

Federal Aviation Administration



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Minority Serving Institutions Internship Program

Response to U.S. House of Representatives Report 117-99

August 23, 2022

1. Legislative Mandate

The Federal Aviation Administration (FAA) submits this report in response to the following mandate on page 29 of House Report 117-99:

*Workforce diversity and training -To further the goal of workforce diversity, \$7,500,000 of the amounts provided for staff offices is for the Minority Serving Institutions (MSI) internship program, which provides students from Historically Black Colleges and Universities, Hispanic Serving Institutions, students attending a college or university with a high percentage of Asian American and Pacific Islanders, Tribal Colleges and Universities, and Students with Disabilities the opportunity to participate in internship opportunities. Not later than 120 days after the date of enactment of this Act, the FAA shall submit a report to the House and Senate Committees on Appropriations on the fiscal year 2019 through 2021 activities of the MSI program, including the number of student participants by type of institution, by FAA line of business and location, the stipend and non-stipend expenses directly and indirectly supporting the program, and a description of recruitment and post-program completion activities.*¹

2. Background Information About the MSI Internship Program

For the past twenty-five years, the FAA has offered student employment experiences. The Agency takes pride in the evolution of the MSI Internship Program, which aims to create a diverse, highly qualified talent pipeline of candidates for FAA entry-level positions by attracting students to the world of aviation through immersion in FAA programs and experiences.

The MSI Internship Program is open to all qualified students enrolled in a post-secondary education institution. The Program places a special emphasis on presenting groups that have been under-represented in the FAA with opportunities in a variety of FAA career fields. In particular, the Program targets women, persons with disabilities, student veterans, and students from minority-serving institutions such as Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), colleges and universities with a high percentage of Asian American and Pacific Islanders, and Tribal Colleges and Universities.

The MSI Internship Program places students in a variety of career fields throughout the FAA, including, but not limited to: aviation research, flight standards and operations, computer science, engineering (aerospace, computer, civil, electronics, electrical, and mechanical), finance, human resources, legal, and other aviation and transportation functions.

¹ The U.S. House of Representatives Committee on Appropriations submitted the following report in explanation of the accompanying appropriations bill (Public Law 117-102) for the Departments of Transportation, Housing and Urban Development, and related agencies for the fiscal year ending September 30, 2022.

3. Fiscal Year Activities of the MSI Program

From 2019-2021, the FAA's Office of Human Resource Management (AHR) expanded the MSI Internship Program in terms of the number of students, the number of schools represented, and the number of hosts within FAA. AHR also further developed the Program's activities and scope. The enhanced MSI Internship Program includes cohort projects, in which small groups of interns solve real world FAA operational support challenges under the mentorship of seasoned managers and executives. Interns also participate in career enhancement workshops, executive meet-and-greets, panel discussions, and virtual tours of FAA operational facilities.

3.1 Number of Student Participants by Type of Institution

In fiscal year 2019, the FAA hosted 97 students during three sessions of the MSI Internship Program. Of these 97 students, 49 (or 50%) attended minority-serving institutions. In fiscal year 2020, the FAA hosted 130 students, with 69 students (53%) from minority-serving institutions. In fiscal year 2021, the FAA grew the Program by approximately 65%, hosting 215 students. The Program saw a 70% increase in students from minority-serving institutions.

Table 1 shows MSI participant information by fiscal year. This report counts each student only once, regardless of whether they attended multiple sessions (summer, fall, and spring) in a single fiscal year.

Table 1: MSI Program Participation by Type of Institution

Number of Students by Type of Institution					
	FY2019	FY2020	Delta	FY2021	Delta
Total Number of Unique Students from HBCUs	29	28	-3%	44	57%
Total Number of Unique Students from HSIs	15	38	153%	44	16%
Total Number of Unique Students from AANAPISIs	5	3	-40%	8	167%
Total Number of Unique Students from non-MSI	48	61	27%	119	95%
Total Number of Unique Students	97	130	34%	215	65%

3.2 Number of Students by FAA Line of Business/Staff Office and Location

Table 2 shows fiscal year participation by the Line of Business/Staff Office (LOB/SO). The LOBs with the highest participation are Air Traffic Organization (ATO), Aviation Safety (AVS), and Office of NextGen (ANG).

Table 2: Student distribution by LOB/SO

Organization	FY2019	FY2020	FY2021
Lines of Business			
Airports (ARP)	2	6	5
Air Traffic Organization (ATO)	52	48	96
Aviation Safety (AVS)	14	17	33
Commercial Space Transportation (AST)	0	5	5
Security and Hazardous Materials Safety (ASH)	1	3	5
Staff Offices			
Audit and Evaluation (AAE)	1	1	1
Chief Counsel (AGC)	1	0	0
Civil Rights (ACR)	13	13	11
Communications (AOC)	7	9	3
Finance and Management (AFN)	3	5	6
Government and Industry Affairs (AGI)	0	0	0
Human Resource Management (AHR)	1	7	11
NextGen (ANG)	2	15	26
Policy, International Affairs & Environment (APL)	0	0	13
*Office of the Administrator (AOA)	0	1	0
TOTAL	97	130	215

**AOA is neither a LOB nor a SO but hosted one intern in 2020.*

The FAA did not track the specific FAA location in which each individual intern worked in FY2019. In FY2020 and FY2021, the MSI Internship Program was entirely virtual due to the COVID-19 pandemic and interns were not required to report to an FAA facility. However, FY2020 and FY2021 Program interns supported FAA managers who are located across the country in regional offices and field locations.

Table 3 shows the number of unique colleges and universities attended by MSI interns over the past three fiscal years in each state. The FAA continued to expand the geographic footprint of the MSI Internship Program each year, with 25, 27, and 34 states represented in 2019, 2020, and 2021, respectively. The FAA also increased the number of schools providing interns to its Program from 62 to 75 to 102 in 2019, 2020, and 2021, respectively.

Table 3: Number of schools providing interns in each state by fiscal year

Number of colleges/universities represented in each state by year								
State	2019	2020	2021	(Continued)	2019	2020	2021	
AK	1				MN	1		
AL		2	5		MS		1	1
AZ	1		3		NC	3	4	4
CA	3	2	6		NE	1		1
CO	1		1		NH	1		1
CT			2		NJ	3	5	4
DC	4	3	6		NV	1		
DE	1	1	1		NY	4	6	7
FL	2	2	7		OH	2	2	1
GA	4	4	5		OK	2	2	2
IA		1	2		PA		1	1
IL		2	2		PR		2	3
IN		2	1		RI		1	1
KS	1	1			SC			1
KY	1		1		TN	1	3	1
LA	1	1	2		TX	9	11	8
MA			1		UK		1	
MD	6	8	8		VA	7	4	9
MI	1		2		VT			1
MO		1			WA		2	1
Total number of colleges/universities by year					62	75	102	

3.3 The Stipend and Non-Stipend Expenses Directly and Indirectly Supporting the Program

The FAA appreciates the increased funding that Congress has appropriated for the MSI Internship Program, which allows for the broader extension of MSI internship experiences. Total MSI Internship Program costs were approximately \$2 million, \$3 million, and \$4 million for FY 2019, FY 2020, and FY 2021, respectively.

MSI internships are paid internships. Over 70% of the total program costs cover the MSI intern salaries or stipends each year. Indirect program costs include FAA staff salaries (Personnel Compensation, and Benefits – PC&B), recruitment and outreach activities, and administrative expenses, such as intern development opportunities (e.g., training), and the cost of shipping IT equipment to various locations across the United States. Table 4 reflects the distribution of direct and indirect program costs.

Table 4: Direct and Indirect Costs, FY 2019-2021

MSI Historical Program Costs			
Category - Direct Costs for Interns (~70%)	FY 19	FY 20	FY 21
Contract - TSC Enterprises, LLC	\$ 486,144	\$ 637,048	\$ 700,264
Contract - The Washington Center	\$ 1,008,229	\$ 1,442,165	\$ 2,294,168
Intern travel (paid through contracts above)	\$ 18,069	\$ 1,112	
Total Direct Costs	\$ 1,512,442	\$ 2,080,325	\$ 2,994,432
Category - Indirect Costs (~30%)	FY 19	FY 20	FY 21
Personnel Compensation & Benefits (AHR Staff)	\$ 515,484	\$ 733,516	\$ 593,862
Admin Contract Support	\$ -	\$ 15,023	\$ 275,000
Background Investigations	\$ -	\$ 28,508	\$ 57,016
Shipment of Equipment	\$ 7,556	\$ 22,560	\$ 7,840
Targeted Recruitment & Outreach	\$ 50,000	\$ 100,000	\$ 150,000
Total Indirect Costs	\$ 573,040	\$ 899,607	\$ 1,083,718
Total Program Costs	\$ 2,085,482	\$ 2,979,932	\$ 4,078,150

3.4 Description of Recruitment Activities

AHR executes a robust multi-method recruitment and outreach strategy. In addition to participating in traditional recruitment outreach such as career fairs, AHR creates intentional engagement opportunities with students through student organizations, academic departments, and industry associations. AHR offers informational sessions and marketing collateral about the MSI Internship Program, and AHR representatives speak to students about the Program in informal settings as well. Prior to fiscal year 2021, AHR utilized third-party vendors to source and recruit candidates for the MSI Internship Program. In addition, the FAA augmented vendor recruitment activities with a mixture of in-person outreach, digital and social media marketing, and partnership-driven messaging.

In 2020, the Program experienced unprecedented change in recruiting due to the COVID-19 pandemic. As a result, the FAA pivoted to a virtual MSI Internship Program replete with a digital recruitment and outreach strategy. As part of its FY 2021 outreach plan, the MSI Internship Program targeted minority-serving institutions, schools that are not minority-serving institutions but have student populations in which near or more than 10 percent of students are diverse and also have

strong Aviation/Aerospace and STEM degree disciplines, and FAA-recognized Collegiate Training Initiative (CTI) schools.

AHR successfully conducted:

- Informational outreach to 33 unique colleges and universities including:
 - 10 HBCUs
 - 8 HSIs
 - 4 schools with large populations of Native American or Alaskan Native students
 - 3 schools with large populations of Asian students
 - 9 Air Traffic-Collegiate Training Initiative (AT-CTI) schools
- Outreach at over 40 career fairs
 - Reached over 2,200 students nationwide
- Outreach to over 30 career centers
 - Utilized email blast campaign in partnership with the FAA's Office of Communications
- Extensive employer branding efforts
 - Shared MSI vacancy announcements with over 800 universities in fall 2020 and spring 2021 through Handshake, an online platform
- Outreach to diverse student organizations nationwide
 - Reached over 150 different student organizations

In addition to these collegiate outreach efforts, the MSI Internship Program used digital media and print advertising to reach various industry organizations representing diverse populations. These organizations include:

American Indian Science and Engineering Society (AISES) <i>Winds of Change</i> magazine	Organization of Black Aerospace Professionals (OBAP)	Student Veterans of America
Black Engineer of the Year Award (BEYA)	Out in Science, Technology, Engineering, Math (oSTEM)	Tribal College Journal Magazine
Careers & the DisAbleD Expo	Recruit Military (Search and Employ Magazine)	University Aviation Association
Hispanic Association of Colleges and Universities (HACU)	Society of Asian Scientists & Engineers (SASE)	U.S. Veteran's Magazine
League of United Latin American Citizens (LULAC)	Society of Hispanic Professional Engineers	Women in Aviation International (WAI)
National Society of Black Engineers (NSBE)	Society of Women Engineers (SWE)	

3.5 Post-Program Completion Activities

Approximately 97% of all the MSI interns in FY2019 – 2021 successfully completed their internship at the FAA. Managers can leverage the FAA excepted service hiring flexibilities to recruit former MSI interns, when applicable. AHR provides training and communications to raise awareness about hiring authorities available to FAA managers.

The FAA is committed to continuous improvement of the MSI Internship Program to ensure that the Program conducts effective outreach, provides meaningful career experiences for interns, and utilizes hiring flexibilities that will attract and retain top talent and build the FAA workforce of the future.

APPENDIX FY 2021 RECRUITMENT & OUTREACH

Total Number of Unique Schools	33
Total Number of CTI (Collegiate Training Initiative) Schools	9
Career Fairs	40
Audience Reached (Virtual)	2,000+
Classified Minority-Serving Institution Distinction	
Historically Black Colleges and Universities (HBCU)	10
Hispanic Serving Institution (HSI)	8
Diversity Count *	
Hispanic	2
Asian	5
Native American/Alaskan Native	1
Multi-Ethnic	1
Student Veterans	2
Women	1

**Additional institutions that are not minority-serving were selected due to a high percentage (near or over 10%) of diverse student populations and strong Aviation/Aerospace and STEM degree disciplines.*

Sample List of Schools in Outreach Plan

FY 2021 University Relations Outreach		
Arizona State – Mesa~	Auburn University	Bowie State University*
Community College of Baltimore County CCBC)~	Delaware State University*	Eastern New Mexico University+
Embry-Riddle University (AZ & FL campuses)~	Florida Memorial University*	George Mason University
George Washington University	Hallmark University+	Hampton University*~
Hofstra University	Howard University*	Inter-American University of Puerto Rico+~
Miami-Dade College+	Morgan State University*	Mt. San Antonio College~
Norfolk State University*	Northeastern State University	Oklahoma State University
Old Dominion University	Tennessee State University*	Texas Southern University*
Tuskegee University*	University of Alaska~	University of Maryland
University of Nebraska	University of North Dakota~	University of New Mexico – Las Cruces+
Virginia Commonwealth University	Virginia Tech	Vaughn College~

Legend:

HBCU = *
HSI = +
FAA CTI = ~