. Duties will include managing the energy, minerals and realty management web content, pages and links with the overall goal of building a better and more efficient and effective website. The intern will service WO-300 with process improvements, currency of data, and improved customer service.

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**Location: Washington, DC – Office of Digital Media**

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**Job Title: Management and Program Analyst, GS 0343**

**Related Degree: Communications, Graphic Design, Environmental Studies,  
Environmental Sciences, Ecology, Public Policy**

**Position Description:**

The BLM's National Branch of Digital Media, based in Washington, DC is a dynamic, hard-working creative team dedicated to engaging the public on social media platforms and the web. The DHA intern will offer a fresh perspective to the team's projects and goals, contribute to the BLM's national blog, recruit content from internal and external audiences, and assist the team with developing social media campaigns, contributing to coordinating on campaigns with partners and the Department of the Interior.

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