

**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, 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.

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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 which 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 five 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.** Volunteer service is not creditable for leave or any other employee benefits. 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 C.F.R. § 2635.702 and 5 C.F.R. § 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.

_____ <b>(Printed Name of NOAA Official)</b>	_____ <b>(Signature)</b>
_____ <b>(Title)</b>	_____ <b>(Date)</b>
_____ <b>(Name of NOAA Hosting Office)</b>	
_____ <b>(Printed Name of Academic Official)</b>	_____ <b>(Signature)</b>
_____ <b>(Title)</b>	_____ <b>(Date)</b>
_____ <b>(Name of Academic Institution)</b>	
_____ <b>(Printed Name of NOAA Business Advisor)</b>	_____ <b>(Signature)</b>
_____ <b>(Title)</b>	_____ <b>(Date)</b>

**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.

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(Signature of Student Volunteer)

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(Date)

*(Updated March 26, 2019)*