

# The Department of the Army Public Affairs Intern Program

“The program is excellent. It gave me initial exposure and enabled me to experience every facet of Public Affairs. It helped me grow.”

Adrien Creecy  
Deputy Public Affairs Officer  
Military District of Washington

The Department of the Army Internship Program offers the Office of the Chief of Public Affairs an effective means of attracting future members of the Public Affairs community. This program entails an 18-month training program during which interns are paid at the GS-7 level.

The internship includes training at an Army installation; a rigorous college level program at the Defense Information School, Fort Meade, MD; and four months of working in the Pentagon for exposure to Headquarters, Department of the Army Public Affairs operations. After completing this intense training process, interns graduate the program and are promoted to the GS-9 level and are eligible for a career ride with opportunities for promotion, training and travel.

***Step 1: DA Interns train at an Army installation or Corps of Engineer Office selected by the program director***

Length: 1 year

DA interns rotate through three divisions:

- ❖ Command Information
- ❖ Community Relations
- ❖ Media Relations

Interns must complete the online Action Officer Development and Foundation courses.



*As a DA Intern I have the honor of not only telling our Army's story, but the story of each Soldier who is committed to our country. Every day I come home with the satisfaction that my actions are truly going toward a greater cause, to keep the public informed of our Soldiers' sacrifices. When I began my internship, I hit the ground running and nothing has slowed me down, there are only open doors and new opportunities.*

***Step 2: Department of the Army Interns must complete the Public Affairs Qualification Course (PAQC) at the Defense Information School, Fort Meade, MD***

Length: 8 weeks 3 days

- ❖ DA interns attend courses with military officers and civilians from all services.
- ❖ Students reside in post billeting throughout the duration of the course.
- ❖ The program director registers DA interns for PAQC after they have successfully completed approximately one year of training at an installation.

*This internship has been life changing for me – being able to work with Soldiers and support what they do on a daily basis is one of the best feelings in the world. This program is challenging and exciting and allows you the opportunity to do things you never imagined. You receive the best training from the time you arrive at your initial training location until you leave the Pentagon. You will not be making copies or running to get coffee. You are working hands-on with Soldiers and senior leaders to tell the Army story. You will be challenged throughout the program.*



***Step 3: Office of the Chief of Public Affairs at the Pentagon***

Length: 4 months

Pentagon rotations:

- ❖ Command Information
- ❖ Community Relations & Outreach Division
- ❖ Media Relations
- ❖ Plans
- ❖ Social Media
- ❖ Office Chief of Legislative Liaison



*The DA Public Affairs internship program provides a great start toward building a career within Public Relations and gives you a well-rounded experience throughout all aspects within this field. Public Affairs Interns gain experience in Journalism, Community Relations, Media Relations, Social Media and other areas that broaden your professional development.*

## **What is Army Public Affairs?**

Public Affairs Officers fulfill the Army's obligation to keep the American people and the Army informed. They help establish the conditions that lead to confidence in America's Army and its readiness to conduct operations in peacetime, conflict and war. Army Public Affairs personnel conduct fast-paced, high-pressure news media, community relations and internal information programs around the world.

As an intern you will research, write and release news, respond to daily inquiries, interview key figures, arrange news events and conferences, escort media representatives, establish strategic information plans, assist commanders and communities and help produce newspapers, magazines, radio and TV programs.

### **Command Information**

The overall goal of Command Information is to keep internal audiences (Soldiers, family members and civilian employees) informed. Interns write internal stories for post publications, create broadcast products and develop informational programs for distribution.

### **Community Relations/Marketing**

In Community Relations, interns work with local community members and organizations to increase community awareness and understanding of Army activities and operations.

### **Media Relations**

Media Relations requires interns to engage local and national media in order to help tell the Army story. They arrange interviews, write press releases, pitch story ideas and provide escorts for the media.

## **Salary & Benefits**

Interns are full-time permanent Civil Service employees, and enjoy the benefit package provided to federal employees. This includes paid vacations, sick leave, health and life insurance, a retirement plan, a 401(k) equivalent plan (with a matching contribution plan) and paid federal holidays. In addition, interns have the opportunity to work at many locations throughout the United States and the world.

## Applying

Positions for the internship program will be announced on the USAJobs website ([www.usajobs.gov/](http://www.usajobs.gov/)) and at <http://www.army.mil/internship/index.htm>.

Those interested in applying should post their resume in USAJobs in order to be ready once an application period opens.

## Frequently Asked Questions

Q: If I apply for this program, do I have to join the military or the reserves?

A: No. All of Army's intern positions are Federal Civil Service positions and have no military obligation. A little more than half of the Army Public Affairs team is civilian.

Q: What education and experience do I need to qualify for this program?

A: A bachelor's degree with the government-stipulated grade point average is required for all program candidates. Last year, the government required a 2.95 GPA. It is preferred if the applicant's degree is in a related field and/or he or she has relevant work experience.

Q: What can I expect once I've submitted an application?

A: Your transcript and resume are forwarded to our internship program's Civilian Personnel Office for eligibility verification. If eligible, you will be contacted by a personnel specialist with additional guidance. Eligible packets are reviewed in late June by a panel and ranked based on experience, education and potential. Based on the number of fiscal year intern allocations and packet rankings, applicants may be contacted for an interview in July. Following the interview, applicants receive an email stating whether they placed within the projected number of internship positions. Applicants are offered internships throughout the year based on interview results and hiring procedures.

Q: How is my duty station assigned?

A: Randomly. Candidates should be mobile and not apply if they are not willing to relocate.

Q: What are the job placement procedures once I finish the 18-month training?

A: Interns sign mobility agreement requiring them to relocate (at government expense) for their permanent duty assignment. While interns will be consulted in regard to their relocation desires, the needs of the Army are an overriding factor.

Q: Will the Army pay relocation costs?

A: Interns are responsible for the costs of relocating to their initial duty assignment (Army installation or Corps of Engineer Office). The government will fund relocation costs to Defense Information School, the Pentagon and permanent duty assignment.

Q: Where will I be housed during Defense Information School?

A: Interns must graduate from the Defense Information School at Ft. Meade, MD and reside in bachelor officers' (hotel like) quarters at government expense.

Q: Where will I be housed while I train at the Pentagon?

A: Interns are advised to live nearby in short-term apartments that are on metro or bus lines. The government will pay housing costs.