

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
STUDENT VOLUNTEER SERVICE AGREEMENT

The Civil Service Reform Act of 1978, Public Law 95-454, Section 301 (5 U.S.C. 3111) authorizes Federal departments and agencies to accept volunteer service from certain students on behalf of the United States Government. The Department of Commerce requires that the terms of the volunteer service be agreed upon in writing by appropriate officials of the participating operating unit of the Department and the participating educational institution as well as by the student.

* * * *

This agreement is between the operating unit and the educational institution listed below hereinafter called the agency and the school.

NAME OF STUDENT VOLUNTEER: _____

EMAIL ADDRESS: _____ TELEPHONE: _____

STREET ADDRESS: _____

EXPECTED PERIOD OF VOLUNTEER SERVICE: From _____ To _____

NAME OF NOAA OPERATING UNIT: _____

NAME OF EDUCATIONAL INSTITUTION: _____

The terms of this agreement are as follows:

- A. The student is enrolled not less than half time at an accredited school, is recommended by the school, and is acceptable to the agency.
- B. The student is nominated and selected without regard to consideration of race, color, national origin, religion, sex, marital status, or handicap condition.
- C. The student's service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the agency's work force.
- D. The school will notify the agency contact, listed below, if the student terminates his/her enrollment at a school during the period of volunteer service or if the student will have more than five months between school years.

E. The student's work assignment shall be in the public interest and to the maximum extent possible, shall provide an appropriate educational experience for the student.

F. The student is not considered to be a Federal employee for any purposes other than injury compensation and laws related to the Federal Tort Claims Act.

G. The student does not earn annual and sick leave and is not entitled to retirement, health benefits, travel compensation, subsistence allowance, quarters, and any other reimbursement or payment in kind.

H. Nature of the volunteer assignment: *(Describe the work assignment, supervision to be provided, how attendance and performance records will be maintained, the requirement for the student to observe appropriate standards of conduct, etc)*

In consideration of the acceptance of my offer to serve as a volunteer student at the National Oceanic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce, I hereby affirm that I will not expect nor demand any compensation for my service.

Signature

Date

Witness

I. The agency will establish an Official Personnel Folder for the student and will include Notification of Personnel Action and other documentation of the work assignment as specified by the U.S. Office of Personnel Management. (See the Federal Personnel Manual, Chapter 308, Subchapter 8-6).

J. The agency will provide evaluations or reports of the student's performance to the school as requested, subject to regulations governing (1) the protection of privacy in personnel records, and (2) the availability and disclosure of official information.

K. The school or the agency may terminate the agreement prior to the planned ending date of the volunteer assignment upon written notice to the other party.

(Signature of NOAA Official)

(Date)

(Title)

(Name of NOAA Operating Unit)

(Signature of School Official)

(Date)

(Title)

(Name of School)

As a student volunteer, I agree that:

-I waive any and all claims for compensation from the Government of the United States from any service performed;

-I accept accountability for loss or damage to Government property caused by my negligence or willful action;

-My activities on the premises will at all times conform to the standard of conduct of the appointing office in which I shall work.

(Signature of Student Volunteer)

(Date)