

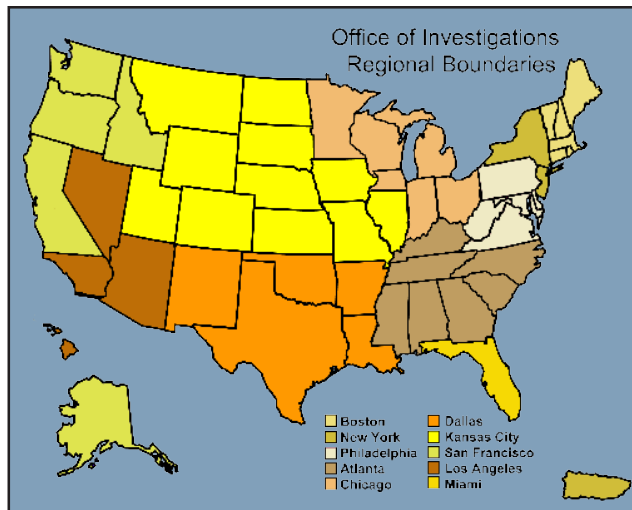
Locations

Students may apply for an internship at any of our more than 50 office locations nationwide. To find out more information about OI, visit us online at: <http://oig.hhs.gov/about-oig/about-us/office-of-investigations.asp>.

HEADQUARTERS:
Washington, DC

REGIONAL OFFICES LOCATIONS:

Boston, MA	Dallas, TX
New York, NY	Kansas City, MO
Philadelphia, PA	San Francisco, CA
Atlanta, GA	Los Angeles, CA
Chicago, IL	Miami, FL



Who We Are

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 over 300 HHS programs.



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

OI conducts investigations in all 50 States and leverages its resources by actively coordinating with the U.S. Department of Justice and other law enforcement partners.

OIG Core Values

Integrity

Acts with independence and objectivity

Credibility

Builds on a tradition of excellence and accountability

Impact

Yields results that are tangible and relevant

Contact Information

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

Email:

OIInternships@oig.hhs.gov

All materials may be submitted by mail or fax to:
HHS/OIG/OI/HQ
Student Volunteer Service
Coordinator
Rm 5409
330 Independence Ave., SW
Washington, DC 20201

Fax: (202) 401-0502



**YOU CAN
MAKE A
DIFFERENCE**

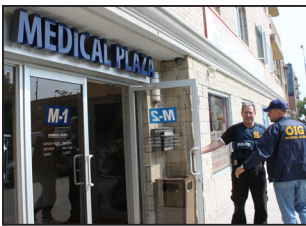
*Student Volunteer
Service Program*

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

Where Will I Fit In?

Investigations

Support activities related to current OI investigations, including data gathering activities regarding alleged fraud, waste, or abuse in HHS programs.



Computer Forensics & Technology

Assist in the examination of electronic evidence related to allegations under investigation, as well as developing an understanding for information systems we use.



Work with technology professionals as they identify and implement new technologies to increase efficiency and improve investigative capabilities.

Mission Support

Develop a background in budget formulation and execution, human resources, administrative support, organizational management, property management, hotline operations and complaint management, policy development, internal evaluation, and inspection and be involved in the coordination of special projects.



Student Volunteer Service Program

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

OIG created the Student Volunteer Service Program (SVSP) 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 OIG's mission. Working for OIG will assist you in developing the skills necessary to succeed in the criminal justice field.



In order to provide a systematic view of OIG, students participating in the SVSP may rotate within the different programmatic areas. Student interns are encouraged to participate in OIG training opportunities in support of their professional growth. This program is an unpaid internship opportunity.



Application Process

To apply for the SVSP, you must complete and submit the following documentation to OIG Headquarters:

- ★ Cover Letter
- ★ Resume including birth date
- ★ Transcript
- ★ HHS Credit Release
- ★ OIG-260, SVSP Agreement
- ★ OIG-260a, SVSP Institution Agreement

All documents can be found at:
<http://oig.hhs.gov/faqs/internship-program-faq.asp>.

Requirements

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

- ★ U.S. citizenship
- ★ A student enrolled
- ★ At least 16 years of age
- ★ A minimum cumulative GPA of 3.0 on a 4.0 scale
- ★ In good academic standing with their institution
- ★ Agree to a background check
- ★ Available to work at least 10 hours per week with minimum 2 hours per work day
- ★ Able to work at least 8 consecutive weeks