UNITED STATES
SECRET SERVICE

Los Angeles
Field Office

Student
Volunteer
(Intern)
Program
About the Secret Service:

The United States Secret Service is a major federal law enforcement agency charged with two unique missions: protection and criminal investigations. The Secret Service is responsible for protecting the President and Vice President of the United States, former Presidents, Foreign Heads of State, and others. In addition, the Secret Service conducts criminal investigations into violations concerning theft, counterfeiting, and fraud of U.S. currency, computer, credit card, electronic wire transfers, and other related criminal activities.

What is the Student Volunteer (Intern) Program?

The Student Volunteer (Intern) Program provides unpaid academically related work assignments that allow the students to explore career options as well as develop personal and professional skills. Students are expected to work a minimum of 12 hours per week, and not less than one semester, two quarters or summer session, and must not have graduated your current curriculum. The Student Volunteer (Intern) Program offers many advantages to include: career exploration early in a student's academic studies; exposure to news and emerging occupations/technologies; academic credit for the work performed (this is determined by the academic institution); and work experience which may be considered relevant, if the student later applies for permanent employment. The program is not intended to provide the intern with investigative or protective experience.

How do applicants qualify for the Student Volunteer (Intern) Program?

To qualify for consideration, applicants must be enrolled at least part-time in any accredited educational institution; be a U.S. Citizen; and obtain an agreement from the institution to participate. Applicants cannot be the son or daughter of a Secret Service employee.
Completion of a preliminary background investigation is also required prior to the volunteer service.

As a student participating in the U.S. Secret Service’s Student Volunteer Program, you will be assigned duties related to the following:

Bank Fraud Squad: administration and processing of forged government securities

Fraud Squad: administration and processing of stolen credit cards.

Electronic Crimes Squad: administration and processing of fraudulent credit and loan applications.

Protection Squad: observe planning and logistics of protection operations.

Counterfeit Squad: administration and processing of counterfeit Federal Reserve Notes.

A determination of basic eligibility will be based solely on each applicant’s application and its attachments.

If you wish to apply outside the Los Angeles Area, please submit your application to the U.S. Secret Service Office nearest to you.

The deadline for submitting application for each semester is as follows:

<table>
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<tr>
<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>Summer Semester</td>
<td>January 15</td>
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<tr>
<td>Fall Semester</td>
<td>April 30</td>
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<td>Spring Semester</td>
<td>August 15</td>
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How can I apply for this program?

To apply for the position, the following forms must be submitted:

1. OF 612 Optional Application for Federal Employment
2. SSF 86A Supplemental Investigative Data
3. OF 306 Declaration for Federal Employment
4. A short essay explaining why you are applying for an internship.

The forms named above may be obtained online at [www.secretservice.gov](http://www.secretservice.gov) in the Special Agent forms package. Upon completion please mail to:

U.S. Secret Service  
Attn: HRT/Internship  
725 S. Figueroa St., Suite 1300  
Los Angeles, CA 90017

If you have any questions, please call 213-533-4450 or email: LAX.Recruitment@ussdhs.gov

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