



## **Legal Internship Program**

The United States General Services Administration (GSA) Office of Inspector General (OIG) provides law students with the opportunity for practical skill development through its legal internship program. Legal interns assist the GSA OIG in a variety of matters, including responding to managers' questions about government contracts and procurement, fiscal law, integrity, and handling confidential or sensitive information. Interns may also assist with civil fraud investigations; employee relations matters; and the review of proposed legislation, regulations, and policy guidance.

### ***About the Office***

The OIG's mission is to assist GSA in protecting and improving its operations and effectively carrying out its responsibilities. This mission serves the public interest by bringing about positive change in the performance, accountability, and integrity of GSA programs and operations. The OIG plays a vital role in supporting GSA's continuing evolution as a leader in government procurement and its efforts to meet the needs of its federal customers expertly and competitively while serving the best interests of the taxpayers. In particular:

- The OIG works continuously to improve the economy, efficiency, and effectiveness of GSA programs.
- The OIG performs independent financial, program, and compliance audits; criminal and civil investigations; and reviews of proposed legislation and regulations.
- The OIG is committed to being objective and impartial, and it does not permit conflicts (actual or perceived), improper influence, or other impediments to interfere with its work.
- The OIG carries out its responsibilities in an ethical manner with the highest level of integrity.

### ***Duties and Responsibilities***

*Research and Analysis:* The legal intern will conduct independent research on legal issues or policy matters using the Internet, Westlaw, and official files. The intern will gather facts and analyze pertinent law to form legal opinions. The intern will brief, verbally or in writing, OIG attorneys and managers on the results of the research and analysis.

*Legal Assistance:* The legal intern will draft correspondence and legal memoranda. The legal intern will search official files, review responsive documents, and respond to requests made under the Freedom of Information Act, the Privacy Act, and discovery procedures.

### ***Duty Location and Hours***

The legal intern will work at 1800 F Street, W, Washington, DC 20405, at OIG headquarters. Interns may also attend meetings with managers in the Washington, DC, area. The legal intern may work up to 40 hours per week. During the summer, the office requires a full-time

commitment. During the fall and spring, preference is given to interns who can work full-time or nearly full-time. (The number of hours will also depend upon the academic institution's requirements for internship credit.)

Notably, interns must receive the permission of the institutions at which they are enrolled as students in order to serve as interns. (This includes internships through a program providing academic credit, but need not be limited to such programs.) As the OIG is not able to offer paid internship positions, it encourages students to seek academic credit for their work.

### ***Supervision and Guidance Received***

The legal 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 legal intern is responsible for ensuring accuracy and timely completion of assignments. The legal intern will communicate daily with OIG attorneys and OIG managers for the purposes of clarifying and reporting on status of pending assignments. When requested by the intern, the supervisory attorney will provide written feedback on performance.

### ***Confidentiality***

The legal intern shall 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 the Freedom of Information Act, 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.

### ***Points of Contact***

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### ***Application Materials***

Applicants for an internship position should provide cover letters, resumes, copies of their law school transcripts, and short writing samples (5 pages would suffice). Application materials should be addressed to Richard Levi, Counsel to the GSA Inspector General, 1800 F Street NW, Washington, DC 20405, and may be sent via electronic mail to [legal.interns@gsaig.gov](mailto:legal.interns@gsaig.gov).