

AbilityOne OIG Student Intern Program

Overview

The U.S. AbilityOne Commission is an independent federal agency responsible for administering the Javits-Wagner-O'Day Act (41 U.S.C. §§8501-8506) and the AbilityOne Program. The AbilityOne Program exceeds \$3 billion in annual sales to the Government, and approximately 45,000 Americans who are blind or have significant disabilities have job opportunities through its network of more than 500 nonprofit agencies.

The Office of Inspector General (OIG) is responsible for oversight the agency programs and operations, and to promote economy, efficiency, and effectiveness. OIG interns will receive experience in all aspects of OIG work. The work normally assigned to interns consists primarily of research, development, design, and planning of office documents, writing and review of memoranda and other official publications, and assisting with other OIG activities, as necessary. OIG interns regularly participate in staff meetings, and other learning opportunities.

Undergraduate Internship

The OIG Undergraduate Internship Program is designed to provide students with experience in a variety of OIG functions. The work usually assigned to undergraduate interns consist of:

- Assisting with audits, inspections, evaluations, and other actions as necessary for the OIG team.
- Assisting the investigatory team with ongoing investigations, research, and inspections.
- Attending commission, audit, investigation, and other meetings.
- General administrative duties such as proofreading, copying, computer work.
- Special projects and other duties as assigned.

Eligibility Requirements

- Currently enrolled as a full-time student in a 4 yr. college/university accredited by the U.S. Department of Education.
- 3.0 minimum overall GPA on a 4.0 scale.
- Have completed at least one (1) year of undergraduate education.
- 18 years old and of no relation to a member of the Commission or AbilityOne Program.
- U.S. Citizenship.
- Effective oral and written communication skills with a working knowledge of Microsoft Excel, Word, and PowerPoint.
- Interest in business, accounting, auditing, criminal justice, government or legislation is a plus.

Legal Internship

The OIG Legal Internship Program is designed to provide law students with experience in a variety of OIG functions. The work usually assigned to legal interns consist of:

- **Research and Analysis:** Conducting independent research on legal issues or policy matters using the Internet, Westlaw, and official files. Gathering facts and analyzing pertinent law to draft legal opinions. Briefing, verbally or in writing, OIG attorneys and managers on the results of their research and analysis.
- **Investigation:** Assisting the investigation team with ongoing investigations, tailored to interests, experience, and necessity.
- **Legal Assistance:** Drafting correspondence and legal memoranda, searching official files, reviewing responsive documents, and responding to requests made under the Freedom of Information Act, the Privacy Act, and discovery procedures.
- **Special projects and other duties as assigned.**

Eligibility Requirements

- Currently enrolled in an academic accredited institution as a J.D. or LL.M candidate in an ABA accredited law school.
- Have completed at least one (1) year of law school by requested start date.
- 3.0 minimum overall GPA on a 4.0 scale.
- No relation to a member of the Commission and AbilityOne Program.
- U.S. Citizenship.
- Effective oral and written communication skills with a working knowledge of Microsoft Excel, Word, and PowerPoint.

Timeline

OIG Internships normally correspond to the semesters of a standard academic year. Interns should be willing to commit to the following schedules depending on the semester. Reasonable accommodations will be made for job interviews, school business or other special circumstances.

Fall

- Late August – Mid December
- Deadline to Apply: June 15
- At least fifteen (15) hours per week

Spring

- Late January – Early May
- Deadline to Apply: November 15
- At least fifteen (15) hours per week

Summer

- Late May – Late August
- Deadline to Apply: March 15
- At least fifteen (15) hours per week

*Internship dates and deadlines are flexible, applicants will be considered on a rolling basis for all internship opportunities.

Academic Credit

AbilityOne OIG internship program participants may earn academic credit through your institution for this unpaid internship. Interns should work with their schools to arrange academic credit and/or financial assistance for the time they work at the OIG. Students are not guaranteed or should expect to receive a job offer for an OIG position at the conclusion of their internship. Public transportation benefits may be available.

How to Apply

Application Packet:

- A cover letter detailing your interest in OIG work
- A resume
- Proposed schedule including
 - Start and end dates
 - Number of hours willing to commit per week
- College transcript (Redact personally identifiable information (PII), or sensitive personal information (SPI))
- 2 professional references if tentatively selected

Completed application packets should be emailed with the subject “Fall/Spring/Summer Internship,” respectively, to OIGinternship@oig.abilityone.gov.

All applications submitted prior to their respective deadlines will be reviewed. Only candidates selected for interview will be contacted. The OIG accepts applications on a rolling basis for all programs.

The OIG encourages women, minorities, and persons with disabilities to apply.

Thank you for considering an internship with the AbilityOne Office of Inspector General.