

## **J02D Position #1: Data Governance & Policy Intern - J02D-G**

**Position Description:** The Data Governance & Policy Intern will play a critical role in supporting the INDOPACOM Chief Data Office (CDO) by contributing to the development and implementation of data governance policies and frameworks. This intern will assist in researching best practices, analyzing existing policies, and drafting recommendations to improve data quality, security, and accessibility. This role requires strong analytical skills, excellent writing and communication abilities, and the ability to work independently and as part of a team.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Foundational Training:**
  - Familiarization with INDOPACOM CDO organization, processes, and systems.
  - Training on data governance principles, data quality standards, and relevant DoD policies.
  - Shadowing experienced personnel in data governance and policy development.
  - Introduction to INDOPACOM's data landscape and key data sources.
  - Familiarization with relevant DoD directives and instructions.
- **Weeks 4-6: Research & Analysis – Data Governance Landscape:**
  - Conduct research on DoD data governance frameworks and compliance policies.
  - Engage with internal stakeholders to assess current governance challenges and opportunities.
  - Assist in documenting current data governance processes and identifying areas for improvement.
  - Contribute to the development of a preliminary assessment of INDOPACOM's data governance maturity.
- **Weeks 7-9: Policy Development & Documentation:**
  - Assist in drafting policy recommendations and strategic frameworks to support data-driven decision-making.
  - Research and analyze best practices in data governance and policy development.
  - Contribute to the creation of data governance documentation, including policies, procedures, and guidelines
- **Weeks 10-13: Final Briefing Preparation & Deliverable Development:**
  - Assist in preparing the final leadership briefing on data governance initiatives.
  - Contribute to the development of the Executive Summary and Policy Briefing Report.
  - Refine policy recommendations based on feedback from stakeholders.
  - Support the final delivery of the leadership briefing to senior INDOPACOM officials.

## **J02D Position #2: AI/Data Use Case Program Manager Intern – J02D-D**

**Position Description:** The AI/Data Use Case Program Manager Intern will play a critical role in supporting the INDOPACOM Chief Data Office (CDO) by assisting in the management and tracking of AI and data-driven projects. This intern will support stakeholder engagement, monitor project progress, and contribute to the development of reports and presentations. This role requires strong organizational skills, excellent communication abilities, and the ability to work independently and as part of a team.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Foundational Training:**
  - Familiarization with INDOPACOM CDO organization, processes, and systems.
  - Training on project management methodologies and tools.
  - Shadowing experienced personnel in AI/data program management.
  - Introduction to INDOPACOM's AI/data use case portfolio.
- **Weeks 4-6: Use Case Tracking & Stakeholder Engagement:**
  - Assist in tracking the progress of AI/data use case projects.
  - Support stakeholder engagement by scheduling meetings, preparing agendas, and documenting action items.
  - Maintain a centralized repository of project documentation and status updates.
- **Weeks 7-9: Data Analysis & Reporting:**
  - Collect and analyze data on project performance and key metrics.
  - Assist in developing visualizations and reports to communicate project status to stakeholders.
  - Identify potential roadblocks and risks to project success.
- **Weeks 10-13: Final Briefing Preparation & Deliverable Development:**
  - Assist in preparing the final leadership briefing on AI/data use case initiatives.
  - Contribute to the development of the Executive Summary and Presentation Slides.
  - Conduct benchmarking against best practices in AI/data program management.
  - Support the final delivery of the leadership briefing to senior INDOPACOM officials.

## **J02D Position #3: Data Scientist Intern – J02D-D**

**Position Description:** The Data Scientist Intern will play a critical role in supporting the INDOPACOM Chief Data Office's (CDO) Advanced Data & Analytics (ADA) team by developing and implementing data-driven solutions for a variety of use cases. This intern will assist in data collection, cleaning, analysis, and model building, contributing to the advancement of AI-enabled capabilities within INDOPACOM. This role requires strong analytical and programming skills, a solid understanding of statistical modeling, and the ability to work independently and as part of a team.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Foundational Training:**
  - Familiarization with INDOPACOM CDO organization, processes, and systems, specifically the ADA team.
  - Training on data science tools and technologies used within the ADA team (e.g., Python, R, machine learning libraries).
  - Introduction to INDOPACOM's data environment and access procedures.
  - Review of relevant data science methodologies and best practices.
  - Security training and compliance requirements.
- **Weeks 4-6: Data Exploration & Preparation:**
  - Assist in collecting and cleaning data from various sources.
  - Perform exploratory data analysis (EDA) to identify patterns, trends, and anomalies.
  - Develop data pipelines for efficient data processing and feature engineering.
  - Contribute to data quality assessments and improvements.
- **Weeks 7-9: Model Development & Evaluation:**
  - Assist in building and training machine learning models for specific use cases (e.g., predictive maintenance, anomaly detection, pattern recognition).
  - Evaluate model performance using appropriate metrics and techniques.
  - Experiment with different algorithms and hyperparameters to optimize model accuracy.
  - Document model development process and results.
- **Weeks 10-13: Use Case Integration & Reporting:**
  - Collaborate with ADA team members to integrate developed models into existing systems or workflows.
  - Assist in creating visualizations and reports to communicate data insights and model performance to stakeholders.
  - Contribute to the development of proof-of-concept demonstrations for potential AI/data applications.
  - Support the documentation of use case development and implementation.

## **J6 Position #1: Communications Focal Point Technician - J664**

**Position Description:** The Communications Focal Point Intern will play a critical role in supporting the J664 work center by providing responsive and customer-focused client systems support, enabling mission execution and daily operational continuity. This intern will serve as a central hub for IT troubleshooting, user access provisioning, general communication support, and asset management. This role requires strong technical troubleshooting skills, excellent organizational and communication abilities, and the ability to work independently and as part of a team.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Foundational Training:**
  - Familiarization with HQ J6 organization, processes, and systems.
  - Training on help desk ticketing system, troubleshooting procedures, and communication protocols.
  - Shadowing experienced personnel in Tier 1 & 2 help desk support.
  - Introduction to NMCI CTR Program and account management processes.
  - Familiarization with FOGO and COMSEC device management procedures.
  - Introduction to asset management procedures and software.
- **Weeks 4-6: Tier 1 & 2 Help Desk Support and User Access Provisioning:**
  - Independently resolve basic user issues (password resets, software installations, etc.).
  - Escalate complex issues to appropriate technical teams.
  - Assist in creating and managing user accounts and access controls.
  - Contribute to knowledge base articles and documentation.
- **Weeks 7-9: Communications Support, Device Management, and Asset Management:**
  - Provide general communication support, including troubleshooting communication devices and assisting users with communication needs.
  - Assist in maintaining accountability of FOGO and COMSEC devices, including inventory management and tracking.
  - Participate in communication exercises and drills.
  - Assist with asset management tasks, including tracking inventory, updating records, and conducting physical audits.
- **Weeks 10-13: NMCI CTR Program Management:**
  - Assist in managing the NMCI CTR program, including tracking contract modifications, seat allocations, and equipment orders.
  - Work with NMCI ACTRs to facilitate account transitions.
  - Analyze data and prepare reports on NMCI usage and performance.

## **J6 Position #2: Communications Focal Point Technician - J664**

**Position Description:** The Communications Focal Point Intern will play a critical role in supporting the J664 work center by providing responsive and customer-focused client systems support, enabling mission execution and daily operational continuity. This intern will serve as a central hub for IT troubleshooting, user access provisioning, general communication support, and asset management. This role requires strong technical troubleshooting skills, excellent organizational and communication abilities, and the ability to work independently and as part of a team.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Foundational Training:**
  - Familiarization with HQ J6 organization, processes, and systems.
  - Training on help desk ticketing system, troubleshooting procedures, and communication protocols.
  - Shadowing experienced personnel in Tier 1 & 2 help desk support.
  - Introduction to NMCI CTR Program and account management processes.
  - Familiarization with FOGO and COMSEC device management procedures.
  - Introduction to asset management procedures and software.
- **Weeks 4-6: Tier 1 & 2 Help Desk Support and User Access Provisioning:**
  - Independently resolve basic user issues (password resets, software installations, etc.).
  - Escalate complex issues to appropriate technical teams.
  - Assist in creating and managing user accounts and access controls.
  - Contribute to knowledge base articles and documentation.
- **Weeks 7-9: Communications Support, Device Management, and Asset Management:**
  - Provide general communication support, including troubleshooting communication devices and assisting users with communication needs.
  - Assist in maintaining accountability of FOGO and COMSEC devices, including inventory management and tracking.
  - Participate in communication exercises and drills.
  - Assist with asset management tasks, including tracking inventory, updating records, and conducting physical audits.
- **Weeks 10-13: NMCI CTR Program Management:**
  - Assist in managing the NMCI CTR program, including tracking contract modifications, seat allocations, and equipment orders.
  - Work with NMCI ACTRs to facilitate account transitions.
  - Analyze data and prepare reports on NMCI usage and performance.

## **J6 Position #3: Telecommunications Specialist – J662**

**Position Description:** The Telecommunications Specialist Intern will gain hands-on experience supporting and maintaining the organization's critical communication infrastructure, ensuring resilient, secure, and scalable voice, data, and mobility solutions across the INDOPACOM enterprise. This role requires a strong interest in telecommunications, a willingness to learn complex systems, and the ability to work effectively both independently and as part of a team.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Telecommunications Infrastructure Overview:**
  - Introduction to INDOPACOM's communication infrastructure, including DRSN, FAB-T, EC-VOIP, VIPERS, PBX/AVAYA, and cable TV distribution systems.
  - Training on telephony principles, network fundamentals, and overall best practices.
  - Overview of mobile device management platforms and security protocols for both classified and unclassified networks.
  - Shadowing experienced telecommunications specialists and observing daily operations.
- **Weeks 4-6: Voice and Data Transport Systems Support:**
  - Assist in monitoring and maintaining DRSN and FAB-T systems, ensuring operational continuity.
  - Support the operation and maintenance of EC-VOIP and VIPER/STE voice services, troubleshooting user issues and escalating complex problems.
  - Gain hands-on experience with PBX/AVAYA phone systems, including basic troubleshooting and configuration.
  - Begin assisting with circuit management tasks, learning how to provision and manage circuits to support dynamic operational demands.
- **Weeks 7-9: Mobile Device Management and VTC Support:**
  - Assist in provisioning and managing mobile devices across classified and unclassified networks, ensuring security compliance.
  - Provide end-user support for SECRET level video teleconferencing (VTC) services, coordinating schedules and troubleshooting technical issues.
  - Continue developing circuit management skills, taking on more responsibility in supporting operational needs.
- **Weeks 10-13: Cable Infrastructure and Modernization Initiatives:**
  - Assist in maintaining and troubleshooting cable TV distribution infrastructure, ensuring reliable service delivery.
  - Participate in cable infrastructure planning, installation, and maintenance activities, gaining practical experience in cable management techniques.
  - Support modernization initiatives for telecom technology upgrades, researching new technologies and assisting with implementation planning.

## **J6 Position #4: Network & Systems Administration / Data Entry - J663**

**Position Description:** The Network & Systems Administration / Data Entry Intern will play a vital role in supporting the J663 workcenter's mission to provide assured, resilient, and secure network and platform services across the INDOPACOM AOR. This intern will gain valuable experience in various aspects of network and system administration, including data entry, process improvement, ServiceNow administration, and supporting critical IT services. This role requires strong attention to detail, a willingness to learn complex technical concepts, and the ability to work effectively in a team environment.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Foundational Training:**
  - Introduction to J663's mission, functions, and the critical systems they support (SLAN/ULAN, NDM, GCCS-J, AMHS, CBII).
  - Training on data entry procedures, data quality standards, and relevant software applications.
  - Overview of ServiceNow functionalities, focusing on its use within INDOPACOM.
  - Familiarization with network and system administration concepts and cybersecurity best practices.
- **Weeks 4-6: Data Entry, ServiceNow, and Tier 2 Support Exposure:**
  - Perform data entry tasks related to network and system administration, ensuring accuracy and completeness.
  - Assist with basic ServiceNow administration tasks, such as ticket management and user support.
  - Shadow Tier 2 support personnel, gaining exposure to troubleshooting and resolving technical issues related to supported platforms and services.
- **Weeks 7-9: Process Improvement and Documentation within Network Operations:**
  - Analyze existing processes and procedures related to SLAN/ULAN administration, NDM operations, and network transport systems.
  - Identify areas for improvement and develop recommendations for streamlining workflows and enhancing efficiency.
  - Assist in documenting updated processes and procedures, creating training materials, and user guides.
- **Weeks 10-13: Specialized System Exposure and Security Focus:**
  - Gain exposure to specialized systems like GCCS-J, AMHS, and CBII, learning their functionalities and supporting documentation efforts.
  - Assist with basic tasks related to RMF authorizations, gaining an understanding of security compliance requirements.
  - Contribute to ServiceNow reporting and data analysis related to security incidents and system performance.

## **J6 Position #5: Computer Programmer - J667**

**Position Description:** The Computer Programmer Intern will contribute directly to the J667 workcenter's mission of designing, building, and maintaining enterprise and custom systems tailored to unique mission needs. This intern will gain valuable experience in low-code development, application integration, and platform modernization, focusing on SharePoint, Power Platform, and ServiceNow technologies. This role requires a strong foundation in computer science principles, an eagerness to learn new technologies, and a passion for problem-solving through software development.

### **Potential Tasks (13-Week Breakdown):**

- **Weeks 1-3: Onboarding and Low-Code Development Introduction:**
  - Introduction to the J667 team, their development environment, and the specific technologies used (SharePoint, Power Platform, ServiceNow).
  - Training on low-code development principles and best practices, focusing on SharePoint and Power Platform functionalities.
  - Familiarization with existing systems and applications, including GCCS-J and JOPES.
- **Weeks 4-6: SharePoint Development and Workflow Automation:**
  - Assist in developing and maintaining SharePoint sites, focusing on user interface design, content management, and user experience.
  - Develop automated workflows within SharePoint to streamline operational processes and improve efficiency.
  - Contribute to documentation and training materials for SharePoint users.
- **Weeks 7-9: Power Platform Development and Application Integration:**
  - Develop Power Platform solutions, such as Power Apps and Power Automate, to address specific mission needs and automate tasks.
  - Integrate Power Platform solutions with existing systems, including SharePoint and ServiceNow.
  - Participate in requirements gathering and user feedback sessions to refine application design.
- **Weeks 10-13: ServiceNow and Mission Application Support:**
  - Assist in maintaining and enhancing ServiceNow environments, focusing on user administration, workflow configuration, and reporting.
  - Provide application help desk and Tier 2 application support services for custom mission applications and integrated systems.
  - Gain exposure to GCCS-J and JOPES integration within the JOC ecosystem.