



Department of Veterans Affairs, Office of Human Resources and Administration
Office of Diversity and Inclusion (ODI)

National Diversity Internship Program (NDIP) Application

The following information is being requested to assist ODI in identifying sponsoring offices for NDIP. By hosting an intern, the sponsor office is responsible for providing: appropriate space and equipment, badging information, mentorship, onboarding, and for verifying intern timesheets. If you have questions about the application process, please contact Mrs. Cyreena Dail, NDIP Program Manager, cyreena.dail@va.gov. Please follow the instructions below, and submit your requests by Friday February 21, 2014 to the NDIP mailbox at NDIP@va.gov.

THE FOLLOWING MUST BE PROVIDED:

1. VA Administration _____

2. Organization/Office _____

3. Brief Overview of Organizational/Office Mission

4. Sponsor contact information: (Note: Sponsor is the VA official who will provide day-to-day direction and guidance on projects and assignments.)

Primary

A. Name _____

B. Phone _____

C. E-mail _____

Alternate

A. Name _____

B. Phone _____

C. E-mail _____

5. Academic level of the student(s) desired. Check all that apply

Undergraduate ___ Graduate _____

6. Intern Qualifications and Duties

A. Desired Major(s) _____

B. Please check the desired intern performance skills. List additional skills in the space provided if needed.

_____ Ability to analyze data to identify significant factors

_____ Communicate orally and in writing

_____ Experience using computer and automated systems

_____ Experience collaborating in team

_____ Ability to assist in the development of policy and procedures

_____ Ability to prepare and present briefings

Additional Skills:

7. Description of project tasks/assignments *(Please keep in mind that the benefit to the student is that he/she will gain career related experience, have an opportunity to explore career avenues and gain valuable work experience.)*

(Authorized Requesting Official Signature)

(Title)

(Date)