



Approved for Release  
Kimberlyn Bauhs  
Director, Office Human Capital Services

3/7/19

Date

**NATIONAL OCEANIC and ATMOSPHERIC ADMINISTRATION  
OFFICE OF HUMAN CAPITAL SERVICES**

**HUMAN RESOURCES GUIDANCE BULLETIN #FY19-001**

**SUBJECT:** NOAA Volunteer Program Operational Guidance

**EFFECTIVE DATE:** Upon Release

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**PURPOSE:** The purpose of this bulletin is to outline the process and requirements related to managing volunteers within the National Oceanic and Atmospheric Administration (NOAA), specifically the NOAA Student Volunteer Program, and other individual and group volunteers.

**COVERAGE:** This guidance applies to all NOAA organizational units. Specifically, all managers/supervisors utilizing persons performing volunteer services for the conduct of their programs.

- **Guest Workers, Research Associates, Guest Researchers, Visiting Scientists, and Guest Scientists.** In compliance with Department Administrative Order 202-311, [Voluntary and Uncompensated Services](#), these individuals are not volunteers; and therefore, are **not** covered by this guidance.

**BACKGROUND:**

- The Civil Service Reform Act of 1978, Title III – Staffing, Section 301, [Voluntary Service](#), authorized Federal agencies to establish programs designed to provide educationally related work assignments for students; and
- Title 16, United States Code (USC) – Conservation, Chapter 9, Fish and Wildlife Service, Section 742f(c)(1), [Volunteer Services](#), authorized the Secretary of Commerce to use volunteers to provide assistance to the National Oceanic and Atmospheric Administration (NOAA) in the conduct of its programs.

**OVERVIEW:** NOAA’s Volunteer Program is an essential component of the Agency’s mission. The many thousands of hours that uncompensated individuals donate each year, make it possible

to complete unfunded work that would otherwise not be done. The value of time and expertise contributed by individuals, groups, and students is recognized and appreciated. Volunteers can help achieve Agency goals within every program at every administrative level.

**DEFINITIONS:** The following terms are used in this bulletin.

- **Other Volunteer Service.** Volunteer service performed by individuals and groups authorized by 16 USC, Chapter 9, Section 742(c)(1), [Volunteer Services](#). Other volunteer service is service provided by any person or groups of persons on their own initiative without a formal request from the United States Government through an authorized appointing officer. This 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.
- **Student.** An individual who is enrolled not less than half-time in a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years, if the interim is not more than 5 months; and if such individual shows to the satisfaction of the Agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.
- **Student Volunteer Service.** Service performed under 5 USC 3111(b)(1)(2), [Acceptance of Volunteer Service](#), and Part 308, [Volunteer Service](#). Student volunteer service is limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of NOAA's Student Volunteer Program, which was established for the purpose of providing educational experience and credit for the students. This 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.

**POLICY:** It is NOAA's policy to recruit, train, and accept volunteers to provide assistance in a variety of activities in the conduct of its programs. Volunteer service is limited to personal services received from individuals or groups without compensation.

**MANDATORY PROVISIONS:** Volunteers are accepted without regard to race, creed, color, sex, age, national origin, affiliation, religion, disability, or any other non-merit factor.

- a. **Other Volunteer Service – Volunteer Application.** All potential volunteers must complete and submit a completed Optional Form (OF) 301-14, [Volunteer Service Application - Natural and Cultural Resources](#). The Volunteer Application for Natural Resources records information on a potential volunteer's background and areas of interest. The manager/supervisory should use this form to screen applicants for interviews and to develop a list of potential volunteers for future needs. All volunteers must attach their resume to the completed volunteer application.
- b. **Other Volunteer Service – Volunteer Service Agreement.** The individual volunteer and the designated volunteer supervisor must sign the completed

OF301A-14a, [Volunteer Service Agreement - Natural and Cultural Resources](#). A group leader may complete a single agreement for a volunteer group.

- c. **Student Volunteer Agreement.** The student volunteer, the designated educational institution official, the manager/supervisor of the volunteer, and the Business Advisor must sign the agreement. A copy of the Student Volunteer Agreement is attached to this guidance.

The agreement must be signed before initiating projects, even for projects of only a few hours duration.

The agreement may be modified at any time by mutual consent. However, the agreement must accurately reflect the volunteer's duties at all times. This is important in case of questions concerning injuries or liabilities. A copy of the agreement, with any revisions or amendments, must be given to the volunteer. A copy of the Volunteer Services Agreement must be on file in the Line/Staff Office and in the volunteer's supervisor's office. The supervisor must provide a copy of the agreement to his/her designated Business Advisor.

All volunteers must complete and submit the Volunteer Services Application Form (for Other Volunteer Service only) and the Volunteer Services Agreement. The agreement is the volunteer's contract with the NOAA. The agreement is very important because it contains the following elements:

- A description of the work that is to be accomplished. Duties must be summarized in a written description spelling out assignments and responsibilities.
- The contact information for individuals who should be notified in case of an emergency.
- Assurance that the volunteer is protected from tort claims and is eligible for compensation for injuries incurred while performing volunteer duties, this is the same coverage provided to NOAA employees.

- d. **Age Limitation.** Volunteers should be at least age 16 or in the tenth grade or at an equivalent level of schooling. In situations deemed appropriate and approved by the Director, Office of Human Capital Services (OHCS), students younger than 16 or at a level of schooling below the tenth grade or equivalent may serve.

Under no circumstances, however, may a student younger than 14 serve, regardless of grade in school, without prior approval of the Department's Director for Human Resources Management (OARM). Students who are between grades, as for example, during the summer, are considered to be in the grade or class in which they will next be enrolled.

In compliance with Title 29, Subtitle B, Chapter V, Subchapter A, Part 570, [Child Labor Regulations, Orders, and Statements of Interpretation](#), managers/supervisors must comply with appropriate Federal and State laws and standards when using the services of minors.

- e. **Written Permission.** Written permission must be obtained of a parent/guardian for all volunteers under the age of 18.
- f. **Student Volunteers – Non-Citizens.** Non-citizens cannot serve as student volunteers.
- g. **Other Volunteer Service – Non-Citizens.** Individuals who are not U.S. citizens, but who reside in the U.S., may volunteer:
- If they are lawful permanent residents; **or**
  - If they are non-immigrant aliens with F-1 or J-1 visa status, who are bona fide students residing in the U.S. solely to pursue a course of study at a recognized, approved institution of education.
  - Foreign students may volunteer with a Federal natural resource agency if they have successfully received permission to engage in Optional Practical Training (OPT), Curricular Practical Training (CPT) or Academic Training (AT).
  - For more information and instructions, students should consult the international student advisor at their university. Documentation to verify volunteer placement must be submitted with the student’s application for OPT, CPT or AT.
  - F-1 student visa holders may be required to submit applications for off-campus training and work to the international student advisor and United States Citizen and Immigration Services (USCIS) several months in advance of the proposed start date of the volunteer service.
  - J-1 student visa holders may participate in academic training with the approval of their academic advisor and the J-1 responsible officer at educational institution.
- h. **Status of Volunteers.** Volunteers are shall not be considered Federal employees.
- i. **Displacement of Federal Employees.** Volunteers shall not be used to displace any Federal employee. Volunteers should not displace any employee or staff a position that is a normal part of the workforce, nor can they be used in place of authorized service-type contracts.
- j. **Representation or Spokesperson.** Volunteers shall not represent themselves as official spokespersons for the United States Government, Department of Commerce, or the National Oceanic and Atmospheric Administration.
- k. **Regulatory or Law Enforcement Activities.** Volunteers shall not be used in any regulation or law enforcement activity.
- l. **Citations and Firearms.** Volunteers cannot issue citations or carry firearms associated with law enforcement activities. However, they may observe and report problems.
- m. **Handling of Sensitive Documents.** Volunteers are prohibited from handling sensitive documents, such as investigative reports and other law enforcement files, personnel files, payroll files, financial disclosure forms; or any other files that contain personally

identifiable information.

- n. **Compensation.** All volunteer services are uncompensated.
- o. **Benefits.** Non-student volunteer service is not creditable for leave accrual or any other employee benefits. Student volunteers may be eligible for a transit subsidy. (*See Paragraph 8, subparagraph.1, of this guidance.*)

**ACCEPTANCE OF VOLUNTEER SERVICES:** In compliance with 16 USC, Chapter 9, Section 742f(c)(1), [Volunteer services; incidental expenses; Federal employee status; authorization of appropriations](#); CFR Part 308, [Volunteer Service](#), and the Department of Commerce (DOC) Department Administrative Order (DAO) 202-311, [Voluntary and Uncompensated Service](#), NOAA may accept volunteer services from:

- a. **Students Enrolled in Educational Institutions.** In compliance with Title 5 Code of Federal Regulations (CFR), Chapter 1, Subchapter B, Part 308, Section 308.103, [Authority](#), NOAA's Student Volunteer Program offers unpaid training opportunities to U.S. citizens who are students in high school, trade school, technical or vocational institutions, junior college, college, university; or any other accredited educational institution. Please refer to [The Database of Accredited Postsecondary Institutions and Programs](#) for the accreditation status of a postsecondary educational institution.

The training opportunities provide educationally related work assignments and/or work experience related to the student's academic program. The program allows students to explore career options as well as develop personal and professional skills. Student volunteers will be exposed to the various missions and responsibilities of NOAA.

The student's volunteer service is limited to services that are approved and performed with the permission of his/her educational institution. Additionally, the content and number of required service hours required for credit is defined by the educational institution.

- 1) **Status of Student Volunteers.** Student volunteers shall not be considered Federal employees for any purpose, except as follows:

Students volunteers will be considered Federal employees for the following purposes:

- a) Transit subsidies as defined in 5 USC Section 7905, [Programs to Encourage Commuting by Means Other Than Single-Occupancy Motor Vehicles](#);
- b) Injury compensation as defined in 5 USC, Chapter 81, [Compensation for Work Injuries](#). Managers/ supervisors of student volunteers, who sustain injuries during the performance of work assignments, must contact OHCS/Workforce Relations Division, Work Life Branch, for instructions on contacting NOAA's third-party coordinator responsible for assisting employees with processing injury compensation claims; and

- c) Tort claims as defined in 28 USC, Chapter 171, Sections 2671 through 2680, [Tort Claims Procedure](#). The student volunteer's manager/supervisor must refer claims arising as a result of volunteer participation, to the Department of Commerce (DOC), Office of the General Counsel (OGC), for Employment, Litigation, and Information.
- 2) **Student Volunteer Eligibility Requirements.** Participation is limited to students who are U.S. citizens.
- a) **Enrollment in an Educational Institution.** Students must be currently enrolled, at least part time, in a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution.
- b) **Educational Institution Permission and Approval.** The student's service must be performed with the permission and approval of his/her educational institution. Written certification from the student's educational institution is required to verify that the student is enrolled at least half time under its academic program.
- c) **Breaks.** Students must not have a break of more than 5 months between school years.
- d) **Certification of Intent to Pursue a Course of Study.** Must demonstrate, to the satisfaction of the Business Advisor and manager/supervisor, a firm intent of continuing to pursue a course of study or training in the same or a different educational institution during the school term immediately after the break. An acceptance letter or proof of new or continuing enrollment must be submitted as official documentation of the student's intent to pursue his/her education or training. The documentation must be submitted to the Business Advisor.
- e) **Certification Documentation.** Written certification from the student's educational institution will be required to verify that the student is enrolled at least half-time under its academic program.
- 3) **Student Volunteer Agreement.** The student volunteer agreement must contain written documentation of the duties, responsibilities, and obligations of the educational institution, the student, and NOAA.

Agreements are negotiated with the educational institution your assigned Business Advisor and the manager/supervisor responsible for supervising the student. The designated representative of the educational institution, the student, and your Business Advisor shall sign the agreement. Agreements will, at a minimum, include:

- a description of the projects and work assignments to be accomplished by the student;
- the duration of the volunteer service period;

- the weekly work schedule;
  - the method for recording attendance;
  - Student’s performance evaluation; and
  - a statement that the student’s services may be terminated by NOAA at any time.
- a) If the student will continue in a different educational institution following a break as described above, the volunteer service assignment will be terminated upon its completion.
  - b) If the student will continue in a different educational institution at the end of the current term or semester, the volunteer service assignment will be terminated upon semester completion.
  - c) If the student transfers to a new educational institution during the agreed duration of the volunteer service period, the volunteer service agreement will be terminated immediately.
  - f) **Age Limitation.** NOAA’s student volunteers cannot be younger than 16 years of age. Managers, however, must comply with appropriate Federal and local state laws and standards when using the services of minors.
  - g) **Written Permission.** Written permission must be obtained of a parent/guardian for volunteers under the age of 18.
  - h) **Age Limitation for Safety Purposes.** Managers/supervisors of volunteers under the age of 18 shall set minimum age limits in the interest of safety. Contact your Business Advisor (BA), Office of Human Capital Services (OHCS), if you have questions regarding the application of labor laws.
- b. **Other Volunteer Service – Individuals and Groups.** NOAA’s Volunteer Program offers volunteer service opportunities to many diverse individuals and groups to work behind the scenes or on the front line in positions ranging from one-time service projects/volunteer events, to longer term service to work alongside NOAA employees.
- 1) **Status of Individual and Group Volunteers.** Volunteers are not to be considered Federal employees for any purpose other than coverage:
    - a) While on official travel status;
    - b) By Federal tort claims provisions as defined in 28 USC, Chapter 171, Sections 2671 through 2680, [Tort Claims Procedure](#). The volunteer’s manager/supervisor must refer claims arising as a result of volunteer participation, to the Department of Commerce (DOC), Office of the General Counsel (OGC), for Employment, Litigation, and Information; and
    - c) For Injury compensation provisions as defined in 5 USC, Chapter 81,

[Compensation for Work Injuries](#). Managers/supervisors of volunteers who sustain injuries during the performance of work assignments must contact the OHCS/Workforce Relations Division, Work Life Branch, for instructions on contacting NOAA's third-party coordinator responsible for assisting employees with processing injury compensation claims.

2) **Individual and Group Volunteer Eligibility Requirements.**

a) **Qualification Requirements.** Volunteers must:

- Be asked about any physical limitations that may affect their assigned work;
- Be physically able to carry out work assigned to them; and
- Meet required training certification before being assigned to potentially hazardous work.

b) **Required Documentation.** Documentation regarding any limitations must be included on (or attached to) the Volunteer Services Agreement.

**BACKGROUND CLEARANCE AND BADGING REQUIREMENTS:**

Managers/supervisors must contact the NOAA Office of Security for background clearance and badging requirements for volunteers.

**UTILIZATION OF MOTOR VEHICLES BY VOLUNTEERS:** The Logistics Management Branch (LMB) provides requirements for NOAA fleet Management. The volunteer's manager/supervisor must contact the LMB for the policy governing volunteers driving government vehicles.

**APPROPRIATE WORK ACTIVITIES FOR VOLUNTEERS:** Volunteers can participate in almost any capacity. See exceptions and information regarding duties that require additional training, listed in subparagraph a below.

- a. **Volunteer Work Activities Allowed with Additional Training.** Volunteers may only participate in hazardous jobs, such as firefighting and operating heavy equipment, if they have completed the appropriate Federal training and certification requirements specific to the hazards of the tasks involved.
- b. **Assessing Potentially Dangerous Volunteer Assignments.** Volunteer assignments must be evaluated on a case-by case basis to determine any potential safety hazards.

Special care must be exercised when using volunteers under 18 years of age. In these cases, provisions of the Title 29, United States Code, Chapter 8, Sections 201-219, [Fair Labor Standards](#), apply because it addresses child labor provisions, as well as the aforementioned requirement for parental/guardian permission.

**VOLUNTEER STATUS WHILE ON OFFICIAL TRAVEL:** Volunteers are considered to be employees while on official travel status. Managers/supervisors of volunteers are responsible for



deciding if a volunteer will travel on official duty.

**REIMBURSEMENT OF EXPENSES:** The volunteer's manager/supervisor is responsible for making the decision whether or not to reimburse incidental expenses, such as travel, meals, subsistence, etc. Volunteers may be reimbursed for incidental expenses regardless of the volunteer's place of residence. Negotiate and determine the reimbursement for each prospective volunteer or volunteer group on an individual basis.

- a. **Documentation of the Type and Amount of Reimbursement Expense.** The Volunteer Services Agreement must specify the kind and amount of reimbursement. Document any changes in reimbursement as an amendment to the agreement. Volunteers may be reimbursed for transportation, meals, and miscellaneous expenses clearly and directly related to work assignments. Provide reimbursement for volunteers in the same manner as for employees.

Reimbursements may equal, but shall not exceed the established per diem rate for the primary duty station for meals and incidental expenses.

The volunteer's manager/supervisor must attach documentation to the Volunteer Services Agreement, specifying how the rates were determined.

Volunteers should submit requests for reimbursement for miscellaneous incidental expenses by submitting Optional Form (OF) 1164, Claim for Reimbursement for Expenditures on Official Business, dated 11/2017. Claims for reimbursement should be made on no more than a weekly and no less than a monthly basis.

**RECOGNIZING VOLUNTEER SERVICE:** Monetary awards cannot be used from appropriated funds to recognize volunteers. Certificates of Appreciation, Certificates of Service and other volunteer recognition items may be purchased or produced locally.

**PRESENTATION OF CERTIFICATE OF SERVICE/CERTIFICATE OF APPRECIATION:** Present all certificates publicly (in the presence of employees or others) to avoid any appearance of impropriety or conflict of interest. For example: a staff meeting where there are more than two people in attendance, volunteer award dinner, or any other public meeting where recognition of the volunteer service is appropriate and/or meaningful to the volunteer. Public presentation to recognize the volunteer in front of others and acts to reinforce the sincerity of our desire to share the volunteer's achievement with others.

**DOCUMENTATION OF VOLUNTEER SERVICE:** Volunteers do not receive Federal appointments, so their service is not reported. An SF 50 cannot be used to document volunteer service.

Line/Staff offices are responsible for responding to requests from former volunteers for documentation of volunteer service. To fulfill this requirement, it is recommended that the welcoming letter to volunteers contain:

- Name of Agency;
- Position Title;
- NOAA Organizational Unit and duty location; and
- Number of days and number of hours on duty.

In addition, the following language: “*Volunteer service is not creditable for leave or any other employee benefits*” must be included as written notice to the volunteer.

When a volunteer’s service is concluded, the volunteer’s immediate manager/supervisor is responsible for writing a letter for the Line/Staff Office Director signature, thanking the volunteer for his/her service. The letter should also contain:

- Inclusive dates of service;
- Total hours or days worked; and
- Contact information for the person to be contacted regarding future requests to obtain documentation of volunteer service.

**MAINTENANCE AND DISPOSITION OF VOLUNTEER RECORDS:** Copies of volunteer records should be kept on file in the supervisor’s and the Line/Staff office for three (3) years after termination/completion of the volunteer’s service.

**REPORTING REQUIREMENTS.** Line/Staff Offices utilizing volunteer services must submit a volunteer service report to their Business Advisor. The report is due October 31 of each year; and must contain:

- The number and age distribution of volunteers;
- The number of hours contributed, the kinds of activities conducted by volunteers; and
- The resulting benefits to NOAA.

A copy of the consolidated annual report, including a breakdown of volunteer data by program office, will distributed to the Line/Staff Offices by each Business Advisor.

If you have questions regarding this policy, please contact the Office of Human Capital Services, Human Capital Policy Division.

**REFERENCES:**

- The Civil Service Reform Act of 1978, Title III – Staffing, Section 301, [Voluntary Service](#).
- Title 5, USC, Chapter 81, [Compensation for Work Injuries](#).
- 16 USC, Subparagraph 742f(c)(1), [Volunteer Services, Incidental Expenses, Federal Employee Status; Authorization of Appropriations](#).
- Title 28, USC, Chapter 171, Paragraphs 2671through 2680, [Tort Claims Procedure](#).
- Title 29, Subtitle B, Chapter V, Subchapter A, Part 570, [Child Labor Regulations, Orders, and Statements of Interpretation](#).

- Title 5, Code of Federal Regulations (CFR), Part 308, [Volunteer Service](#).
- 5 USC Section 7905, [Programs to Encourage Commuting by Means Other Than Single-Occupancy Motor Vehicles](#).
- Department of Commerce (DOC) Department Administrative Order (DAO) 202-311, [Voluntary and Uncompensated Service](#).

**ATTACHMENT:** Student Volunteer Service Agreement

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
STUDENT VOLUNTEER SERVICE AGREEMENT**

The Civil Service Reform Act of 1978, Public Law 95-454, Title 5 U.S.C. 3111, 5 CFR 308.103, and the OPM Guide to Processing Personnel Actions – Chapter 33-3, authorizes Federal departments, agencies and bureaus to accept volunteer service from certain students on behalf of the United States Government. The Department of Commerce (pursuant to DAO 202-311) 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 NOAA host office and the academic institution listed below hereinafter called the Agency and the School.

**Name of Student Volunteer:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Projected Period of Volunteer Service:**

**Beginning:** \_\_\_\_\_ **Ending:** \_\_\_\_\_

**Name of Academic Institution:** \_\_\_\_\_

**Location of Academic Institution:** \_\_\_\_\_

**Name of NOAA Host Office:** \_\_\_\_\_

**Location of NOAA Host Office:** \_\_\_\_\_

**Terms of Agreement Are:**

- 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 that is a normal part of the Agency's workforce.
- D. The School agrees to notify the Agency contact, listed below, should the student terminate his/her enrollment during the period of volunteer service or if the student will have more than

5 months between School years.

- E. The student's volunteer service 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 or sick leave and is not entitled to retirement, health benefits, travel compensation, subsistence allowance, quarters and any other reimbursement or payment in kind.
- H. The student is aware of the contents of and agrees to comply with Department of Commerce Administrative Order (DAO) 219-1 ('Public Communications') (available online at [http://www.osec.doc.gov/opog/dmp/daos/dao219\\_1.html](http://www.osec.doc.gov/opog/dmp/daos/dao219_1.html)) as well as applicable ethics rules as set forth in 5 CFR § 2635.702 and 5 CFR § 2635.807 (available online at <http://bit.ly/1EnfYvy>).
- I. Nature of the volunteer assignment: the student will undertake research and writing under the supervision of an attorney in the International Section of the NOAA Office of the General Counsel. Such research and writing will support the legal services provided by the International Section within the scope of its responsibilities to NOAA line and staff offices. Matters that the student may work encompass those relating to protection, conservation and sustainable use of the marine environment, including biological diversity, trade and environment, geo-engineering, fisheries, marine mammals, protected marine species, marine pollution, marine protected areas, natural and cultural heritage, seabirds, and Polar affairs, as well as scientific and technical issues such as nautical charting, capacity building, and education and outreach in support of NOAA's missions. The student will be asked to maintain and submit to the head of the office a weekly log of his/her hours and the status of pending assignments. The student will be asked to submit a final summary log at the end of his/her internship and to complete a survey regarding his/her internship experience. The student will receive feedback on all written work product.
- J. NOAA's Office of General the General Counsel shall establish a personal volunteer service folder for the student and will include documentation of the volunteer service as specified by the U.S. Office of Personnel Management. (**See Guide to Processing Personnel Actions, Chapter 33 "Documentation of Volunteer Service"**)
- K. NOAA's Office of the General Counsel will provide evaluations or reports of the student's performance if/as requested by the School, subject to regulations governing:
  - 1. The protection of privacy in personnel records; and
  - 2. The availability and disclosure of official information.
- L. The School or NOAA's Office of the General Counsel may terminate the agreement prior to the projected ending date of the volunteer assignment upon written notice to the other party.

\_\_\_\_\_  
(Signature of NOAA Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of NOAA Hosting Office)

\_\_\_\_\_  
(Signature of Academic Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Academic Institution)

**In consideration of the acceptance of my offer to serve as a volunteer student at the International Section of the Office of the General Counsel, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce, I agree to:**

- Waive any and all claims for compensation from the Government of the United States for any service performed;
- Accept accountability for loss or damage to Government property caused by my negligence or willful action; and
- Conduct myself and my activities on the premises according to the standard of conduct of the appointing office in which I shall serve.

\_\_\_\_\_  
(Signature of Student Volunteer)

\_\_\_\_\_  
(Date)