

U.S. DEPARTMENT OF COMMERCE
National Institute of Standards and Technology (NIST)

Student Volunteer Service Agreement

The Civil Service Reform Act of 1978 authorizes Federal department and agencies to accept volunteer service from certain students. The Department of Commerce requires that terms of the volunteer service be agreed upon in writing by appropriate officials of the participating operating unit of the Department, the participating educational institution, the parent or guardian, and by the student.

This agreement is between the National Institute of Standards and Technology, hereinafter called the Agency, and the _____, hereinafter called the School.

Name of Student Volunteer: _____

Expected Period of Volunteer Service: _____
Start Date(MM/DD/YY) to End Date(MM/DD/YY)

Tour of duty/hours to be worked per day _____ / _____
Days of week (M-F) Hours per day (AM-PM)

Total number of hours to be worked per day/week _____

Terms of the agreement:

1. The student is enrolled at least half time at an accredited school, is recommended by the school, and is acceptable to the Agency.
2. The student is nominated and selected without regard to considerations of race, color, national origin, religion, sex, marital status, handicapping condition, or any other non-merit factor.
3. 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.
4. The school will notify the agency contact, NIST Sponsor, 301-975- _____, National Institute of Standards and Technology, if the student terminates his/her enrollment during the period of volunteer service or if the student will have more than five months between school years.
5. 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.
6. The student is not considered to be a Federal employee for any purpose other than injury compensation and laws related to the Tort Claims Act.
7. 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.
8. The OU will establish a file for the student and will include the Volunteer Service Agreement, Volunteer Service Memo, Application, transcripts, and other documentation of the work assignment as may be appropriate, i.e. work permit.

9. Nature of the volunteer assignment (to be completed by NIST Sponsor): (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.)

Name of Student's NIST Mentor/Supervisor: _____

10. The NIST supervisor/sponsor will provide evaluations or reports of the student's performance to the school as requested, subject to regulation governing (a) the protection of privacy in personnel records, and (b) the availability and disclosure of official information.

11. 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.

12. The volunteer acknowledges and agrees to the following:

- I waive any and all claims for compensation from the Government of the United States for any service performed;
- I accept accountability for loss or damage to Government property caused by my negligence or willful action; and
- My activities on the premises will at all times conform to the standards of conduct of the appointing office in which I shall work.

(Signature of Student) (Date)

(Signature of Parent/Guardian if Student is under age 18) (Date)

(Signature of School Official) (Date)

(Title) (Telephone No.)

(Name of School)

(Signature of NIST Official/Supervisor) (Date)

(Name of Operating Unit at NIST/NTIS)

Signature of OU Administrative Officer (Telephone No.)