



## **GSA OIG Summer Internship Program**

### **Eligibility Requirements**

- Student enrolled in an American Bar Association (ABA) accredited law school.
- Have completed at least one year of law school by the summer intern program start date.
- GPA of at least 3.0 (or equivalent).
- US citizenship.

### **Overview**

The Office of Inspector General (OIG) for the U.S. General Services Administration (GSA) was established as one of the original 12 OIGs created by the Inspector General Act of 1978. The GSA OIG's mission is to detect and deter waste, fraud, and abuse and to identify and recommend ways that the agency can better use taxpayer money. In Fiscal Year 2020, the OIG's audit and investigative work identified over \$134 million in potential cost savings and recovered more than \$108 million for the federal government.

An OIG internship provides a wide-variety of practical, real-world opportunities to grow and develop. The practice areas at OIG Counsel's Office include: government contracting and procurement; fiscal law; civil and criminal investigations; False Claims Act; employment law; ethics; administrative subpoenas; and Freedom of Information Act (FOIA) matters.

### **Duties and Responsibilities**

The OIG intern will conduct independent research on legal issues, analyze pertinent law, and write legal memoranda. The OIG intern will brief, orally or in writing, OIG attorneys and OIG managers on the results of the research and analysis.

### **Duty Location**

The official duty station is at OIG Headquarters at 1800 F Street, NW, Washington, DC 20405.

### **Internship Duration and Hours**

OIG interns must work a full-time schedule for 8 weeks. The start and end dates are flexible, but the internship generally begins the last week of May and goes until the last week of July or first week of August.

## **Compensation**

The internship is paid.

## **Supervision and Guidance Received**

The intern will report to an OIG attorney who will coordinate assignments, provide guidance, and review the intern's work. Assignments may be provided orally or in writing, generally with broad instructions as to the manner in which an assignment is to be performed. The OIG intern is responsible for ensuring accuracy and timely completion of assignments. The intern will communicate daily with OIG attorneys and OIG managers for the purposes of clarifying and reporting on status of pending assignments.

## **Confidentiality**

The OIG intern must maintain all official information obtained pursuant to the internship in a confidential manner and subject to existing restrictions prohibiting the disclosure of sensitive Government information under FOIA, the Privacy Act, the Trade Secrets Act, administrative and judicial protective orders, GSA OIG policy, and all other pertinent civil and criminal laws prohibiting the disclosure of information.

## **Background Investigation**

Appointment is conditioned on the successful completion of a background investigation.

## **Application Deadline and Submission**

Applications will be accepted through March 15, 2022. Those applying for this announcement are required to complete and submit an online application through USAJobs. Applications submitted outside USAJobs will not be considered. Application materials include:

- Cover letter,
- Resume,
- Copy of law school transcript, and
- Short writing sample (no more than 10 pages in length).

**Apply on USAJobs – Announcement Number: JC-2022-01-DE**

<https://www.usajobs.gov/job/641276700>