

CD10-OWI-013

BASELINE

EFFECTIVE DATE: February 14, 2003

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# ORGANIZATIONAL ISSUANCE

## STUDENT VOLUNTEER PROGRAM

### BASELINE

APPROVING  
AUTHORITY

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CHECK THE MASTER LIST-  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

<b>Organizational Issuance</b> OPR		
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**DOCUMENT HISTORY LOG**

<b>Status (Baseline/ Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
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**1. PURPOSE**

To establish the procedures for documenting service performed without compensation by persons who do not receive a Federal appointment.

**2. APPLICABILITY**

This Organizational Work Instruction (OWI) establishes instructions for ensuring that individuals who are placed in the Student Volunteer Program (SVP) meet the requirements set forth by 5 U.S.C. 3111.

**3. APPLICABLE DOCUMENTS**

5 U.S.C. 3111  
 USOPM, the Guide to Processing Personnel Actions, Chapter 33  
 5 CFR 308.101 - 308.103

**4. DEFINITIONS**

Student Volunteer Service - service performed under 5 U.S.C. 3111, with the permission of the institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student.

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 comparable recognized 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 five (5) months and if such individual shows to the satisfaction of the Office of Personnel Management (OPM) 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 semester (or other period into which the school year is divided) immediately after the interim. [5CFR 308.101].

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Half-time - for purposes of the volunteer service regulations, half-time means enrollment in any combination of courses, research projects, or special studies that meets one-half or fifty percent of the workload standards and practices of the institution in which the student is enrolled.

## 5. INSTRUCTIONS

Student will supply the SVP Coordinator with a resume, references (no less than three), copy of birth certificate, copy of driver's license, proof of enrollment, completed MOU, completed MOA, and hours available for work.

Mentor will supply the SVP Coordinator a list of duties the student will be performing and hours he/she will be available for mentoring.

SVP coordinator will supply student and mentor with student's work schedule, copies of the completed MOA, and the completed MOU.

SVP coordinator will supply school with copies of completed MOA and MOU.

The mentor will provide e-mail to the SVP coordinator stating the performance appraisal on student quarterly and at end of student's volunteer status.

At completion of the volunteer work period, the SVP Coordinator will provide a letter to the volunteer listing:

- a) inclusive dates of service;
- b) total hours or days worked; and,
- c) guidance on how the agency may be contacted regarding future requests to obtain documentation of volunteer service.

Volunteer will adhere to the safety and security regulations at MSFC.

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Volunteer status may be terminated at any time if the volunteer violates NASA or MSFC safety or security regulations.

**6. NOTES**

Volunteer Service under the Act is limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student. Such 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. [5 CFR 308.101]

**7. SAFETY PRECAUTIONS AND WARNING NOTES**

A student participating under an agency volunteer program is not considered to be a Federal employee for any purpose other than injury compensation or laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits. [5CFR 308.102].

**8. APPENDICES, DATA, REPORTS, AND FORMS**

NONE

**9. RECORDS**

Record Type: MOU, MOA, resume, and performance appraisals  
 Responsible Party: SVP Coordinator  
 Location: Human Resources Department  
           Building 4200  
           Room 322C  
 Records Retention Schedule: Records will be maintained for a period of three (3) years.

**10. TOOLS, EQUIPMENT, AND MATERIALS**

NONE

**11. PERSONNEL TRAINING AND CERTIFICATION**

NONE

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## 12. FLOW DIAGRAM

NONE