

Opportunity Title: USAEC Environmental Document Compliance Internship

Opportunity Reference Code: Army-AEC-2022-0008

Organization U.S. Department of Defense (DOD)

Reference Code Army-AEC-2022-0008

How to Apply Click on *Apply* at the bottom of the opportunity to start your application

Description The U.S. Army Environmental Command (USAEC) at Fort Sam Houston in San Antonio, Texas is seeking a qualified intern who is currently pursuing, or has an earned bachelor's, master's, or doctoral degree in Computer Science or a related discipline.

Why should I apply and what will I be doing?

As an ORISE participant and under the guidance of a mentor, you will review and edit environmental documents prior to release to the public. As the selected candidate, you will engage with a variety of environmental program documents and gain a deeper understanding of environmental terminology and processes. In addition, the internship experience includes:

- Developing skills and abilities in the translation of complex environmental activities into language that can be understood by a layperson to understand.
- Reviewing of documents to ensure correctness, accuracy, consistency and completeness and edited for readability, grammar, spelling, punctuation, capitalization, sentence structure, acronym usage, abbreviation usage, plain language act compliance, security concerns, and personally identifiable information avoidance.
- Acquiring the document formatting skills in compliance with Department of the Army, Department of the Defense, US Environmental Protection Agency, Council on Environmental Quality and/or other federal agency guidelines. Documents will be checked for Section 508 accessibility compliance and edited/formatted as necessary to achieve compliance.

Where will I be located?

San Antonio, Texas - Fort Sam Houston

What is the anticipated start date?

The USAEC is ready to make appointments for a start date of September 1, 2022. Completion of a successful background investigation by the Office of Personnel Management (OPM) is required for an applicant to be on-boarded at USAEC. OPM can complete a background investigation only for individuals, including non-US citizens, who have resided in the U.S. for the past three years.

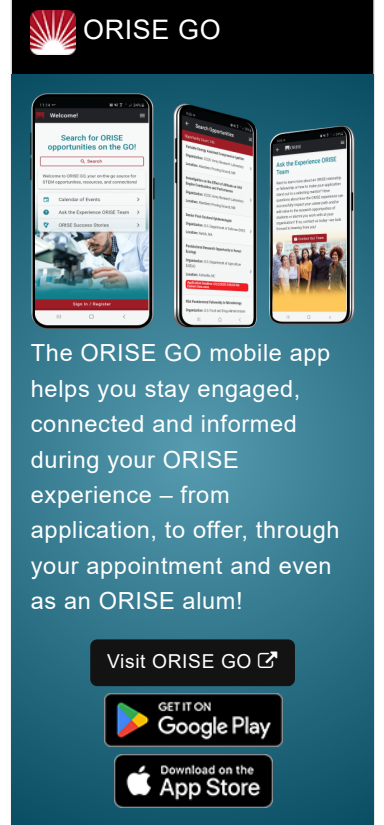
What is the appointment length?

This appointment is a twelve month research appointment, with the possibility to be renewed for additional research periods. Appointments may be extended depending on funding availability, project assignment, program rules, and availability of the participant.

What are the benefits?

You will receive a stipend to be determined by USAEC. Stipends are typically based on a participant's academic standing, discipline, experience, and research facility location. Other benefits may include the following:

- Health Insurance Supplement (*Participants are eligible to purchase health insurance through ORISE*)
- Relocation Allowance
- Training and Travel Allowance



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About U.S. Army Environmental Command (USAEC)

In November 2022, USAEC will celebrate its golden anniversary. After 50 years, under different names and missions, the U.S. Army Environmental Command continues to evolve to better serve and support the Army's expanding role in protecting the environment in a manner that enables Soldier readiness and mission accomplishment. Armed with lessons from the past and a vision for the future, the Army's Environmental Command leads and executes environmental programs and provides the environmental expertise that enables the Army to sustain the environment for a secure future. For more information about the USAEC, please visit <https://aec.army.mil/>

About ORISE

This program, administered by Oak Ridge Associated Universities (ORAU) through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and DoD. Participants do not enter into an employee/employer relationship with ORISE, ORAU, DoD or any other office or agency. Instead, you will be affiliated with ORISE for the administration of the appointment through the ORISE appointment letter and Terms of Appointment. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE. For more information, visit the [ORISE Research Participation Program at the U.S. Department of Defense](#).

Qualifications The qualified candidate will be currently pursuing or have completed a bachelor's, master's, or doctoral degree within the last 60 months. Highly desirable applicants are those with a degree in computer science or a related field.

Highly qualified candidates:

- Will be motivated individuals with strong environmental, organizational, communication, and research skills
- Have a strong reading, comprehension and writing background
- Have an understanding of environmental terminology and processes

Required:

- Candidate must have a high level of familiarity with Microsoft products, such as PowerPoint, Excel, and Word, and Adobe Acrobat Pro.

Preferred skills:

- Understanding of engineering and scientific principles
- Strong organization skills with attention to detail and adherence to schedules
- Ability to translate technical language into terminology understood by the general public
- Ability to communicate well both orally and in writing
- Ability to write, edit, and communicate complex environmental concepts to diverse audiences
- Experience collaborating with teams and work groups to arrive at solutions to complex problems
- Experience with Microsoft products, such as PowerPoint, Excel, and Word, and Adobe Acrobat Pro

The successful applicant(s) will be required to comply with Environmental, Safety and Health

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(ES&H) requirements of the hosting facility, including but not limited to, COVID-19 requirements (e.g. facial covering, physical distancing, testing, vaccination).

A complete application consists of:

- Zintellect Profile
- Educational and Employment History
- Essay Questions (goals, experiences, and skills relevant to the opportunity)
- Resume (PDF)
- Transcripts/Academic Records - For this opportunity, an unofficial transcript or copy of the student academic records printed by the applicant or by academic advisors from internal institution systems may be submitted. [Click here for detailed information about acceptable transcripts.](#)
- 2 Recommendations. Your application will be considered incomplete and will not be reviewed until two recommendations is/are submitted. We encourage you to contact your recommenders as soon as you start your application to ensure they are able to complete the recommendation form and to let them know to expect a message from Zintellect. Recommenders will be asked to rate your scientific capabilities, personal characteristics, and describe how they know you. You can always log back in to your Zintellect account and check the status of your application.

Submitted documents must have all social security numbers, student identification numbers, and/or dates of birth removed (blacked out, blackened out, made illegible, etc.) prior to uploading into the application system. All documents must be in English or include an official English translation.

If you have questions, send an email to ARMY@orise.orau.gov. Please list the reference code of this opportunity Army-AEC-2022-0007 in the subject line of the email.

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- Eligibility Requirements**
- **Citizenship:** U.S. Citizen Only
 - **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 60 months or currently pursuing.
 - **Discipline(s):**
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Computer, Information, and Data Sciences** ([17](#) 👁)
 - **Engineering** ([27](#) 👁)
 - **Environmental and Marine Sciences** ([14](#) 👁)
 - **Life Health and Medical Sciences** ([48](#) 👁)
 - **Mathematics and Statistics** ([11](#) 👁)
 - **Other Non-Science & Engineering** ([2](#) 👁)
 - **Social and Behavioral Sciences** ([29](#) 👁)
 - **Age:** Must be 18 years of age
 - **Veteran Status:** Veterans Preference, degree received within the last 120 month(s).