

J00, Joint and Interagency Policy Internship



Joint Interagency Coordination Group (J00–JIACG) Internship Position Description

The Joint Interagency Coordination Group (JIACG) serves as the Commander, USINDOPACOM's primary hub for collaboration with U.S. government agencies and departments. The JIACG amplifies INDOPACOM's mission by driving interagency coordination at the strategic and operational levels. These efforts are essential to shaping conditions that deter conflict, support military operations, and stabilize the post-conflict environment.

By integrating directly into the commander's decision-making process, the JIACG contributes expertise in regional planning, coordination, and contingency actions. It leads INDOPACOM's efforts to harness economic, diplomatic, and informational tools across the U.S. Government in support of military priorities and broader national security objectives. With 24 interagency liaisons stationed at headquarters—from the Department of Commerce to the Centers for Disease Control—the JIACG offers a truly dynamic and cross-government environment.

As a JIACG intern, you will sit at the intersection of military strategy and interagency policy, contributing directly to projects that shape U.S. engagement in the Indo-Pacific. Whether you're an undergraduate eager to apply classroom theory or a graduate student sharpening your expertise, this internship offers a rare opportunity to develop professional experience at the highest levels of national security.

Responsibilities and Tasks: As a JIACG intern, you will play a meaningful role in advancing INDOPACOM's mission. Typical responsibilities include:

- Supporting the Director and JIACG staff in day-to-day operations.
- Collecting and analyzing economic data related to proposed and ongoing projects.
- Contributing to the Commander's Economic Priorities and associated Lines of Effort.
- Drafting regional strategies for the JIACG to inform decision-making and interagency coordination.
- Assisting in the development and execution of Interagency Country Engagement Plan annexes.
- Supporting responses to Requests for Information (RFIs).
- Providing interagency support to partners such as DOS, DOC, DOE, FBI, FEMA, CDC, USCG, and Treasury through working groups and collaborative initiatives.
- Assisting with special projects that address emerging challenges across the Indo-Pacific.

Interns will gain unparalleled exposure to national security policymaking by working directly with senior leaders at a unified combatant command. You will build practical skills in strategy, analysis, and interagency collaboration—all while contributing to initiatives that have real-world impact across the Indo-Pacific region.

Desired Skills and Qualifications:

- Academic background in International Security Studies, International Relations, Political Science, Economics, or Finance.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

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- Strong oral and written communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Creative problem-solving skills and a strong desire to learn
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Commander's Action Group Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) Commander's Action Group (J00CAG):

The Commander's Action Group (CAG) works directly for the USINDOPACOM Commander and provide support on a range of projects, from strategy development to strategy implementation, engagement planning and execution to high-impact writing.

Responsibilities and Tasks:

An internship with the CAG will include the following duties: research, writing, and coordinating amongst multiple internal and external stakeholders (e.g. Office of the Secretary of Defense, Joint Staff, other Combatant Commands, the National Security Council, the Department of State, and foreign counterparts) to coordinate, integrate, and support the implementation of the USINDOPACOM strategy. An intern can expect to support high priority projects, the planning and execution of priority engagements, conducting preparatory meetings, drafting and formatting knowledge products for senior U.S. Military and Defense officials, drafting succinct summaries of strategic meetings and memos, and detailed notetaking.

Skills Required:

- Ability to quickly and effectively consume written material and write synthesized products
- Excellent oral communication skills and attention to detail
- Ability to work independently and in a team environment
- Proficiency with Microsoft Office products

Skills Desired:

- Creative problem solver
- Areas of study: History, International Relations, Political Science, Asian Studies,
- Knowledge and understanding of political-military and policy issues within the INDOPACOM AOR
- Experience and knowledge of DOD organizational structure

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Team Hawai'i Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) Team Hawai'i (J00MA-HI):

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Indo-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

Given Hawai'i's strategic importance, USINDOPACOM has established key engagement objectives: maintaining essential land and training capabilities, enhancing academic and professional partnerships, and developing longstanding relationships with key stakeholders, including elected officials, community leaders, cultural practitioners, environmental groups, and Native Hawaiian organizations. Team Hawai'i fosters reciprocal and resilient relationships in Hawai'i between the military and community stakeholders to meet force posture needs in order to advance a free and open Indo-Pacific.

Team Hawai'i supports the Mobilization Assistant to the Commander (J00MA) to build and maintain strong, collaborative relationships with key stakeholders throughout the State of Hawai'i. This includes developing and executing strategic engagement plans to connect with community leaders, elected officials, cultural practitioners, environmental groups, Native Hawaiian organizations, and other relevant stakeholders.

The team implements outreach initiatives to inform the community about USINDOPACOM's mission, activities, and commitment to respecting the land, culture, and traditions of Hawai'i, while building and maintaining positive relationships with elected officials and government agencies at the local, state, and federal levels. Team Hawai'i also plans and executes events, meetings, and conferences to facilitate engagement with USINDOPACOM leadership and key community stakeholders.

A key aspect of Team Hawai'i is promoting cultural sensitivity and awareness within USINDOPACOM and its component commands, ensuring that all activities are conducted in a manner that respects Hawaiian culture and traditions and working to minimize the environmental impact of military activities in Hawai'i.

The team facilitates open communication and coordination between USINDOPACOM, its component commands, and the Hawai'i community, while working to align force posture needs with community values, ensuring that military activities are conducted in a manner that is consistent with the long-term interests of the State of Hawai'i.

Responsibilities and Tasks:

An internship with Team Hawai'i will include the following duties to foster reciprocal and resilient relationships between the military and the local community:

- Planning and executing high-level engagements with senior officials
- Enhancing academic and professional partnerships
- Community outreach between the military and the local community.



Team Hawai'i Internship Position Description

The intern will learn USINDOPACOM and DoD plans and policies and gain broad insights into policy making and military planning. Additionally, the intern will become adept at planning and coordination of meetings with senior officials from DoD and the local government, along with local business leaders. The intern will also learn Hawai'i's key role within the Indo-Pacific and become familiar with the uniqueness of Hawai'i.

Skills Desired:

- Areas of study: Media and Journalism (master level preferred); Communications; Nonprofit Management; Political Science; Legislative Affairs; Public Policy; Political Science; National Security; Public Administration; Writing
- Knowledge and understanding of state and federal legislature organization and operations
- Experience and knowledge of DOD organizational structure
- Motivated with a positive and proactive attitude. Self-starter. Bold. Empathetic.
- Must have a desire to lead under pressure and have a willingness to serve others.
- Excellent oral and written communication skills
- Proficiency with Microsoft Office products

Nice to Have:

- Experience working with executive and senior military leadership; state or federal representatives; grassroots organizations; community organizations
- Experience as a community organizer or served in a leadership role in either professional, personal, or academic realms

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



JOPAC Public Affairs Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) Public Affairs and Community Outreach (JOPAC):

The United States is a Pacific nation with deep and long-standing ties to the region. As the oldest U.S. Combatant Command, USINDOPACOM protects and defends the largest geographic area in the world in coordination with interagency organizations, allies, and partner nations. For more than 70 years, the Indo-Pacific has been largely peaceful. This peace is underpinned by our combat credibility and the commitment of free nations to work together.

USINDOPACOM PA highlights U.S. military efforts to support a Free and Open Indo-Pacific region while emphasizing our common values, interests, and security concerns, to maintain U.S. domestic support, assure our allies and partners, and deter any potential aggressor. In coordination with OSD and regional U.S. Embassies, JOPAC uses all channels to engage key audiences and stakeholders through:

Command/internal information, media relations, public engagement, and public website and social media programs.

Responsibilities and Tasks:

An internship with JOPAC will include the following duties: supporting the Public Affairs Officer (PAO) and the PA staff as the principal spokesperson, senior PA advisor, and primary coordinator for communication integration and alignment for the combatant command. The intern would be expected to help develop plans to communicate accurate, timely, and meaningful information and put into context USINDOPACOM's campaign and planning efforts, operations, activities, and investments to facilitate informed perceptions about the Command's missions. The intern will work with directorates within the command that are responsible for other information capabilities to coordinate and deconflict communication activities and develop and implement strategic-level guidance. The intern will also support press events, media roundtables, community relations events; will help develop press, imagery, and social media releases; and will conduct media analysis.

The intern can expect to gain experience working on projects that directly support USINDOPACOM leadership and command communication strategies, and experience working in a dynamic environment on a combatant commander's headquarters staff.

Skills Desired:

- Areas of study: Strategic Communications, Public Relations, Journalism, International Relations, Political Science
- Knowledge and understanding of communication strategies related to political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Experience and knowledge of DOD organizational structure
- Proficiency with Microsoft Office products
- Excellent oral and written communication skills, and creative problem solver
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

AI/Data Use Case Program Manager Internship



U.S. Indo-Pacific Command (USINDOPACOM) Strategy and Policy Division (J02D):

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.

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Data Governance Policy Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Strategy and Policy Division (J02D):

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.

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Data Scientist Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Strategy and Policy Division (J02D):

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.

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Facilities Management Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Facilities Branch (J02HQ5):

The United States Indo-Pacific Command (USINDOPACOM) Area of Responsibility (AOR) encompasses about half of the earth's surface, stretching from the waters off the west coast of the U.S. to the western border of India, and from Antarctica to the North Pole. There are few regions as culturally, socially, economically, and geo-politically diverse as the Asia-Pacific. The 38 nations comprising the Asia-Pacific region are home to more than 50% of the world's population, 3,000 different languages, several of the world's largest militaries, and five nations allied with the U.S. through mutual defense treaties. Two of the three largest economies are located in the Asia-Pacific along with 10 of the 14 smallest. The AOR includes the most populous nation in the world, the largest democracy, and the largest Muslim-majority nation. More than one third of Asia-Pacific nations are smaller, island nations that include the smallest republic in the world and the smallest nation in Asia.

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

Responsibilities and Tasks:

The Facilities Branch is responsible for the 24/7 operation of the headquarters facility, to ensure the Commander and his staff can accomplish the Command's mission. This encompasses monitoring operation of building systems, responding to emergency situations, troubleshooting and reporting issues, and ensuring repair work is accomplished expeditiously, to minimize mission impact. Thorough knowledge of building architectural, mechanical and electrical systems, as well as an understanding of Command operations is paramount to keeping leadership informed and providing meaningful recommendations.

Skills Desired:

- Areas of study: Architectural or Engineering disciplines.
- Knowledge of air conditioning (building automation systems), plumbing (water & sewer), and electrical (incl. Uninterruptible Power Systems and back up generators) systems.
- Ability to read and interpret architectural, mechanical and electrical drawings.
- Proficiency with Microsoft Office products.
- Proficiency with drafting software, such as AutoCAD.
- Ability to work and problem-solve under emergency conditions

Additional Requirements:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Global Health Engagement Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Global Health Engagements Branch (J07):

Position Summary:

The Global Health Engagement Intern will support the planning, implementation, and evaluation of international health programs and partnerships. This internship provides a unique opportunity to gain hands-on experience in the field of global health diplomacy, health systems strengthening, humanitarian assistance, and capacity-building initiatives in low- and middle-income countries.

Interns will assist with research, data analysis, strategic planning, logistics, and communications efforts to enhance the organization's global health impact and operational readiness.

Key Responsibilities:

- Assist in the development and coordination of international health engagements, workshops, and collaborative events.
- Conduct background research on global health priorities, partner countries, and health systems.
- Analyze health data and assist with monitoring and evaluation (M&E) activities.
- Support the drafting of briefing materials, reports, policy memos, and presentations for internal and external stakeholders.
- Assist in partner outreach, stakeholder mapping, and engagement strategies.
- Contribute to internal knowledge management and documentation of best practices.
- Attend and summarize meetings, webinars, and forums related to global health security and diplomacy.
- Perform other duties as assigned to support programmatic goals.

Qualifications:

Desired:

- Current undergraduate (junior/senior), graduate student, or recent graduate in Public Health, Global Health, International Relations, Health Policy, or a related field.
- Strong interest in global health, international development, or health diplomacy.
- Excellent research, writing, and communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively in a fast-paced environment.
- Attention to detail and strong organizational skills.

Preferred:

- Previous experience or coursework in global health, international development, or humanitarian assistance.
- Familiarity with global health organizations (e.g., WHO, USAID, DoD GHE programs, NGOs).
- Experience with data analysis tools (e.g., Excel, Tableau, SPSS) or GIS mapping.

Global Health Engagement Internship Position Description



Learning Outcomes:

By the end of the internship, the intern will:

1. Gain practical experience in global health program planning and evaluation.
2. Understand the landscape of global health partnerships and stakeholder engagement.
3. Develop skills in health diplomacy and interagency coordination.
4. Strengthen their professional writing, analysis, and presentation capabilities.

Additional Requirements:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Program Management Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Manpower & Personnel Directorate (J1) Civilian Personnel Branch (J111) Intern Position Description

Introduction:

Join the U.S. Indo-Pacific Command (USINDOPACOM) Civilian Personnel Team (J111) in direct support of the Summer 2026 Student Volunteer Internship Program (SVIP). The Intern in this role will work side-by-side with the SVIP Coordinator to ensure the effective execution of all aspects of the 10-week program and contribute to ongoing development of the SVIP.

Major Duties and Responsibilities

1. Communications & Logistics:

Aid coordination with Honolulu-based security forums and think tanks, such as the East-West Center, Pacific Forum, Asia-Pacific Center for Security Studies (APCSS), U.S. Coast Guard D-14, National Oceanic and Atmospheric Administration (NOAA), the Center for Excellence in Disaster Management and Humanitarian Assistance (CFE-DMHA), and other institutions for SVIP field trips.

Aid coordination with USINDOPACOM staff and experts across all directorates to facilitate networking opportunities and professional development sessions.

2. Program Support:

Serve as liaison between the SVIP and the Joint Directorate Supervisory Teams, conducting short, structured check-ins with each Supervisory Team every other week for the duration of the 10-week program. The Intern will take thorough notes from these check-ins, summarize takeaways / action items, and regularly update the SVIP Coordinator.

The Intern will also assist with unstructured communications and requests as they arise.

3. Database Management:

Assist in the maintenance of the SVIP database, including data on both currently serving and program alumni. This may include data organization, data cleaning, and the pulling + presentation of relevant data in response to a request for information (RFI).

4. Mapping & Planning

Conduct a program-wide mapping research and engagement project seeking to identify all relevant SVIP stakeholders, the relationship of those stakeholders to the program, and the relationship of those stakeholders to one another.

Prepare a program growth plan (3-year time horizon), helping to guide SVIP's future.

Program Management Internship Position Description



Benefits to the Intern

- Take on a leading role in the execution of the Summer 2026 SVIP
 - Gain direct and specific program management experience
 - Leverage the single best networking opportunity within the program
 - Obtain an increased understanding of INDOPACOM structure, roles, and operations
 - Exposure to the national security / foreign policy ecosystem of Honolulu
 - Production of two tangible deliverables by the end of the program
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Minimum Qualifications

- Operative and *precise* English oral and written communication skills
- Proficiency with Microsoft Office products, including but not limited to: Outlook, Word, Excel, Teams, SharePoint, OneDrive, and Forms
- Experience or a high degree of interest in the integration of AI tools into office workflows
- Demonstrated experience with diverse stakeholder engagement, including working with stakeholders across seniority levels
- Strong attention to detail and organizational skills, particularly related to digital communications and scheduling / calendaring
- A tremendously high degree of discretion and confidence in decision-making as it relates to communications, information sharing, and relationships management

Further Preferred Qualifications

- Based locally in Hawai'i
 - Good sense of physical direction / navigation
 - Strong notetaking and information synthesis skills
 - Ability to work both independently and in a team environment
 - Existing knowledge of geopolitical and security issues within the INDOPACOM AoR
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Additional Requirements

- Must be a U.S. Citizen.
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

IT Support to Operations Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Resource Programs Management Branch (J311), Operations Support Division (J31), Operations (J3) Directorate:

The internship with the J311 Resource Programs Management Branch seeks a highly motivated individual who seeks to work in a dynamic environment at the strategic level directly supporting the Operations Directorate, which is commanded by the J3 (2-star Admiral). As the J311 Intern, you will assist the J311 Section Chief with Information Technology (IT) support, which includes but is not limited to the procurement, management, deployment, and functional facilitation of IT systems and actions.

You will assist the deployment and modernization of the IT infrastructure for the entirety of the J3 directorate. You will work with headquarters (HQ), directorate, and division IT reps to ensure constant optimal operational capability.

Responsibilities and Tasks:

An internship in the J311 will include the following duties: Assist with the managing accountability and operability of all systems required within the J3. Assist/advise J3 users with related IT technical support. Plan, develop, implement, and maintain programs, policies, procedures to protect the integrity and confidentiality of systems, networks, and data within J3. Perform analytical processes for planning, designing, and implementing new or improved information systems to meet operational requirements. Participate with various working groups to maintain awareness of HQ wide standard, techniques, and system life-cycle occurrence to maintain currency and operational capability.

Skills Desired:

- Areas of study: Information Technology, Information Assurance
- Highly proficient with Microsoft Office products
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment with minimum instruction
- Creative problem solver

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Foreign Disclosure Representative Internship



U.S. Indo-Pacific Command (USINDOPACOM) Security & Foreign Disclosure Management (J313) Branch, Operations Support Division (J31), Operations (J3) Directorate:

The internship with the J313 Operations Support Division seeks a highly motivated individual who seeks to work in a dynamic environment at the strategic level directly supporting the Operations Directorate, which is commanded by the J3 (2-star Admiral). As the J313 Intern, you will assist the J313 Branch Chief with Foreign Disclosure management, which includes but is not limited to Case File Management, and Information sharing with foreign allies and partners.

You will assist with the processing/management of foreign disclosure requests IAW national mandate and DoD policy to ensure optimal information flow for the entirety of the J3. You will work with Special Security office, Command Foreign Disclosure Office, Information Security Office, and Subject Matter Experts to make recommendations regarding proper marking and handling of classified information.

Responsibilities and Tasks:

A internship in the J313 will include the following duties: Ensure all J3 originated foreign disclosure requests are accurately entered into the USINDOPACOM Foreign Disclosure Management System (FDMS) request site, satisfying the national mandate to archive release actions for 10 years. Conduct analysis and facilitate release of Classified Military Information (CMI) in accordance with National Disclosure Policy (NDP-1) and other applicable policies and directives; final disclosure authority resides with directorate FDO. Provide direction to directorate personnel on the proper marking and protection of Controlled Unclassified Information (CUI) and Classified Military Information (CMI). Attend battle rhythm events involving the directorate and if needed, prepares written summaries. Assist with drafting guidance and policies regarding the execution of the directorate level program. Liaise and coordinate with a variety of other offices at various echelons to manage a wide range of complex and diverse issues concerning various aspects and categories of information releasable to foreign governments and international organizations.

Skills Desired:

Areas of study: International Relations, Public Policy, Foreign Affairs

Proficiency with Microsoft Office products

Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)

Excellent oral and written communication skills

Experience and knowledge of DOD organizational structure

Ability to work independently and in a team environment with minimum instruction

Creative problem solver

Additional:

Foreign Disclosure Representative Internship



- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

DSCA Coordinator Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM), Current Operations Division (J33), DSCA/EM/HD Branch (J338)

The USINDOPACOM J338 Branch provides senior-level guidance and management oversight for the preparedness and employment of USINDOPACOM forces in support of Defense Support of Civil Authorities/Emergency Management/Homeland Defense (DSCA/EM/HD) response operations. The J338 Branch works across the planning horizons, helping future operations and long-range planning divisions develop USINDOPACOM functional plans and policy documents on topics relating to major contingencies such as Defense Support of Civil Authorities (DSCA), Homeland Defense (HD), Pandemics and Infectious Diseases (P&ID), Special Operations Forces (SOF) missions, Counter Terrorism (CT), Countering Weapons of Mass Destruction (CWMD), and Foreign Humanitarian Assistance/Disaster Response (FHA/DR).

During domestic disaster response operations, the J338 supports USINDOPACOM mission assurance and critical infrastructure protection measures while concurrently coordinating with key DSCA/EM subordinate commands and staff, such as U.S. Army Pacific (USARPAC) Component Command (USARPAC) –as the tasked lead supported Component Command for DSCA operations, USINDOPACOM’s Defense Coordinating Officer and Element (DCO/E) Pacific team, as well as Installation EM staff and interagency partners. As an integral part of the DoD’s DSCA process, the J338 Branch coordinates J3 Flag Officer/General Officer (or higher) approvals for validated Federal Emergency Management Agency (FEMA) Mission Assignments (MAs), and directs military actions associated with DSCA requests for assistance from federal, state, and territory officials.

The J338 also facilitates and supports EM training and preparedness exercises to maintain force readiness and improve future USINDOPACOM DSCA/EM response operations.

Responsibilities and Tasks:

A internship with the J338 will include the following duties: (1) conduct over-arching emergency preparedness and planning activities with an array of federal, state, and territory officials across the INDOPACOM domestic area of operations; (2) support updating relevant DSCA/EM/HD USINDOPACOM documentation such as the DCO/E Instruction, the Standing USINDOPACOM DSCA EXORD, and the USINDOPACOM DSCA CONPLAN, via research, analysis, report writing, and editing; (3) organize roundtable discussions, and collaboration meetings, as needed, across the Headquarters, service components, Joint Staff, Office of the Secretary of Defense (OSD), and the interagency. The cross-cutting nature of J338 work allows ample opportunity to participate in wider Headquarters activities. Building relationships across organizational staffs will greatly aid the intern’s primary work and provide lasting contacts for future collaboration. Interns will have the opportunity to participate in working groups, flag/general office level meetings, work independently and in teams, and present work to leadership. Interns will be provided the opportunity to work with a skilled team of military and wider U.S. government planners in a dynamic, fast-paced, challenging environment where innovation, initiative, and lateral thinking to problem solve outside of the box are valued skills.

The J338 involves direct stakeholder coordination and engagement with local, state, and federal homeland defense leadership, producing significant networking opportunities with federal

DSCA Coordinator Internship Position Description



organizations such as the Department of Homeland Security (FEMA, CISA, CDC, HHS), the Pacific Disaster Center (PDC), USARPAC, the U.S. Coast Guard (USCG), the Federal Fire Department (FedFire), and the National Oceanic and Atmospheric Association (NOAA), as well as local/state organizations such as Hawaii Emergency Management Agency (HI-EMA), and the Hawaii National Guard.

Interns can expect to directly impact USINDOPACOM and DoD plans, orders, and policies, present and defend operational recommendations to senior U.S. military and defense officials, and gain broad insights into military planning, training, and exercises. Interns will also be provided opportunities to take advantage of other learning experiences across the command. On island activities outside of the office setting will be planned to further expose interns to the unique opportunities of living in Hawaii.

Skills Desired:

- Areas of study: Disaster response operations (domestic preferred, or international), Emergency Management, Homeland Defense, Political Science, Military/Security Studies, Public Policy, biodefense/biosecurity/CWMD, Project Management.
- Proficiency with Microsoft Office products.
- Knowledge and understanding of domestic political/military and security/policy issues, as well as across in the Indo-Pacific region.
- Knowledge of the Department of Homeland Security (DHS)/FEMA and Emergency Management/Incident Command Systems (ICS)/National Incident Management Systems (NIMS).
- Motivated with a positive and proactive attitude. Self-starter. Not afraid to take the initiative in absence of direction. Can work off mission intent.
- Must have a desire to lead under pressure and have a willingness to serve others.
- Excellent oral and written communication skills.
- Experience and knowledge of DOD organizational structure, to include differences between active duty and reserves/National Guard.

Additional:

- Must be a U.S. Citizen.
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

U.S.-Asia Policy Researcher Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Northeast Asia Policy Division (J51):

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J51 advises on U.S. policy matters pertaining to political-military affairs with countries in Northeast Asia. The J51 area of focus is on the Northeast Asia sub-region of Japan, South Korea, China, Taiwan, and Mongolia.

Responsibilities and Tasks:

An internship with the J51 will include the following duties: policy research on the U.S.-PRC relationship; policy research on the U.S.-Japan and U.S.-ROK Alliance Management issues, developing senior leadership read ahead material for various Northeast Asia key leader engagements, foreign visitors, and assisting staff members with various support tasks related to such activities. Duties could also include preparation of congressional testimony products, interaction with senior U.S. and foreign national civilian and military officials, and coordinating U.S. Alliance issues with DoD, DOS, U.S. joint staffs, and USINDOPACOM service components.

The intern can expect to gain experience working on projects that directly support USINDOPACOM Leadership; experience researching Northeast Asia policies and capabilities that directly impact USINDOPACOM and DoD plans and policies; experience working in a dynamic environment on a unified combatant commander's headquarters staff.

Skills Desired:

- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Experience and knowledge of DOD organizational structure
- Proficiency with Microsoft Office products
- Excellent oral and written communication skills
- Creative problem solver
- Ability to work independently and in a team environment
- Asian language skills
- Areas of study: Asian Studies, International Relations, Political Science

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

U.S.-Southeast Asia Policy Researcher Internship



U.S. Indo-Pacific Command (USINDOPACOM) South - Southeast Asia Policy Division (J52):

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J52 advises on U.S. policy matters pertaining to political-military affairs with countries in South and Southeast Asia. J52 also manages the Association of Southeast Asian (ASEAN) - multinational organization with 10 of 11 SEA countries (less Timor Leste).

Responsibilities and Tasks:

An internship with the J52 will include the following duties: policy research on the U.S.-Philippines and U.S.-Thailand Alliance, and relations between the U.S. and 15 other South and Southeast Asian countries and ASEAN; developing senior leadership read ahead material for various South and Southeast Asia key leader engagements, foreign visitors, and assisting staff members with various support tasks related to such activities. Duties would also include preparation of congressional testimony products, interaction with senior U.S. and foreign national civilian and military officials, and coordinating U.S. Alliance issues with DoD, DOS, U.S. Joint Staff, and USINDOPACOM service Components.

The intern can expect to gain experience in projects that directly support USINDOPACOM Leadership; the formulation and implementation of U.S., bilateral and multinational policy with South and Southeast Asian countries through established annual bilateral defense frameworks; working in a dynamic joint environment on a unified combatant commander's headquarters staff.

Skills Desired:

- Areas of study: Asian Studies, International Relations, Public Policy
- Asian language skills
- Proficiency with Microsoft Office products
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment
- Creative problem solver

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Oceania Policy Researcher Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Oceania Policy and Multilateral Affairs Division (J53):

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J53 Oceania Division provides detailed analyses, summaries and recommendations pertaining to formulation, coordination and execution of national policy in the USINDOPACOM Area of Responsibility (AOR). The J53 efforts are focused on the Oceania region and the interaction of nations comprising this region with U.S. policy objectives.

The Multilateral Affairs Team within the J53 coordinates and executes national policy across the full AOR as it pertains to multilateral and regional efforts.

Responsibilities and Tasks:

An internship with the J53 may include any of the following duties, spanning across both the Oceania and Multilateral teams:

- Research, writing, and coordinating amongst multiple internal and external stakeholders (e.g. foreign counterparts, Department of State, Office of the Undersecretary of Defense for Policy) to ensure consistent and clear communications with USINDOPACOM partners.
- Direct planning support for various bilateral and multilateral engagements, such as the Chiefs of Defense Conference.
 - Direct planning support involves serving as the primary point of contact for engagements, conducting planning meetings, drafting and formatting knowledge products for Senior U.S. Military and Defense Officials, drafting succinct summaries of long strategic meetings and memos, detailed notetaking, reserving parking, scheduling meetings, and sending invitations.
- Support development of USINDOPACOM positions for policy matters pertaining to political-military affairs with countries of Oceania and the Pacific Island Countries.
- Assist in formulation of U.S. defense policy as applied to the Indo-Pacific theater.
- Research and analysis of Pacific Island policies, capabilities, and political-military issues for their potential impact on military relations, IPC interests, and DoD plans.
- Provide country knowledge and policy planning support to USINDOPACOM participants in unilateral and international conferences.
- Arrange and lead defense dialogues with Oceania and Pacific Island senior military civilian staff and ministry of defense counterparts.
- Prepare written analysis, present verbal briefings, and defend recommendations to senior U.S. military and defense officials

Skills Desired:

Oceania Policy Researcher Internship Position Description



- Areas of study: Pacific Islands Studies, International Relations, National Security, Political Science
- Excellent oral and written communication skills with strong attention to detail
- Proficiency with Microsoft Office products
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment
- Creative problem solver
- Pacific Islander or Asian language skills

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Country Security Cooperation Internship



U.S. Indo-Pacific Command (USINDOPACOM) Capabilities Development for Allies & Partners (J551):

USINDOPACOM, in concert with other U.S. Government agencies, conducts security cooperation activities with allies and partners in order to foster relationships, build partner capacity and capability, and improve access. USINDOPACOM is committed to enhancing stability in the Indo Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression and when necessary, fighting to win. The J551 implements strategic policy and guidance on the assessment, prioritization, design, planning, execution, monitoring, and evaluation of the security cooperation programs and activities of the Department of Defense (DoD).

Responsibilities and Tasks:

Assists the J551 Chief and Regional Directors in the integration of country security cooperation plans into USINDOPACOM and component staff processes and events. Contributes to guidance in the formulation, development, and coordination of policies, programs, and plans pertaining to or affecting the Security Cooperation Organizations (SCOs) in the Area of Responsibility (AOR). Assist in the preparation of staff reports of all security cooperation activities, manages several databases, facilitates support to USINDOPACOM SCOs throughout the AOR through oversight, coordination, and collaboration. Provides USINDOPACOM and component staff with security cooperation analysis, policy/resource updates, and strategic communication in conjunction with SCOs. Coordinates annual security cooperation events and working groups such as the Capabilities Development Working Group (CDWG) and Capabilities & Planning Exchange Working Group (CAPEX).

Skills Desired:

- Preferred areas of study: International Relations, Political Science, Military/Security Studies, Project Management
- Proficient Communicator: Writing, Speaking, Presenting
- Proficiency with Microsoft Office products and data management utilizing multiple programs of record
- Motivated team player with a positive and proactive attitude.

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Global Force Management Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Strategy and Policy Division (J56):

Working from national guidance, the USINDOPACOM J56 develops and oversees implementation of the USINDOPACOM Theater Strategy and Theater Campaign Plan (TCP) which operationalizes strategy, driving and aligning all USINDOPACOM activity across the Indo-Pacific region. The J56 is the Global Coordinator for the Global Campaign Plan – China, working across DoD and the interagency to coordinate global activity related to the China problem set. The J56 also generates the USINDOPACOM Theater Posture Plan and leads execution of path-breaking posture activities such as those currently unfolding in Australia, the Philippines, Singapore, and elsewhere. Other J56 responsibilities include Command Relationships, Global Force Management roles, Assessments, the Women, Peace and Security program, and more.

Responsibilities and Tasks:

An internship with the J56 will likely include many of the following: support updating the above documents, researching, analyzing, and report writing; producing talking points for senior leader engagements, and collaboration across the Headquarters, service components, Joint Staff, Office of the Secretary of Defense (OSD), and interagency. The cross-issue nature of J56 work allows ample opportunity to participate in wider Headquarters activities. Building relationships across organizational staff will greatly aid the intern's primary work and provide lasting contacts for future collaboration. Interns will have the opportunity to participate in working groups, flag/general office level meetings, work independently and in teams, and present work to leadership. The intern can expect to directly impact USINDOPACOM and DoD plans and policies, present and defend policy recommendations to senior U.S. military and defense officials and gain broad insights into policy making and military planning. Interns will be encouraged to take advantage of other learning opportunities across the command wherever their interests may take them. On island activities outside of the office setting will be planned to further expose those interested to military activity in Hawaii.

Skills Desired:

- Areas of study: International Relations, Political Science, Military/Security Studies, Public Policy .
- Proficiency with Microsoft Office products
- Knowledge and understanding of political/military and security/policy issues in the Indo-Pacific region
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Functional Plans Coordination Internship



U.S. Indo-Pacific Command (USINDOPACOM) Functional Plans and Policy Division (J57):

Working from national guidance, the USINDOPACOM J57 develops and oversees implementation of all USINDOPACOM Functional Plans to include Counter Terrorism, Countering Weapons of Mass Destruction, Defense Support of Civil Authorities, Homeland Defense, Pandemics and Infectious Diseases and Foreign Humanitarian Aid. J57 leads the implementation of plans currently in execution across USINDOPACOM. J57 has been at the forefront of INDOPACOM planning and execution for the last three years, leading to a dynamic, challenging and extremely rewarding work environment. Other J57 responsibilities include providing Subject Matter Expertise into all USINDOPACOM plans, posture initiatives and the execution of day-to-day operations to protect the homeland.

Responsibilities and Tasks:

An internship with the J57 will include the following duties: support updating the above documents, researching, analyzing, and report writing, organizing roundtable discussions, and collaborations across the Headquarters, service components, Joint Staff, Office of the Secretary of Defense (OSD), and interagency partners. The cross-cutting nature of J57 work allows ample opportunity to participate in wider Headquarters activities. Building relationships across organizational staffs will greatly aid the intern's primary work and provide lasting contacts for future collaboration. Interns will have the opportunity to participate in working groups, flag/general office level meetings, work independently and in teams, and present work to leadership. Interns will be provided with the opportunity to work in a dynamic, challenging environment where innovation, initiative and lateral thinking to solve problems outside of the box are valued skills within a skilled team of military and wider US government planners.

The interns can expect to directly impact USINDOPACOM and DoD plans and policies, present and defend policy recommendations to senior U.S. military and defense officials and gain broad insights into policy making and military planning. Interns will be provided opportunities to take advantage of other learning experiences across the command. On island activities outside of the office setting will be planned to further expose interns to the unique opportunities of living in Hawaii.

Skills Desired:

- Areas of study: International Relations, Political Science, Military/Security Studies, Public Policy, biodefense/ biosecurity, aero and space sciences, Environmental Studies, Project Management
- Proficiency with Microsoft Office products
- Knowledge and understanding of political/military and security/policy issues in the Indo-Pacific region
- Motivated with a positive and proactive attitude. Self-starter. Not afraid to take the initiative in absence of direction. Can work off mission intent.
- Must have a desire to lead under pressure and have a willingness to serve others.
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure

Functional Plans Coordination Internship



Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Records Management Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM), Command, Control, Communications, And Cyber Directorate (J6), Command Records Management Program (J6 Front Office):

The J6 Front Office Command Records Management Program is seeking an intern to support the Command Records Management Program.

USINDOPACOM is revitalizing its Records Management (RM) program to ensure compliance, accessibility, and authenticity of records. This internship offers a unique opportunity to contribute to the modernization of a critical program while gaining hands-on experience in records and information management.

Position Overview:

The Records Management Intern will work directly under the supervision of the Command Records Manager (CRM) to support the revitalization and modernization of the RM program. This role is ideal for students pursuing degrees in Library and Information Science (Archives and Records Management), Knowledge/Information Management or related fields, with a strong interest in leveraging current technology for managing electronic records and enhancing business process flows and procedures.

Key Responsibilities:

- Assist the CRM in digitizing and indexing physical records, ensuring quality control and adherence to retention schedules.
- Support the CRM in maintaining and updating file plans and records inventories.
- Help implement automated tools and workflows for electronic records management under the CRM's guidance.
- Prepare records for migration to the Electronic Records Management System (ERMS), transfer to the National Archives and Records Administration (NARA), or disposition/destruction.
- Update and maintain the Command Records Management SharePoint Online (SPO) portal as directed by the CRM.
- Utilize Microsoft Office Suite and SharePoint to manage records and support CRM workflows.
- Apply database management knowledge to organize, retrieve, and analyze records data effectively.
- Possess good communication skills to enable collaboration and interface with appointed Command Record Officers and File Custodians.
- Perform other tasks as assigned by the CRM to support the RM program's objectives.

Qualifications:

- Currently enrolled in an accredited college or university program in Library and Information Science (emphasis Archives & Records Management), Knowledge/Information Management, or a related field.
- Proficiency in Microsoft Office Suite and SharePoint is required.

Records Management Internship Position Description



- Basic knowledge of database management systems and familiarity with automation tools is preferred.
- Strong organizational skills and attention to detail.
- Familiarity with records management principles and practices is a plus.
- Ability to work independently and collaboratively under the CRM's supervision.

Benefits:

- Gain practical on-hands experience in records and information management within a large, complex organization.
- Develop professional skills in digitization, electronic records management, compliance and process improvement techniques and methodologies.
- Work alongside an experienced CRM in a supportive and collaborative environment.
- Contribute to the modernization and automation of critical processes.

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Telecom Specialist Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM), Infrastructure & Telecommunications Branch (J662), Enterprise Services Division (J66), Command, Control, Communications, And Cyber (J6) Directorate:

The internship with J662 – Infrastructure & Telecommunications Branch is seeking an individual that will contribute directly to the J662 work center's mission of ensuring resilient, secure, and scalable voice, data, and mobility solutions across the INDOPACOM enterprise. The intern will gain hands-on experience supporting and maintaining the organization's critical communication infrastructure.

Responsibilities and Tasks:

As a Telecommunications Specialist Intern, you will support the operation and maintenance of EC-VOIP and VIPER/STE voice services, troubleshooting user issues and escalating complex problems as needed. You will gain hands-on experience with PBX/AVAYA phone systems, performing basic troubleshooting and configuration tasks. You will also assist with circuit management tasks, learning how to provision and manage circuits to support dynamic operational demands. Further, you will assist in provisioning and managing mobile devices across classified and unclassified networks, ensuring security compliance. You will provide end-user support for SECRET level video teleconferencing (VTC) services, coordinating schedules and troubleshooting technical issues. The intern will also assist in maintaining and troubleshooting cable TV distribution infrastructure, ensuring reliable service delivery, participate in cable infrastructure planning, installation, and maintenance activities, and support modernization initiatives for telecom technology upgrades, researching new technologies and assisting with implementation planning.

Skills Desired:

- Areas of study: Computer Science, Computer Programming, and Information Technology
- Strong interest in Telecommunications & Network Infrastructure.
- Highly computer literate with proficiency in Microsoft Office products.
- Excellent oral, written, and electronic (Telephone or Email) communication skills.
- Networking & Telecommunications Hands-On Experience.
- Willingness to learn new technologies and processes. (Hardware & Software)
- Ability to work independently and in a team environment with minimum instruction
- Creative problem solver

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

IT Specialist Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM), Client Systems Support Branch (J664), Enterprise Services Division (J66), Command, Control, Communications, And Cyber (J6) Directorate:

The internship with J664 – Client Systems Support Branch is seeking an individual that will contribute directly to the J664 work center's mission of providing responsive and customer-focused client systems support, enabling mission execution and daily operational continuity.

Responsibilities and Tasks:

As the Communications Focal Point Intern, you will serve as a central hub for IT troubleshooting, user access provisioning, general communication support, and asset management. As the Communications Focal Point Intern, you will provide Tier 1 & 2 help desk support, resolving basic user issues such as password resets and software installations, escalating complex issues as needed to appropriate technical teams. You will also assist in creating and managing user accounts and access controls, ensuring appropriate access to systems and resources. You will provide general communication support, troubleshooting communication devices and assist users with their communication needs. You will also contribute to maintaining accountability of FOGO and COMSEC devices, including inventory management and tracking, and assist with asset management tasks by tracking inventory, updating records, and conducting physical audits. Finally, you will also assist in managing the NMCI CTR program, including tracking contract modifications, seat allocations, and equipment orders, and facilitating account transitions.

Skills Desired:

- Areas of study: Computer Science, Computer Programming, and Information Technology
- Strong interest in Information Technology.
- Highly computer literate with proficiency in Microsoft Office products.
- Excellent oral, written, and electronic (Telephone or Email) communication skills.
- Information Technology Troubleshooting Skills.
- Willingness to learn new technologies and processes. (Hardware & Software)
- Ability to work independently and in a team environment with minimum instruction
- Creative problem solver

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Computer Programmer Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM), C4 Systems Integration Branch (J667), Enterprise Services Division (J66), Command, Control, Communications, And Cyber (J6) Directorate:

The internship with J667 – C4 Systems Integration Branch, is seeking an individual that will contribute directly to the J667 workcenter's mission of designing, building, and maintaining enterprise and custom systems tailored to unique mission needs. The intern will gain valuable experience in low-code development, application integration, and platform modernization, focusing on SharePoint, Power Platform, and ServiceNow technologies.

Responsibilities and Tasks:

As a Computer Programmer Intern, you will assist in developing and maintaining SharePoint sites, focusing on user interface design, content management, and user experience. You will develop automated workflows within SharePoint to streamline operational processes and improve efficiency. You will also develop Power Platform solutions, such as Power Apps and Power Automate, to address specific mission needs and automate tasks. In this role, you will integrate Power Platform solutions with existing systems, including SharePoint and ServiceNow, ensuring seamless data flow and interoperability. Finally, the intern will also assist in maintaining and enhancing ServiceNow environments, focusing on user administration, workflow configuration, and reporting, and providing application help desk and Tier 2 application support services for custom mission applications and integrated systems.

Skills Desired:

- Areas of study: Computer Science, Computer Programming, and Information Technology
- Strong interest in Computer Programming.
- Highly computer literate with proficiency in Microsoft Office products.
- Excellent oral and written communication skills.
- Ability to work independently and as part of a team.
- Willingness to learn new technologies and processes.
- Strong foundation in computer science principles.
- Eagerness to learn new technologies.
- Passion for problem-solving through software development.
- Ability to work independently and in a team environment with minimum instruction
- Creative problem solver

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Data Scientist Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) Plans, Policy, and Resourcing Division (J68):

The internship with the J681 Architecture Branch seeks a highly motivated Data Science student who seeks to work in a dynamic environment at a strategic level working directly with the 1-star general. As a Data Scientist, you will assist the J68 Division Chief in supporting the Commander USINDOPACOM by conducting analysis on various mission critical data sets.

You will continuously coordinate and partner with the U.S. government inter-agencies, public, private, and intergovernmental sectors to better integrate data sets into relevant INDOPACOM data sets and tools to foster and grow collaborative partnerships for INDOPACOM that will specifically enhance a robust Enterprise Architecture. You will also coordinate with allies and partners in the USINDOPACOM area of responsibility.

Responsibilities and Tasks:

A internship in the J681 Architecture Branch will include the following duties: Coordinates directly with over 50 multi-service military, civilian, and contractor personnel. On various projects, directs and oversees the activities of additional analysts and contractor representatives as they pertain to working with INDOPACOM data sets. Advise and direct data visualization work with the Graphic Designer.

The intern will serve as an advisor to the J681 Chief Architect on current structure and interrelationship of INDOPACOM Information Systems within the INDOPACOM Enterprise. Conducts studies, analyses, net assessments, and evaluations of various data sets as they relate to the INDOPACOM Enterprise Architecture. This includes working with allies and partners in the region at both the bilateral and multilateral level as required.

Skills Desired:

- Areas of study: Data Science
- Proficiency with Microsoft Office products
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment with minimum instruction
- Creative problem solver
- Data Visualization
- Artificial Intelligence / Machine Learning modeling

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Program Manager Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) Plans, Policy, and Resourcing Division (J68):

The internship with the J684 Modernization Branch seeks a highly motivated Program/Project Management student who seeks to work in a dynamic environment at the strategic level working directly with the 1-star general. As a Program Manager, you will assist the J68 Division Chief in supporting the Commander USINDOPACOM by assisting with the management of various Information Technology programs within the INDOPACOM portfolio.

You will continuously coordinate and partner with the U.S. government inter-agencies, public, private, and intergovernmental sectors to better integrate data sets into relevant INDOPACOM data sets and tools to foster and grow collaborative partnerships for INDOPACOM that will specifically enhance a robust Enterprise Architecture. You will also coordinate with allies and partners in the USINDOPACOM area of responsibility.

Responsibilities and Tasks:

A internship in the J684 Modernization Branch will include the following duties: Coordinates directly with over 50 multi-service military, civilian, and contractor personnel. Performs various activities to assist in managing the Information Technology programs of unclassified and classified Information Systems.

The intern will serve as an advisor/assistant to the J684 Branch Manager and J68 Technical Advisor on the status of all J68 Information Technology programs. Utilizing industry standard methodologies, the intern will ensure that J68 Information Technology programs are delivered on time and within budget. This includes working with allies and partners in the region at both the bilateral and multilateral level as required.

Skills Desired:

- Areas of study: Program Management / Project Management
- Proficiency with Microsoft Office products
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment with minimum instruction
- Creative problem solver
- Certification Desired: Project+ / CAPM (Certified Associate in Project Management)

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Cybersecurity Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Plans, Policy, and Resourcing Division (J68):

The internship with the J684 Innovation Branch seeks a highly motivated cybersecurity student who seeks to work in a dynamic environment at the strategic level working directly with the 1-star general. As a Cybersecurity Analyst, you will assist the J68 Division Chief in supporting the Commander USINDOPACOM by developing, coordinating, and implementing various cybersecurity requirements in J68 owned and operated Information Systems.

You will continuously coordinate and partner with the U.S. government inter-agencies, public, private, and intergovernmental sectors on matters of Cybersecurity and on addressing the various Cybersecurity requirements to protect USG and Foreign Partner information. You will also coordinate with allies and partners in the USINDOPACOM area of responsibility.

Responsibilities and Tasks:

A internship in the J684 Innovation Branch will include the following duties: Coordinates directly with over 50 multi-service military, civilian, and contractor personnel. On special projects, directs and oversees the activities of additional analysts, officers, contractor representatives, etc.

The intern will serve as an advisor to the J68 Deputy / Technical Advisor. Conducts studies, analyses, net assessments, and evaluations of current and future cybersecurity requirements. This includes working with allies and partners in the region at both the bilateral and multilateral level as required.

Skills Desired:

- Areas of study: Cybersecurity
- Proficiency with Microsoft Office products
- Excellent oral and written communication skills
- Experience and knowledge of DoD organizational structure
- Ability to work independently and in a team environment with minimum instruction
- Creative problem solver
- Incident Handling
- Desired certification: Security+ / Network+ / Certified in Cybersecurity

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Operations Coordinator Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM), J730 Current Operations (CUOPS) Planner

The United States is a Pacific nation with deep and long-standing ties to the region. As the oldest U.S. Combatant Command, USINDOPACOM protects and defends the largest geographic area in the world in coordination with interagency organizations, allies, and partner nations. The J730 CUOPS Exercise Section plays a critical role in strengthening these partnerships through collaborative planning and execution of joint military exercises.

This internship offers a unique opportunity to support exercise planning with higher headquarters and service component planners. The intern will gain valuable experience in military exercise coordination, and cross-cultural communication within a dynamic joint command environment.

Responsibilities and Tasks:

This internship will focus on supporting the J730 CUOPS Exercise Section in facilitating effective communication and coordination with service component planners. Key duties will include:

Scheduling & Coordination: Assisting in the scheduling of Significant Military Exercise Briefing (SMEB), video teleconferences (VTCs), and working groups related to exercise planning events.

Stakeholder Management: Coordinating SMEB scheduling details and information flow between internal USINDOPACOM staff and external service component planners to report to higher headquarters.

Meeting Support: Preparing SMEB report and Enterprise Task Management Solution System (ETMS2) tracking J7 Directorate action tasks report and documenting key discussion points. Update in Onebrief slides for SMEB and ETMS2 reporting. Ensure accuracy, consistency and clarity of information to out brief.

Relationship Building: Supporting efforts to build and maintain strong working relationships with higher headquarter partners and service component planners.

Administrative Support: Providing daily general administrative support and operational support with ETMS2 to the J7 Directorate action tasks and monitoring to completion. Assist review, correction and release Automated Message Handling System (AMHS) tasks. And assign additional duties.

The intern can expect to gain practical experience in military affairs, exercise planning processes, and the complexities of working within a joint command environment.

Skills Desired:

Areas of Study: Military Science, Foreign Affairs, International Relations, Political Science, Mathematics, Security Studies, Public Administration Asia/Pacific Studies or a related field.

Interest in Indo-Pacific Security: A demonstrated interest in the security challenges and opportunities within the Indo-Pacific region.



Operations Coordinator Internship Position Description

Communication Skills: Excellent written and oral communication skills, with the ability to interact professionally with individuals from diverse cultural backgrounds.

Organizational Skills: Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously. Having strong problem-solving ability, reasoning, strategic thinking, and stress tolerance.

Proficiency: Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Teamwork: Ability to work effectively both independently and as part of a team.

Proactive Attitude: A proactive, have a strong integrity/honesty and positive attitude with a willingness to learn.

Additional Requirement:

Must be a U.S. Citizen.

- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.
- Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.



International Relations Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) J731 Exercise Branch – International Affairs Intern

The United States is a Pacific nation with deep and long-standing ties to the region. As the oldest U.S. Combatant Command, USINDOPACOM protects and defends the largest geographic area in the world in coordination with interagency organizations, allies, and partner nations. The J731 Exercise Branch plays a critical role in strengthening these partnerships through collaborative planning and execution of joint military exercises.

This internship offers a unique opportunity to contribute to regional security and interoperability by directly supporting exercise planning with our international partners. The intern will gain valuable experience in international relations, military exercise coordination, and cross-cultural communication within a dynamic joint command environment.

Responsibilities and Tasks:

This internship will focus on supporting the J731 Exercise Branch in facilitating effective communication and coordination with international partners. Key duties will include:

- **Scheduling & Coordination:** Assisting in the scheduling of international meetings, video teleconferences (VTCs), and working groups related to exercise planning events.
- **Stakeholder Management:** Coordinating logistical details and information flow between internal USINDOPACOM staff and external partner nation representatives.
- **Meeting Support:** Preparing meeting agendas, tracking action items, and documenting key discussion points.
- **Relationship Building:** Supporting efforts to build and maintain strong working relationships with partner nation exercise planners.
- **Administrative Support:** Providing general administrative support to the J731 Exercise Branch as needed.

The intern can expect to gain practical experience in international military affairs, exercise planning processes, and the complexities of working within a joint and multinational environment.

Skills Desired:

- **Areas of Study:** International Relations, Political Science, or a related field.
- **Interest in Indo-Pacific Security:** A demonstrated interest in the security challenges and opportunities within the Indo-Pacific region.
- **Communication Skills:** Excellent written and oral communication skills, with the ability to interact professionally with individuals from diverse cultural backgrounds.
- **Organizational Skills:** Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.



International Relations Internship Position Description

- **Proficiency:** Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Teamwork:** Ability to work effectively both independently and as part of a team.
- **Proactive Attitude:** A proactive and positive attitude with a willingness to learn.
- **Requirements:** Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Operations Coordinator Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) Multinational and Theater Security Cooperation (TSC) Exercises (J732):

This opportunity is with the USINDOPACOM J732 Operations Section to help maintain calendars, Joint Exercise Life Cycle (JELC) dates, maintaining Onebrief slide and products, Planning Orders (PLANORD)/Execution Orders (EXORD) management, and ETMS2 task management.

Responsibilities and Tasks:

- **Calendar Management:** Maintain and update USINDOPACOM J732 operations calendars, Track key events, meetings, and deadlines. And ensure consolidated JELC information is readily available and up-to-date.
- **Onebrief Product Management:** Maintain and update Onebrief slides and related products. Ensure accuracy, consistency, and clarity of information within Onebrief products.
- **PLANORD/EXORD Support:** Assist in the standardization of PLANORD/EXORD formats and content. Ensure PLANORDs/EXORDs are readily accessible. Assist with routing, tracking and dissemination of orders.
- **ETMS2 Task Management:** Manage tasks within the ETMS2 system. Track and monitor task completion. Ensure tasks are properly documented and closed out.
- **General Support:** Provide administrative and logistical support to J732 Operations, Assist with other tasks as assigned

The individual will directly impact USINDOPACOM J732 supported events and will gain insights into policy making and military planning. This is an opportunity to work matters related to Multinational Exercises and take advantage of other learning experiences within exercises and other activities.

Skills Desired:

- Areas of study: International Relations, Political Science, Military/Security Studies, Public Policy, Defense Analysis, Regional Studies, Language Studies, Economics, Graphic Design, Mathematics
- Open-source research and analysis skills
- Proficiency with Microsoft Office products
- Motivated with a proactive attitude
- Effective oral and written communication skills

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Theater Exercise Planner Internship

Position Description



U.S. Indo-Pacific Command (USINDOPACOM) J733 Theater Exercises Branch Internship

The United States is a Pacific nation with deep and long-standing ties to the region. As the oldest U.S. Combatant Command, USINDOPACOM protects and defends the largest geographic area in the world, in coordination with interagency organizations, allies, and partner nations. The J733 Theater Exercises Branch plays a critical role in strengthening these partnerships through collaborative planning and execution of joint military exercises.

This internship requires creativity toward addressing some of the most pressing international security challenges. Interns will contribute to administrative, planning, and execution events for manifold exercises involving high-level military, whole-of-government, and allied participation. Interns will gain valuable experience in international relations, military exercise coordination, and cross-cultural communication within a dynamic environment.

Responsibilities and Tasks:

- **Scenario Development:** Applying practical and theoretical knowledge, along with robust AI-enabled research skills, to craft compelling scenarios to be exercised by the headquarters staff.
- **Scheduling & Coordination:** Assisting in the scheduling of international meetings, video teleconferences (VTC), and working groups related to exercise planning events.
- **Stakeholder Management:** Coordinating logistical details and information flow between internal USINDOPACOM staff and external partner nation representatives.
- **Meeting Support:** Preparing meeting agendas, tracking action items, and documenting key discussion points.
- **Relationship Building:** Supporting efforts to build and maintain strong working relationships with exercise planners from allies and partner nations.
- **General Support:** Assisting with administrative and logistical support to the J733 branch, as required.

Skills Desired:

- **Areas of Study:** International Relations, Political Science, Military/Security Studies, Public Policy, Defense Analysis, Regional Studies, Language Studies, or a related field.
- **Interest in Indo-Pacific Security:** A demonstrated interest in the security challenges and opportunities within the Indo-Pacific region.
- **Communication Skills:** Excellent written and oral communication skills, with the ability to interact professionally with individuals from diverse cultural backgrounds.
- **Organizational Skills:** Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- **Proficiency:** Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Proficiency with AI tools, especially in conducting research, highly desired.
- **Teamwork:** Ability to work effectively both independently and as part of a team.
- **Proactive Attitude:** A proactive and positive attitude with a willingness to learn.

Additional:

- Must be a U.S. citizen.
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Joint Training and Exercise Planner Internship



U.S. Indo-Pacific Command (USINDOPACOM) J751 Joint Training Branch Internship

The United States is a Pacific nation with deep and long-standing ties to the region. As the oldest U.S. Combatant Command, USINDOPACOM protects and defends the largest geographic area in the world, in coordination with interagency organizations, allies, and partner nations. The J751 Branch operates under the USINDOPACOM J7 Joint Training and Exercises Directorate, which plans and executes USINDOPACOM's Joint Exercise Program (JEP), Joint Training Program (JTP), Joint Force Development and Design (JFDD), and integrates the Pacific Multi-Domain Training and Experimentation Capability (PMTEC) and the Joint Warfighting Concepts (JWC) to increase the lethality of joint, combined, and coalition warfighters. The J751 Joint Training Branch contributes to this mission through the management of the command's joint training and exercise assessments program.

Interns will contribute to administrative, planning, and execution events for manifold exercises involving high-level military, whole-of-government, and allied participation. Interns will gain valuable experience in military exercise planning, execution, and analysis, international relations, and cross-cultural communication within a dynamic environment.

Responsibilities and Tasks:

- **Joint Training and Exercise Assessments:** Assist in the daily tasks related to the joint training and assessments program including the HQ Training Program, JTF Certification Program, Individual Staff Training and Orientation Program (ISTOP), Exercise Assessments Program (After Action Reports (AARs) and Exercise Summary Reports (ESRs), and Exercise Tenacious Resolution (TR).
- **Stakeholder Management:** Coordinate logistical details and information flow between internal USINDOPACOM staff and external partner nation representatives.
- **Relationship Building:** Support efforts to build and maintain strong working relationships with partner nation exercise planners.
- **Meeting Support:** Prepare meeting agendas, track action items, and document key discussion points.
- **ETMS2 Task Management:**
 - Manage tasks within the ETMS2 system.
 - Track and monitor task completion.
 - Ensure tasks are properly documented and closed out.
- **Scheduling & Coordination:** Assisting in the scheduling of international meetings, video teleconferences (VTCs), and working groups related to exercise planning events.
- **General Support:**
 - Provide administrative and logistical support to J751 operations
 - Assist with other tasks as assigned

Skills Desired:

Joint Training and Exercise Planner Internship



- **Areas of Study:** International Relations, Political Science, Military/Security Studies, Public Policy, Defense Analysis, Regional Studies, Language Studies, or a related field.
- **Interest in Indo-Pacific Security:** A demonstrated interest in the security challenges and opportunities within the Indo-Pacific region.
- **Communication Skills:** Excellent written and oral communication skills, with the ability to interact professionally with individuals from diverse cultural backgrounds.
- **Organizational Skills:** Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- **Proficiency:** Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Proficiency with AI tools, especially in conducting research, highly desired.
- **Teamwork:** Ability to work effectively both independently and as part of a team.
- **Proactive Attitude:** A proactive and positive attitude with a willingness to learn.

Additional:

- Must be a U.S. citizen.
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Joint Training and Exercise Administrator Internship



U.S. Indo-Pacific Command (USINDOPACOM) J752 Exercise Plans Branch Internship

The United States is a Pacific nation with deep and long-standing ties to the region. As the oldest U.S. Combatant Command, USINDOPACOM protects and defends the largest geographic area in the world, in coordination with interagency organizations, allies, and partner nations. The J752 Branch operates under the USINDOPACOM J7 Joint Training and Exercises Directorate, which plans and executes USINDOPACOM's Joint Exercise Program (JEP), Joint Training Program (JTP), Joint Force Development and Design (JFDD), and integrates the Pacific Multi-Domain Training and Experimentation Capability (PMTEC) and the Joint Warfighting Concepts (JWC) to increase the lethality of joint, combined, and coalition warfighters. The J752 Exercise Plans Branch contributes to this mission through the management of the Chairman of the Joint Chiefs of Staff (CJCS) JEP for the USINDOPACOM area of responsibility (AOR) and oversees the long-range planning and scheduling and identification of budgeting requirements for the USINDOPACOM JEP, which encompasses 22 joint military exercises.

Interns will contribute to administrative, planning, and execution events for manifold exercises involving high-level military, whole-of-government, and allied participation. Interns will gain valuable experience in military exercise planning, execution, and analysis, international relations, and cross-cultural communication within a dynamic environment.

Responsibilities and Tasks:

- **Exercise Plans Support:** Assist in the updating, editing, staffing, reviewing, rewriting of the USINDOPACOM Joint Training and Exercises (T&E) strategic documents to include the Joint Training Plan (JTP), Annex M to the USINDOPACOM Campaign Order (PCO), Training-Readiness-Exercise (T-R-E) Enterprise Instruction 0508.12B, and the Joint Exercise Planners Guide (JEPG).
- **Stakeholder Management:** Coordinate logistical details and information flow between internal USINDOPACOM HQ and external partner nation representatives.
- **Relationship Building:** Support efforts to build and maintain strong working relationships with partner nation exercise planners.
- **Meeting Support:** Prepare meeting agendas, track action items, and document key discussion points.
- **ETMS2 Task Management:**
 - Manage tasks within the ETMS2 system.
 - Track and monitor task completion.
 - Ensure tasks are properly documented and closed out.
- **Scheduling & Coordination:** Assist in the scheduling of international meetings, video teleconferences (VTCs), and working groups related to exercise planning events.
- **General Support:**
 - Provide administrative and logistical support to J751 operations
 - Assist with other tasks as assigned

Joint Training and Exercise Administrator Internship



Skills Desired:

- **Areas of Study:** International Relations, Political Science, Military/Security Studies, Public Policy, Defense Analysis, Regional Studies, Language Studies, or a related field.
- **Interest in Indo-Pacific Security:** A demonstrated interest in the security challenges and opportunities within the Indo-Pacific region.
- **Communication Skills:** Excellent written and oral communication skills, with the ability to interact professionally with individuals from diverse cultural backgrounds.
- **Organizational Skills:** Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- **Proficiency:** Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Proficiency with AI tools, especially in conducting research, highly desired.
- **Teamwork:** Ability to work effectively both independently and as part of a team.
- **Proactive Attitude:** A proactive and positive attitude with a willingness to learn.

Additional:

- Must be a U.S. citizen.
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Wargames & Exercises Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) K. Mark Takai Pacific Warfighting Center (J76):

Provides realistic, innovative and vibrant joint and/or combined training and operational environments under hyper-competitive / dynamic conditions to increase warfighting readiness, while advancing capabilities and interoperability, to defend the homeland, deter strategic attack, counter aggression, protect U.S. interests throughout the Indo-Pacific, and enhance U.S. alliances and partnerships.

This opportunity is with the Wargame Design Team which supports USINDOPACOM with wargame design and facilitation to study military problems, support exercises, and inform joint planning and decision making.

Responsibilities and Tasks:

- Staff support to USINDOPACOM wargames and exercises
- Research and analysis of current trends in conflict and Indo-Pacific military problems
- Support design of wargames to study USINDOPACOM problems
- Develop products for wargame stakeholders
- Manage knowledge creation and storage processes of wargame related materials
- Other duties as assigned

The individual will directly impact USINDOPACOM J76 supported events and will gain insights into policy making and military planning. This is an opportunity to work in a unique field confronting the policy and military challenges the US faces in the Indo-Pacific and take advantage of other learning experiences within exercises, wargames, and other activities.

Skills Desired:

- Areas of study: International Relations, Political Science, Military/Security Studies, Public Policy, Defense Analysis, Regional Studies, Language Studies, Economics, Graphic Design, Mathematics
- Understanding of military, intelligence, or security policy issues in the Indo-Pacific region
- Open-source research and analysis skills
- Willingness to learn about Wargaming, exercises, and Department of Defense organization and structure
- Proficiency with Microsoft Office products
- Motivated with a proactive attitude
- Excellent oral and written communication skills

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Resourcing & Budgets Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Programming and Capabilities Division (J82):

The internship with the J8 Directorate seeks a highly motivated individual who seeks to work in a dynamic environment directly supporting USINDOPACOM resourcing strategy during the summer Office of the Secretary of Defense (OSD) Program Budget Review (PBR). As the PBR Intern, you will assist the J8 Director in supporting the Commander USINDOPACOM by advocating for resources and capabilities required to accomplish the mission and to implement the National Security Strategy. Advising the Commander with analyses & data driven, innovative thinking to advance U.S. national interests in the Pacific.

You will assist the team in resourcing the CCMD's strategic priorities and advocacy through the OSD PBR process. Facilitating all resource decision events at the Deputy Secretary of Defense level and below. You will continuously coordinate and partner with members of the USINDOPACOM headquarters team for their input into the annual defense budget, programming details, and synchronizing the daily PBR engagements. Interact with DoD agencies to integrate their equities into PBR deliberations and their voting positions in adjusting the Department's future budget. Develop, lead, and coordinate the resourcing advocacy plans for USINDOPACOM critical warfighter capabilities. You'll have the opportunity for direct interaction with CCMD leadership "The Bridge", advise on priorities and shape the future of USINDOPACOM. You'll also gain a unique insider's understanding of what drives DoD's long term decision making.

Responsibilities and Tasks:

Internship in the J8 PBR team will include the following duties: Conduct reviews, research, and analysis into defense programs within the Military Services' proposed budgets or nominated for inclusion. Provide recommendations on programs based on national security policy, military strategy, guidance, Joint doctrine, and USINDOPACOM priorities. Coordinates directly with over 100 multi-service military, civilian, and contractor personnel. On special projects, directs and oversees the activities of additional analysts, officers, contractor representatives, etc.

The Intern will aid the team in coordinate the daily PBR schedule, which runs from July through October. Synchronizing and de-conflict events across 14 Focus Areas, ensuring USINDOPACOM has the right representative with the most up to date information. Facilitate meetings for USINDOPACOM senior leader engagement with OSD, including virtual meeting setup, review of read ahead material, and providing recommendations or talking points. PBR events are hosted at the Pentagon on East Coast time zone, normal office work-days may be from 4am to 12pm Hawaii time. The Intern will also assist with collecting, cataloging, and disseminating all of the meeting products (Slides, notes, due outs, and database).

The Intern will serve as an advisor to the J8 Director and the INDOPACOM Commander on developing future warfighting requirements and to advance USINDOPACOM and strategic level priorities. Conducts studies, analyses, net assessments, and evaluations of current and future capability gaps, along with evaluations of potential solutions. Assist in developing an overall resourcing plan for the Indo-Pacific across the inter-agency to advance U.S. requirements.

Resourcing & Budgets Internship Position Description



Skills Desired:

- Areas of study: System Engineering, Operations Research, Economics, Public Policy
- Proficiency with Microsoft Office products
- Knowledge and understanding of political-military and policy issues within the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment with minimum instruction
- Ability to think holistically and apply critical thinking

Additional:

- Must be enrolled in a graduate studies program
- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.

Science & Tech Engagements Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM) Science and Technology (S&T) Division (J85):

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The J85 has the following mission and objectives.

- 1) Informs the S&T community about USINDOPACOM Requirements to focus R&D efforts in USG labs, military services, and industry to maintain advantage.
- 2) Avoids technological surprise to prevent future vulnerabilities to US forces.
- 3) Strengthen international defense partnerships through S&T through mutually beneficial and purposeful engagement to implement the National Defense Strategy.
- 4) Discover, develop, and demonstrate S&T solutions to warfighter challenges to out-innovate adversaries through advanced capability experimentation.

Responsibilities and Tasks:

An Intern with the J85 will assist the S&T Advisor, Deputy S&T Advisor, and staff to

- 1) develop S&T engagement plans for countries within the USINDOPACOM area of responsibility,
- 2) reinvigorate international S&T impacted by COVID,
- 3) participate in a weekly S&T Board to contribute advice and capabilities to operational problems,
- 4) continue efforts within DoD to share S&T information with allies and partners.

In so doing, the Intern can expect to gain exposure to cutting-edge technology being developed across the DoD and on an international stage.

Skills Desired:

- Areas of study: international relations, political science, military/security studies, public policy, biodefense/biosecurity, science and engineering, environmental studies, project management
- Proficiency with Microsoft Office products
- Knowledge and understanding of the USINDOPACOM Area of Responsibility (AOR)
- Excellent oral and written communication skills
- Experience and knowledge of DOD organizational structure
- Ability to work independently and in a team environment

Additional:

Science & Tech Engagements Internship Position Description



- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Disaster Management Internship Position Description



U.S. Indo-Pacific Command (USINDOPACOM), Center for Excellence in Disaster Management and Humanitarian Assistance (CFE-DM):

The Center for Excellence in Disaster Management and Humanitarian Assistance (CFE-DM) is a U.S. Department of Defense (DoD) organization comprises nearly 30 subject matter experts. It provides academic research, civil-military coordination training, and operational insights to inform decision-making before, during, and after crises. The Center aims to bridge the understanding between humanitarians, civilians, and military responders.

CFE-DM is a direct reporting unit of the U.S. Indo-Pacific Command (USINDOPACOM) and is located on Ford Island at Joint Base Pearl Harbor-Hickam, Hawaii. USINDOPACOM is one of six geographic combatant commands responsible for coordinating the United States Army, Navy, Air Force, and Marine Corps forces in its area of responsibility (AOR). This AOR includes 38 nations in the Indo-Pacific region, which is home to 60% of the global population, two of the world's three largest economies, several of the largest militaries worldwide, and five nations allied with the U.S. through mutual defense treaties.

For additional information on CFE-DM visit: <https://www.cfe-dmha.org/>.

Responsibilities and Tasks:

CFE-DM is seeking one highly motivated individual for the internship. The intern can expect to gain practical experience in academic research and civil-military coordination within the Indo-Pacific Region. This internship will focus on supporting one of the CFE-DM broad lines of effort listed below, depending on demand signal:

Applied Research and Information Sharing (ARIS): The ARIS function focuses on building capacity to inform civil-military audiences and decision-makers in Disaster Management and Humanitarian Assistance (DMHA). Products like country-focused disaster management reference handbooks, after action reports, and disaster management country assessments are key CFE-DM contributions to the disaster management community, which provide best practices and lessons learned for advancement in response coordination.

Training and Engagements (T&E): T&E is the cornerstone of the Center's mission. The courses CFE-DM offers are an important form of outreach to military and civilian practitioners. T&E builds awareness, understanding, and skills to help U.S. and foreign military personnel navigate complex issues in DMHA. The Center fills a unique niche in DMHA training, and as a result prepares and equips its training audience to respond more effectively to disasters and humanitarian crisis as part of an international response.

Security Cooperation and Plans (SCP): In support of USINDOPACOM, a critical objective for CFE-DM is to improve cross-coordination and reduce duplication of efforts within the disaster management community. Through the SCP Branch, the Center improves collaboration between the civilian multinational organizations supporting disaster management. The focus of this initiative is to promote the U.S. involvement in civil-military consultations and dialogues between relevant Humanitarian Assistance and Disaster Response parties. This is where the Center strives to provide a uniquely competent and constructive role within the civil-military disaster management network.



Disaster Management Internship Position Description



The intern may conduct independent research using open-source desktop reviews, key informant interviews, data analysis, case studies, and other methods necessary to produce a high-quality report. The specific products created will support the achievement of the CFE-DM mission, vision, and congressional mandate. The supervisor will periodically review the intern's progress, provide feedback, guidance and clarification, and approve the work upon its completion.

Deliverables:

- Final report/product (required)
- Presentation of research key findings to CFE-DM leadership and staff (required)
- An article for the CFE-DM Liaison Magazine and/or posted to the CFE-DM website (possible and pending leadership approval and Magazine focus)

Skills Desired:

- **Areas of study:** International Relations, Foreign Affairs, Asia/Pacific Studies, Disaster Management, Military Science, Political Science, Communications, or related field.
- **Interest in Indo-Pacific Security:** A demonstrated interest in disaster management and/or security challenges and opportunities within the Indo-Pacific region.
- **Proactive Attitude:** A proactive, strong integrity/honesty and positive attitude with willingness to learn.
- **Teamwork:** Ability to work independently and in a team environment with minimum instruction.
- **Proficiency:** Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); desk research, qualitative survey methods, analytic skills, quantitative methods, interview skills, organizational and stakeholder analysis, and report writing.
- **Understanding:** Knowledge of or familiarity with DMHA or military security issues within the Indo-Pacific Region.
- **Organizational Skills:** Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously. Having strong problem-solving ability, reasoning, strategic thinking, and ability to receive feedback and make changes.
- **Communication Skills:** Strong written and oral communication skills. Ability to write research reports, articles, and other information products to communicate to CFE-DM staff, USINDOPACOM staff, and other civilian and military organizations.

Additional Requirements:

- Must be enrolled in a graduate studies program.
- Must be a U.S. Citizen.
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.
- Must be able to provide own transportation to Ford Island (JBPHH military base).

Operational Assessments & Policy Support Internship



U.S. Indo-Pacific Command (USINDOPACOM) Special Operations Command, Pacific (SOCPAC), Assessments Engagement Division (SOJ53):

Join SOCPAC's Assessment Division as an entry-level analyst supporting assessments of military operations and strategic initiatives across the Indo-Pacific region. This position is ideal for candidates with a background in **operations research, mathematics, engineering, or related fields** who are eager to apply their analytical skills in a dynamic, real-world environment.

Responsibilities and Tasks:

Operational Assessments: Assist in designing and conducting assessments of SOCPAC operations, exercises, and activities.

Assessment Planning: Help develop assessment plans that include **measures of effectiveness (MOEs), measures of performance (MOPs), and clearly defined objectives** to evaluate mission outcomes.

Data Analysis: Collect, organize, and analyze operational data to identify trends, assess mission effectiveness, and support decision-making.

Modeling & Metrics: Apply basic operations research methods, statistics, and engineering approaches to measure outcomes and improve operational performance.

Information Products: Prepare clear and concise assessment reports, information papers, and briefing materials for senior leaders.

Strategic Planning Support: Contribute analytical insights to the development of theater strategy, campaign plans, and country engagement plans.

Collaboration: Work with other SOCPAC directorates, INDOPACOM, and interagency partners to integrate assessment findings into planning and execution.

Intelligence Integration: Support the incorporation of intelligence and operational reporting into assessment frameworks.

Leadership Support: Assist the Division Chief by tracking assessment tasks, coordinating inputs, and supporting overall division workflow.

Skills Desired:

- Foundational knowledge of operations research methods, quantitative analysis, or engineering problem-solving.
- Ability to develop and apply **measures of effectiveness and objectives** in structured assessment frameworks.
- Strong critical thinking and analytical reasoning skills.
- Interested in applying math/engineering/analysis to national security problems.
- Ability to work effectively in teams and across cultures.

Operational Assessments & Policy Support Internship



Environmental Considerations

- A supervisor will provide clear instructions and defined analytical objectives.
- Work is reviewed for accuracy, soundness of analysis, and adherence to guidance.
- Mentorship and professional development opportunities are emphasized.
- Expect regular contact with team members, planners, and external partners.
- Occasional supervised interaction with senior officials during assessments and briefings.
- Some travel may be required to support operational assessments.
- Work is primarily sedentary with occasional physical effort.

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.



Foreign Policy Advisor Internship Position Description

U.S. Indo-Pacific Command (USINDOPACOM) Foreign Policy Advisor to the Commander (J005FPA):

USINDOPACOM protects and defends, in concert with other U.S. Government agencies, the territory of the United States, its people, and its interests. With allies and partners, USINDOPACOM is committed to enhancing stability in the Asia-Pacific region by promoting security cooperation, encouraging peaceful development, responding to contingencies, deterring aggression, and, when necessary, fighting to win. This approach is based on partnership, presence, and military readiness.

The Office of the Foreign Policy Advisor (FPA) consists of four Department of State diplomats, supported by one DoD executive assistant, whose primary task is to assist in the shaping and guiding the Command's strategic efforts and tactical operations in ways consistent with advancing national security and U.S. foreign policies and programs. Working with the Commander, FPA also remains in close contact with State Department (DOS) personnel at Headquarters in Washington, D.C., at U.S. diplomatic missions overseas, and other U.S. Government (USG) agencies, to synchronize DoD objectives with U.S. foreign policy. This is accomplished by acquiring and sharing information, providing feedback, attending meetings and joining discussions, facilitating inter-agency dialogue and senior-level interaction, etc.

Responsibilities and Tasks:

An internship with the Office of the Foreign Policy Advisor will include the following duties:

- Drafting of both DoD and DOS briefing materials, including Talking Points and Executive Summaries.
- Logistical support (scheduling, escorting, and briefing) for senior-level visits by USG officials.
- occasionally staffing Senior Foreign Policy Advisor, assisting with read ahead collection/organization, scheduling, and communications.
- Researching and following foreign policy issues and developments using both USG and open source material throughout the area of responsibility (AOR), which includes: India, China, Mongolia, Sri Lanka, Maldives, Nepal, Bangladesh, Bhutan, Burma, Thailand, Laos, Cambodia, Vietnam, Malaysia, Singapore, Indonesia, Brunei, Philippines, South Korea, North Korea, Japan, Australia, New Zealand, Northern Mariana Islands, Guam, Palau, Timor-Leste, Papua New Guinea, Federated States of Micronesia, Marshall Islands, Nauru, Solomon Islands, Vanuatu, Tuvalu, Fiji, Samoa, American Samoa, Kiribati, Tonga, and Hawaii.

The intern also will gain exposure to ways in which DoD and DOS collaborate on achieving USG goals.

Skills Desired:

- Areas of study: Asian/South Asian Studies, International Studies, International Relations, Political Science, Military Studies, History, International Economics, Political Economy, Public Policy, Interdisciplinary Studies, and Liberal Arts
- Proficiency with Microsoft Office products



Foreign Policy Advisor Internship Position Description

- Knowledge policy and political-military issues within the USINDOPACOM AOR and understanding of
- Excellent oral and written communication skills
- Experience and knowledge of DOS and/or DoD organizational structure
- Interpersonal and team skills, attention to detail, can work independently on multiple projects

Additional:

- Must be a U.S. Citizen
- Must be able to obtain an interim and/or final SECRET security clearance prior to entrance on duty.