



OUTSTANDING  
SERVICE  
EXCELLENT  
OUTCOMES

# Student Volunteer Service Agreement

HHH Exhibit 308-2-A  
Personnel Manual  
HHS Transmittal 83.33 (12/09/83)

## Section I - Assignment Data

1. Identification
  - A. Student's name:
  - B. SSN:
  - C. DOB:
2. Gender:
3. Academic discipline or course of training:
4. Educational institution/academic level:
5. Duties:
  - A. Statement of duties (please attach):
  - B. Resume (please attach):
6. Assignment location (organization and duty station):
7. Proposed length of service:
8. Proposed tour of duty (hours per week):

## Section II - Educational Institution Agreement

I certify that \_\_\_\_\_ is *full-time/part-time* (at least half-time) student in good standing and that HHS work assignment and scheduled hours of work are approved as appropriate for the course of study or training that he/she is pursuing. The student *will/will not* be given credit (academic or other) for the work assignment.

I understand that a record of the student's attendance and an evaluation of his/her performance will be provided to this Institution when the work assignment is completed.

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Signature of Approving Official

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Date

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Title

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Educational Institution

A student in good standing is defined, for the purpose of this Instruction, as "an individual who continues to be enrolled and maintains an academic record which is satisfactory according to the standards of the educational institution."

## Section III - Volunteer Student Agreement

I have read the attached statement of duties and agree to perform the assignment as described in Section I.

I understand that:

- I am to receive no pay for services rendered;
- I am not considered to be a Federal employee for any purpose other than for the purpose of:
  1. the Federal Tort Claims Act, which enables individuals (other than Federal Employees) who are injured by negligent or wrongful acts of Federal employees acting within the scope of their employment to submit claims for compensation for those injuries to the Federal Government (28 U.S. Code 2671-2680); and
  2. compensation for injuries to Federal Employees sustained during the performance of work assignments (5 U.S. Code Chapter 81);
- I am required to comply with all regulations governing:
  1. protection of privacy in personnel records,
  2. standards of conduct required by Executive Order 11222, and
  3. availability of official information and disclosure. (See Title 5 C.F.R. Parts 297, 735, and 294 respectively.);
- I am to observe all rules of safety in performance of my duties;
- This agreement may be terminated at any time by myself, my educational institution or the Department of Health and Human Services; and
- A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

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Signature of Student

Date

**Section IV - HHS Agreement**

The Department of Health and Human Services agrees to accept the volunteer services described in Section I.

Supervision of the student volunteer will be provided, and a record of attendance and a written evaluation of the student's performance will be provided to the student and the educational institution at the end of the assignment.

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Appointing Official

Date