

Student Volunteer Program

The Student Volunteer Program (SVP) offers non-paid volunteer service training opportunities. The program focuses on professional development through experiences outside of the educational institution. Students gain challenging and dynamic on-the-job experience in a variety of subject matters within Homeland Security Investigations (HSI). These opportunities help students gain work experience related to their academic program, explore career options and develop personal and professional skills. Program experiences often:

- Allow exploration early in a student's academic career,
- Experience a panel interview with federal law enforcement agents,
- Provide exposure to new and emerging occupations,
- Give academic credit for work performed, with the approval of the educational institution, and
- Provide experience that may enhance a student's ability to obtain paying jobs in the future.

Homeland Security Investigations (HSI), Cyber Crimes Center (C3), Cyber Crime Unit (CCU) allows an intern the opportunity to explore his or her interests with an experience that may enhance his or her ability to obtain a future career in the field of federal law enforcement, with a specialty in computer enabled crimes. Although the intern will not have access to sensitive information, and the duties will primarily be administrative in nature, there is an opportunity to discuss career goals and interview both Special Agents and other cyber professionals working within C3. Additionally the student may set a schedule around his or her academic courses within the core operating hours of Monday through Friday 8:30 a.m. – 5:00 p.m. An intern's schedule can be set for a maximum of five eight hour days or a minimum of sixteen hours per week to be structured either by two full days or four half days. Once a student sets the schedule it is expected that he or she maintain a regular work routine. An intern's participation can vary but will usually last - one semester; 120 days; or until a set number of participatory hours are achieved as set forth by the sponsoring University/College.

- Students must be a U.S. citizen, able to obtain and hold a security clearance and must be currently enrolled in an undergraduate or graduate accredited degree program in order to participate.
- As requirements and documents from the sponsoring University/College can vary, it is incumbent upon the student to gather all necessary forms from their University/College in order to receive credit for participation*. HSI will only complete these documents once a student has applied, interviewed and accepted an offer to participate.

APPLICATION DEADLINES AND INTERVIEW: *Only a few spots are available and not all applicants will be invited to interview.* Be mindful of the below timeline as some documents require staff's original signature on letterhead. Students may deliver the application packet in person, scanned e-mail attachments or first class mail postmarked on the day of, or prior to, the deadline. Interviews will be conducted at C3. Documents will be processed and general questions will be answered by members of C3, which is located at 11320 Random Hills Road, in Fairfax, VA 22030.

SUMMER January 31st application packet due; February interview and a May/June start date.

FALL May 31st application packets due; June interview and a September/October start date.

SPRING September 30th application packet due; October interview and a December/January start date.

APPLICATION PACKET:

- ✓ **AN EXPRESSED AREA OF INTEREST.** Include a short essay that details a specific interest in the work performed at C3 and how the internship would prove beneficial. Students are encouraged to explore the website and acquire an understanding of HSI's mission, investigations and activities. <https://www.ice.gov/cyber-crimes>
- ✓ **RÉSUMÉ**
- ✓ **A LETTER OF VERIFICATION** – Documentation from an educational institution showing proof of current enrollment and proposed graduation date. This letter can be from an administrator, student counselor or registration specialist.
- ✓ **OF-306-** Declaration for Federal Employment
- ✓ **TRANSCRIPTS, GPA & ENROLLMENT** – Documentation of a GPA higher than 2.0 *and enrollment on at least a half-time basis.* A student cannot participate in this program after graduation unless pursuing an additional degree.
- ✓ **STUDENT VOLUNTEER SERVICE WORKING AGREEMENT (SVSWA)-** This program requires a signed written mutual agreement executed by the University/College administrator, HSI and the student.
- ✓ **RECOMMENDATION** – Reference SVSWA Page 3; Student Eligibility, Section 3 *“Be recommended for the volunteer appointment by the appropriate staff of the educational institution.”* A recommendation on letterhead is preferred.
- ✓ **JOURNALING/IMPACT PAPER** - Note that this is a law enforcement agency with on-going investigations. As such, participants must agree to have each and every journal and/or impact paper reviewed before any document, journal or correspondence (to include e-mail) can be disseminated outside of C3. Investigative summaries, journaling or diaries are prohibited. Specific communications regarding investigations are strictly prohibited.

The student and HSI agree to a mutual understanding that the internship is a non-paid work assignment that is part of the SVP established to provide educationally-related work experience. Students waive all claims against the government for salary or wages on account of services performed. Participants are not considered Federal employees and are not creditable for leave accrual or any other Federal employee benefit. **Completion of the program will not lead to a job offer or non-competitive employment with HSI, ICE or DHS. HSI C3 makes no promise of employment upon successful completion of program.** Termination, eligibility, conditions, work schedule and other terms of the program are detailed in the Student Volunteer Service Working Agreement to be included in the application packet. It is strongly recommended that a student does not incur any expenses associated for educational credit or coursework until a background check is successfully passed and the student has been recommended to the agency and accepted to begin the internship. Reimbursement for student expenses will not be provided by the agency as the program may end suddenly without advanced notice due to budget restrictions, furlough, end of funding or policy change(s). Participants will be required to sign a non-disclosure agreement prior to participation in SVP.

Point of Contact: Robert Klotz, (A) Section Chief with Cyber Crimes Unit (CCU) at C3
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Please use the words STUDENT INTERNSHIP in the subject line of any fax or e-mail