



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
Washington, D.C. 20460

OFFICE OF  
GENERAL COUNSEL

May 14, 2019

Law School Extern Program Coordinator:

I am writing to inform your organization about volunteer law student extern positions with the U.S. Environmental Protection Agency (EPA), Office of General Counsel (OGC). OGC is committed to attracting a talented and diverse applicant pool and would appreciate your assistance in identifying students interested in a dynamic and challenging federal experience. We are looking for students interested in a **full-time or part-time externship for the Fall of 2019**.

OGC is the chief legal advisor to the EPA, the federal agency with primary responsibility for implementing the nation's environmental laws. OGC attorneys provide counsel to EPA policy makers on legal issues associated with implementing these environmental laws, as well as the laws governing the day-to-day operations of a federal agency. Approximately 160 attorneys work in OGC. Our principal office is located at EPA's headquarters complex in downtown Washington, DC.

OGC is organized by practice area into eight law offices: Air and Radiation, Alternative Dispute Resolution, Civil Rights and Finance Law, Cross-Cutting Issues, General Law, Pesticides and Toxic Substances, Solid Waste and Emergency Response, and Water. For more information about OGC, please visit our website at <http://www.epa.gov/ogc/issues.htm>.

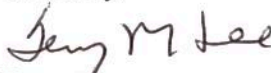
- The **Air and Radiation Law Office** provides legal support for EPA to reduce threats to public health and the environment by cleaning up the nation's air and dealing with radiation issues.
- The **Alternative Dispute Resolution Law Office** provides legal advice and counsel regarding the use of alternative dispute resolution (ADR), including protecting the confidentiality of dispute resolution communications. It is the home of the Conflict Prevention and Resolution Center, EPA's national office for ADR, providing environmental ADR services, training, and collaborative problem solving and public engagement expertise for the entire Agency.
- The **Civil Rights and Finance Law Office** provides legal counsel and legal services to EPA offices with respect to civil rights, equal employment opportunities, contracts, claims by and against the Agency, real and personal property, financial assistance awards, interagency agreements, and appropriations law.
- The **Cross-Cutting Issues Law Office** provides legal advice under the numerous federal federal statutes, Executive Orders, and policies that affect all EPA programs, including the Administrative Procedure Act, Environmental Justice, the National Environmental Policy Act, the Endangered Species Act, Indian law and Children's Health issues. The Office also provides a focal point for international environmental legal expertise and advice.

- The **General Law Office** functions as a boutique litigation group and provides advice and representation on issues relating to EPA operations in these areas: Information Law including Freedom of Information Act, Privacy Act, and the Federal Records Act; Labor and Employment Law, and Intellectual Property Law, including patent, trademark and copyright issues. Attorneys in this office litigate in administrative forums and in federal courts.
- The **Pesticides and Toxic Substances Law Office** provides legal counsel and handles legal issues for the EPA programs that address pollution prevention, pesticides and toxic chemicals, and inform citizens about toxic releases in their communities.
- The **Solid Waste and Emergency Response Law Office** provides legal support for the Agency's hazardous and solid waste programs and cleanup initiatives, including Superfund, the Resource Conservation and Recovery Act, land revitalization (brownfields, federal facilities, oil spills, underground storage tanks), and the emergency response program.
- The **Water Law Office** provides legal support for Agency programs that ensure drinking water is safe; that restore and maintain oceans, watersheds, and their aquatic ecosystems to protect human health; support economic and recreational activities; and provide healthy habitat for fish, plants, and wildlife.

Extern applicants will be asked to perform legal research and writing assignments in support of EPA's environmental mission. We prefer second or third-year students seeking academic credit as we cannot accept volunteer work. **Full-time** externships may have flexible work schedules but must keep a regular schedule and work up to 40 hours per week. **Part-time** externships may have flexible work schedules but must keep a regular schedule and work up to 20 hours per week. Both the full-time and part-time appointments will begin in September 2019.

To be considered, students should submit their resume, transcript, and writing sample by **COB Tuesday, July 2, 2019**, to Deborah Jones in the OGC, Resource Management Office at [jones.deborahc@epa.gov](mailto:jones.deborahc@epa.gov). Deborah can be reached on (202) 564-1753.

Sincerely,



Terry M. Lee  
Deputy Director  
OGC/Resource Management Office