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A
ENVIRONMENTAL
PROTECTION
AGENCY

ORDER

3100.4B

May 19, 1980

PERSONNEL - GENERAL

VOLUNTEER SERVICE PROGRAM

1. PURPOSE. This Order contains EPA policies and procedures relating to the acceptance of volunteer services from eligible students under section 301 of the Civil Service Reform Act of 1978.

2. BACKGROUND. The Volunteer Service Program was authorized by the Civil Service Reform Act of 1978 so that agencies could accept student volunteers for educationally related work assignments in nonpay status. This program is not a substitute for existing youth programs where students are given Federal appointments and receive pay. Rather it provides an additional opportunity to provide work experiences to students who by choice or design are not entitled to compensation.

3. DEFINITIONS.

a. "Volunteer service" is service performed by a student, with the permission of the institution at which the student is enrolled, as part of a program to provide educational experience for the student. Such student service is to be uncompensated and will not be used to displace any employee or to staff a vacancy which is a normal part of EPA's workforce.

b. "Student" is an individual who is enrolled no less than half-time in a high school, trade school, technical or vocational institution, junior college, college, university, or comparable recognized educational institution.

c. "Agreement" is a written document developed jointly by the school agency outlining the responsibilities of each and providing conditions surrounding the student's work assignment. The agreement form is shown in Figure 1.

4. PROGRAM OBJECTIVES. The Volunteer Service Program is designed to enrich educational programs; relate education to the occupational needs of both EPA and participating students; provide students the opportunity for early career exploration and work exposure; and to encourage interest in environmental studies and careers.

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5. POLICY. It is EPA policy to use the Volunteer Service Program to promote career awareness and to carry out affirmative action objectives. EPA reserves the right to control the character and extent of the work assignments and studies, especially where safety is involved or where the public interest or EPA programs may be affected.

6. RESPONSIBILITIES.

a. Supervisors of Hosting Organizations. Supervisors who decide to participate in volunteer service assignments must secure prior approval from their servicing personnel office for each assignment.

b. Servicing Personnel Office. The servicing personnel officer is responsible for making determinations as to compliance with the standards of this order and for keeping records of the service of all student volunteers.

7. STATUS OF STUDENT VOLUNTEERS. Volunteer Services must be consistent with the appropriate laws on the use of minors. Students participating in this program are not considered Federal employees for any purpose other than (a) the Federal Tort Claims Act and (b) the Federal Employees' Compensation Act.

8. PROGRAM RESTRICTIONS. The Volunteer Service Program is subject to the following standards:

a. Volunteer services must be consistent with the programs of the Agency, offer the prospect of fruitful interchange of ideas and information between EPA personnel and students, and not interfere with EPA programs. The program should benefit the volunteer's educational goals.

b. Appropriate space, facilities, and equipment must be available and not require additional acquisitions other than for normal replacement of expendable supplies.

c. Host organizations are not prohibited from accepting volunteers who are relatives of EPA employees but must avoid giving them any preferential treatment.

d. EPA funds will not be used to pay any salary costs for the research and studies associated with a volunteer's project. However, indirect supervision may be provided by the host organization as deemed necessary.

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e. Volunteers must agree that the results of their research and study, including material and inventions subject to copyright or patent, will be dedicated to the public and become part of the public domain except as otherwise authorized in accordance with Agency policies and procedures, or approved as a waiver by the Agency.

f. Each volunteer will be expected to use the facilities and equipment with care and complete the work study project within any prescribed time limit.

g. Volunteers may not sign requisitions for supplies and equipment or any other Agency document, supervise any other individual, or operate a Government vehicle.

9. PROGRAM PROCEDURES.

a. Request for Approval. Offices seeking to participate in voluntary service projects must submit through normal supervisory channels to their personnel officer the following:

1. A completed and signed EPA Form 3100-14, Volunteer Service Program Participant Agreement (Figure 1), for each proposed participant, detailing the proposed program of study, its expected duration, supervision, facilities and equipment required, and including waivers of the right to compensation and the right to any patents or other intellectual property acquired as a result of voluntary service at EPA.

2. A completed Standard Form 171, Personal Qualifications Statement, for each volunteer.

3. A letter from the volunteer's educational institution attesting to the relevance of the proposed work study program to the student's educational goals.

4. An SF 52, Request for Personnel Action with name of student, date of birth, social security number, proposed effective date and host office.

b. Approval by Personnel Office. Upon approval by the servicing personnel office, the requesting organization will be notified.

c. Termination of Study. The host organization must notify the servicing personnel office of the termination of each volunteer's program of study. An SF 52, Request for Personnel Action-Termination, should be completed and submitted to the servicing personnel office within ten (10) workdays after termination of study.

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10. DOCUMENTATION OF SERVICE.

a. General. Although student volunteers are not Federal employees, their service is creditable for competitive examination purposes and participating schools, particularly those which award credit for service, may require certification of periods of service. Therefore, volunteer service must be documented on the Standard Form 50 (SF 50), "Notification of Personnel Action," completed as shown in Figures 2 and 3. Copies of SF 50 should not be forwarded to the Office of Personnel Management nor should agencies transmit data on student volunteers to the Central Personnel Data Files (CPDF). Each SF 50 must carry the remark: "Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and the Federal Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits."

b. Appointments. Student volunteer appointments will be documented as Volunteer Service - without compensation.

c. Separations. When the period of volunteer service has ended, an SF 50 must be prepared to show termination (not resignation). The SF 50 should also include under item 30, "Remarks," a statement of the total service in hours or days rendered between the appointment and separation dates.

d. Records. For each student volunteer, the servicing personnel officer will establish an official personnel folder (OPF) to contain copies of appointment and termination SF 50s, SF 171 of student volunteer, and a completed Volunteer Service Program Agreement. These documents should be filed on the right (permanent) side of the OPF. When volunteer service is terminated, the OPF should be sent to the National Personnel Records Center, following the instructions in FPM Supplement 293-31.

e. Acknowledgement. Hosting organizations are encouraged to acknowledge successfully completed volunteer assignments with a "Thank you" letter to the school and the volunteer.

11. PROGRAM REPORTING AND EVALUATION.

a. No formal reporting requirements are established at this time; however, servicing personnel officers should maintain the following information on each volunteer student for possible future reports:

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1. Academic Level - data should reflect information to show if student is enrolled in, (1) high school, (2) trade school, (3) vocational or technical institution, (4) junior college (Associate Degree), (5) college (Baccalaureate Degree), (6) graduate school or comparable recognized educational institution.
 2. Academic discipline (See FPM Supplement 292-1)
 3. Duty station (by State) (See GSA worldwide geographic location codes, November 1976)
 4. Sex
 5. Race or ethnic background (see FPM chapter 713, section 3)
- b. This Volunteer Service Program will be reviewed and evaluated as part of the Agency's overall Personnel Management Evaluation Program.



Edward J. Hanley
Deputy Assistant Administrator
for Management and Agency Services

U.S. ENVIRONMENTAL PROTECTION AGENCY
VOLUNTEER SERVICE PROGRAM PARTICIPATION AGREEMENT

NAME OF PROGRAM PARTICIPANT		CITIZEN OF U.S. <input type="checkbox"/> YES <input type="checkbox"/> NO	PROJECT SUPERVISOR	
PROPOSED ORGANIZATIONAL ASSIGNMENT (Include Geographical Location)				
PROPOSED ARRIVAL DATE	ACTUAL ARRIVAL DATE	PROPOSED TERMINATION	ACTUAL TERMINATION	
SPONSORED BY EDUCATIONAL INSTITUTION <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME AND ADDRESS OF INSTITUTION (If "YES")			
DESCRIBE PROJECT(S) ON WHICH PARTICIPANT WILL WORK, INCLUDING SCOPE AND ANTICIPATED HOURS PER WEEK				
FACILITIES AND EQUIPMENT TO BE MADE AVAILABLE BY EPA				
DEGREE OF SUPERVISION TO BE EXERCISED BY EPA				
ASSISTANCE AND DEGREE OF COOPERATION REQUIRED OF OTHER AGENCY PERSONNEL BY PARTICIPANT				
PROJECT SUPERVISOR CERTIFIES THAT SERVICES TO BE PRODUCED BY THE PROGRAM PARTICIPANT ARE NOT SERVICES PROVIDED FOR THROUGH EPA AGENCY OPERATIONS				
				_____ SIGNATURE OF SUPERVISOR
THE VOLUNTEER AGREES THAT:				
a. Any and all claims for compensation from the Government of the United States are waived for any services performed; b. The Government has a non-exclusive royalty-free license to use or reproduce and patent or copyright material which is developed as part of and during participation in this program; and c. He/she will adhere to the administrative instructions and requirements of the agency while on EPA premises.				
				_____ PARTICIPANT SIGNATURE
PERSONNEL OFFICE CONCURRENCE	SIGNATURE OF PERSONNEL OFFICER OR DESIGNEE		DATE	

EPA Form 3100-14 (Rev. 5-80) Replaces the 7-79 edition and the 12-77 edition which was entitled "Unpaid Work-Study Program."

Figure 1. Volunteer Service Program Participation Agreement

STANDARD FORM 50 - Rev. December 1961
U.S. Civil Service Commission
FPM Chap. 295

NOTIFICATION OF PERSONNEL ACTION
(EMPLOYEE - See General Information on Reverse)

(FOR AGENCY USE)

[For circled items, fill in actual data pertaining to Volunteer or Agency]

1. NAME (CAPS) LAST-FIRST-MIDDLE MR.-MISS-MRS.		2. (FOR AGENCY USE)		3. BIRTH DATE (Mo., Day, Year)		4. SOCIAL SECURITY NO.	
5. VETERAN PREFERENCE 0 1-NO 2-5 PT. 3-10 PT DISAB. 4-10 PT COMP. 5-10 PT OTHER		6. TENURE GROUP 0		7. SERVICE COMP. DATE 00-00-00			
9. FEGLI 2 1-COVERED (Regular only - declined Optional) 2-INELIGIBLE 3-WAIVED 4-COVERED (Reg. & Opt.)		10. RETIREMENT 4 1-CS 2-FICA 3-FS 4-NONE 5-OTHER		11. (FOR CSC USE)			
12. CODE NATURE OF ACTION Voluntary Service - Without Compensation		13. EFFECTIVE DATE (Mo., Day, Year)		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 5 U.S.C. 3111			
15. FROM: POSITION TITLE AND NUMBER		16. PAY PLAN AND OCCUPATION CODE		17. (a) GRADE OR LEVEL (b) STEP OR RATE		18. SALARY	
19. NAME AND LOCATION OF EMPLOYING OFFICE							
20. TO: POSITION TITLE AND NUMBER		21. PAY PLAN AND OCCUPATION CODE		22. (a) GRADE OR LEVEL (b) STEP OR RATE		23. SALARY	
24. NAME AND LOCATION OF EMPLOYING OFFICE							
25. DUTY STATION (City-county-State)						26. LOCATION CODE	
27. APPROPRIATION		28. POSITION OCCUPIED 1-COMPETITIVE SERVICE 2-EXCEPTED SERVICE		29. APPORTIONED POSITION FROM: 1-PROVED-1 2-WAIVED-2 TO: STATE			
30. REMARKS: <input type="checkbox"/> A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING <input type="checkbox"/> B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED, CHECK IF APPLICABLE: <input type="checkbox"/> C. DURING PROBATION expected to work (number) hours per week. Under 5 U.S.C. 3111 a Student Volunteer is NOT a Federal employee for any purposes other than injury compensation or laws related to tort claims act. Service is not creditable for leave accrual or any other employee benefits.							
31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)				34. SIGNATURE (Or other authentication) AND TITLE			
32. OFFICE MAINTAINING PERSONNEL FOLDER (if different from employing office)				35. DATE			
33. CODE EMPLOYING DEPARTMENT OR AGENCY							

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1. EMPLOYEE COPY

Figure 2. Volunteer Service Accession Action

STANDARD FORM 50 - Rev. December 1961
U.S. Civil Service Commission
FPM Chap. 295

NOTIFICATION OF PERSONNEL ACTION
(EMPLOYEE - See General Information on Reverse)

(FOR AGENCY USE)

[For circled items, fill in actual data pertaining to Volunteer or Agency]

1. NAME (CAPS) LAST-FIRST-MIDDLE		MR.-MISS-MRS.	2. (FOR AGENCY USE)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
5. VETERAN PREFERENCE 0 1-NQ 2-5 PT. 3-10 PT DISAB. 4-10 PT COMP. 5-10 PT OTHER			6. TENURE GROUP 0	7. SERVICE COMP. DATE 00-00-00	
9. FEGLI 2 1-COVERED (Regular only - declined Optional) 2-INELICIBLE 3-WAIVED 4-COVERED (Reg & Opt.)		10. RETIREMENT 4 1-CS 2-FICA 3-FS 4-NONE 5-OTHER		11. (FOR CSC USE)	
12. CODE NATURE OF ACTION Termination		13. EFFECTIVE DATE (Mo., Day, Year)		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
15. FROM: POSITION TITLE AND NUMBER Student Volunteer		16. PAY PLAN AND OCCUPATION CODE		17. (a) GRADE (b) STEP OR LEVEL OR RATE	18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE					
20. TO: POSITION TITLE AND NUMBER		21. PAY PLAN AND OCCUPATION CODE		22. (a) GRADE (b) STEP OR LEVEL OR RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE					
25. DUTY STATION (City-county-State)				26. LOCATION CODE	
27. APPROPRIATION		28. POSITION OCCUPIED 1-COMPETITIVE SERVICE FROM: TO: STATE 2-EXCEPTED SERVICE		29. APPORTIONED POSITION 1-PROVED-1 TO: STATE 2-WAIVED-2	
30. REMARKS: A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: C. DURING PROBATION					
SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE:					
31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)			34. SIGNATURE (Or other authentication) AND TITLE		
32. OFFICE MAINTAINING PERSONNEL FOLDER (if different from employing office)			35. DATE		
33. CODE EMPLOYING DEPARTMENT OR AGENCY					

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1. EMPLOYEE COPY

Figure 3. Volunteer Service Separation Action