



## NOAA WILLIAM M. LAPENTA INTERNSHIP



## STUDENT AND MENTOR MANUAL

# 1. Program Overview

**a. Legacy of Dr. William M. Lapenta.** Over his impressive career, Dr. William (Bill) Michael Lapenta was a champion for atmospheric sciences and supported the next generation of leaders in the field. After Bill passed away on September 30, 2019, the NOAA community came together to celebrate our friend and colleague.

Bill was the director of the National Centers for Environmental Prediction (NCEP) from 2013-2019. At the end of his tenure as NCEP director, he fulfilled a detail working as the Senior Earth Modeling Officer within the Office of the Under Secretary of Commerce, directly supporting Dr. Neil Jacobs, Assistant Secretary of Environmental Observation and Prediction at NOAA headquarters. At the time of his passing, Bill was moving into a new position as the director of the Office of Weather and Air Quality (OWAQ) a program within NOAA's Oceanic and Atmospheric Research (OAR) that works to transition world-class weather and air quality research to operations at NWS.

Bill's storied career took him from his graduate studies at Penn State, to the very top of NOAA, laying the groundwork for the future of community and environmental modeling and the Earth Prediction Innovation Center (EPIC). Along the way, he worked for NASA at the Marshall Space Flight Center in Huntsville, Alabama, was an adjunct professor at the University of Alabama where he taught Atmospheric Dynamics and Synoptic Meteorology, was the chief scientist at the NASA Short-term Prediction Research and Transition (SPoRT) Center, and worked at NASA Headquarters in the Earth System Science/Applied Sciences Division. Bill was also the deputy director, and then the acting director of the Environmental Modeling Center at NCEP before becoming NCEP director.

Bill's legacy includes his passion for mentorship and building the next generation of scientists and meteorologists. In 2017 he began the NCEP student intern program in College Park, Maryland, and by its third year, the program attracted more than 500 applications for just 13 available intern positions. As the program moved into its fourth year in 2020, the program was officially renamed **The William M. Lapenta NOAA Student Internship Program** in his honor. Since then, all of NOAA's Line Offices (LO) (OAR, NESDIS, NMFS, NOS) have joined, making the program a truly One NOAA effort. In addition, the Lapenta family has established a travel grant fund for students to help cover the costs of traveling to American Meteorological Society (AMS) conferences.

Dr. Lapenta left a lasting impression on many people. He was known for being a phenomenal mentor. Those who had the honor of being mentored by him spoke of how his guidance and leadership led them to expand their network and take risks that catapulted their careers to unforeseen heights. Bill had the keen ability to see the potential in his mentees that they could not see in themselves, which pushed them to reach their personal best.

Bill's passion and dedication within his role as the Director of NCEP was evident from the very beginning. He was the epitome of a leader within the atmospheric sciences community, possessing a wealth of knowledge, intellect, and tireless work ethic. He was eager to share his life story with students and encourage them to follow their own path with excitement and

passion. Bill always encouraged students to take calculated risks. Both the life and career advice that he passed onto them will be cherished.

Bill never shied away from being candid with the interns in the program. He spoke to them about the challenges of balancing work and life, as well as the importance of self-care which students found refreshing and valuable. It's challenging to encapsulate the impact he had on young professionals. His dedication to encouraging and guiding young people entering the field was truly profound. Bill gave many talks about building your network and navigating through personal career paths. He always ended his talks with "you're all now a part of my network." If you were ever doubting your abilities or lacking self-confidence Bill would make his mentees understand in order to reach your goals you must get comfortable with being uncomfortable. Dr. Lapenta was a stellar leader, visionary and mentor. He will be truly missed.

**b. Program Details.** Internships are full time for a 10 week period between early June and mid-August. In person attendees typically arrive 2 days before the first day, which will consist of an icebreaker and orientation conducted by Lapenta staff. The Lapenta internship is not a Pathways Federal internship and will not count towards career tenure in the Federal government.

Each student will be mentored by one or more scientists at a NOAA facility. Participating line offices include: National Weather Service (NWS), Office of Oceanic and Atmospheric Research (OAR), the National Environmental Satellite, Data, and Information Service (NESDIS), National Ocean Service (NOS), and National Marine Fisheries Service (NMFS). The Office of Marine and Aviation Operations (OMAO) also participates. Please note that we cannot guarantee the availability of an internship opportunity at each facility on an annual basis.

Participants may be involved in projects such as:

- Improving the understanding of forecasting problems
- Addressing critical aspects of operational model development
- Creating new data analysis techniques with wide application and usefulness in operational forecasting
- Development of improved forecast tools (including those that use GIS)
- Coding and testing of data visualization systems (using Python and other coding mechanisms)
- Improving air quality and dispersion models and analysis tools

- Incorporation of social science to communicate forecast uncertainty and enhance IDSS
- Improving understanding of ocean-atmosphere interactions via modeling or analysis
- Developing and fostering decision support and communications on urban heat and air quality
- Establishing new science and technology to convert raw satellite data into critical information for strategic decision-makers
- Supporting evaluation and testing of ocean models
- Developing NOS 3D Operational Forecast Systems on NOS Cloud Sandbox
- Assessing and Improving the Integration of Earth System Models and Datasets for Ecosystem-based Fisheries Management
- Behavioral Responses of Sperm Whales to Noise
- Exploring Software Defined Radio (SDR) for Satellite Remote Sensing Applications
- Development of Tool to Assess the Benefits and Cost-Effectiveness of the Earth-observing System Portfolio
- Statistical Comparison of Probabilistic Information on Forecast Operations
- Analysis of NWS Atmospheric Model Planetary Boundary Layer Processes
- Climatology of the Eastern Pacific Non-Tropical Marine Warnings
- Expanding the Steps to Accelerating Community Climate Action
- Applied, Interdisciplinary Research and Engagement to Advance Equitable Climate Adaptation
- Compare Sairdrone Observations with Data from Satellites, Numerical Models, and Other Uncrewed Robotic Platforms

In addition to their project, participants attend lectures, participate in workshops to build skills and knowledge relevant to the job, and then complete an oral presentation on their results at the end of the internship.). Interns will have numerous opportunities to meet with NOAA and non-NOAA scientists, managers and leaders, as well as other interns (NASA for one).

What we provide:

- Internship stipend (\$6000)
- Furnished housing
- Travel to and from the internship site paid by the Internship
- Parking allowance at the housing location (within walking distance)
- Payment of abstract fee for conference such as AMS, AGU
- ID cards
- Subsidies for use of public transportation to/from dorms to work site up to a maximum of \$200. Public transportation does not include rideshares such as uber/lyft, taxis, scooter/bike rentals.
- Upon completion, each intern will receive a certificate for Corp Conservation Act Direct Hiring Authority (CCA DHA)

**c. Eligibility.** Students must be:

- enrolled in an undergraduate (sophomore and junior status only) or graduate degree program. It must be noted that the applicant must be enrolled during the internship itself or risk being ineligible for the Direct Hire program. This takes into account anyone graduating before the internship begins.
- a U.S. Citizen willing to undergo a security background check. US citizenship must be in hand by the last day of application period preceding Lapenta internship.

Students from all STEM majors, as well as other majors relevant to NOAA's mission, such as social science, economics, communications, government or policy, will be considered

NOAA's Diversity and Inclusion Strategic Plan states that:

“NOAA’s unique mission of science, service, and stewardship demands a diverse workforce to reflect, understand, and respond to the varied communities and stakeholders we serve. Equally important is an inclusive work environment that drives employee and organizational performance. NOAA recognizes that a sustained commitment to strengthening diversity and inclusion is critical to enable a future where societies and the world’s ecosystems reinforce each other and are mutually resilient in the face of sudden and prolonged change.”

Members of groups underrepresented in the sciences including African Americans, Hispanic Americans, Native Americans, Alaska Natives, and Pacific Islanders, and LGBTQ+ persons, those with disabilities, veterans, first-generation college students, and economically disadvantaged students are strongly encouraged to apply.

## 2. Process Preceding Intern Application Period.

**a. Call for Mentors.** Immediately after the end of the internship for each summer, the Lapenta staff will develop a survey form that will prompt employees from each LO to submit project ideas for the following summer. This form will be emailed out from each AA to employees within their respective LO. The time period for developing the proposals will last about 3-4 weeks with the deadline occurring about 7-10 days before the application period commences. This will allow time for Lapenta staff to insert projects into the application system for prospective applicants to view and select from.

**b. Assistance/Advice for Mentors.** During the time period preceding the application period, mentors are welcome to contact the Lapenta staff (via email [lapenta.internships@noaa.gov](mailto:lapenta.internships@noaa.gov)) or the visit the Lapenta web page <https://vlab.noaa.gov/web/lapenta-internship-program/home>. The internship is open to all STEM and other majors related to NOAA's mission. The program takes DEIA very seriously, per NOAA's Strategic Plan, and strongly seeks an intern class which represents the diversity of America. Mentors need to have a very good sense of what coding is needed for the projects they propose, but also need to keep in mind that the internship is a learning opportunity for interns (Dr. Lapenta always wanted to have interns get their fingers dirty and be "comfortable with the uncomfortable"). Descriptions should be detailed but general so that the mentors can work out milestones that can be accomplished over a 10 week period.

## 3. Application Process and Selection.

### a. Application Procedures

The application period for the summer Lapenta Internship will be open from typically October 1 of the previous year and will close in the second week of December.

- a) Applicants register for an account on the NOAA Smartsheets system (link on VLAB site).
- b) Prepare the following for submission
  - a. A personal statement (see guidance below)
  - b. Curriculum Vitae (CV)
  - c. A transcript (unofficial is sufficient) from your institution. Graduate students should include both their graduate and undergraduate transcripts.
- c) Two letters of recommendation are required to be submitted on your behalf. At least one reference must be from a professor or academic advisor. The second reference may also be an academic reference or a character reference that can speak to your capabilities and interests as they relate to the internship; references cannot be from a family member. Applicants are responsible for checking your application status online to ensure both letters have been submitted. Please keep in mind that the recommendation letters should be requested well before the deadline (early December) to allow time for processing; your professors will be busy with end of term exams and grades and then the holiday season comes.
- d) Please note that you must SUBMIT the application by the deadline, even if you are still awaiting the recommendation letters.**
- e) If you have any questions about the application process please contact Lapenta team at [lapenta.internships@noaa.gov](mailto:lapenta.internships@noaa.gov) or the contacts on this page <https://vlab.noaa.gov/web/lapenta-internship-program/home>.
- f) There will be FAQ sessions for the internship (about 1.5 hours each) where Lapenta staff will answer questions from applicants. These will be posted on the Lapenta program home page with Google Meet links. Individual universities and colleges can request one hour overview sessions by contacting the Lapenta staff at [lapenta.internships@noaa.gov](mailto:lapenta.internships@noaa.gov).

#### Instructions for crafting the personal statement:

The personal statement is a critical component of your application and should address the components below. You are welcome to add other details as you wish, but the main point of the essay is to tell the applicant's story as to how they connect to NOAA in the future. The length should be at least 2-3 pages (double-spaced, font size 12, text type Arial, Calibri or Times New Roman); essays should not exceed 4 pages. Please do not hesitate to contact us as the essay makes up 35% of the entire review.

1. Describe your educational path and how you got there.
2. What are your career goals and how do they relate to NOAA's mission? This is the most critical component of your statement but there are many ways to answer this question. You do not need to aspire to work at NOAA nor do you need to have your career path

fully planned at this point, but the linkage between what NOAA does and where you want to go professionally should be clear.

3. What do you expect to get out of the internship?
4. What strengths, experiences, characteristics etc makes you unique?
5. Describe any significant challenges you faced (optional)

## **b. Process after Application Period (up to Selection)**

Once the applications are received, they will be reviewed by the Lapenta staff for a two week period and then organized for submission to mentors and their staff based on your preferences logged in the application system. You will hear from us as to whether or not your application has been forwarded onto the mentors. The mentors will be given 3-4 weeks to look over applications and decide on the top five candidates, with possibly 2-3 extra. The deadline for mentors to submit lists to the program will be around the middle of January. The Lapenta staff will then work with the mentors to set up interviews for the next week and then selections will be made by the beginning of February.

All applicants should ensure that they check their email accounts and phones regularly as we will be contacting you if needed. You may have to make quick decisions with reference to projects as you may get picked for more than one. You will have about 24-48 hours to decide on acceptance and **please keep in mind that verbal acceptance is as valid as written acceptance**. We realize that you have other opportunities to choose from but we cannot wait too long for a decision.

Once intern(s) are selected for respective projects (there can be more than one for some projects), the Lapenta staff will collect signed Terms of Internship to make sure responsibilities for the internship are understood.

## **c. Selection and Notification of Those Not Selected.**

Once the Terms of Internship are received and documented you will officially become Lapenta interns, ready to start the security process and getting more familiar with mentors and projects. This will happen right around the middle of February. You will also be working with our contractor (JRD & Associates) to arrange for housing and travel to/from your project location (if in person) and preparation for all interns regarding stipend distribution will also commence. All interns will need to be able to respond quickly to all requests as any delays could cause problems when internship begins in early June.

Those whose applications were not selected for a project will be notified. We realize that you put in a lot of time and effort into your application, and respect that very much. We can work with individual applicants to determine what they need to do to improve applications for next year.



## 4. After Selection and Processing for Internship.

### a. Security Paperwork to be Completed by Intern.

One of the first things you will need to do as a new intern is to get your fingerprints processed.

**Step #1 (Get Your Fingerprints Done):** We will send the fingerprint cards to you at the addresses you provide. They should arrive in the next 4-5 business days, 8-9 days overseas. Fingerprint cards (2 copies) will be provided for this purpose, along with a UPS label to return them.

You can go to any place that does fingerprinting such as a local police station or an office that processes passports. This link for National Background Information (<https://www.nbinformation.com/locations/>) will also help you with finding fingerprint services. If you are in a foreign country, please proceed to a nearby US Embassy. You may need to explain that these are for federal employment, NOT for the FBI. Make sure that the top of your fingerprint cards are totally filled out. Please get your fingerprinting completed **As Soon As Possible** so that there is no delay in your security processing!

Note that some locations may charge a fee for this service, which is not covered by the Lapenta program.

Poor quality prints may need to be redone. Please do not try to print your own fingerprints using an inkpad. These will not be accepted.

**Step #2 (Process Declaration of Federal Employment):** Once you complete your fingerprints, send the cards back to the Lapenta staff (a designated representative will be assigned) using the self-addressed UPS label included in the envelope with the fingerprint cards. A representative of your host lab/office will be sending you a security form via a secure site called kiteworks (used for processing personal information that is sensitive via encryption). Please complete this form, form OF-306, and send a colored copy of an ID such as that from a passport or driver's license to us using kiteworks. Make sure you have Form 306 (Declaration of Federal Employment) and **BOTH** fingerprint cards filled-in and completed.

Your host lab/office will initiate a background investigation whereby you will need to answer questions regarding former addresses, relationships, etc. You will need to be honest in your answers and be careful with making sure first and last names match. Any discrepancies can cause delays.

**Step #3 (Send Picture for NOAA Badge):** For your NOAA badge, email us a picture of yourself facing forward with a white background in color for your temporary badge. A selfie is fine. Your mentor will be working on your ID card which could be a NOAA (non-CAC) badge (used only for entry into the building where you will work). It could also be a PIV-I (Personal Identity Verification-Interoperable) card (less than 180 days access) or a Common Access Card (CAC) (both will enable access to facilities as well, but PIV-I is most likely;

eventually PIV-I cards will enable access to HPC devices and waivers will be requested for use of CACs in certain cases). Your mentor will determine which is necessary. The mentor will also work with your line office representative to obtain your NOAA email address and VPN access.

If you have any questions, please don't hesitate to contact us at [lapenta.internships@noaa.gov](mailto:lapenta.internships@noaa.gov), or the designated security rep. The goal is to get your access card and NOAA Google account ready by at least a week before you begin the internship.

## **b. Security Paperwork to be Initiated by Mentor and NOAA Line Office. Interns will be Responsible for Filling Out Forms and Completing Packets Quickly.**

The mentors will have already defined the access requirements (working with their IT professional) for their projects which will determine whether their intern will need a NOAA badge or PIV-I card (normal SAC (Special Agreement Check) level) or CAC card (Tier 1 access). The LO reps on the Lapenta staff will need to designate one person in their LO to initiate eAPP requests; this person will communicate with the security representative on the Lapenta staff to ensure a smooth process from about mid-March to mid-May. NBIS eApp (electronic application) and NBIS Agency are the new entry points for background investigation applications and are replacing eQIP as the system for initiating investigations. eApp contains the investigative Standard Forms (SF) federal applicants and employees use to input information required to process their personnel background investigation.

Forms needed for the SAC investigation include OF-306 (Declaration of Federal Employment), DD1172 (Application for Identification Card) and OSY cover sheet. An OSY cover sheet, OF-306, Position Designation Record, Resume, CD-591, SF-85 (eAPP invite) are needed for the Tier 1 clearance.

**Step 1:** Each LO will need to ensure that eAPP investigations are initiated for each one of the interns in their LO. This will be accomplished via a Position Designation Record (PDR) and attached SF85. Funding for the investigation will be via Lapenta account. Each intern would get an eAPP invite via SF-85 form, upload packet to eAPP, eAPP would validate need, and applicant would complete eAPP. The main concerns on the part of the mentor and respective LO will be delays in getting information from the interns in an accurate and timely manner. The investigations should not take more than 4-5 weeks. The intern will need to jump on requested items quickly to prevent delays with access to systems at the beginning of June.

**Step 2:** Once the intern is cleared by the NOAA Security office, the LO handling the intern can quickly request NOAA email accounts, VPN accounts, and establish access relevant to Tier 1 access.

## **c. Housing, Travel and Stipend Processing (Interns).**

Most of the arrangements associated with housing, travel to and from their internship location, and processing of stipends will be taken care of by JRD & Associates. The Lapenta staff will work with JRD on this just in case difficulties arise.

1. **Arrangement of Arrival and Departure.** JRD and the Lapenta Staff will closely monitor and coordinate the dates that interns arrive and depart their locations. Under no circumstances should the mentor and intern discuss changes to these dates without getting approval of the Lapenta staff and JRD. Changes could lead to airline ticket changes, loss of money due to changes in housing dates, etc.
2. **Housing.** JRD will do everything they can to find housing for all interns. This housing could be college apartments, housing found through a realtor or hotel lodging (e.g., Extended Stay). The intern will likely be asked to sign terms of agreement for housing (which needs to be done promptly). Safety, commute, ease of access to stores and restaurants/cafes, as well as parking will all be considered. Only service animals are permitted in housing (does not include emotional support animals); other family members are not permitted. Once housing dates are set, approval will be needed to change them. Contracts/leases are signed off by the government and funds will have been programmed for locations within a certain time period. If the intern is within 50 miles of the project location, it will be hard to justify housing but it is permitted.
3. **Travel:** JRD will arrange for travel to and from the intern's location whether it be their permanent home or college location and interns may travel by plane, train, bus or their own personal vehicle depending on their situation. Once JRD arranges for the flights (to and from project location) they will be considered ticketed and final; any changes to the flights will result in \$300 deduction from the last stipend. Interns will be reimbursed for roundtrip travel to/from the project location using their personal car, up to the amount of equivalent airfare (city to city). If the intern plans to have a car at the project location, they should talk with JRD about parking and payment options to park their car at their housing location. For some locations, the intern will be able to park at the government work site for free.
4. **Parking/Commute Prep:** The Lapenta staff, the mentor and JRD will work with all interns on parking and commuting pre-processing and awareness. The program only pays for parking within walking distance of housing provided. For DC area interns, cars will be parked at the National Climate and Weather Prediction Center (NCWCP) since parking will be limited near housing. Parking at other locations will be ironed out well before the intern arrives. Most locations will have bus or subway service (public transportation subsidy is \$200). Mentors will work with Lapenta staff to ensure the safety and security of interns as well as the need for cars given distance between housing and project office and access to public transportation.

#### **d. Interactions between Mentor and Intern.**

As soon as the intern sends in their written confirmation (signed terms and conditions), discussions between mentor and intern can begin. This can be as early as late Feb, about 3 months before internship begins. The mentor (and their staff) and the intern are encouraged to get to know each other early on, develop and iron out project milestones and expectations, and tackle any potential roadblocks such as training needs, access to resources, and anything that could prevent success during the 10 week internship.

#### **e. Mentor Definition of Resources, Training and Travel.**

Each mentor will need to inform the Lapenta staff of the need for a laptop which the host office will provide. Any needs for CAC/PIV readers will need to be ironed out and Lapenta staff can send them to interns. Conversations between mentors and interns will reveal any needed training (COMET modules, LO-specific training, etc) that the intern may need for the beginning of internship. Mentor can define travel needed for the intern during the internship, but that travel will need to be funded by the mentor's office or their LO (Lapenta funds do not cover this).

**f. Mentor and Intern Q&A Sessions.** Before the internship begins, there will be two mentor Q&A sessions to resolve any challenges for the internship, whether they be security, VPN access, NOAA email/Google accounts, etc. There will also be at least two intern Q&A sessions between about May 15 and the beginning of the internship.

## **5. Actual Internship.**

### **a. Travel to Location/Getting to Know Area.**

JRD & Associates will work with you on travel to your internship location. Please document all luggage/travel expenses for air travel. You will need to coordinate proper paperwork with JRD within at least 1 week after getting to your location. JRD will provide check-in instructions for your housing move-in day to ensure the process goes smoothly. You will likely have time (about 2-3 days) to get familiar with the area. Always be aware of your surroundings and please travel with other interns or family for safety reasons.

### **b. Icebreaker/Orientation.**

On the first Monday of June an Icebreaker and Orientation session will be scheduled for all Lapenta interns. Those in the Washington DC area will attend the session in person at the National Center for Weather and Climate Prediction (NCWCP) in College Park, Maryland (a map is provided in appendices). Those in locations outside of the National Capital Region will attend via Google Meet (you should see the invite on your NOAA calendar as early as 2-3 weeks beforehand). There will be a chance for refreshments and networking with NOAA employees for the interns at NCWCP and it is encouraged that similar pre-icebreaker engagements occur at other locations like Boulder, Miami, Seattle, etc. At the Icebreaker, which will start around 10 am EDT, Line Office leaders will speak to the importance of the Lapenta Internship. Interns will be introduced by their Lapenta LO rep and should be ready to state why they chose the Lapenta internship. The overall Icebreaker will last about 90-110 minutes and should end just before noon. Everyone will take a lunch break and interns will meet with Lapenta staff and JRD after lunch to discuss the logistics of the internship (some of which will be discussed in this manual). The Lapenta staff will have card processing personnel on site at NCWCP to process NOAA badges and CAC cards.

### **c. Work Procedures and Expectations.**

Many of you will have already discussed the milestones of your project with your mentor(s). Interns will be expected to work Monday thru Friday, 8 hours per day, 40 hours per week. There can be exceptions to this but interns must make sure that mentors are aware of when they are available. Specific hours can be arranged between the intern and the mentor. Any absence of 1-2 weeks must be known to the mentors and the Lapenta staff. There have been cases in the past where interns have had to go on research trips with universities or where they have to delay their internship due to periods of university terms. Please avoid any conflicts with family vacations; they can be over holiday weekends but a week or more will not be acceptable. You will not need to log your hours on any system but you should keep track of them in a log book or on your NOAA calendar that would be visible to NOAA staff and mentors. There will be holidays during the internship, namely Juneteenth National Independence Day (third Monday in June) and the Fourth of July. Your mentors and the Lapenta staff will be off duty on these days and you can catch up with work (prior agreement with mentors) or take it easy with your fellow

scholars/interns (generally all employees are not expected to work on Federal holidays and access to Federal facilities will be limited). Finally, keep in mind that occasionally the Office of Personnel Management will send out advisories regarding severe weather (most likely thunderstorms or heavy rain with flooding concerns) and this may impact your ability to work in a Federal facility or commuting back and forth to work. Interns will not be expected to work during a Federal holiday nor can they access a Federal facility without prior agreement with their mentor.

#### **d. Dress Code.**

As you will find out during the internship, proper dress standards will be more strict in a government setting than on college campuses or outside in public. You will be interacting with government employees who will be wearing professional business clothing such as button down shirts and dress slacks for men and work attire for women such as office appropriate dresses and suits with and without jackets. Ideally, you should wear dress shoes and avoid sneakers and flip flops as much as possible (sneakers can be worn for comfort during long commutes, but open-toe shoes are a safety hazard). Wearing open toed footwear or shirts exposing the belly are not appropriate. You should also be wary of what you wear while appearing on camera online; you should think of this as equivalent to being in person. When presenting online or in person or visiting with NOAA leadership, you will need to wear office style clothing (business dress is appropriate, inclusive of button down shirt (tie optional) and slacks for men and similar attire for women).

<https://www.opm.gov/frequently-asked-questions/internships-faq/current-interns/what-should-i-wear-to-work/>



**Awareness.**

All interns will take a short course on IT Security Awareness Training in order to get full access to their new NOAA accounts. The items brought up in that training must be taken seriously to include being aware of surroundings, locking computer when away from desk or at dorm, securing NOAA badge/CAC card in a safe place, being careful with sending out documents with sensitive information/data, etc. Interns may also be working with data which is proprietary and should not be displayed beyond government boundaries. Any sharing of data or documents outside of NOAA should be discussed with your mentor or with Lapenta staff.

## **f. Stipends.**

Interns will receive stipend amounts of one-fifth the entire amount (\$6,000) every two weeks with the first payment sent via direct deposit at the end of the second week (about mid-June) and last payment sent at end of internship (pending any deductions related to housing checkout). You have to attend for the entire ten weeks to obtain the full stipend payment (any deviations to schedule have to be known in advance to Lapenta staff and mentors). JRD is managing the payments after collecting appropriate information in a secure manner. Interns will need to check with tax specialists for reporting of stipends for the year they attend as the Lapenta program is not responsible for Form 1099 statements.

## **g. Attendance at Conferences/Meetings and Project Travel.**

Interns are permitted to attend meetings and conferences during the internship; however, the funding for these trips must be provided by the mentor or their LO. Mentors can also arrange travel (either for virtual interns to get to mentor office or for in person interns doing field work or studies in off site locations). All travel apart from JRD-arranged travel must be coordinated with Lapenta staff at least 3-4 weeks in advance (including travel that goes beyond internship/housing dates); this travel is NOT funded by Lapenta program. The Lapenta program will pay for the abstracts to be submitted to annual conferences such as the American Meteorological Society (AMS) meeting and Annual Geophysical Union (AGU) meeting; abstract submission can be for meetings outside of AMS and AGU as determined by agreement between mentor and intern on an individual basis. Abstracts are normally due at some point in August for meetings/gatherings in the following calendar year. The Lapenta program does not fund the travel, lodging, registration or other items with these conferences.

## **h. Professional Training and Seminars.**

During the course of the internship, NWS OCLO will host MBTI and Strengthsfinder (or equivalent) book training. Each of these sessions will be about 3 hours and attendance is required (stipend deduction of \$100 each if missed). In addition, the leaders (including invited ECPs) of NOAA offices, centers and labs will offer 45 minute overviews of their specific

missions, work and milestones, normally at noon and 3 pm EDT. Attendance is highly encouraged for these seminars as interns will learn about various aspects of NOAA's diverse portfolio; there will be some seminars as well led by private industry, employees teaching workplace skills for scientists and engineers, and by professional associations like AMS, NWA and UCAR/NCAR. During the middle of the internship, the NOAA administrator will speak to the interns for one afternoon.

## **i. Help with IT or Computers.**

Inevitably there will be moments when an intern cannot gain access to NOAA email or has problems with Google folders. For any problems with NOAA accounts, inclusive of logging in, or provided laptops, please contact the NSDesk ([nsdesk@noaa.gov](mailto:nsdesk@noaa.gov) or phone 855-NSDESK1) and an IT expert will help you with any issues. For NCEP-related issues, such as access to R&D devices, VPN issues, and who to contact for access to data, please call 301-683-3860 (NCO desk) or discuss with mentors.





## **j. Final Presentation Workshop.**

During the last two weeks of the internship, interns will be given the chance to present their work to an audience of their peers, mentors and NOAA employees. This workshop will be conducted in person at the NCWCP auditorium in College Park MD with online connections to interns across the country; some of the online interns may appear in groups at their NOAA offices. Housing limitations will likely prompt the in person workshop more than 1 week before the last day of internship; interns will be offered a chance to present online during the last week after traveling back home or school. Presentations will be 12-14 minutes with at least 3-5 minutes for questions, in PPT or PDF format, submitted to Lapenta staff at least 1 week before the workshop or when an intern is scheduled to present (whichever is later). Interns will need to inform mentors and Lapenta staff of any limitations due to being out of town, away from the internet, etc. so that scheduling can be smooth and ready for printing. Interns will submit an executive summary (can use abstract) of presentation which will be included in the workshop manual (along with bio and picture).

## **k. Return of Badges and Laptops.**

Interns presenting in person at the final presentation workshop will hand in their badges and CAC cards to the Lapenta staff at the end of the workshop (or just before they depart the DC area). Interns at other locations need to hand in cards or badges to mentors. Laptops should be turned into mentors or Lapenta staff at pre-scheduled times; they will be then turned into IT staff at the LO that hosted the intern.

## **l. Out Processing with JRD.**

All interns that are in housing arranged by JRD will ensure their apartments are ready for checkout before traveling back home. Interns will need to send JRD receipts after travel and process all paperwork required by the Lapenta program.

# **6. Post Internship.**

## **a. Processing of Completion and CCA Certificates.**

The Lapenta staff will send out completion certificates (signed by NOAA leadership) to all interns (UPS) other than the ones given in person on the last day of the workshop; all interns should get them by end of August. The CCA (Direct Hire) certificates will be sent out by email to intern personal email addresses.

## **b. Networking and Connections.**

All Lapenta alumni should keep in contact with Lapenta staff and respective mentor(s) as job opportunities could arise at any time after they graduate from school. Personal email addresses, as opposed to university email addresses (expire), should be used. Alumni should also update Lapenta staff with any noteworthy items such as new positions, graduate school, etc.