

U.S. MERIT SYSTEMS PROTECTION BOARD
OFFICE OF FINANCIAL AND ADMINISTRATIVE MANAGEMENT
Internship with MSPB's Office of Financial and Administrative Management

Questions and Answers about an Internship in the Office of Financial and Administrative
Management, U.S. Merit Systems Protection Board

What is the Merit Systems Protection Board?

The Merit Systems Protection Board serves as guardian of the Federal Government's merit-based system of employment. Administrative judges and presidentially-appointed Board members hear and decide appeals from Federal employees on 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 is the role of the Office of Financial and Administrative Management?

The Office of Financial and Administrative Management administers the budget, accounting, travel, time and attendance, human resources, procurement, property management, physical security, and general services functions of the MSPB. It develops and coordinates internal management programs, including review of internal controls agency-wide. It also administers the agency's cross-servicing agreements with the U.S. Department of Agriculture, National Finance Center for payroll services, U.S. Department of the Treasury, Bureau of the Public Debt for accounting services, and U.S. Department of Agriculture, Animal and Plant Health Inspection Services for human resources management services.

What will an intern do in the Office of Financial and Administrative Management?

The intern will assist in developing, updating, and maintaining the policies and procedures manual for financial and administrative programs. This will include interviewing staff, reviewing current policies and procedures and making revisions and edits where necessary. The individual will assist with establishing a reference library for the policies and procedures. The individual will perform additional research where necessary and assist in preparing spreadsheets whenever required.

Are interns paid? Is academic credit available?

We are unable to provide paid positions, but we are happy to provide the documentation required by the university to grant academic credit upon satisfactory completion of the internship.

Where is the MSPB Headquarters located?

The MSPB Headquarters is located near the Farragut North and Farragut West Metro stations in downtown Washington, D.C.

When are position(s) available?

Position(s) are available IMMEDIATELY (Fall 2011) and in the summer, fall, or spring. We are very flexible and will attempt to accommodate individual scheduling needs. We require at least a 25 hour per week commitment during the summer and a 12 to 15 hour per week commitment during the academic year.

What is necessary to apply?

To apply for a position, we require a resume and an interview (which can be done by phone). We also require at least one reference who can attest to your writing and organizational skills. You may submit your application material to the address below (we prefer electronic applications).

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