



Operation Warfighter (OWF) Placement Form

Introduction

This document captures critical information about each internship placement. The federal agency's internship supervisor must review and complete this document before the internship begins. Once completed, the supervisor and the recovering Service member (RSM) intern must digitally sign this form to confirm the information's accuracy and acknowledge the terms and conditions. The signed document must then be emailed to the OWF Regional Coordinator (RC).

Part A – Recovering Service member information

Name

Rank

Mobile Phone

Email

Part B – Federal Agency Information

Supervisor's Name

Telephone

Email

Agency

Office

Work Address

Part C – Responsibilities

The intern's responsibilities under this agreement are to:

- Perform the duties listed in the Intern Development Plan (IDP).
- Adhere to all agency standards and policies, including those related to conduct, safety, integrity, and record management.

The federal agency's internship supervisor's responsibilities under this agreement are to:

- Provide a suitable workspace and necessary equipment for the intern.





- Assign relevant duties and provide sufficient guidance to help the intern succeed and positively contribute to the agency’s mission.
- Collaborate with the intern to create an IDP and meet to review progress after the first 30 days.
- Provide a final record of achievement at the end of the internship, documenting completed tasks, goals, training, certifications, skills, and other quantifiable data.

Part D – Duties & Internship Schedule

The intern will perform the duties outlined in the IDP according to the proposed schedule. The federal agency’s internship program supervisor understands this schedule must remain flexible to accommodate the intern’s medical treatment, rehabilitation, and military requirements. Under no circumstances will internship assignments interfere with medical care or adversely affect the intern’s well-being.

Projected Work Schedule (days and hours per week)

Monday		Tuesday		Wednesday		Thursday		Friday	
From:	To:	From:	To:	From:	To:	From:	To:	From:	To:

Intern Start Date

Projected End Date

Duty Description

Part E – Terms and Conditions

The RSM intern and the agency’s internship program supervisor acknowledge and agree to the following:

- **Compensation & Hours:** The intern will not receive pay or benefits from the hosting federal agency. The intern will not work nights, holidays or overtime, nor will they earn leave from the federal agency.
- **Purpose & Employment:** This internship provides training and vocational experience to assist in the transition and rehabilitation process. This agreement does not guarantee future employment with the agency.
- **Security & Clearance:** The intern will undergo an appropriate background investigation prior to placement, if required by the agency.
- **Conduct:** The intern will follow all organizational rules regarding conduct, safety, integrity, and record management.
- **Termination:** The internship may only be terminated after a discussion between the OWF RC and the federal agency’s internship supervisor.





Part F - Signatures

The signatures below validate the voluntary participation of the OWF program.

RSM Signature

Date

Federal Agency's

Date

Internship Supervisor

OWF Regional Coordinator Signature

Date

