



High School Scholars  
**INTERNSHIP PROGRAM**

**Intern's Guide**





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High School Scholars Internship Program

# Intern's Guide



Welcome to the Office of the Comptroller of the Currency (OCC). The agency is excited about this cohort of interns and believes the internship will be a rewarding opportunity. The information in this guide will be useful in contributing to a productive and professional internship experience.

# About the OCC

## Overview

Established in 1863, the OCC is an independent bureau of the U.S. Department of the Treasury. The OCC charters, regulates, and supervises all national banks and federal savings associations as well as federal branches and agencies of foreign banks. The Comptroller is appointed by the President, with the advice and consent of the U.S. Senate. Headquartered in Washington, D.C., the OCC has four district offices, in New York, Chicago, Dallas, and Denver.



## Mission

To ensure that national banks and federal savings associations operate in a safe and sound manner, provide fair access to financial services, treat customers fairly, and comply with applicable laws and regulations.

## Vision

The OCC is the preeminent prudential supervisor that

- adds value through proactive and risk-based supervision;
- is sought after as a source of knowledge and expertise; and
- promotes a vibrant and diverse banking system that benefits consumers, communities, businesses, and the U.S. economy.

## Core Values

- Integrity
- Expertise
- Collaboration
- Independence

# About the High School Scholars Internship Program (HSSIP)

## Overview

The High School Scholars Internship Program (HSSIP) is a six-week paid OCC summer internship running from June 22, 2020 through July 31, 2020. It is for selected students entering their senior year of high school and, for the OCC's returning interns, recent high school graduates. It is designed to provide students with an opportunity to work, explore career paths, and gain an understanding of the OCC's mission and how it impacts the financial services industry. The OCC and partner agencies will join with the District of Columbia Department of Employment Services (DOES) under the Mayor Marion S. Barry Summer Youth Employment Program to offer this internship.

This year, two other agencies will sponsor a similar program. The agencies are Consumer Financial Protection Bureau (CFPB) and National Credit Union Administration (NCUA).

In addition, Section 342 of the Dodd–Frank Wall Street Reform and Consumer Protection Act of 2010 (Dodd–Frank) requires the OCC to partner with organizations that are focused on developing opportunities to place talented young minorities and women in industry internships, summer employment, and full-time positions. Dodd–Frank also requires the OCC, where feasible, to partner with inner-city high schools, girls' high schools, and high schools with majority minority populations to establish or enhance financial literacy programs and provide mentoring.

Realizing the importance of equipping young people in their formative years with basic sound financial management principles, the OCC will sponsor financial education sessions, enrichment activities, and presentations from industry leaders. Interns will participate in activities to increase their knowledge and exposure to careers in the financial sector and the federal government.

## 2020 HSSIP Participating High Schools

The following high schools will participate in the 2020 HSSIP:

- Anacostia High School
- Ballou Senior High School
- Cesar Chavez Public Charter School
- Columbia Heights Educational Campus
- Eastern Senior High School
- Francis L. Cardozo Education Campus
- H.D. Woodson High School
- Theodore Roosevelt High School

## HSSIP Mission

The HSSIP is a six-week enrichment opportunity afforded to Washington, D.C., rising senior high school students, or high school graduates who participated in the program the previous year, to provide them with valuable and challenging professional experiences in the financial regulatory industry. The interns will gain exposure to a professional work environment in the federal sector.

## HSSIP Vision

The HSSIP will enable interns to gain exposure to a variety of professional and personal activities that will help them to understand the OCC's role in the financial world, particularly the impact that it has on the economic stability of our nation.

## Intern Eligibility Requirements

To qualify for an internship, interns are required to

- be a rising high school senior or a recent graduate who participated in the program the previous year;
- be recommended by their school guidance counselor;
- apply to and be certified by the DOES Marion Barry Summer Youth Employment Program; and
- be U.S. citizens or U.S. nationals.

# Administrative Information

## Important Dates

EVENT	DATE	HOST	PARTICIPANTS
Program kickoff	Monday, June 22	OCC	OCC interns and partner agency interns
Professional development forum	Monday, June 22	OCC	OCC interns and partner agency interns
OCC orientation days	Tuesday, June 23 – Thursday, June 25	OCC	OCC interns
Financial literacy training	Friday, June 26	CFPB	OCC interns and partner agency interns
Closing ceremony	Thursday, July 30	OCC	OCC interns and partner agency interns

## Pay and Attendance

### *Attendance Expectations*

The HSSIP internship will begin on Monday, June 22, 2020, and conclude on Friday, July 31, 2020. Interns will work Monday through Friday from 8:00 a.m. to 4:30 p.m., except for federal holidays. Interns are expected to work eight hours per day for 40 hours each week. Interns must telework from their homes or must report to their designated work location in OCC Headquarters to sign in and out every day. The OCC will inform the interns regarding the days they are approved to telework or the days they are to report to the OCC Headquarters. Interns are paid for hours worked in either the telework or in-person setting.

Disciplinary actions: Interns who are late by 15 minutes or more on up to two occasions will be verbally consulted regarding the infraction and docked pay by up to 30 minutes. Interns who are late by 15 minutes or more on the third occasion will receive a written notice of the infraction, docked pay by up to an hour, and be subject to dismissal from the program. Lateness beyond the third infraction constitutes immediate termination from the program. Interns are expected to report for duty on time and return from breaks and lunch on time. This is applicable for both the telework and in-person settings. Interns that demonstrate a pattern of lateness will be subject to these disciplinary actions.

### *Work Locations*

Interns must report to work at their designated work location to sign in and out every day. If the OCC determines that the program will be delivered virtually, then interns must telework at their designated home locations.

### *Lunch Schedule*

Interns' lunch schedules may vary. Interns who are consistently late in returning from lunch or other breaks will be subject to the disciplinary actions related to the attendance expectations.

### *Stipends and Timekeeping*

The hourly pay rate for fiscal year 2020 HSSIP interns is \$20 an hour. Interns will receive wages every two weeks that will be deposited into their bank account or issued on their payroll debit card. Wages will reflect the number of hours worked during those weeks (as indicated on the required DOES timesheet). Interns will also receive a food stipend of \$100 each week that will be deposited into their bank account. In addition, interns will receive a clothing stipend of \$500 to purchase business casual attire such as: dress shoes, pants, skirts, socks, and a belt to complete their work attire wardrobe.

Interns will enter their work hours electronically. They record their time daily on an electronic timesheet/roster provided by the DOES and uploaded by the OCC team leads. The team leads are responsible for assisting the interns with completing their timesheets. OCC team leads are also responsible for validating the timekeeping of HSSIP interns. Interns must not work more than the 80-hour limit per pay period (40 hours per week maximum); overtime and makeup time are not allowed.

### *DOES Payroll Schedule*

PAY PERIOD START DATE	PAY PERIOD END DATE	PAY DATE	PAYROLL TYPE
06/21/2020 (Sunday)	06/27/2020 (Saturday)	07/08/2020 (Wednesday)	Weekly
06/28/2020 (Sunday)	07/11/2020 (Saturday)	07/22/2020 (Wednesday)	Bi-Weekly
07/12/2020 (Sunday)	07/25/2020 (Saturday)	08/05/2020 (Wednesday)	Bi-Weekly
07/26/2020 (Sunday)	08/01/2020 (Saturday)	08/12/2020 (Wednesday)	Weekly

\* The pay period that includes the July 4 holiday is observed by the OCC on July 3. All government offices are closed in observance of this holiday on July 3. Interns will not receive compensation for July 3.

Interns will receive pay based on DOES pay schedule (see the DOES website). If interns have an issue regarding payroll, they should contact DOES at [summerjobs@dc.gov](mailto:summerjobs@dc.gov) or (202) 698-3492 between 9:00 a.m. and 5:00 p.m. Monday through Friday.

### *Summary*

- Interns will use the DOES standard timesheet to sign in and sign out at the OCC each day.
- Interns will be required to sign the weekly timesheet to confirm the accuracy of the hours recorded.
- Interns will only be paid for the hours worked.
- Interns will not be paid for hours unworked.
- July 4 falls on a Saturday, but the OCC is observing it on July 3. July 3 is not a paid holiday. Interns will not report to work that day.
- On payday, interns' pay will be deposited on a VISA debit card or into their bank account.

- Interns will consult first with the DOES, then with the OCC regarding discrepancies in pay. See appendix A of this guide for more information.

### *Missing Work*

HSSIP interns do not earn or accrue vacation time or sick days (known as leave). If an intern must miss all or part of a workday, he or she (or designated parent/guardian) must contact the assigned OCC team lead and the HSSIP program office before 8:00 a.m. of that workday. Interns may contact the HSSIP program office at [HSSIPmailbox@occ.treas.gov](mailto:HSSIPmailbox@occ.treas.gov) or (202) 649-6870.

## **Mandatory Enrichment Activities**

Throughout the internship and typically on Fridays, interns participate in a mandatory enrichment activity. Interns are expected to arrive on time at the designated enrichment activity site, which will be identified in advance. If an intern is unable to attend the enrichment activity, he or she is expected to contact the OCC before 8:00 a.m. that morning. If an enrichment activity is missed, the intern is not paid for the hours missed. Late arrivals will not be permitted to attend and will be considered absent during those hours. Returning interns placed in business units will participate in enrichment activities along with first-year interns.

## **Work Attire**

We pride ourselves in our professionalism at the OCC. As an intern in the OCC's HSSIP, you are a part of our professional team. As a professional, you are to dress the part.

HSSIP interns will dress in business casual attire:

- Interns must wear agency furnished polos every day.
- Interns must wear appropriate pants or skirts.
- Interns may wear the agency provided jacket.

For the purpose of the HSSIP, appropriate business casual dress typically includes royal blue polo shirts, slacks, khakis, skirts at knee-length or below, optional seasonal sport coat, a tailored blazer, and dress shoes or dress sandals that cover most of the foot. Interns are permitted to wear a cardigan or other type of sweater.

Casual attire—such as jeans, t-shirts, athletic gear, leggings/spandex, or sneakers (including other very casual footwear such as flip-flops, “cros,” etc.)—are prohibited. The restriction on wearing sneakers is not intended to limit comfortable footwear that interns wear commuting to and from work; however, interns must change to professional footwear upon arrival. Interns are permitted to change into comfortable footwear at the conclusion of their work shift. During the work shift, only professional footwear is appropriate.

HSSIP interns are required to wear blue polo shirts every day. If they did not attend a fitting or acquire the attire from the OCC, they must use the provided stipend to purchase the attire.

### *Work Attire Stipend*

The partnering agencies shall provide each intern with a \$500 work attire stipend. Interns are required to utilize the stipend to purchase business casual attire that consists of:

- khaki, black, or navy pants or skirts;
- a belt;
- socks (any color);
- and dress shoes, or dress sandals that cover most of the foot.

### *Disciplinary Actions*

The HSSIP team leads, deputy program manager, and/or program manager are responsible for ensuring that the HSSIP interns maintain a professional image and shall counsel intern whose attire is inappropriate.

See the following procedures if interns report to work in inappropriate attire.

First offense	Interns will be counseled and dismissed by the program manager with an unexcused absence of up to no more than two hours to retrieve the appropriate attire.
Second offense	Interns will be counseled and dismissed by the program manager with an unexcused absence for the entire day.
Third offense	Interns will be dismissed and terminated from the program by the program manager in consultation with the program owner.

Exceptions may be granted for medical reasons or based on approved reasonable accommodations and workplace solutions. As a rule, if an intern is unsure about whether an article of clothing is appropriate business attire, they should not wear it.

Interns are subject to the OCC Dress Code Policy with the following additions:

- All HSSIP interns will wear agency-furnished polos every day to include all orientation and enrichment activities, and the closing ceremony.
- All HSSIP interns will wear appropriate business casual dress attire and accessories, such as belts, socks, and shoes.
- Interns are prohibited from wearing and using the stipend to purchase boots, canvas or cloth tennis shoes, moccasins, sandals (unless they cover most of the foot), athletic sweatshirts, hooded sweatshirts, and apparel associated with a college or professional sports franchise.
- Interns shall purchase business casual attire that presents a capable, professional image. How interns choose to dress conveys their commitment to professionalism, attention to detail, and concern for the professional environment.

## Points of Contact

- OCC team leads:
  - Group A: Courtney Cook, [Courtney.Cook@occ.treas.gov](mailto:Courtney.Cook@occ.treas.gov)  
Kevin Hollins, [Kevin.Hollins@occ.treas.gov](mailto:Kevin.Hollins@occ.treas.gov)
  - Group B: Heitham Ghariani, [Heitham.Ghariani@occ.treas.gov](mailto:Heitham.Ghariani@occ.treas.gov)  
Shannan Robinson, [Shannan.Robinson@occ.treas.gov](mailto:Shannan.Robinson@occ.treas.gov)
  - Group C: Lisa Lewis, [Lisa.Lewis@occ.treas.gov](mailto:Lisa.Lewis@occ.treas.gov)
  - Group D: Calpurnia McLean, [Calpurnia.McLean@occ.treas.gov](mailto:Calpurnia.McLean@occ.treas.gov)  
Dawyn Vega, [Dawyn.Vega@occ.treas.gov](mailto:Dawyn.Vega@occ.treas.gov)
- OCC Program Manager: Camron Doss
  - Phone: (202) 649-5669
  - Mobile: (202) 615-7967
  - Email: [Camron.doss@occ.treas.gov](mailto:Camron.doss@occ.treas.gov)
- OCC Deputy Program Manager: Althea DeGree
  - Phone: (202) 649-7104
  - Mobile: (202) 802-2425
  - Email: [Althea.Degree@occ.treas.gov](mailto:Althea.Degree@occ.treas.gov)
- DOES point of contact: Ricky Goings
  - Phone: (202) 698-6297
  - Email: [Robert.Goings@dc.gov](mailto:Robert.Goings@dc.gov)

## Internet Use

- No obscene or pornographic, threatening, or racially or sexually harassing material may be accessed, created, downloaded, viewed, stored, copied, transmitted, or printed from an OCC computer or in an OCC or federal office.
- Limited personal use of OCC computers is permitted during lunchtime, and such use must not interfere with any official business.
- Gambling, including online gambling, is prohibited in the federal workplace.
- Interns will not install or operate non-OCC peer-to-peer networking or file-sharing software on OCC computers. Doing so presents a significant risk to the integrity and confidentiality of OCC systems and, in many instances, may violate copyright laws.
- Interns will not access personal web-based email accounts (e.g., Yahoo, Gmail, Mac, MobileMe) from OCC computer equipment.

## Program Assessment Feedback

Interns are required to complete a program assessment at the end of the internship. This feedback is useful for understanding expectations, evaluating success, and identifying improvements for future HSSIP programs. The feedback is very important to the OCC.

# Tips for a Successful Internship

The HSSIP is a great opportunity. By demonstrating professionalism and skills, and by following the guidelines below, interns can transform this opportunity into a successful path toward a future career.

**Study the culture of the organization.** Interns should learn the cultural dynamics in their work area and determine how they can add value by successfully performing the tasks assigned.

**Keep emails professional.** Email messages written at work should be work-related. Interns should use business-appropriate language, spelling, and grammar. They should avoid using text-message abbreviations and beginning email messages with words like “hey.”

**Speak professionally.** Interns are expected to behave professionally at all times including in their speech, dress, and any other professional mannerisms.

**Express appreciation.** Upon conclusion of the program, interns should thank everyone in the organization with whom they worked. A simple way to show gratitude is saying thank you or sending a quick email. In the case of a direct supervisor, interns may wish to express appreciation with a hand-written note.

## Internship Dos and Don'ts

### DO

Interns should:

- Be punctual. Know when the workday begins and ends, how long to take for lunch, and the number of days they will be working. Arrange absences or vacation time in advance.
- Set specific goals for themselves and the internship experience. Know what they want to accomplish.
- Make the most of the internship experience. Take advantage of intern seminars and lunch-and-learn sessions.
- Journal professional experiences in the provided portfolio from the beginning of the internship. Collect work samples of projects to document their work. At the end of the internship, interns will have a comprehensive portfolio to use when applying for other opportunities. Make sure the portfolio does not contain any confidential or sensitive OCC information.
- Always expect to be treated professionally and to act professionally. Be open-minded and respectful. Always use inside voices.
- Complete work assignments in a timely manner. If an assignment is unclear, ask clarifying questions. If a deadline is approaching that cannot be met, talk with the supervisor and explain concerns.
- Approach their work in an organized manner. It is best to plan because free time can fill up quickly with meetings or unexpected tasks.
- Network whenever possible to gain exposure throughout the organization.
- Remain open to learning new skills.

- Schedule meetings with their internship supervisors to discuss their current work assignments and solicit feedback on submitted assignments. Find out what they are doing well and keep that throughout their internship. Also, learn areas for improvement and work toward enhancing skills.
- Be positive. Maintain enthusiasm and momentum throughout the internship.
- Carry a notebook and use it to jot down reminders or tasks, especially about post-meeting follow-ups or email communication. Make guides on how to complete certain tasks to avoid asking for repeated instructions.
- Limit personal conversations. Family and friends should understand that interns are working in a professional environment. Between the hours of their scheduled arrival and departure, interns should ask family and friends to limit personal calls, unless it is break time. Use office phones only for business calls.

## DON'T

Interns should not:

- be afraid to ask questions.
- be shy about participating in meetings, when appropriate.
- take on more projects than they can handle.
- talk negatively about co-workers.
- bring their personal lives into the office.
- surf the internet for personal research or information.
- spend working hours on social networking websites or texting friends.
- use inappropriate language (slang or profanity) in the office.
- let a bad day get them down. Everyone has them.
- avoid participating in security inspections. If interns are selected for a Random Security Inspection, they must comply with the security officer's request.

## Removal Policy

The OCC Deputy Comptroller for Public Affairs (Deputy Comptroller) may request removal of an HSSIP intern from the worksite. In doing so, all incidents leading to removal are documented by the OCC HSSIP Program Manager and submitted to the Deputy Comptroller and DOES staff. If the Deputy Comptroller believes removal is appropriate, he or she will advise the program manager to complete a DOES Removal Request Form. The program manager will coordinate with the OCC Office of Security and any other internal stakeholders in advance of removing an intern. DOES staff will email an official removal notice to the HSSIP intern.

The DOES will notify interns in writing when the DOES Removal Request Form is received and when it is approved or denied.

## Behavior Expectations

### *Attendance Requirements*

Interns are expected to report to work and return from breaks on time.

- Interns who are late by 15 minutes or more in reporting to work or returning from breaks on the first occasion with an unexcused absence will be verbally counseled regarding the infraction.
- Interns who are late by 15 minutes or more in reporting to work or returning from breaks on two occasions with an unexcused absence will receive a written warning from the site supervisor or designee regarding the infraction and will be subject to a minimum of a 30-minute reduction in pay. The reduction in pay can increase based on the amount of time absent.
- Interns who are late by 15 minutes or more in reporting to work or returning from breaks on three occasions will be terminated from the program. This is applicable to telework or the in-person setting. Interns that demonstrate patterns of lateness are subject to disciplinary action.
- Interns calling, texting, or emailing the HSSIP team leads before the work shift starts does not necessarily constitute an excused absence or tardiness. Absences or tardiness reported by calling, texting, or emailing the site supervisor or designee before the work shift starts will be treated on a case-by-case basis and may be subject to the above-mentioned disciplinary actions. Unless an intern has an approved reasonable workplace accommodation or an excused absence, interns are expected to be on time for work and when returning from breaks. This is applicable to both the telework and in-person settings. Interns are required to give notice of anticipated absences from work, regardless of the reason. Interns may miss no more than 10 days for excused absences. Interns must give notice to the HSSIP team leads regarding planned absences before the start of the program. Failure to provide notice of planned absences will subject the intern to termination from the program.

### *Business Etiquette/Effective Communication*

Interns are expected to demonstrate effective communication, including professional body language acceptable in the workplace. Proper posture

- conveys confidence and genuine interest in the speaker and subject matter.
- improves the intern's projected image and professionalism.
- helps reduce the risk of neck injuries and back pain.
- minimizes fatigue and discomfort.
- improves self-esteem.

Unless an intern has an approved reasonable workplace accommodation, interns who demonstrate a pattern of improper posture, like putting his or her head down on a desk or sleeping, will be verbally counseled on the first noticed occurrence, receive a written reprimand on the second noticed occurrence, and be subject to termination on the third noticed occurrence.

Interns are expected to use effective verbal communication and demonstrate engagement in the internship by listening, asking questions when clarification is needed, and seeking mutually beneficial solutions. Interns are always expected to show maturity and professionalism during the program. Continuous disengagement, negative attitude, or disrespectful speech and tone will subject interns to a verbal warning on the first occurrence and a written reprimand leading to termination on the second occurrence.

# Rules and Regulations Governing Conduct on OCC Property

The rules apply to all property owned or leased under the authority of the OCC and to all persons entering in or on such property. The OCC is responsible for the observance of these rules.

**Inspections:** The OCC may, at its discretion, inspect packages, briefcases, and other containers in the immediate possession of visitors, employees, or other persons arriving on, working at, visiting, or departing from the federal property (leased or owned). The OCC on occasion performs Random Security Inspections. If an HSSIP intern is randomly selected, the intern must comply with directives given by the security officer. Interns who fail to comply with the random security inspection may have their access to the OCC building suspended, until compliance is rendered. Other consequences include, but are not limited to, removal from the HSSIP program.

**Preservation of property:** All persons entering in or on federal property are prohibited from

- improperly disposing of rubbish on property.
- willfully destroying or damaging property.
- stealing property (personal and/or government), to include OCC or bank data and/or intellectual property.
- creating any hazard on property to persons or things.

**Conformity with signs and directions:** Persons in and on OCC property must comply at all times with official signs of a prohibitory, regulatory, or directory nature and with the lawful direction of the Office of Security staff and other authorized individuals.

**Disturbances:** All persons entering in or on federal property are prohibited from loitering, exhibiting disorderly conduct, or exhibiting other conduct on property that creates loud or unusual noise or a nuisance.

**Narcotics and other drugs:** Except in cases where the drug is being used as prescribed for a patient by a licensed physician, all persons entering in or on federal property are prohibited from being under the influence of, using, or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

**Alcoholic beverages:** All persons entering in or on federal property are prohibited from being under the influence of or using alcoholic beverages.

**Explosives:** No person entering or while on OCC property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

**Nondiscrimination:** Federal agencies must not discriminate by segregation or otherwise against any person or persons because of race, creed, religion, age, sex, color, disability, or national

origin in furnishing, or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on the property.

**Penalties:** A person found guilty of violating any rule or regulation while on any property under the charge and control of the OCC may be fined under Title 18 of the United States Code, imprisoned for not more than 30 days, or both.

**Impact on other laws or regulations:** No rule or regulation in this section may be construed to nullify any other federal laws or regulations or any state and local laws and regulations applicable to any area in which the property is situated.

*Warning: Weapons Prohibited*

Federal law prohibits the possession of firearms or other dangerous weapons in federal facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

The consequences may differ depending on the severity of the incident and/or violation. The OCC does have the final decision on whether the intern may continue the program or be removed.

# Non-disclosure Agreement

## Conditional access to sensitive but unclassified information

I, \_\_\_\_\_, hereby consent to the terms in this Agreement in consideration of my being granted conditional access to certain United States Government documents or material containing sensitive but unclassified information.

I understand and agree to the following terms and conditions:

1. By granting conditional access to sensitive but unclassified information, the United States Government has placed special confidence and trust in me, and I am obligated to protect this information from unauthorized use or disclosure, in accordance with the terms of this Agreement.
2. As used in this Agreement, sensitive but unclassified information is any information, the loss, misuse, or unauthorized access to or unauthorized disclosure or modification of which could adversely affect the national interest or the conduct of Federal programs including information covered by 18 U.S.C. §§1905 and 1906, or the proprietary interests of national banks or their customers or the privacy to which individuals are entitled under Title 5 U.S.C. §552a, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy.
3. I am being granted conditional access contingent upon my execution of this Agreement for the sole purpose of work performed under the High School Scholars Internship Program (HSSIP). This approval will permit me conditional access to certain information, including but not limited to, documents, memoranda, reports and/or to attend meetings in which such information is discussed or otherwise made available to me. This Agreement will not allow me access to materials which the Office of the Comptroller of the Currency (OCC) has predetermined, in its sole discretion, is inappropriate for disclosure pursuant to this Agreement. This may include sensitive but unclassified information provided to the OCC by other agencies of the United States Government.
4. I will never divulge any sensitive but unclassified information which is provided to me pursuant to this Agreement to any person, unless I have been advised in writing by the OCC that the individual is authorized to receive it. Unless expressly authorized by the OCC, I will not use any sensitive but unclassified information for any commercial or other purpose other than that for which access to such information is provided under HSSIP. I agree that I must seek and obtain the prior written approval of the OCC for any proposed disclosure or use.

Additionally, I will submit to the OCC for security review, prior to any submission for publication, any book, article, column or other written work for general publication that

is based upon any knowledge I obtained during the course of my work on HSSIP in order for the OCC to ensure that no sensitive but unclassified information is disclosed.

5. I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of sensitive but unclassified information not consistent with the terms of this Agreement.
6. If I am permitted, at the sole discretion of the OCC, to review any official documents containing sensitive but unclassified information, such review will be conducted at a secure facility or under circumstances that will maintain the security protection of such material. I will not be permitted to and will not make any copies of documents or parts of documents to which conditional access is granted to me. Any notes taken during the course of such access will remain at the OCC to be placed in secure storage unless it is determined by OCC officials that the notes contain no sensitive but unclassified information. If I wish to have the notes released to me, OCC officials will review the notes for purposes of deleting any sensitive but unclassified information to create a redacted copy of the notes. If I do not wish a review of any notes that I make, those notes will remain sealed in secure storage at the OCC.
7. If I violate the terms and conditions of this Agreement, I understand that the unauthorized disclosure of sensitive but unclassified information could compromise the mission and security of the OCC.
8. If I violate the terms and conditions of this Agreement, such violation may result in the cancellation of my conditional access to sensitive but unclassified information. This may serve as a basis for denying me conditional access to OCC information, both classified and sensitive but unclassified, in the future. If I violate the terms and conditions of this Agreement, the United States may institute a civil action for damages or any other appropriate relief. The willful disclosure of information to which I have agreed therein not to divulge may constitute a criminal offense.
9. Unless and until I am provided a written release by the OCC from this Agreement or any portions of it, all conditions and obligations contained in this Agreement apply both during my period of conditional access, which shall terminate at the conclusion of my work on HSSIP and at all times thereafter.
10. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions shall remain in full force and effect.
11. I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting use or disclosure of information in breach of this Agreement.

12. By granting me conditional access to information in this context, the United States Government does not waive any statutory or common law evidentiary privileges or protections that it may assert in any administrative or court proceedings to protect any sensitive but unclassified information to which I have been given conditional access under the terms of this Agreement.
13. These restrictions are consistent with and do not supersede, conflict with , or otherwise alter the employee obligations, rights or liabilities created by Executive order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health and safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents), and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)). The definitions, requirements, obligations, rights, sanctions and liabilities created by the Executive Order and listed statutes are incorporated into this Agreement and are controlling.
14. My execution of this Agreement shall not nullify or affect in any manner any other secrecy or nondisclosure Agreement which I have executed or may execute with the United States Government.
15. I make this Agreement in good faith, without mental reservation or purpose of evasion.

# Acknowledgements

## **1. Acknowledgement of Receipt of Intern Handbook**

I hereby acknowledge receipt of the OCC HSSIP guide handbook. I understand and agree that it is my responsibility to read and comply with the policies in the guide and the OCC policies contained on OCCnet.

I understand that the guide and all other written and oral materials provided to me are intended for informational purposes only. Neither it, OCC practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the guide and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am a contract intern and that neither this document nor any other communication shall bind the OCC to employ me now or hereafter. I understand that no representative of the OCC has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

## **2. Acknowledgement of IT Protocols**

I hereby acknowledge the Information Technology protocols presented to me at orientation.

## **3. Acknowledgement of Nondisclosure Agreement**

I hereby acknowledge the Nondisclosure Agreement presented to me during orientation.

# Signatures

## 1. Acknowledgement of Receipt of Intern Handbook

---

Intern's printed name

---

Parent or guardian printed name

---

Intern's signature

---

Signature of parent or guardian

---

Date

---

Date

## 2. Acknowledgement of Information Technology Protocols

---

Intern's printed name

---

Parent or guardian printed name

---

Intern's signature

---

Signature of parent or guardian

---

Date

---

Date

## 3. Acknowledgement of Nondisclosure Agreement

---

Intern's printed name

---

Parent or guardian printed name

---

Intern's signature

---

Signature of parent or guardian

---

Date

---

Date

## APPENDIX A:

# Payroll Problem Resolution

If you have been paid incorrectly, do not panic or stop reporting to work. Just follow these steps:

**Step 1:** Double-check to see if there really is an error.

Some things might lead you to believe you have a pay problem, when your pay is accurate. Some common things that can cause confusion are the following:

- Forgetting about taxes. All interns have taxes withheld.
- Forgetting about days you were absent or forgetting to sign in and out each day. You will only be paid for hours that you actually worked and that were recorded.
- Forgetting that payday comes two weeks after the last day of the pay period. Please refer to the pay schedule to identify which weeks are included for each payday.

**Step 2:** If there is a dispute in hours worked or time recorded, do the following:

- Notify your OCC team lead as soon as possible to address the issue. Once the OCC team lead confirms the issue and reports it, you will receive your correct pay within 48–72 hours.
- If you and your OCC team lead disagree, call the DOES Support Center directly at (202) 698 3492 to report the pay problem to DOES staff.

The DOES office will investigate all reported pay disputes by contacting worksite supervisors to collect information, confirm hours, and determine the resolution. Supervisors must report payroll issues in the Time Management System (TMS). TMS is used to report instances in which interns have not received timely pay or believe they were paid less than the total hours worked. Once a pay dispute is confirmed by the supervisor, the DOES will resolve the pay issue within 48–72 hours.

# APPENDIX B:

# 2020 Marion S. Barry Summer Youth Employment Program Time Sheet

## 2020 Marion S. Barry Summer Youth Employment Program

### ROSTER AND ATTENDANCE RECORD

Week Ending:

WORK SITE #	HOST / WORK SITE / ADDRESS / PHONE #	SUPERVISOR		I certify that the below entries are true and accurate to the best of my knowledge and belief. Supervisor's Signature: _____											
Enter Participant Last Name, First Name		Last4 SSN: _____		Home Phone: _____		Mobile Phone: _____		Max. Hours: _____		Participant's Signature: _____		Supervisor Use ONLY		Total Hours	
In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____
Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours	
Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours	
Enter Participant Last Name, First Name		Last4 SSN: _____		Home Phone: _____		Mobile Phone: _____		Max. Hours: _____		Participant's Signature: _____		Supervisor Use ONLY		Total Hours	
In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____
Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours	
Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours	
Enter Participant Last Name, First Name		Last4 SSN: _____		Home Phone: _____		Mobile Phone: _____		Max. Hours: _____		Participant's Signature: _____		Supervisor Use ONLY		Total Hours	
In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____	In: _____	Out: _____
Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours		Daily Hours	
Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours		Supervisor Use ONLY - Daily Hours	

SAMPLE

CLICK HERE to download time sheet

## APPENDIX C:

# Headquarters Emergency Procedures

During work hours, the OCC may experience an emergency. Information for the different emergencies is listed below. Also, see OCCnet (the OCC's intranet) for more information or contact the OCC's Office of Security at (202) 649-6600.

### *Fire Evacuation*

Follow the Headquarters fire evacuation procedures by gathering your personal items, securing sensitive or classified material, and proceeding to the nearest stairwell to safely evacuate the building. Do not use the elevators. Report to your designated assembly area outside the building so that your supervisor can get accountability. (You will learn where your area is once you begin work.)

*Mid-Tier Evacuation System:* The OCC Headquarters building currently uses the Mid-Tier Evacuation System. This means alarms and strobe lights will activate on the affected floor, the floor above, and the floor below. These three floors must evacuate down the stairwells as directed by the evacuation monitors and/or the nearest stairwell. For example, if a fire is on the 5th floor, the alarms and strobe lights will activate on 4th, 5th, and 6th floors, signaling people on those floors to evacuate. The alarms will not activate on floors that are not affected, and people on those floors do not have to evacuate. However, those personnel should be prepared to evacuate if the situation progresses.

*Stairwells:* When the stairwell doors are properly closed, they can provide fire-rated protection that can hold back fire and extreme heat for 90 minutes. Once personnel have evacuated and the stairwell doors closed, the stairwells will pump positive air to keep smoke out.

### *Non-Fire Evacuation*

Personnel will be notified of a non-fire evacuation by the public announcement (PA) system, and/or directed by the Incident Management Team (IMT, a team of identified managers trained in emergencies). Reasons for a non-fire evacuation can range from suspicious package, bomb threat, power failure, hazardous material release, active shooter, and structure collapse.

### *Shelter-in-Place*

Shelter-in-place is a protective action taken inside the building to protect you from external hazards or threats (for example, weather, civil unrest/rioting, chemical release, controlled evacuation of the city) to minimize your chance of injury and provide the time to allow preparations for a safe evacuation. Shelter-in-place is not mandatory, but rather a highly recommended action to be taken for your safety. In some instances, five minutes may be given to personnel who wish to evacuate; however, evacuated personnel may not be able to enter the building again. If the building is on lockdown, personnel will not be allowed to enter or exit.

The OCC uses two different types of shelter-in-place methods: shelter up and shelter down.

- **Shelter up:** Notification to shelter up will come over the PA system as well as by other means of communication (email, text). Personnel are highly encouraged to go to a designated assembly area on the floor where they are located, taking their emergency preparedness kits (survival kit) with them if possible. If personnel are not on their designated floor, they should shelter-in-place on the floor they are on when the announcement is called. They should not go to another floor once a shelter-in-place is called unless directed to by the IMT or law enforcement. Once sheltered up, personnel should wait for further instructions provided by the IMT or law enforcement officials.
- **Shelter down:** Severe weather conditions may prompt the OCC to take protective measures to ensure safety of OCC personnel. A notification to shelter down will come over the PA system, as well as by other means of communication. Personnel are highly encouraged to immediately go to the closest stairwell and proceed to P1 or P2 (parking level), then gather adjacent to the green and red elevator vestibules and wait for further instructions provided by the IMT. If possible, and safe to do so, personnel are encouraged to bring their emergency preparedness kits.

### *Active Shooter Response—Building Lockdown*

OCC Headquarters will go on lockdown if there is an immediate active shooter threat. An active shooter, as defined by the Department of Homeland Security, is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” The threat of an active shooter will activate an announcement over the PA system, as well as by other means of communications. Personnel are highly recommended to seek cover (to possibly stop a bullet) and concealment (to hide behind) and create a barrier between them and the shooter. Barricade any exit or entry point with any available means, stay quiet, and make sure phones are on silent, not vibrate. If personnel are unable to make it to a safe room, they should find concealment (for example, under a desk). If personnel are approached by the shooter, they should fight and use maximum force (throw things, yell, tackle, and use improvised weapons). All personnel are encouraged to call 911, but only if they believe it is safe to do so and stay on the phone with dispatchers. Do not open the door or come out of cover and concealment until prompted to do so by law enforcement or first responders.

