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 11 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.
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:
________________________________________________________________________________

Permanent Address:
________________________________________________________________________________

Phone Number: Cell Number (optional) ____________________________________________
________________________________________________________________________________

Social Security Number: Date of Birth: ____________________________________________
________________________________________________________________________________

Are you an American Citizen?
________________________________________________________________________________

EDUCATION INFORMATION
________________________________________________________________________________

College or University/ Date Enrolled:
________________________________________________________________________________

Classification: _____ Undergraduate _____ Masters/Graduate Degree _____ Doctorate
________________________________________________________________________________

Expected Year of Graduation:
________________________________________________________________________________

Major Area of Study:
________________________________________________________________________________

Extracurricular Activities:
________________________________________________________________________________

Computer Skills:
________________________________________________________________________________

Community Service or Volunteer Activities in which you have been involved
________________________________________________________________________________
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;

• U.S. citizen;

• submit a current official transcript (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); and

• submit a complete application.

A complete application includes:
1) Your current resume with a cover letter;
2) This form completely filled in;
3) Three references (for each reference, please provide a full name, mailing address, phone number, and, if possible, an email address);
4) A current transcript verifying student enrollment status and showing your grades, if appropriate; and
5) 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?

Please return application to:
Executive Office of the President
Office of National Drug Control Policy
Office of Management and Administration
Personnel Team
Please fax to (202) 395-1147; or email completed documents to blafontant@ondcp.eop.gov

If you have questions, please contact ONDCP Student Employment, Program Coordinator at (202) 395-6695; Monday - Friday 8:30 a.m. - 5:00 p.m.
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
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 (DO)

Supports the Director in the management of the agency and the development and coordination of drug control policy.

OFFICE OF INTERGOVERNMENTAL PUBLIC LIAISON (OIPL)

Works closely with national, state, local, and tribal leaders and criminal justice organizations to provide strategic outreach as ONDCP establishes policies, priorities, and objectives for the Nation’s drug control program.

OFFICE OF LEGAL COUNSEL (OLC)

Provides legal advice on all aspects of agency business and policy development.

OFFICE OF RESEARCH/DATA ANALYSIS (OR/DA)

Provides the Director and senior ONDCP staff with analyses of data and recent research pertaining to drug control policy. They also oversee the agency’s Policy Research program, conducting research projects, via contractors, to inform policy formulation and assessment.

OFFICE OF LEGISLATIVE AFFAIRS (OLA)

Works to advance the Administration’s drug policy with the Congress through outreach to Members of Congress, involvement in Congressional hearings, and the development of legislative strategies for bills and issues.

OFFICE OF MANAGEMENT AND ADMINISTRATION (OMA)

Provides financial management, human resources, administrative support and travel services, as well as security and information technology resources for the agency.

OFFICE OF PUBLIC AFFAIRS (PAO)

Develops and implements comprehensive message development and communications strategy to advance the Administration’s drug control policy and program priorities with the media and the public. The office engages with traditional print and broadcast journalists, as well as with stakeholders via social media.

OFFICE OF PERFORMANCE AND BUDGET (OPB)

Coordinates policy and budget development, research, and evaluation for the Federal drug control program.

OFFICE OF DEMAND REDUCTION (ODR)
Coordinates prevention, treatment, and recovery policy for Federal agencies.

**OFFICE OF STATE, LOCAL AND TRIBAL AFFAIRS (OSLTA)**

Coordinates criminal and juvenile justice drug policy and works with Federal agencies to improve approaches to effectively address substance-abusing offenders, drug crimes and recidivism, as well as supporting state, local, and tribal efforts. This office also manages ONDCP’s programmatic efforts to prevent and reduce drug use and disrupt domestic drug trafficking through the Drug-Free Communities Support Program, the National Youth Anti-drug Media Campaign, and the High Intensity Drug Trafficking Areas (HIDTA) program.

- **Drug-Free Communities Support Program** - This program focuses on community-based prevention, including maintaining contact with prevention organizations and administering the Drug-Free Communities program, which provides matching grants to community anti-drug coalitions.

- **National Youth Anti-drug Media Campaign** - This program manages an integrated, social marketing campaign, including advertising and public relations strategies, to reduce drug use among America’s youth.

- **High Intensity Drug Trafficking Areas Program** – This program provides grants to multi-jurisdictional counter-drug task forces involving Federal, state, and local law enforcement entities.

**OFFICE OF SUPPLY REDUCTION (OSR)**

Coordinates international efforts to disrupt the market for illegal drugs with strategic actions and relations with other countries.