

## ***Unpaid Student Internship Program***



### **Executive Office of the President**

### **Office of National Drug Control Policy**

The Office of National Drug Control Policy (ONDCP) is a component of the Executive Office of the President responsible for setting and monitoring Federal Government policies regarding efforts to reduce the demand for illicit drugs, prevent the initiation of substance use by young people, combat drug production and trafficking, and reduce drug-related crime, violence, and disease. Each year, the comprehensive response to the drug problem is articulated in the National Drug Control Strategy (Strategy), which is developed for the President by ONDCP. In addition to its leadership role in developing and coordinating drug control policies, ONDCP also functions as a central organizing body, managing the anti-drug efforts and certifying the drug control budgets of other government agencies.

The Office of National Drug Control Policy (ONDCP) Unpaid Student Internship Program is structured to challenge and reward a select number of students from across the country. The goal of the program is to allow students to gain an outstanding educational and work experience within various components of ONDCP. The program is intended to provide the students with knowledge, tools, skills, and real-life work experiences which they can readily apply to future challenges and professional pursuits.

Student opportunities within ONDCP are unpaid and require a minimum commitment of two months, working at least two days a week, for no more than 90 days. This internship opportunity provides an unparalleled experience for a student who wishes to be a part of the workings of a busy policy coordination office within the Executive Office of the President.

Students interested in an internship with ONDCP are required to submit a résumé, cover letter, ONDCP application, at least three references, and a copy of your most recent school transcript.

Participating students have the opportunity to work in various program areas within ONDCP. The duties often entail assisting in the oversight of program policy, conferences, briefings, and meetings. Students also assist with drafting letters, memorandums, and action documents; assisting with planning travel and conference/convention events; as well as performing research, database development, and other challenging assignments. Students must possess good writing and organizational skills, as well as the ability to accept and accomplish multiple tasks simultaneously.

All students tentatively selected are required to submit to urinalysis, to screen for illegal drug use, prior to appointment. Also, a security background interview will be conducted and favorable results must be received to establish a report for duty date.

To control the appearance of impropriety and other prohibited actions, all relatives of ONDCP employees (i.e., career and excepted service employees, detailees, military assignees, and agency representatives) and contractors are excluded from participation in the Unpaid Student Internship Program.

### **Application Details**

How to Apply: Please complete all aspects of the ONDCP application thoroughly and honestly. Providing the information requested is voluntary; however, failure to provide complete answers to all questions contained in the application may affect the review and consideration of the Student Internship Application. See the application, below, for further instructions.

#### **Session Date and Application Deadline:**

For the fall and spring sessions, the application deadlines represent the date by which application consideration is given. Notification of acceptance will be communicated directly to the applicant.

#### **Spring Session: Between approximately January 11 - May 5**

Internship Application Submission encouraged no later than: *November 1*

#### **Summer Session: Between approximately May 1 - August 30**

Internship Application Submission encouraged no later than: *March 15*

#### **Fall Session: Between approximately September 4 - December 22**

Internship Application Submission encouraged no later than: *August 10*

### **Accreditation**

If a student would like to use the ONDCP internship for college credit, accreditation is at the discretion of the student's college or university. The ONDCP Personnel Office will assist applicants, in coordination with ONDCP mentors, in providing appropriate information to college or university officials to approve accreditation or externships. Arrangements for accreditation must be made before the internship begins.

### **Office Placement**

ONDCP is comprised of 9 Components. A brief description of the components and the type of work they do is listed below. We suggest each applicant identify the specific component he/she prefers, and at least two additional components. Every effort will be made to accommodate the student's preference; however, ONDCP will match students with available openings and students may decide whether the selection meets their desires.

## **ONDCP COMPONENT DESCRIPTIONS**

*Please note that the following are brief component descriptions. The enclosed information is not intended to serve as an exhaustive description for each office.*

### **OFFICE OF THE DIRECTOR (OD)**

Supports the Director and the Chief of Staff in the management of ONDCP and in creation of the guidance required for the development and coordination of drug control policy.

### **OFFICE OF POLICY, RESEARCH AND BUDGET (OPRB)**

Coordinates policy and budget development by the National Drug Control Program agencies. This office also coordinates demand and supply reduction policies, including the disruption of domestic and international markets for illegal drugs, by Federal, State, local and tribal agencies and international partners. This office encourages strategic actions and partnerships, as well as oversight of drug interdiction efforts. In addition, the office provides analysis of recent research results and data and performance information pertaining to drug policy.

### **OFFICE OF PROGRAMS (OP)**

Manages the High Intensity Drug Trafficking Areas program and programs in the Other Federal Drug Control Account (including: Drug-Free Communities, Drug Court Training and Technical Assistance, Anti-Doping Activities, World Anti-Doping Agency, and Section 1105 of P.L. 109-469).

### **OFFICE OF PUBLIC AFFAIRS (OPA)**

This office develops and implements communication strategies to convey the Administration's drug policy priorities to the media and the public.

### **OFFICE OF INTERGOVERNMENTAL PUBLIC LIAISON (OIPL)**

This office works closely with national, state, local, and tribal leaders and law enforcement and substance abuse organizations to provide strategic outreach as ONDCP establishes policies, priorities, and objectives for the Nation's drug control program.

### **OFFICE OF LEGISLATIVE AFFAIRS (OLA)**

This office works to advance the Administration's drug policy with the United States Congress through outreach to Members of Congress and their staff, involvement in Congressional hearings, and the development of legislative strategies for bills and issues.

### **OFFICE OF LEGAL COUNSEL (OLC)**

Provides legal advice on all aspects of ONDCP business (including ethics, acquisition law and appropriations law) and legal advice on policy development.

**OFFICE OF INTELLIGENCE (OI)**

Provides analytic support of intelligence-related issues to the Director and senior ONDCP staff, as well as coordinating drug-related Intelligence Community and law enforcement intelligence efforts.

**OFFICE OF MANAGEMENT AND ADMINISTRATION (OMA)**

Provides financial management, human resources, information technology, security, administrative, and travel services support for ONDCP.



**OFFICE OF NATIONAL DRUG CONTROL POLICY  
UNPAID STUDENT INTERNSHIP APPLICATION**

Please type or print application

I am applying for an Internship as a:  Undergraduate  Graduate  PhD Candidate  
Fellowship

Available during (check one):  Spring  Summer  Fall

I am currently actively enrolled in school: Yes  No

**Note:** Application deadlines represents the date by which early decision candidates must submit their applications.

*Summer Internships are fulltime (8 hours per day, at least four days per week). Students selected for the fall and spring must commit to working no less than 2 days or 16 hours per week.*

Dates availability: \_\_\_\_\_ Hours availability: \_\_\_\_\_

Have you applied to this program or been selected to work in the Office of National Drug Control Policy previously?  yes  no

If yes, give specific month & year and component assigned:

How did you hear about the Office of National Drug Control Policy Student Internship Program?  
\_\_\_\_\_

**PERSONAL DATA**

Full Name: \_\_\_\_\_

College Residence Address: \_\_\_\_\_

Phone Number:

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Permanent Address:

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Phone Number:

Cell Number (optional)

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Social Security Number:

Date of Birth:

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Are you an American Citizen?

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### EDUCATION INFORMATION

College or University/ Date Enrolled:

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Classification: \_\_\_ Undergraduate \_\_\_ Masters/Graduate Degree \_\_\_ Doctorate

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Expected Year of Graduation:

---

Major Area of Study:

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Extracurricular Activities:

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Computer Skills:

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Community Service or Volunteer Activities in which you have been involved

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### SPECIFIC INTERNSHIP INTERESTS

Please list, in order of preference, the specific component in which you wish to work and at least two additional components that may be desirable. Every effort will be made to accommodate your preference; however, in some instances, ONDCP will match students with available openings and students may then decide whether the selection meets their desires.

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_

**CERTIFICATION THAT MY ANSWERS ARE TRUE**

My statements on this form and any attachments are true, complete and correct to the best of my knowledge and belief. I understand that falsification of any of my answers will lead to the rejection of my application or immediate dismissal from the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To be eligible, applicant must meet the following requirements:**

- 18 years of age, or older, at the time of submitting the application;
  
- currently enrolled in school and
  
- U.S. citizen.

**A complete application includes:**

- 1) Your current resume with a cover letter;
- 2) This form completely filled in;
- 3) A current transcript verifying student enrollment status and showing your grades, if appropriate (if a transcript is not available, as in the case of a first term student, a document from the school registrar confirming enrolled status will suffice);
- 4) On a separate sheet of paper, answers to the following questions:
  - a) Why are you seeking an internship/externship in the Office of National Drug Control Policy and what do you hope to gain from the experience? and
  - b) In what way could you contribute to ONDCP?
- 5) Three references (for each reference, please provide a full name, mailing address, phone number, and, if possible, an email address).

**You may contact Brooke Kaplan, ONDCP Human Capital Specialist, with questions at 202.395.6695. Please send your completed application package to [bkaplan@ondcp.eop.gov](mailto:bkaplan@ondcp.eop.gov).**