

INTERNSHIPS

OFFICE OF THE CLERK OF THE BOARD

U.S. MERIT SYSTEMS PROTECTION BOARD

What is the U.S. Merit Systems Protection Board?

The [U.S. Merit Systems Protection Board](#) (MSPB or the Board) is an independent, quasi-judicial agency in the Executive branch that serves as the guardian of Federal merit systems. The Board's mission is "to protect the [Merit System Principles](#) and promote an effective Federal workforce free of [Prohibited Personnel Practices](#)." MSPB's vision is "a highly qualified, diverse Federal workforce that is fairly and effectively managed, providing excellent service to the American people."

Administrative Judges and presidentially-appointed Board Members hear and decide appeals from Federal employees on personnel actions, such as removals, demotions, furloughs of less than 30 days, and suspensions of more than 14 days. The MSPB also decides cases involving improper political activities by Government employees, claims of reprisal for whistleblowing, and unlawful discrimination. In addition, the Board conducts reviews and studies of Federal personnel systems.

What does the Office of the Clerk of the Board do?

The Clerk of the Board serves as a senior advisor to the Chairman concerning the Board's adjudicatory policies, procedures, and practices. The Clerk is the senior management official responsible for the coordination, analysis, processing, and security of all legal actions submitted to the Board, including original and appellate jurisdictional matters. The Clerk serves as an official liaison for the Board to the Court of Appeals for the Federal Circuit, other Federal courts, the Equal Employment Opportunity Commission, the Office of Special Counsel, the Office of Personnel Management, and other Federal agencies. The Clerk is the web content manager and public affairs official for MSPB.

The Office of the Clerk of the Board performs a wide-variety of functions. Most significantly, our Case Processing Team performs the following functions: processing all incoming petitions for review to the full Board and complaints filed under the Board's original jurisdiction; respond to phone, email, and written inquiries from parties, agencies, and the public, as well as to the occasional in-person visit from current or potential appellants; assist the Board members with inquiries regarding the processing of appeals; and review all decisions of the Board prior to issuance to the parties. Additionally, our Information Services Team processes Freedom of Information Act (FOIA) and

Privacy Act requests; oversees MSPB's records management program; and manages legal subscriptions for headquarters.

What will an intern with the Clerk of the Board do?

Interns are given substantive responsibilities and meaningful experiences in the Office of the Clerk of the Board. Depending on your educational level, experience, and interests, your responsibilities may include the following types of assignments.

Information Services (for undergraduate and graduate students):

- Investigating and preparing responses to FOIA and Privacy Act requests.
- Reimagining the Office of the Clerk's Intranet pages (using SharePoint).
- Creating a Continuity of Operations Plan for the Office of the Clerk.
- Researching and drafting public reports and internal policies.
- Cataloging MSPB's library holdings.

Case Processing (law students and graduate students):

- Preparing Board decisions for issuance.
- Conducting legal research on case processing, FOIA, and Privacy Act issues.
- Researching issues associated with implementing electronic case files.
- Creating a Style Manual for MSPB employees.
- Replying to inquiries from parties, stakeholders, and the public.

Are interns paid? Is academic credit available?

We are unable to provide paid positions, and we are happy to provide the documentation required by any university to grant academic credit upon satisfactory completion of the internship. A public transportation subsidy is available.

Where is the MSPB headquarters building located?

The MSPB headquarters building is located near the Farragut North (Red Line) and Farragut West (Orange/Blue Line) Metro stations in downtown Washington, DC. The exact location is 1615 M Street, NW, Washington, DC 20419.

When are position(s) available?

Internships are available *immediately*¹ and year-round. We expect interns to be available for a minimum of 16 hours per week, and internships will last at least one semester or two quarters. We are very flexible and will attempt to accommodate individual scheduling needs.

For priority consideration, these are the application deadlines for internships.

- August 1 for Fall
- December 1 for Spring
- May 1 for Summer

What is necessary to apply?

The internships are for undergraduate, graduate, and law students. You must have a 3.0 grade point average. You may submit your cover letter and resume, along with a writing sample and three references, to mspb@mspb.gov. If you have any questions, please contact the Office of the Clerk of the Board at 202-653-7200 or email us at mspb@mspb.gov.

¹ For Fall 2013, we are accepting applications until September 13.