

Student Volunteer

- Student Volunteering can enrich the student's future by:
 - Allowing career exploration early in the academic studies,
 - Exposing them to new and emerging occupations,
 - Giving them academic credit for the work they perform (This will be determined by their school), and
 - Giving them experience, which will enhance their ability to obtain paying jobs in the future.
- Students receive no compensations for their work.
- The program requires a written agreement, which outlines the responsibilities of the agency, the school and the student.
- Volunteer service is not creditable for leave accruals or any other employee benefit. Student Volunteers are not considered to be Federal employees for any purposes other than for the purpose of the Federal Tort Claims provision and injury compensation for injuries sustained during the performance of the work assignments.
- To be eligible to participate in the student volunteer program the applicant must be enrolled at least half-time, in:
 - An accredited high school or trade school;
 - A technical or vocational school; a junior or community college;
 - A four-year college or university; or
 - Any other accredited educational institutions.
- The student coordinator will submit the complete package to Mission Support, Work force Management with their recommendations.
 - Resume, SF-171 or OF-612, Application for Federal Employment.
 - Copy of the student's schedule or will need a copy of their transcripts showing the number of Credit/Quarter hours and GPA of completed classes. And the proposed date of their Graduation. Also documentation from the school showing the number of credit hours that the applicant is enrolled.
 - High school students a copy of their schedule.
 - OF-306, Declaration for Federal Employment.
 - SF-52, Request for Personnel Action.
 - Student/School/Agency agreement
- Workforce Management will send the approved package to the Dallas Service Center.
- Dallas Service Center will create a Selection Notification and forward a copy of the package to Security.
- Security will send out the forms to the applicant.
- Dallas Service Center will notify Workforce Management when the applicant is clear.
- If application has cleared all freeze requirements and has approval from Workforce Management, Dallas Service Center will coordinate the EOD with the applicant and the coordinator.
- Washington DC positions, Dallas Service Center will arrange the orientation for the new employee.
- All SF-52, Request for Personnel Action, will be submitted through ESP with the request code of SZ-Special Program- Other. In the remarks section of the SF-52 should contain an explanation the request action.
 - Remember to submit a SF-52 for Separation when the volunteer service is completed.