U.S. Department of Transportation, Office of Inspector General
Undergraduate Internship Program

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The U.S. Department of Transportation (DOT) supports and regulates the nation’s transportation system across all modes of transportation, including aviation, highways, railroads, pipelines, public transit, and maritime. A cabinet-level agency, DOT is responsible for billions of dollars in grants and the enforcement of a wide variety of transportation-related laws and regulations. DOT is a critical component in making U.S. transportation safe and efficient.

The DOT Office of Inspector General (OIG) is an independent agency within DOT whose mission it is to improve safety and efficiency and prevent waste, fraud, and abuse in DOT programs and operations. OIG’s Office of Investigations conducts investigations of crimes involving DOT funds and transportation-related laws. In addition to special agent criminal investigators, the Office of Investigations also employs non-criminal investigators who investigate whistleblower complaints, allegations of ethical misconduct by DOT personnel, and other civil and administrative impropriety. The Office of Audits and Evaluations reviews departmental programs and activities for efficiency and effectiveness and makes recommendations to the Secretary and Congress on how to maximize the use of taxpayer funds. Headquartered in Washington, DC, OIG also maintains audit and investigative field offices across the country and employs a staff of over 420.

Office of Legal, Legislative, and External Affairs

The Office of Legal, Legislative, and External Affairs contains two components: the Office of Legal Counsel and the Office of Legislative and External Affairs. The Office of Legal Counsel, headed by the Chief Counsel, serves as an advisor to OIG management on a wide variety of issues. Among other responsibilities, the Office of Legal Counsel:

- Advises OIG auditors and investigators on legal questions;
- Works with the U.S. Department of Justice on litigation;
- Manages OIG’s ethics and FOIA programs; and
- Represents OIG in administrative legal proceedings before the Equal Employment Opportunities Commission and the Merit Systems Protection Board.
The Office of Legislative and External Affairs is OIG’s primary point of contact for Congressional members and staff, the media, and the public about OIG programs and services. OIG staff members analyze bills and Acts of Congress, brief Congressional members and staff on OIG work and operations, and respond to media requests for information.

Undergraduate Internship

Our undergraduate internship provides college juniors and seniors insight into the Federal government. Interns have a unique opportunity to gain understanding of the legislative process. Interns track transportation policy in Congress, attend committee hearings, learn how Congress works, and observe the operations of the Federal government. Interns acquire first-hand experience in the relationship between the Federal government and the media. In the Office of Legal Counsel, interns will work alongside OIG attorneys, providing research and other support.

Examples of past responsibilities include:

- Working with government managers, including the Assistant Inspector General for Legal, Legislative, and External Affairs, the Chief Counsel, and the Director of Congressional and Public Affairs;
- Tracking, analyzing, and briefing OIG officials on high-profile and landmark transportation-related legislation in Congress, such as the American Recovery and Reinvestment Act (commonly called the Stimulus or Recovery Act), C.A.R.S. (commonly called “Cash for Clunkers”), and DOT Appropriations bills;
- Attending Congressional hearings and Supreme Court arguments;
- Crafting legislative memoranda and briefs of committee hearings;
- Supporting attorneys with litigation projects involving research, testimony preparation, and transcription;
- Conducting research using LexisNexis, Westlaw, Thomas, and various Congress-specific news sources;
- Assisting in the creation of presentations for meetings, training, and conferences;
- Working with attorneys to assemble comments from the government-wide OIG community on specific projects; and
- Processing Freedom of Information Act (FOIA) requests.

Students in the program gain enhanced skills and knowledge, explore career options in the Federal government, acquire hands-on legal skills and experience, expand their networks in the Federal sector and transportation industry, and gain insight into the role of Federal agencies and Congress. In addition, we encourage students to expand their professional network and experiential basis by participating in any number of extracurricular programs designed for interns working in the Federal government. Both summer and academic-year internships are available
The program includes an 8-week summer term and 12- to 15-week fall and spring terms and will accommodate varying academic schedules.

Applying for an Undergraduate Internship

We select interns from a pool of highly qualified undergraduates. Successful applicants must have well-developed problem-solving skills, excellent writing ability, a professional demeanor, and the ability to work in a team environment. We evaluate candidates based on a number of factors including:

- Grade point average (minimum 3.0 GPA);
- Writing ability; and
- Demonstrated achievement, character, and aptitude.

Your application must include:

- Cover Letter (noting desired start and end date, including the number of hours per week you could work);
- Resume;
- References (3) including contact information; and
- Transcript.

This is an unpaid internship, but we do offer transit benefits to pay for your commute to and from the office. To apply applicants must be a U.S. citizen and enrolled at an accredited university as a junior or senior. We offer fall, spring, and summer internships, and the application is structured around the following timeframe.

<table>
<thead>
<tr>
<th>Internship Term</th>
<th>Applications Accepted</th>
<th>Internship Begins/Ends*</th>
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<tbody>
<tr>
<td>Spring</td>
<td>Rolling Basis</td>
<td>January 5–April 20 (approx.)</td>
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<tr>
<td>Summer</td>
<td></td>
<td>June 8–August 8 (approx.)</td>
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<td>Fall</td>
<td>September 1–December 15 (approx.)</td>
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*We will make accommodations for particular needs, including trimester schedules and varying academic calendars, and we will consider part-time schedule requests.

**Electronic submissions are preferred and should be sent to Legal.Intern@oig.dot.gov.** If you have any questions about the application process, please call 202-366-8751 and ask to speak with the Legal Intern Coordinator.