

Locations

Students may apply for an internship at any of OI's more than 70 office locations nationwide. A listing of OI's Headquarters location and each of OI's 10 Regional Office locations is provided in this brochure.

To find out more information about OI, including a complete listing of all OI offices, visit us online at:

<http://oig.hhs.gov/oi>

Making a Difference

OI's most recent accomplishments include:

- ◆ **\$2.18 billion in investigative receivables**
- ◆ **447 criminal actions**
- ◆ **262 civil actions**
- ◆ **3,308 exclusions of individuals and entities**

HEADQUARTERS:

Washington, DC

REGIONAL OFFICE LOCATIONS:

Boston, MA

New York, NY

Philadelphia, PA

Atlanta, GA

Miami Lakes, FL

Chicago, IL

Dallas, TX

Kansas City, MO

San Francisco, CA

Santa Ana, CA

U.S. Department of Health and Human Services
Office of Inspector General
Office of Investigations

330 Independence Ave, S.W. Rm: 5409
Washington, DC 20201

<http://oig.hhs.gov>

Email: OI.Internships@oig.hhs.gov



YOU CAN MAKE A DIFFERENCE

Student Diversity Volunteer Internship Program

**U.S. Department of Health
and Human Services
Office of Inspector General
Office of Investigations**

Office of Investigations

The U.S. Department of Health and Human Services (HHS), Office of Inspector General (OIG) consists of six component offices. The Office of Investigations (OI) is responsible for conducting and coordinating investigative activities related to fraud, waste and abuse in the more than 300 HHS programs.

OI investigates Medicare and Medicaid fraud, child support enforcement matters, and mismanagement by applicants, grantees, and contractors or by HHS employees in the performance of their official duties. Investigations often result in criminal, civil, or administrative action.

With investigators working in all 50 States, OI leverages its resources by actively coordinating with the Department of Justice and other law enforcement authorities.

Student Diversity Volunteer Internship Program

Over the years, OI's diversified workforce has allowed the expansion and adjustment of operations to meet emerging patterns in program fraud and abuse.

OI continues to recognize that recruiting a diversified workforce enables effective and efficient execution of its mission.

OI has created the Student Diversity Volunteer Internship Program (SDVIP) to offer students an exciting and rewarding work experience that will equip them with a competitive edge in the criminal justice field.

Reach Your Potential

We are seeking motivated, dedicated, and talented individuals who are interested in making an impact and can help further OI's mission. Working for OI will assist you in developing the skills necessary to succeed in the criminal justice field.

In order to provide a systematic view of OI, students participating in the SDVIP may rotate within the different programmatic areas. Student interns are encouraged to participate in OI training opportunities in support of their professional growth.



Office of Investigations



ACHIEVING EXCELLENCE THROUGH MISSION FOCUS

Where Do I Fit In?

Students interested in working with OI offices around the country or with Headquarters may work in any of the three areas listed below, and will assist with the following duties:

- ◆ **Investigations**
Support activities related to current OI investigations including data gathering activities regarding alleged fraud, waste or abuse in HHS programs.
- ◆ **Computer Forensics & Technology**
Examination of electronic evidence related to allegations under investigation, as well as managing OI information systems and identifying and implementing new technologies to increase efficiency of operations.
- ◆ **Mission Support**
Budget formulation and execution, human resources, administrative support, organizational management, property management, hotline complaint processing, and the coordination of special projects.

Application Process

To apply for the SDVIP, you must submit the following documentation to OI Headquarters:

- ◆ **Cover Letter**
- ◆ **Resume**
- ◆ **Transcript**
- ◆ **OF-306, Declaration of Federal Employment**
- ◆ **OI-260, Volunteer Statement Agreement**
- ◆ **HHS Credit Release**

All documents can be found at <http://oig.hhs.gov/oi>

All materials may be submitted by email or mailed to:

HHS/OIG/OI Headquarters
Student Internship Program
Coordinator
330 Independence Ave, S.W.
Rm: 5409
Washington, DC 20201

Requirements

To be eligible to participate in the SDVIP, the student must meet all of the following qualifications at the time of application:

- ◆ **Must be a US citizen.**
- ◆ **Must be enrolled at least half time in a college or university.**
- ◆ **Must be at least 18 years of age.**
- ◆ **Must have a minimum cumulative grade point average (GPA) of 3.0 or above on a 4.0 scale.**
- ◆ **Must be in good standing with their academic institution.**
- ◆ **Must agree to a background check.**
- ◆ **Should be available to intern at least 16 hours a week.**
- ◆ **Should make a commitment to intern at least eight weeks.**