Content

- USDA Agencies Mission Areas and Offices
- Careers by Educational Field
- Application process
- Most Frequently Asked Questions
USDA Mission Areas and Administrative Offices

Mission Areas

**Natural Resources and Environment**
- Forest Service (FS)
- Natural Resources Conservation Service (NRCS)

**Farm and Foreign Agricultural Services**
- Farm Service Agency (FSA)
- Foreign Agricultural Service (FAS)
- Risk Management Agency (RMA)

**Rural Development**
- Rural Development (RD)

**Food, Nutrition and Consumer Services**
- Center for Nutrition Policy and Promotion (CNPP)
- Food and Nutrition Service (FNS)

**Marketing and Regulatory Programs**
- Agricultural Marketing Service (AMS)
- Animal and Plant Health Inspection Service (APHIS)
- Grain Inspection, Packers, and Stockyards Administration (GIPSA)

**Food Safety**
- Food Safety and Inspection Service (FSIS)

**Research, Education and Economics**
- Agricultural Research Service (ARS)
- Economic Research Service (ERS)
- National Agricultural Statistics Service (NASS)
- National Institute of Food and Agriculture (NIFA)
- National Agriculture Library (NAL)

Administrative Offices

- Office of the Chief Information Officer (OCIO)
- Office of the Chief Economics (OCE)
- Office of Tribal Relations (OTR)
- Office of the Executive Secretariat (OES)
- National Appeals Division (NAD)

- Office of the Inspector General (OIG)
- Office of the General Counsel (OGC)
- Office of Communications (OC)
- Office of Environmental Markets (OEM)
- Office of the Assistant Secretary for Civil Rights (OASCR)

- Office of Budget and Program Analysis (OBPA)
- Departmental Management
- Office of Congressional Relations (OCR)
- Office of the Chief Financial Officer (OCFO)
- Office of Advocacy and Outreach (OAO)
- Faith-based and Neighborhood Partnership (FBNP)
Careers by Educational Field

Management

Agribusiness and Industry

Science and Technology
Management Careers

| Department                          | FSA | FAS | RMA | FNS | FSIS | AMS | APHIS | GIPSA | FS | NRCS | ARS | ERS | NASS | NIFA | RBS | RHS | RUS | OHRM | OIG | NFC |
|------------------------------------|-----|-----|-----|-----|------|-----|-------|-------|----|------|-----|-----|------|------|-----|----|-----|-----|-----|-----|-----|
| Accounting/Auditing                | *   | *   |     |     | *    |     |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Budget                             | *   | *   |     |     |       |     |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Contracting/Procurement            | *   |     |     |     | *    |     |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Criminal Justice                   |     |     | *   |     | *    |     |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Equal Opportunity                  | *   | *   | *   | *   |     |     | *     |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Management/Program Analysis        | *   | *   | *   | *   | *    |     |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Personnel Management               |     | *   |     |     | *    |     |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Public Affairs                     | *   | *   |     |     | *    |     |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |
| Computer Sciences                  | *   |     |     |     | *    | *   |       |       |    |      |     |     |      |      |     |    |     |     |     |     |     |

For questions regarding internship opportunities:

To apply for internship opportunities:

http://www.studentapplication.usda.gov

Revised on 3/19/2011
|                                | FSA | FAS | RMA | FNS | FSIS | AMS | APHIS | GIPSA | FS | NRCS | ARS | ERS | NASS | NIFA | RBS | RHS | RUS | OHRM | OIG | NFC |
|--------------------------------|-----|-----|-----|-----|------|-----|-------|-------|----|------|-----|-----|------|------|-----|----|----|-----|-----|-----|-----|
| Agricultural Business          | *   | *   |     |     |      | *   | *     | *     | * |      |     |     |      |      |     |    |    |      |     |     |
| Agricultural Commodities       |     | *   | *   | *   |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Crop Insurance Administration  |     |     |     | *   |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Crop Insurance Underwriting    |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Economics                      |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Agricultural Extension         |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Agricultural Management        |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Agricultural Marketing         |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Food Program Management        |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| International Trade Economics  |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
| Loan Management/Finance         |     |     |     |     |      |     |       |       |    |      |     |     |      |      |     |    |    |      |     |     |
### Science and Technology Careers

<table>
<thead>
<tr>
<th>Field</th>
<th>FSA</th>
<th>FAS</th>
<th>RMA</th>
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* indicates participation in the field within the respective agency.
Application Process

The application process consists of three steps:

1. Visit the [USDA webpage](#) to learn more about agencies and their student employment opportunities
2. Create a [profile account](#)
3. Fill out the application in the [USDA Student Portal](#)
STEP ONE: Visit the USDA webpage to learn more about agencies and their student employment opportunities.
Step One

- Go to www.usda.gov
- Click on Educators and Students under “Information for”
• Click on Internships and Scholarships under “Related Topics”
• Click: Apply here!
STEP TWO: Create a profile account through eAuthentication
Step Two

• You will be prompted to the “accessing a U.S. Government Information System.”

• All Students applying through the student portal, must to create a user ID and password.

• The information you provide in through this site will be secure and protected.

• Then click “I Agree”.
Step Two

- You will be prompted to the “e-Authentication Login” page
- Click, “Create an account”
Step Two

- Click, “Level 1 Access”

Why we use E-Auth in the One-Stop Common Application?

✓ is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment.

✓ students can use this account to revisit their current application, make changes, update and access archived applications for re-submission.

✓ USDA is keeping your personal information safe and only accessible by the person creating the account.
Step Two

- Create an Identification (ID)
- Your ID must be 6 to 20 characters long
• Create a password that is 9 to 12 characters long

• When choosing a password:
  ✓ only use characters and words that are not found in the dictionary.
  ✓ At least one word has to be capitalized and another one lower case.
  ✓ You also have to choose either of the following characters as part of your password: #, *, %, &

• Sample password: 7#Bt257qu*
• Confirm your password
• Provide:
  ✓ First Name
  ✓ Middle Initial
  ✓ Last Name
  ✓ Zip-code
  ✓ Country Name
• Provide:
  ✔ Email address
  ✔ Your email must be valid to complete your registration.
  ✔ Suggestion:
    ✔ Provide a personal email address if you are not able to gain access to your school email account.
• Click “continue” to create your profile account.
After you have created your **account**, a **verification** confirmation message will appear as follows.

Please double check that your information is correct before clicking the “submit” option.
• After clicking the **submit option**, a final verification confirmation message will appear as follows.

• Please print this page or save it in your browser for future reference.
Step Two

- Check your personal email account for the instructions to Activate the e-Authentication account.

- Follow steps 1 to 3

- After clicking “Activate My Account,” you will be taken to the account activation confirmation page.
• Account Activation confirmation. Please follow the instructions.
STEP THREE: Begin your application through the USDA Student Portal
Step Three

• Begin Your Application

✓ Copy the following link into your browser to begin your application: http://www.studentapplication.usda.gov

✓ You will be prompted to the following page:
Step Three

- After obtaining completing your profile account, sign-in to get access to the student portal.

- You will be prompted to the welcome page.
• Click, “Apply Now”
Step Three

Before you start your application read:

✓ the eligibility
✓ definition of student
✓ general provisions
• Agencies will post their internship vacancy announcements in this area.

• Read the announcements and proceed and choose the vacancy announcement you wish to apply.

• If there is no vacancy announcement or the vacancy announcement does not apply to you, please proceed to the next page to be considered for a general internship opportunity by our agencies.

• To apply for a vacancy announcement, click under view the “position title” hyperlink.
• Uploading documents

**Upload Transcripts/Resume**

Instructions:
- Obtain an "Unofficial" transcript from your school or your school’s website.
- Scan and save your transcript as a PDF or a TIFF file.
- Make sure the file is less than 2MB in size; larger files will not be accepted.
- Make sure the file is legible on the screen and when printed.
- Click the "Browse" button to select your transcript file on your computer.
- Choose the document you want to upload.
- Click the "Upload" button to send it to our server.
- Check that your file was received by downloading it (clicking its link) from our server.
- You may be asked to submit an official transcript via postal mail if you are selected.
- Programs may reject/deselect you if there are discrepancies between unofficial and official transcripts.

**Please Note:** To update your documents, re-upload it. This will overwrite the previous version.

**Example of what your resume should have:**
- Your name and contact information
- Employment History, including past internships
  - Name of employer
  - Dates of employment
  - Name of supervisor
  - Contact information for supervisor
- Education and Certification, if any.
- Skills and Abilities, including computer competencies and/or research projects you’ve worked on
- Honors and awards
- Membership and extracurricular activities (including offices held and dates)
- Volunteerism / Community Work

**Troubleshooting**

If you are having trouble with converting your document to a PDF, here are a few approaches that you can take in finding a solution.
Step Three

- Choose an Internship session.
- You have the option to save and move to the next page.
- You also have the option to choose from the top menu to skip sections.
- We encourage you to always save your answers before moving to the next section.
After choosing an Internship session, choose:

- Start date - when do you want to begin your internship,
- End date – when do you want to end it
- Hours – how many hours you are available to work
- Type of internship you are looking for

After that, click “save” and move to the “next page”.

We encourage you to always save your answer before moving to the next section.
- Any information with a red asterisk (*) is required.
- You will not be able to move to the next page until this information is provided.
Step Three

- If you are not sure what is your eligibility, please click and read the instructions.
Step Three

- Background Information

**Background Data**

**How did you hear about USDA?**

Please take a moment to tell us how you first learned about USDA (check all that apply):

- Recruitment/Outreach
- Social Networks
- USDA Affinity Group

**Recruitment/Outreach**
- LULAC Convention
- Congressional Hispanic Caucus Policy Forum
- Congressional Black Caucus Policy Forum
- Advisor
- Department Office
- Online University Posting
- HACU National Conference
- [Other]__

**Social Networks**
- Google
- Yahoo
- Twitter
- Hotmail/Mymail
- USDA Academy Friends
- Grant Award
- Linkedin
- Searched the web
- Other

**USDA Affinity Group**
- HACU Internship Program
- Black Colleges and Universities
- Hispanic Serving Institution
- USDA/1894 National Scholar Program
- USDA/1934 Tribal Scholar
- WINs
- CAPAL
- USDA/Public Service Leaders Scholarship
- Thurgood Marshall College Fund

Application Process

Step Three
### Background Information

- **Problem**: Develop a comprehensive understanding of the background information required for Step Three.

#### Background Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Additional Information</th>
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</thead>
<tbody>
<tr>
<td>Gay Lesbian Bi-sexual and Transgender (GLBT)</td>
<td>Other</td>
</tr>
<tr>
<td>Other Career Fair</td>
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</tbody>
</table>

**If Other please explain:**

- **Professor**
  - Name of the Professor:

- **University**
  - Name of the University:

- **Conference**
  - Name of the Conference:

**Do you hold a valid Security Clearance? (Select one)**

- Confidential
- Secret
- Top Secret
- Above Top Secret - Sensitive Compartmentalized Information (SIC)
- Do not Know

[Previous Page] [Save] [Next Page]
Applicant Data

Read the information inside the circle

Gender:
- Male
- Female

If you selected Male, please indicate if you have registered for Selective Services:
- Yes
- No

Race/Ethnicity:
- American Indian or Alaska Native
- Asian (including Middle East and India)
- Black or African American
- White
- Hispanic or Latino
- Other

USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.
USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

Application Process
Step Three

Supporting Documentation
Applicant Data

• Click “Select Files” to upload your certificates:
  • DD-214 for Veterans
  • Schedule B for students with disabilities
Step Three

- Follow instructions to choose your area of interest.
Step Three

- Scroll down to continue viewing areas of interest.
- Choose your location
  - State Agency Field Office or
  - Headquarters (DC, MD or VA).
Step Three

- Submit your education information.
Step Three

- If you don’t find your “major/field” type it here.
- Click “Select Files” to upload your resume.
- Then click “Upload All” for your document to be uploaded into your application as it shows here.
Step Three

- In this area, you are prompted to **add your school information** before uploading your transcript(s).

- Then click “Save & Continue”.

**Education - School Information**

- **Name**: InterAmerican Florida University
- **Address**:
- **City**:
- **State**: Florida
- **Zip Code**:
- **Country**:
- **Attendance at the school**:
- **From (Month / Year)**: January 2004
- **To (Month / Year)**: May 2008

**Note**: Please Click “Save & Continue..” button below to save all the above information and continue to upload transcripts(s) and/or other related Document(s). After uploading you will see “Add School & Continue” button. Click to save the Uploaded documents. You can add list of schools in the similar way. (Once submitted you will be able to view/edit this information in a table).
Step Three

To “Upload your transcript(s), click on “Select Files” then click “Upload All”.

Your document will be uploaded into your application as it appears here.
Step Three

• How do I know each section is completed? **When you see a check mark on each box!**

• If the check mark is not on the box, click “Previous Page” to go back to each section of your application and review it.

• Remember to save all your sections again.

• All the boxes should be checked before processing for submission.

• Submit your application by clicking continue.
After submitting your application, you will be prompted to review one more time your completed application and will be able to print it.

We recommend you print a copy for your records or PDF your application.
• Please certify and submit your application.

• If you make any changes to any section of your application, you must return to this page and recertify those changes for them to be considered.
Congratulations!

Thank you for applying to the USDA Summer Internship Program. An email confirmation will be sent to you to acknowledge that your application was received.

Please allow two to three weeks for Mission Areas to review your application. The Mission Areas Student Employment Coordinator will be in touch with you if your application was selected.
Student Employment Program Contact Information

**Applicant**

**Program Manager**
General Questions:

**Wenndy Carrasco**  
Student Employment Program Manager  
Office of Human Resources Management  
[Wenndy.Carrasco@dm.usda.gov](mailto:Wenndy.Carrasco@dm.usda.gov) or [USDA.internships@dm.usda.gov](mailto:USDA.internships@dm.usda.gov)  
202-260-8335

For **technical questions** regarding the “**Student Portal**” (not being able to upload resumes or transcripts), send inquiries via email at [DMAPPSERVICES_DL@ocio.usda.gov](mailto:DMAPPSERVICES_DL@ocio.usda.gov)
<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm and Foreign Agricultural Services (FFAS)</td>
<td>Keisha Valentine-Jones</td>
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Most Frequently Asked Questions

WHAT DOES A COMPLETE APPLICATION INCLUDE?

• Online Application Form
• Resume (upload)
• Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. *Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.*

WHEN IS THE APPLICATION DUE?

Applications are accepted beginning the last week of January through the last week of April of each year and notification of placements are made between mid-April and mid-May of each year. Orientation day starts in mid-June for headquarters interns and orientation for field interns starts on their first day of work.

WHEN ARE PLACEMENTS MADE?

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule.

CONTACT INFORMATION FOR USDA STUDENT PROGRAMS

If you have any questions or concerns, please send your inquiry via email at [USDA.Internships@dm.usda.gov](mailto:USDA.Internships@dm.usda.gov). In the subject area write: “Student Employment Program.”

For technical questions ONLY regarding the “Student Portal” site, please direct your questions or concerns to the following email address: [Dmappservices_DL@ocio.usda.gov](mailto:Dmappservices_DL@ocio.usda.gov).