

OPM 99-27

To: All Appointing Authorities

From: Oscar B. Jackson, Jr., Administrator
and Cabinet Secretary of Human Resources

Date: April 20, 1999

In re: Carl Albert Public Internship Program

One of the outstanding programs administered by the Oklahoma Office of Personnel Management is the Carl Albert Public Internship Program (CAPIP), which consists of paid Internships for both graduate and undergraduate students.

In the nine years since the first Interns were appointed, over 45 executive branch agencies, the state Senate and House of Representatives, and the Oklahoma State Regents for Higher Education have used CAPIP for a variety of reasons:

- ☺ Agencies often are unable to find applicants on the register who meet their specific needs. Students hired as Interns through CAPIP represent the best and the brightest Oklahoma's colleges and universities have to offer, possessing cutting-edge knowledge, skills, and abilities in a wide variety of disciplines.
- ☺ Because of the statewide hiring freeze, which has been in effect for nearly 10 years, agencies often need to "do more with less" by hiring one employee to perform a wide variety of tasks that would not be encompassed in a single classified job description. CAPIP gives agencies the flexibility to accomplish this. The only restriction is that agencies must pay Interns commensurate with the duties and responsibilities they are assigned.
- ☺ CAPIP may assist state agencies in attaining their Affirmative Action employment objectives because agencies are not bound by the "Rule of 10" and other recruitment restrictions.
- ☺ State agencies interested in participating in CAPIP select, appoint, and pay eligible applicants. Undergraduates are employed for one or two academic semesters or 999 hours. Executive Fellows (graduate) Interns may be employed for up to two years, and those who successfully complete a two-year internship are eligible for appointment to a position in the classified or unclassified state service.

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- ☺ Interns do not count against an agency's FTE limit.
- ☺ Interns hired through CAPIP are unclassified or "at will" employees. Thus, CAPIP provides agencies with the opportunity to evaluate potential employees for a significant period of time before offering them permanent employment.

Both Higher Education and state government have been well-served by the Carl Albert Public Internship Program. CAPIP has provided many of the state's college and university students the opportunity to gain valuable experience in the state government workplace, as well as insight into the difficulties and complexities of providing important and, in some cases, critical services to over three million Oklahomans.

I have enclosed a packet of materials which describe CAPIP in greater detail. I encourage you to make use of this fine Program and to contact Dayna R. Petete, Assistant Administrator for Special Projects and CAPIP Coordinator, at (405) 521-6293, if you or your staff have any questions.

Enclosure