



College Intern Program

Mission and Locations

The Federal Law Enforcement Training Center (FLETC), a component of the Department of Homeland Security, is the nation's lead organization for interagency training of Federal law enforcement personnel. Our FLETC mission is to train those who protect our homeland. Basic and advanced law enforcement training is provided at the FLETC for the personnel of over 90 partner organizations. The FLETC is headquartered at Glynco, Georgia, near the port city of Brunswick. The FLETC is one hour south of Savannah, Georgia and one hour north of Jacksonville, Florida. In addition to the Glynco training site, the FLETC operates training sites in Artesia, New Mexico; Charleston, South Carolina; and Cheltenham, Maryland.

Program Description

The FLETC College Intern Program provides a unique opportunity for interns to participate in the Federal law enforcement training environment. Three sessions of the College Intern Program are conducted annually. Sessions are twelve (12) weeks in length.

Each intern is assigned a mentor in one of the FLETC training divisions or a mentor from one of the on-site Partner Organizations. The program is designed so that, overall, half of the session is spent attending various components of Federal law enforcement basic and advanced training programs, and the remaining half of the session is spent working on meaningful law enforcement training-related research and writing projects under the guidance of the intern's mentor.

Intern Benefits

In addition to access to FLETC's training and recreational opportunities, interns receive \$56 per session day of taxable income to help defray the cost of meals, incidental expenses, and travel costs. Interns are required to live on the FLETC facility in a dormitory at no cost. Interns are issued uniforms for training and physical conditioning, which must be worn every training day.

College Majors and Graduate Degree Programs

Students majoring or obtaining advanced degrees in Criminal Justice, Criminal Justice Administration, Forensic Sciences, Psychology, or Computer Forensics, as well as students pursuing Juris Doctorate degrees are the norm, although students with other majors or focuses have been selected in the past. Of critical importance is the applicant's desire to pursue a career in Federal law enforcement.

Intern Sessions

Internship Periods	Application Dates	Internship Dates
Winter/Spring 2013	September 10 – September 28, 2012	January 7 – March 29, 2013
Summer 2013	January 14 – February 1, 2013	May 13 – August 2, 2013
Fall 2013	April 15 – May 3, 2013	August 19 - November 8, 2013

Who Should Apply

1. Applicants must be enrolled in either a baccalaureate or a graduate program both at the time of application and at the time that the internship will be served; and
2. Applicants must be a senior or graduate student. To qualify as a senior, applicants must have completed 135 quarter hours or 90 semester hours of a baccalaureate program, but not be granted a degree by the date the intern session will end; and
3. Applicants must be enrolled in a degree program which has a mandatory requirement of successful completion of an internship or credit will be received for successful completion of undergraduate or graduate degree; and
4. Applicants must be citizens of the United States of America.

Selection is highly competitive, and is based upon: grade point averages, both in the applicant's major and overall; leadership and community participation; work experiences; professional experiences related to the applicant's major; the contents and communication skills reflected in the applicant's narrative essay; the contents of the submitted Intern Nomination form; and, if the applicant successfully makes it through the initial selection process, the responses given during a telephonic interview.

All requirements are mandatory – none can be waived without the approval of the intern coordinator.

There will be no discrimination in qualifying, certifying, ranking or selection because of race, color, religion, sex, national origin, political affiliations, marital status, physical handicap, age, or membership or non-membership in an employee organization. All intern applicants must be citizens of the United States.

Prior to official notification of selection, intern candidates will be subjected to a background investigation and records checks.

How To Apply

Intern applicants must complete all of the following during the application dates for the Internship Session that they are seeking to attend:

1. [OF-612 \(Application for Government Employment - PDF format\)](#) or a current resume;
2. OF-306 (Declaration for Federal Employment). This form may be obtained from http://www.opm.gov/forms/pdf_fill/of0306.pdf;
3. [FLETC College Intern Program Application \(pdf format\)](#), with an accompanying narrative essay that sets forth, at a minimum, the following information: why you are interested in the FLETC College Intern Program; your career motivation and goals; the source or inspiration for your career motivation and goals; your knowledge of the function of the FLETC College Intern Program; the skills that you would bring to FLETC if you were selected as an intern; and the FLETC Division or Partner Organization where you would like to be placed during the Internship Session;
4. [FLETC Intern Nomination Form \(pdf format\)](#), completed by an appropriate college official, along with his/her letter supporting the nomination;
5. Proof that the internship is required or credit will be received, for successful completion of undergraduate or graduate degree;
6. Official college transcript(s) – from all colleges attended, pursuing baccalaureate and graduate degrees, showing class rank.

All application materials must be postmarked by the ending date of the application period and mailed to the Human Capital Operations Division, Attn: Intern Program Coordinator, 1131 Chapel Crossing Road, Townhouse 396, Glynco, GA 31524. Selections usually occur within one month after the closing of the application period.

Additional Information

Specific Intern Program information, Intern applications and information regarding procedures and forms may be received by contacting FLETC-Interns@dhs.gov or by calling (912) 261-4162.

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