



**Navy Acquisition Intern Program for
Business, Cost Estimating and Financial Management**



Naval Sea Systems Command, Cost Engineering & Industrial Analysis Division (NAVSEA 017)

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Qualifications

To apply to our program as an Engineer, Operations Research Analyst, or General Business and Industry Specialist, you need the following qualifications:

ALL APPLICANTS:

- U.S. citizenship
- Selective Service registration (males born after 12/31/59)
- Must be able to obtain a security clearance
- Signed mobility agreement
- Selectees may be responsible for relocation expenses to their initial duty station

ENGINEERING POSITIONS	BUSINESS RELATED POSITIONS
<ul style="list-style-type: none"> • Degree in professional engineering (not engineering technology) with a minimum 2.95 GPA or upper third of your class. • Graduate of a School of Engineering that is recognized by the Accreditation Board of Engineering and Technology (ABET) as a professional engineering curriculum. • Engineering disciplines includes aerospace, computer, electrical, electronics, industrial and mechanical. 	<ul style="list-style-type: none"> • Minimum 3.45 GPA for all undergraduate courses leading to a Baccalaureate degree or upper ten percent ranking in graduating class or major university subdivision (documented by the school registrar). • Recent graduates in business, contracting, accounting, economics, marketing, finance, management, computer science, logistics and industrial management are typically the most successful degrees although others are considered.

Training

The intern program offers a wide variety of Navy sponsored training courses during the three year program designed to provide an extensive background in cost estimating and analysis, system acquisition, program management, and budget formulation.

Year One:

- Fundamentals of Systems Acquisition Management
- Complete TWO of the following courses:**
- Fundamentals of Business Management
 - Fundamentals of Earned Value
 - Fundamentals of Cost Analysis

Year Two:

- Intermediate Systems Acquisition
- Contract Finance for Acquisition Managers

Complete ONE of the following courses (not previously taken):

- Fundamentals of Earned Value
- Fundamentals of Cost Analysis
- Fundamentals of Business Financial Management

Complete ONE of the following courses (not previously taken):

- Intermediate Earned Value Management
- Intermediate Cost Analysis
- Acquisition Business Management

Year Three:

- Business, Cost Estimating and Financial Management Workshop

Rotational Assignments

Interns will be able to gain a complete understanding of the Business, Cost Estimating Career Field only through participation in a wide variety of hands-on experience. Rotational assignments will be for the specific purpose of gaining exposure or experience to meet the core competencies. During each of the three years in the internship, rotational assignments will encompass a minimum of four months.

Benefits

Salary (minimum)

2004 Pay Scale		
Grade	Non-Engineer	Engineer
GS-7	\$34,184	\$38,767
GS-9	\$41,815	\$47,422
GS-11	\$50,593	\$50,593
GS-12	\$60,638	\$60,638
GS-13	\$72,108	\$72,108

All positions are eligible for promotion after each year.

Entry-level engineers are eligible for their first promotion after 6 months of service.

Leave

During your first three years of employment, you will be eligible for 13 workdays of leave per year with pay. During the next 12 years you will receive 20 workdays each year, and, after 15 years of employment, you will receive 26 days each year. Military service is credited to determine the amount of employment. For example, if you have served four years in the military, you will begin to accrue 20 days of leave each year. A maximum of 30 days can be accumulated.

In addition, you will receive 13 workdays each year to cover incapacitating illnesses and medical or dental consultations. This leave may be accumulated so that employees can continue to receive their regular salaries in the event of a serious illness. Finally, the length of time represented by any accumulated sick leave upon retirement will be added to your actual government service for the purpose of computing your retirement annuity.

Also, you will receive ten paid holidays throughout the year.

Health Insurance

Several basic nationwide health insurance plans are available to Federal employees with varying coverages and costs to meet individual needs. Local and employee organization health insurance plans also are available and are administered under the Federal Employees Health Benefits Programs. All provide excellent health insurance, equal to or better than anything available privately. The government contributes up to 60 percent of the cost. If you enroll in the program, your contribution is automatically deducted from your paycheck. There is no waiting period for maternity benefits or pre-existing conditions, no physical examination is required, and you will have continued protection after retirement. Your enrollment will not be canceled because of a change in health status or the amount of benefits used.

Group Life Insurance

Life insurance is available, equal to annual pay rounded to the next higher thousand plus \$2,000 (e.g. if your salary is \$29,095 per annum, you would be eligible for \$32,000 of insurance. The government contributes one-third of the cost of this insurance. An additional \$10,000 of optional insurance is also available, the cost of which depends on age. Other options to provide additional protection for the employee and the employee's family are also available.

Retirement

Employees coming on-board January 1, 1984 or after (with no previous government employment) will pay .8% into a Federal retirement plan and 7.65% into Social Security (1.45% of this is for Medicare coverage). The Federal retirement portion of this plan is subject to change. In addition, Federal employees can participate in the Thrift Savings Plan (TSP.). The purpose of the TSP is to provide additional retirement income. It offers employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

Incentive Awards Program

The Navy is an active participant in an Incentive Awards Program. Employees who submit suggestions that are adopted are given cash awards (from \$25 to \$25,000), and there are several other cash and honorary awards which are granted for exceptional achievements.