



U.S. Merit Systems Protection Board

MSPB DENVER FIELD OFFICE

Internships with MSPB's Denver Field Office

Questions and Answers about Internships in the Denver Field Office of the Merit Systems Protection Board

What is the Merit Systems Protection Board?

The U.S. Merit Systems Protection Board serves as guardian of the Federal Government's merit-based system of employment. Its Administrative Judges and presidentially-appointed Board members hear and decide appeals from Federal employees of personnel actions, such as removals, demotions, and suspensions. The Board 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 Denver Field Office do?

Five Administrative Judges and one Chief Administrative Judge hear and decide appeals from Federal employees, applicants for Federal employment, and Federal annuitants, in accordance with the Board's jurisdiction. The Denver Field Office adjudicates appeals from Colorado, Utah, Wyoming, Montana, South Dakota, North Dakota, Kansas, Nebraska, New Mexico and Arizona. Federal employees may appeal removal actions, demotions or disciplinary suspensions. Appeals may also concern noteworthy issues of whistleblower protection, veteran's preference rights, or prohibited discrimination. Administrative Judges in Denver conduct settlement conferences and prehearing conferences, issue Board orders to resolve discovery disputes, issue subpoenas, conduct formal Board hearings and issue Initial Decisions for the Board.

What do interns in the Denver Field Office do?

Interns work under the direct supervision of the Chief Administrative Judge and conduct legal research, draft orders, review transcripts and case files, make routine calls to the parties, observe and assist the Administrative Judge during conferences and hearings, and draft Initial Decisions.

Are interns paid? Is academic credit available?

We are unable to provide paid positions, but are happy to provide the documentation required by the law school to grant academic credit upon satisfactory completion of the internship. The Denver Field Office has free parking or a public transportation subsidy may be available.

Does the Denver Field Office accept first year law students as interns?

Yes, students who will have completed their first year of law school are encouraged to apply.

Where is the MSPB Denver Field Office?

The Denver Field Office is located in Lakewood, Colorado, across the street from the Denver Federal Center on Union Boulevard.

When are positions available?

Positions are available in the summer, fall, or spring. We are very flexible and will attempt to accommodate individual scheduling needs. We require a 12 to 15 hour per week commitment for at least 8 to 12 weeks.

What is necessary to apply?

To apply for a position, we require a resume, writing sample, and an interview (which can be done by phone). A first-year legal research and writing document is an acceptable writing sample. We also require at least one reference who can attest to your legal skills. You may submit your application material to (electronic applications are accepted):

U.S. Merit Systems Protection Board Office
Denver Field Office
165 South Union Blvd., Suite 318
Lakewood, CO 80228
(303) 969-5101
Fax (303) 969-5109
DENVER@MSPB.gov