



Defense Logistics Agency Corporate Intern Program

Conditions of Employment

1. 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.
 - a) 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. View security clearance requirement [information](#).
 - b) 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.
 - c) 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.
 - d) 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.
 - e) 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.
 - f) Promotions are not guaranteed and are dependent upon successful completion of training and satisfactory job performance.
 - g) 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.

2. Agreement to Continue in Service. DLA has the authority to waive, in whole or in part, the obligation of Corporate Interns to pay expenses incurred by DLA in connection with the two-year developmental program.

a) I AGREE that upon completion of the formal training received as a part of the DLA Corporate Intern Program, I will serve in the Federal Service three times the length of the formal training period.

Example: One week class is equivalent to three weeks of Federal Service.

b) If I voluntarily leave Federal Service before completing the Corporate Intern Program, I agree to reimburse the Federal Government for the tuition paid in connection with my development. The rate of reimbursement will be prorated based on the percentage of completion of obligated service.

c) I understand that any amounts, which may be due to DLA as a result of any failure on my part to meet the terms of these conditions, may be withheld from any monies owed to me by DLA, or may be recovered by such methods as are approved by law.

3. All Corporate Interns are expected to complete all aspects of the program and will address any differences with the stated requirements identified above prior to formal enrollment in the program.