

**MEMORANDUM OF UNDERSTANDING  
BETWEEN TRINITY WASHINGTON UNIVERSITY AND  
THE U.S. DEPARTMENT OF HOMELAND SECURITY**

**I. PURPOSE AND SCOPE**

In order to create a future generation of employees as diverse as the world around us, this Memorandum of Understanding (MOU) between the Department of Homeland Security (DHS) and **Trinity Washington University (Trinity)** creates the opportunity to expand outreach and recruitment to students and recent graduates for DHS opportunities, including, but not limited to, internships, fellowships, temporary assignments, academic programs, student engagements, mentorship and permanent federal employment. DHS and **Trinity** may agree to increase outreach and engagement efforts in other areas within the homeland security mission without amending this MOU.

**II. PARTIES**

The parties to this MOU are DHS (both Headquarters and its Components) and **Trinity**. Both parties are responsible for the goals and activities contained in this agreement and shall equally contribute to its success.

Through this agreement, **Trinity** will have insight into recruitment opportunities at DHS for students and recent graduates. DHS will have access to students enrolled in and recent graduates from **Trinity**.

- A.** DHS's mission is to ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS' efforts are supported by an ever-expanding set of partners. Every day, approximately 240,000 men and women of DHS contribute their skills and experiences to this important mission.

More specifically, DHS:

- Protects Americans from terrorism and other homeland security threats by preventing nation-states and their proxies, transnational criminal organizations, and groups or individuals from engaging in terrorist or criminal acts that threaten the Homeland;
- Works with federal, state, local, and tribal partners as well as the private sector and other non-government organizations to prevent terrorism and enhance security;
- Ensures community resilience to disasters across the nation through collaborative training exercises and information sharing activities before, during, and after disaster events;
- Secures and manages U.S. borders by collaborating with federal, state, local, and tribal partners to prevent illegal activity and facilitate lawful travel and trade;
- Safeguards and secures civilian and government cyberspace and coordinates with

federal, state, local, and tribal government partners to secure critical infrastructure and information systems;

- Enforces U.S. trade laws and facilitates lawful international trade and travel;
- Enforces and administers U.S. immigration laws; and
- Matures and strengthens DHS using a unified and integrated approach to accountability, efficiency, transparency, and leadership development.

**Trinity's** mission is as a comprehensive university offering a broad range of educational programs that prepare students across the lifespan for the intellectual, ethical, and spiritual dimensions of contemporary work, civic and family life. Trinity's core mission values and characteristics emphasize:

- **Commitment to the Education of Women** in a particular way through the design and pedagogy of the historic undergraduate women's college, and by advancing principles of equity, justice, and honor in the education of women and men in all other programs;
- **Foundation for Learning in the Liberal Arts** through the curriculum design in all undergraduate degree programs and through emphasis on the knowledge, skills, and values of liberal learning in all graduate and professional programs;
- **Integration of Liberal Learning with Professional Preparation** through applied and experiential learning opportunities in all programs;
- **Grounding in the mission of the Sisters of Notre Dame de Namur** and the Catholic tradition, welcoming persons of all faiths, in order to achieve the larger purposes of learning in the human search for meaning and fulfillment.

### III. AUTHORITIES

- Executive Order 13171, *Hispanic Employment in the Federal Government*
- Executive Order 13518, *Employment of Veterans in the Federal Government*
- Executive Order 13548, *Increasing Federal Employment of Individuals with Disabilities*
- Executive Order 13555, *White House Initiative on Educational Excellence for Hispanics*
- Executive Order 13562, *Recruiting and Hiring Students and Recent Graduates*
- Executive Order 13583, *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*
- Executive Order 13592, *Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities*
- Executive Order 13621, *White House Initiative on Educational Excellence for African Americans*
- Executive Order 13779, *White House Initiative to Promote Excellence and Innovation at Historically Black Colleges and Universities (HBCU)*
- Executive Order 13872, *Economic Empowerment of Asian Americans, and Pacific Islanders*
- Any other superseding and subsequent authorities

## IV. DEFINITIONS

**The Office of Personnel Management's (OPM) Pathways Programs** - Provides access to Federal internships and careers in Government for students and recent graduates. The Pathways Programs consist of the Internship Program for current students; the Recent Graduates Program for people who have recently graduated from qualifying educational institutions or programs (2 years from the date the graduate completed an academic course of study); and the Presidential Management Fellows (PMF) Program for people who obtained an advanced degree (*e.g.*, graduate, or professional degree) within the preceding two years.

## V. RESPONSIBILITIES OF THE PARTIES

### A. DHS Responsibilities

DHS will share resources and information, as appropriate and as available staff and resources allocations allow, with **Trinity** as follows:

1. DHS will share information with **Trinity**, leveraging the Pathways Programs during the academic year, and will work to expand the visibility into DHS opportunities for students and recent graduates.
2. DHS will share information with **Trinity** to increase the pipeline of talent through DHS Component-specific internship programs to students and recent graduates that provide incentives such as scholarships (tuition and fees), monthly salary, housing allowances, and other benefits.
3. DHS will annually develop a series of webinars geared towards students and recent graduates at **Trinity** to provide valuable information on the DHS mission, current job opportunities, and tips for Federal resume writing and application process.
4. DHS will participate in the **Trinity** recruiting and outreach opportunities, events, and tours including career fairs, on-campus career orientations, and other awareness activities to inform students, faculty, staff, and alumni about DHS employment and student opportunities. This will include exploring opportunities to highlight DHS's mission and student opportunities at **Trinity** conferences as a sponsor, advertiser, exhibitor, or contributor to presentations to students.
5. DHS will work with **Trinity**, when invited, to participate in and disseminate information across Headquarters and Components about public policy forums, lectures, presentations, conferences, national level exercises, trainings, and other events at **Trinity**.

6. To strengthen the partnership between DHS and Institutions of Higher Education (IHEs), DHS will research and review existing MOUs with IHEs to enhance our collaborative efforts and align with existing best practices.
7. DHS and Trinity will assess return on investment for the Department on outreach and recruitment activities to ensure accountability and prudent stewardship.

### **B. Trinity Responsibilities**

1. **Trinity** will advise DHS on effective mechanisms for targeting materials and communications to students and recent graduates.
2. **Trinity** will disseminate DHS materials and communications to students and recent graduates related to DHS mission, current job opportunities, and tips for Federal resume writing and application process.
3. **Trinity** will partner with DHS in establishing outreach opportunities on campus to increase awareness of the DHS mission and current job opportunities available to students and recent graduates.
4. **Trinity**, when appropriate, will invite DHS to participate in public policy forums, lectures, presentations, conferences, national level exercises, trainings, and other events at the Trinity.

### **C. Both DHS and the Trinity will:**

1. Meet or correspond semi-annually to review DHS/**Trinity** MOU activities and progress.
2. Notify DHS/ **Trinity** MOU Points of Contact (POC) regarding upcoming meetings, status updates, as well as requests related to the terms of the MOU.
3. Track the annual outcomes of DHS/**Trinity** MOU in a joint report to determine areas of achievement and enhancements.
4. Identify opportunities and programs where professionals from DHS and **Trinity** can participate in research, capacity-building, training, and exchange programs.

## **VI. POINTS OF CONTACT**

DHS and **Trinity** will designate POCs within their respective organizations to implement the MOU. The POCs will direct and coordinate partnership activities to ensure that mutual benefits and interests are served. The respective offices responsible for implementation and maintenance of this MOU are:

**For DHS HQ:**

Traci Silas, J.D.  
Executive Director, Office of Academic Engagement  
HQ Office of Partnership and Engagement

**For Trinity:**

Dr. Carlota Ocampo  
Provost  
Office of Academic Affairs  
Trinity Washington University  
125 Michigan Avenue, NE  
Washington, DC 20017  
202/884-9209  
[ocampoc@trinitydc.edu](mailto:ocampoc@trinitydc.edu)

**VII. OTHER PROVISIONS**

- A.** Nothing in this MOU is intended to conflict with current law or regulation or the directives of DHS and **Trinity**. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.
- B.** Nothing in this MOU is intended to restrict the authority of either part to act as provided by law, statute, or regulation.
- C.** Nothing in this MOU shall be interpreted as affording DHS or **Trinity** any role in the content, programming, or operating decisions of the other entity.
- D.** In order to facilitate and accomplish the goals and objectives set forth in this MOU, DHS and **Trinity** will meet as necessary and appropriate to discuss issues of mutual interest and assess progress in accomplishing the desired objectives.
- E.** This MOU is between DHS and **Trinity** and does not confer or create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, or by any third person or party (public or private) against the United States, its agencies, its officers, or any person; or against **Trinity**, its Governing Board or any of its staff.
- F.** The parties will use or display each other's name, emblem, or trademarks only in the case of particular projects and only with prior written consent of the other party.

**VIII. FUNDING**

This MOU is not a fiscal or funds obligation document. This MOU does not include the reimbursement of funds between two parties.

**IX. EFFECTIVE DATE**

The terms of this MOU will become effective on the date of the last signature by the parties.

**X. MODIFICATION**

The terms of this MOU may be modified upon the mutual written consent of the parties.

**XI. TERMINATION**

This MOU will remain in effect in perpetuity. The term may be extended by mutual written agreement of the parties. Either party may terminate this MOU upon sixty (60) days written notice to the other party.

**XII. SIGNATURES**



12.15.2021

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Dr. Carlota Ocampo  
Provost  
Office of Academic Affairs  
Trinity Washington University

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Date



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December 15, 2021

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Traci Silas, J.D.  
Executive Director  
Office of Academic Engagement  
Office of Partnership and Engagement  
Department of Homeland Security

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Date

