

DLA Corporate Intern Program

The Program is a 2-year corporate training program designed to train entry-level personnel for subsequent advancement to the journey-level in professional, administrative, and technological career fields. This is accomplished through on-the-job assignments, cross-training, rotational assignments, and formal training (e.g., classroom, distance learning, Web-based training, conferences, and seminars). Participants enter the Program at the GS-7 level and are targeted to the GS-11 level upon successful completion of the program requirements. While in the Program, participants will enjoy permanent, full-time employment, competitive salaries, benefits, and career advancement. U.S. Citizenship is required and our best applicants will possess a 2.95 GPA or higher, with strong academic achievement and leadership skills.



How to Apply

There are two avenues by which DLA fills corporate intern vacancies:

1. Current (DLA/Federal) Employees, Veterans and Persons with Disabilities have an avenue to apply through our Merit Promotion Announcements. You may set up an e-mail notification (called a Search Agent) at [USAJOBS](#) to receive announcements when they are open. You will apply using the steps provided in the Job Opportunity Announcement (JOA). Once the announcement has closed, you will be notified of the result of your application.
2. For those who are not current Federal employees, you will need to apply through our announcements open to all U.S. citizens posted on [USAJOBS](#). Applying is a two-step process. Applicants first establish USAJOBS account and create a resume. Once complete the second step would be to apply for positions of interest.

Available Career Fields

DLA is among the largest federal agencies in terms of offering entry-level employment opportunities, and positions for experienced professionals of various talents, skills and degree areas. We are also one of the most diverse employers you will find.

Our own Diversity Vision pledges that the DLA will "Achieve organizational excellence through an environment (culture) where people and their individual differences and contributions are valued". Below are some of the major career options available at DLA.

Contracting

One of the major logistics functions in any large organization, whether civilian or military, is contracting for supplies, services, and equipment from industrial corporations and research organizations. In DLA, this is a multibillion dollar effort involving the procurement of hardware and repair parts to keep weapon systems combat-ready. It also means outfitting our military personnel with the clothing, subsistence, and medical support to keep them able-bodied and well-equipped to serve our country.



Contract Specialists develop announcements and solicit bids and proposals; evaluate the quality of bids and proposals in terms of costs, technology, market conditions, and reliability of performance; negotiate terms; and recommend the contract award. Contract Specialists review purchase requests and related documents, clarify all facets of a proposed acquisition to ensure accuracy and completeness, prepare requests for proposals, conduct negotiations, prepare necessary award documentation, and administer the contracts until performance is completed. They also interface at various levels within organizations throughout the Agency as well as with external customers and contractors.

Product Specialist (Quality Assurance/Technical)

This career field includes positions that involve technical work concerned with monitoring, controlling, and maintaining the quality and reliability of materiel, services, or processes. The work includes the operation and use of statistical quality assurance techniques, the preparation and use of statistical technical standards, and the overall management of the quality of materiel.



Product Specialists (Quality Assurance/Technical) assure that contractors furnishing supplies and equipment to the military meet all specifications and contractual requirements. Quality Assurance Specialists prepare and issue Quality Assurance letters of instruction; participate in prebid conferences, preaward surveys, postaward

conferences, and first article test inspections; evaluate Quality Assurance procedures, reports, inspection, and test results/methods; and other operational aspects involving assigned items or commodities.

Supply

A fundamental element of DLA logistics is Supply Management. A wide spectrum of commodities and items is needed to meet military requirements. DLA procures, manages, stores, and distributes 4.1 million items for U.S. military customers, other U.S. Federal agencies, and allied forces throughout the world.

Supply Management Specialists make use of automated data processing to ensure there is sufficient materiel to support the military mission by managing local inventories and acting as liaison to assure adequacy and availability of supplies. They specialize in such areas as inventory control, supply distribution, storage and shipping, cataloging, and preservation and packaging.

Resolution Specialists research and resolve inventory discrepancies related to customers' orders. They perform inventory reconciliation activities by investigating discrepancies, initiating inventory comparisons, making recommendations in denials and cancellations, and following up on redistribution orders. Resolution Specialists respond to distribution centers, supply centers, and customers worldwide that have questions or problems relating to items managed by DLA.



Demand Planners analyze and adjust historical demand data used for statistical forecasting. Demand Planners assist in the development and enrichment of the Demand Plan by combining elements of statistical forecasts, collaborative demand plans, product demand intelligence, and prior statistical forecasts/demand plans. Using these statistical forecasts, the Demand Planners will collaborate with DLA customers to identify their upcoming needs and any changes to their supply requirements.

Customer Account Specialists process customer requirements by entering and reviewing orders, editing information for completeness and validity, determining availability of requested items and associated replacements/substitutes, and coordinating and validating shipment information. Customer Account Specialists process and expedite priority backorders related to routing supply problems for customer requisitions. They receive and respond to emergency supply assistance requests and provide customers with timely information relating to specific items, including price, product uses, technical specification data, quality, and warranty information.

Supply Planners participate in the evaluation of the source data generated by the deployment plan including planned orders and planned arrivals. Supply Planners assist in reviewing Time Phased Inventory Plan planning rules, planning parameters, and master data changes and resolve any exceptions.

Environmental Protection

DLA Disposition Services manages the disposal of hazardous property for DoD activities, maximizing the use of each item and minimizing environmental risks and costs.



Within DLA Disposition Services, Environmental Protection Specialists provide oversight and environmental program support to field activities. Environmental Protection Specialists maintain liaisons with the military services and other Federal agencies to exchange general disposal information, coordinate new programs, and promote Agency disposal programs. They prepare and present briefings on field activity operations or trends/new environmental developments. They evaluate the efficiency of disposal activities using statistical analysis and automated information systems reports and through quality assurance inspections and reports. They also identify and document environmental compliance status of field activities, contractor's storage, treatment or disposal facilities, and hazardous property sales customers.

Property Disposal

In DLA Disposition Services, DLA disposes of excess property received from the military services. The inventory changes daily and includes everything from air conditioners to vehicles, clothing to computers, and much more. The Agency manages the DoD surplus property sales program. Excess property that is not reutilized, transferred, or donated may be sold to the public as surplus.

Within DLA Disposition Services, Property Disposal Specialists provide technical advice, guidance, and assistance on property disposal compliance and/or the development of quality assurance programs. Property Disposal Specialists provide oversight and evaluate the efficiency of assigned disposal activities through statistical analysis, automated information system reports, and quality assurance inspections and reports. They assist in the revision or development of new policy, procedures, and process improvements to define and support Agency strategic and tactical objectives. They identify requirements; coordinate development; and implement new and revised policies, procedures, plans, and programs. Property Disposal Specialists grant waivers to established policy and recommend approval or disapproval of changes to policy. They also maintain liaisons with the military services and other Federal agencies to exchange general disposal information, coordinate new programs, promote Agency disposal programs, and prepare and present briefings to senior property disposal managers on field activity operations or trends/new property disposal developments.

Information Technology

This career field refers to systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. This includes policy and planning, information security, systems analysis, applications software, operating systems, network services, and data management.



Throughout DLA, Information Technology Specialists administer a major part of the Information Technology program and are responsible for providing information on concept development, feasibility determination, design and development documentation, testing, implementation, and operational continuity to help management make sound decisions.

Accounting/Financial Management

DLA Finance obtains and allocates resources, analyzes execution, provides fiscal guidance and advice to support the Agency, its business areas, and its field activities in accomplishing DLA's mission in a manner which provides the best return on investment to the taxpayer. They do so through a highly motivated team of dedicated financial professionals who are innovative, well-trained, and committed to uncompromising customer support.



Accountants throughout the DLA Enterprise are responsible for preparing commitment and obligation documents, managing accounts receivables and accounts payable, reviewing system flowcharts and related documentation. They perform analysis on problem disbursements, reviewing adjustments, analyzing monthly financial data and performing comparative analysis.

Financial Management Specialist apply standard practices and procedures to phases of the annual budget and financial administration process, research regulatory material to obtain factual information, apply analytical techniques to research results, and report findings. They also provide technical expertise to management on budgeting and cost estimating in conjunction with multi-year funding programs. They review and advise on financial management issues that are characterized by diverse and innovative approaches.

Engineering

As an Engineer you will be responsible for providing professional engineering support in the award and administration of America's defense contracts. You will provide engineering expertise at both major industrial sites and small business facilities engaged in delivering products to our Nation's warfighters in the Army, Navy, Air Force, Marine Corps, and Defense commands.

Engineering Career Fields at DLA include general, mechanical, computer (software), electronics, aerospace, (environmental) and industrial.

IT Professional

At DLA our database management and telecommunications systems are unparalleled. The operation of our computer systems affects nearly everyone you know, so you won't find the challenge of maintaining systems this complex and innovative anywhere else.

Our IT professionals keep our systems up-to-date with the constantly changing DLA programs. Career opportunities may exist in the following areas:

Network Services

Data Management

Systems Analysis

Law Enforcement

Web Development

As a Defense Logistics Agency (DLA) Police Officer, it is your job to maintain the rule of law on DLA installations. All police activities associated with DLA facilities, from securing perimeters, traffic control, entry control points, vehicle passes, personnel ID cards, to emergency preparedness, fall under this career field. In addition, your responsibilities include ensuring the safety of all DLA property and personnel from hostile threats of any kind. Security personnel are also trained in the proper use of firearms and to control and safeguard arms, ammunition and equipment.

Administrative

This includes all classes of positions the duties of which are to administer, supervise, or perform work involved in management analysis; stenography, typing, correspondence, and secretarial work; mail and file work; the operation of office appliances; the operation of communications equipment, use of codes and ciphers, and procurement of the most effective and efficient communications services; the operation of microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment; and other work of a general clerical and administrative nature.

Available Benefits

Full-time DLA employees enjoy the benefits package provided to all Federal employees. This includes:

Retirement Package	Vacations
Life Insurance	Sick Leave
Health Insurance	Family/Medical Leave
Federal Holidays	

Conditions of Employment

The Defense Logistics Agency (DLA) Corporate Intern Program is designed to develop a cadre of highly qualified employees capable of contributing at the full-performance level with a high degree of technical competence and a broad understanding of the total DLA organization and mission.

- Corporate Intern positions require a security clearance. You must, therefore, be capable of qualifying for a security clearance. If you are unable to be granted, or to maintain, the appropriate clearance for your position, you may be separated from employment.
- The first year, and possibly the second year, of the Corporate Intern Program will serve as a probationary/trial period for some interns in accordance with the hiring authority.
- Corporate Interns may be required to travel frequently for training and developmental purposes and may perform one or more long-term TDY assignments dependent upon the career field.
- Interns may not necessarily remain in the same job series throughout the Corporate Intern Program. In the event a reassignment becomes necessary, the employee's qualifications will be matched to the qualification requirements of available positions to the extent practicable, with the intent of maximizing the likelihood of successful performance. Interns will be notified of reassignments in accordance with the provisions of Article 29 of the Master Agreement. Such notification will be in writing and will include the reason for the reassignment. The employee's personal situation will be considered at his/her request prior to a final decision on a reassignment.
- Corporate Interns will be required to satisfactorily complete the training program. Failure to do so may result in removal from the Corporate Intern Program, reassignment, change to lower grade, or separation from Federal service.
- Promotions are not guaranteed and are dependent upon successful completion of training and satisfactory job performance.

- The Corporate Intern Program is designed to be a two-year developmental program. DLA management officials can modify the training plan at any time to meet the needs of the Agency.

Application Process

Vacancy announcements are maintained at:

<http://www.hr.dla.mil/prospective/interns/internapply.asp>.

You may find examples of education and experience questions that you will be expected to answer in the application process at <http://www.hr.dla.mil/downloads/interns/questions.pdf>.