

## Unpaid Student Internship Program



### Executive Office of the President Office of National Drug Control Policy

The Office of National Drug Control Policy (ONDCP) is the 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 (the 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, coordinating anti-drug efforts and certifying the drug control budgets of other federal government agencies.

The 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 selected students with knowledge, tools, skills, and real-life work experiences that they can readily apply to future challenges and professional pursuits.

This internship opportunity provides an unparalleled experience for a student who wishes to make a meaningful contribution to the dynamic policy coordination work and to further the critical mission of a component 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 his/her 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; 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. It is not required for participating students to have prior work experience either with drug policy issues or in the federal government.

All students tentatively selected are required to submit to urinalysis prior to appointment in order

to screen for illegal drug use. Also, a security background investigation will be conducted and favorable results must be received in order to establish a start date.

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

### **Application Process**

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 Unpaid Student Internship Application. See the application, attached, for further instructions.

### **Session Dates:**

Spring Session: Between approximately January 15 - May 15

**Spring Session Application Dates: October 15 - December 20**

Summer Session: Between approximately May 1 - September 5

**Summer Session Application Dates: February 15 - April 15**

Fall Session: Between approximately September 1 - December 20

**Fall Session Application Dates: June 1 - July 31**

Students should attach all required application documents to the attached application form, then email the complete package to [sebastian.a.parker-vaughan@ondcp.eop.gov](mailto:sebastian.a.parker-vaughan@ondcp.eop.gov) with a copy to [fdubon@ondcp.eop.gov](mailto:fdubon@ondcp.eop.gov). See below for further details on what documentation is required for a complete application package. Applications will only be accepted during the above specified application dates for each semester. However, to address any special circumstances—including extensions of submission deadlines—or inquiries regarding internship opportunities, please email Sebastian Parker-Vaughan at [sebastian.a.parker-vaughan@ondcp.eop.gov](mailto:sebastian.a.parker-vaughan@ondcp.eop.gov) with a copy to Fred Dubon at [fdubon@ondcp.eop.gov](mailto:fdubon@ondcp.eop.gov).

Once a student's application has been received, if he/she is deemed a good fit for a given ONDCP component, and the Component Head (CH) thinks the student, based on his/her application package, would make a good addition to the component, the CH will conduct a phone interview with the student. If, following the interview, the CH is interested in bringing the student onboard, final ONDCP approval will be sought. If the Office of the Director grants final approval for the student's internship, the Office of Management and Administration will reach out to the student in order to initiate the mandatory background investigation and urinalysis process. If the background investigation and urinalysis are both successfully completed, the Office of Management and Administration, in coordination with the CH and the student, will determine a start date and begin the onboarding process. If, however, the student is not selected, or is unable to pass the background test and/or urinalysis, the Office of Management and Administration will advise the student of all final determinations made. (Note that the Office of Management and Administration is not able to disclose specific reasons concerning unfavorable adjudications of background investigations.)

### **Component Placement**

ONDCP is comprised of 12 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 is desirable.

### **Accreditation and School Stipends**

If a student would like to use the ONDCP internship for college credit or can receive a stipend from their school, such accreditation or stipends are at the discretion of the student's college, university or respective educational institute. The ONDCP Office of Management and Administration will assist applicants, in coordination with ONDCP mentors, in providing appropriate information to relevant officials from the student's educational institute for approval of accreditation or subsidies for externships. Arrangements for accreditation or subsidies must be made before the internship begins. Please note that ONDCP does not offer stipends or paid internships.

### **End-of-Internship Survey**

Nearing completion of the internship, the student will be required to complete a brief survey concerning his/her overall internship experience, the most positive aspects of the internship, any areas of the internship program he/she believes could be improved, and any other considerations the student has regarding the internship program. The completed survey will be submitted to Sebastian Parker-Vaughan at [sebastian.a.parker-vaughan@ondcp.eop.gov](mailto:sebastian.a.parker-vaughan@ondcp.eop.gov) with a copy to Fred Dubon at [fdubon@ondcp.eop.gov](mailto:fdubon@ondcp.eop.gov). Survey results will not be shared with Component Heads and may be submitted anonymously, if desired.

## **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 component.*

### **OFFICE OF THE DIRECTOR**

The Office of the Director is the primary component coordinating National Drug Control Policy for the Administration. This component works closely with all other ONDCP components to support the Director, Deputy Director, and Chief of Staff in day-to-day management and operations for both internal and external engagements, government-wide efforts, and policy initiatives in order to efficiently amplify the message of prevention, treatment and recovery, and interdiction. Responsibilities for interns in this component may include advising leadership regarding engagements and policy decisions, planning and executing meetings and events, answering phone calls on the main office line, and preparing research materials. Additionally, this component is the primary point of contact for communicating and liaising with other components of the Executive Office of the President.

### **OFFICE OF EXTERNAL AND LEGISLATIVE AFFAIRS**

Under the Office of External and Legislative Affairs (OELA), the Office of External Affairs (OEA) develops and implements communications strategies to convey the Administration's drug policies and priorities to the media, the public and other stakeholders. This includes working closely with national, State, Local and Tribal leaders; law enforcement officials; and substance abuse organizations to provide strategic outreach, as ONDCP establishes policies, priorities, and objectives for the Nation's drug control program. Under OELA, the Office of Legislative Affairs (OLA) advances the Administration's drug policies with the United States Congress through outreach to members and their staff. This includes involvement in the Congressional hearing process, as well as planning major projects that involve collecting information and data to respond to Congressional inquiries.

### **HIGH INTENSITY DRUG TRAFFICKING AREAS PROGRAM**

This component directs the High Intensity Drug Trafficking Areas (HIDTA) grant program and aligns it with Administration priorities and the National Drug Control Strategy. The HIDTAs are collaborations of federal, state, and local law enforcement agencies that receive grants from ONDCP to combat drug trafficking in various regions of the country. This component works closely with law enforcement and public health partners at the Federal, State, Local, and Tribal levels. Additionally, this component oversees grant programs focused on expanding the reach and effectiveness of drug courts, providing model legislation to address drug policy priorities, and supporting community efforts to address the overdose epidemic.

### **DRUG-FREE COMMUNITIES PROGRAM**

This component directs the Drug-Free Communities (DFC) Program through which ONDCP provides grants to community coalitions throughout the country to educate and prevent drug use among young people. This component works closely with our prevention partners and grantees throughout the nation. DFC coalition members conduct ongoing community assessments to prioritize efforts to prevent and reduce youth substance use. These assessments are used to plan

and implement data-driven, community-wide strategies that address these complex social issues.

Additionally, the DFC Program requires funded coalitions to employ environmental prevention strategies, which are broad initiatives aimed at addressing the entire community through the adaptation of policies and practices related to youth substance use.

Additional information is available [here](#).

### **OFFICE OF MANAGEMENT AND ADMINISTRATION**

The Office of Management and Administration (OMA) provides human capital, information technology (IT), facilities and physical security, and administrative support for ONDCP. OMA is responsible for the full spectrum of human capital support, including recruitment, workforce management, training programs and professional development, employee performance management, onboarding and offboarding employees, tracking and managing personnel actions, and management of organizational structures. Additionally, OMA ensures that ONDCP human capital policies and procedures are in line with OPM and congressionally mandated laws and regulations.

Additionally, OMA is responsible for IT inventory management, Help Desk support, webinar and conference room support, maintaining ONDCP's Active Directory, printer support and management, management of IT vendors, developing and implementing IT policies and procedures, and providing regular maintenance and administration of ONDCP's IT environment.

### **OFFICE OF INTELLIGENCE**

ONDCP's Office of Intelligence provides intelligence support to decision makers in developing and executing the President's National Drug Control Strategy, the Strategy to Combat Transnational Organized Crime, and Executive Order 13773. The Office of Intelligence serves as the primary liaison between ONDCP and the Intelligence Community (IC), including the Office of the Director of National Intelligence (ODNI).

ONDCP's Office of Intelligence produces daily intelligence briefings, coordinates on national-level intelligence products, and provides counter-drug intelligence support to senior decision-makers at ONDCP and the National Security Council. The Office of Intelligence also serves as an ODNI/National Security Partnership's Federal Intelligence Coordinating Office (FICO).

Please note: Candidates require an active TS/SCI security clearance to apply to the Office of Intelligence.

### **OFFICE OF GENERAL COUNSEL**

The Office of General Counsel (OGC) is responsible for providing legal advice to ONDCP and for performing substantive legal and policy work on a wide array of issues. The vast majority of the work performed by OGC is related to the general laws and rules that apply to most federal government agencies. Common topics for research or writing include federal appropriations law, contracts law, grants law, employment and human resources law, open records laws such as FOIA, ethics rules, and litigation. Additionally, OGC works closely with ONDCP's policy staff to provide legal advice on development of drug policy, often in subject matter areas such as criminal justice or health care law. OGC encourages applications from law school students.

## **OFFICE OF PERFORMANCE AND BUDGET**

The Office of Performance and Budget (OPB) oversees the development of the ONDCP *Budget and Performance Summary* and *Performance Reporting System* report. The ONDCP *Budget and Performance Summary* details the drug control funding needed to support the National Drug Control Strategy (the Strategy). ONDCP issues annual funding guidance to drug control program agencies and reviews their summer and fall budget submissions to ensure funding levels are aligned to support the goals and objectives of the Strategy. In FY 2020, the President's Budget seeks \$35.1 billion in funding for drug control efforts, an increase of \$1.8 billion over the FY 2019 level.

The Performance Reporting System Report presents the performance measurement system used to assess the nation's progress in achieving the goals and objectives of the Strategy. In addition, OPB provides financial management and travel services support for ONDCP.

## **OFFICE OF THE NATIONAL OPIOIDS AND SYNTHETICS COORDINATION GROUP**

The National Opioids and Synthetics Coordination Group (NOSCG) serves as the focal point for developing policy to guide and synchronize Federal efforts to expand prevention, reduce barriers to treatment leading to recovery, and reduce the availability of all illicit or illegally trafficked opioids and synthetic drugs in the United States, as well as to measure the effectiveness of those actions at the Federal, State, Local, and Tribal levels. The NOSCG leads implementation of the Heroin Availability Reduction Plan and coordinates drug policy bilaterally with several international partners including China, Mexico, and Canada, as well as with Canada and Mexico through the North American Drug Dialogue. The NOSCG works with legislators from both parties to produce important legislation critical to a variety of drug policy issues, and works across the Federal government on several public health initiatives such as Naloxone availability, safe prescribing, expanding Prescription Drug Monitoring Programs, and improving access to Medication Assisted Treatment. Working with the National Cocaine Coordination Group (NCCG), experts from both teams work together to build profiles of drug abuse for every state in the nation, and both teams work together to build, refine, and implement the National Drug Control Strategy.

## **OFFICE OF THE NATIONAL COCAINE COORDINATION GROUP**

The Office of the National Cocaine Coordination Group (NCCG) advances policy initiatives that support the Strategy's three lines of effort of (1) preventing drug use before it starts; (2) assisting treatment and recovery efforts; and (3) reducing the flow of drugs into the United States from abroad, to significantly reduce cocaine use. For example, NCCG works with Colombia to reduce cocaine production and with State and Local partners to ensure treatment is available for drug addiction.

## **UNITED STATES INTERDICTION COORDINATOR**

The United States Interdiction Coordinator (USIC) staff establishes the Federal government's interdiction strategy and assesses the sufficiency of assets committed to illicit drug interdiction. The USIC is responsible for publishing the Administration's National Interdiction Command Control Plan and multiple border strategies in support of the President's National Drug Control Strategy. The USIC staff portfolio includes border strategy development, information sharing, interdiction capability and capacity development and support, and

interagency coordination. Collaboration with international partners, Federal, State, Local, and Tribal law enforcement officials, and ONDCP-funded High Intensity Drug Trafficking Areas (HIDTA) is key to the development and implementation of these availability reduction functions.

**To be eligible, applicant must be:**

- 1) At least 18 years of age at the time of application submission;
- 2) Enrolled not less than half-time in a trade school, technical or vocational institute, junior college, college, university or other accredited educational institution at the time of the internship, pursuing a qualifying degree or certificate. This means that the applicant must be enrolled as a student for the semester during which the internship takes place, or, as applicable, the semester immediately following the internship session for which the student is applying (e.g., if applying for the summer session, applicant must be enrolled for the fall semester); and
- 3) U.S. citizen.

**A complete application includes:**

- 1) Your current resume;
- 2) A cover letter addressing 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?
  - b) In what way could you meaningfully contribute to ONDCP?
- 3) The completed application form;
- 4) 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);
- 5) Three references. For each reference, please provide a full name, title (if applicable), phone number, email address, and explanation of how you know the reference.





## PERSONAL DATA

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**Full Name:**

**College Residence Address:**

**Phone Number:**

**Alternate Phone Number (Optional):**

**Date of Birth:**

**Are you a U.S. citizen?**

**Yes**

**No**

## EDUCATION INFORMATION

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**Name of Current College/University:**

**Date Enrolled:**

**I am currently enrolled as a(n):**

**Undergraduate**

**Master's/Graduate Degree**

**Doctorate**

**Expected Year of Graduation:**

**Major Area of Study:**

**Extracurricular Activities:**

**Community Service or Volunteer Activities:**

## SPECIFIC INTERNSHIP INTERESTS

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**Please list, in order of preference, the specific component for 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 TRUE**

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**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**