



OFFICE OF INVESTIGATIONS

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

OI investigates Medicare and Medicaid fraud, child support enforcement matters, internal investigations, and grant and contract fraud. Additionally, investigative activities include allegations of fraud, and mismanagement by applicants, grantees, and contractors or by HHS employees in the performance of their official duties. Successful prosecutions result in criminal and administrative remedies to include fines and exclusions.

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

OI is now recruiting for students interested in gaining law enforcement and investigations experience. As an OI intern your primary responsibility will be to assist in supporting OI's mission in the detection and investigation of fraud, waste and abuse in HHS programs and operations.

STUDENT DIVERSITY VOLUNTEER INTERNSHIP PROGRAM OVERVIEW

The student diversity volunteer internship program provides students with the opportunity gain work experience and apply their educational knowledge to the real workforce. Student interns augment the OI workforce, and offer a fresh perspectives and innovative solutions to problems.

Internship opportunities are available at OI Headquarters and all Regional and Field locations. With over [70 OI locations](#) to choose from, students have the opportunity to apply during the school semester (while away from home) or during the summer session (when at home).

This program will enable students to provide volunteer services to OI and expose the students to OI career opportunities. The program will focus on providing students substantive work experience in OI functions. Ideally, students will be assigned to work in areas representative of their interests and field of study. A list of work assignments may be provided to the student upon entry into OI.

Program Areas

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

There are many different functions that are performed to support OI's mission. Mission support does not only encompass investigative support, but it also includes budget formulation and execution, human resources, administrative support, organizational management, policy, property management, hotline complaint processing, and the coordination of special projects.

PROGRAM 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 a student;
- 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 work at least 16 hours a week; and
- Should make a commitment to work at least eight consecutive weeks.

HOW TO APPLY

Students who are interested in applying to the program will be required to prepare and submit an application package. Applications will be accepted on a continuous basis; however, students are encouraged to apply at least one month prior to the beginning of the school semester. Generally student will be placed prior to the beginning of the Fall, Spring, and Summer semesters. The application package will be submitted to the Headquarters Student Internship Program Coordinator.

The applications package must include the following components:

1. Cover Letter;
2. Resume;
3. Transcript;
4. [Department of Health and Human Services \(HHS\) Credit Release](#);
5. [OF-306, Declaration of Federal Employment](#); and
6. [OI-260, Student Internship Agreement](#).

All components of the application package must be submitted at the same time. Unofficial transcripts may be initially submitted; however, the student will eventually have to provide an official transcript for verification purposes.

Application packages may be mailed, faxed, or emailed to:

HHS/OIG/OI Headquarters
Student Internship Program Coordinator
330 Independence Ave, S.W.
Rm: 5409
Washington, DC 20201
Fax: (202) 401-0502

Email: OI.Internships@oig.hhs.gov

Selection Process

Complete applications received by Headquarters will be reviewed to ensure all program criteria are met. All eligible candidates will be referred to the nearest OI regional office for further consideration and possible interview.

The regional recruitment point of contact (POC) will review the applications and schedule interviews with the most competitive applicants. Applicants will be interviewed at the OI office located nearest to the student. Final official notification of acceptance into the program will be provided by OI Headquarters. Selections are based upon academic achievements, area of study, life/work experiences and the needs of the OI, among other things.

The OI encourages women, minorities and persons with disabilities to apply for the Student Diversity Volunteer Internship Program.