

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-T

13 May 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 22-008, Internships and Student Volunteer Service Program (SVSP)

1. References.

- a. 5 U.S. Code § 3111, Acceptance of volunteer service.
- b. Office of Personnel Management, Guide to Processing Personnel Actions, Chapter 33.

2. Purpose. The Ohio National Guard may offer Student Volunteer Service Program (SVSP) opportunities in partnership with institutions of higher learning. The intent of the program is to accomplish agency work while providing college students experience related to an academic program of study. Students participating in the SVSP will obtain work experience that is relevant to a particular academic program, and potentially gain academic credit for the work. Volunteer service allows students to explore career options as well as develop personal and professional skills.

3. Policy. The SVSP assignments are coordinated with the educational institution at which the student is enrolled. A student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act.

a. Ohio National Guard management officials who wish to offer SVSP opportunities in their work centers, must first contact the Human Resources Office (HRO). The HRO will review the request and determine whether it is appropriate and can be accommodated. An approved SVSP opportunity may be announced or, if a student volunteer is already known, the request can be made by-name for that individual. The SVSP opportunity requests may be submitted, by email, to the Deputy HRO and the request must include the following items, at a minimum:

- (1) Unit or Directorate of the SVSP opportunity.
- (2) Commander or Director's name and contact information.
- (3) Point of contact information for the management official responsible for the day-to-day management of the volunteer opportunity.

NGOH-HRO-T

SUBJECT: HRO Policy # 22-008, Internships and Student Volunteer Service Program (SVSP)

(4) Educational Institution Partnering with the Ohio National Guard for this Opportunity.

(5) Description of duties for the volunteer opportunity.

(6) List any specific security/access requirements.

b. Management officials will document all SVSP service in an agreement (enclosed), following the instructions found in Chapter 33 of the Guide to Processing Personnel Actions. Volunteer service is not creditable for pay, leave, or any other employee benefits. The Human Resources Office (HRO) may assist management officials in completing the service agreement. The HRO must approve and sign the agreement before the volunteer begins service.

c. Most SVSP participants will work for the Ohio National Guard for three to four months. Volunteers may perform work during the school year and / or during summer or school vacation periods. The nature of the volunteer assignment and the weekly work schedule will be part of the work agreement between the Ohio National Guard and the student volunteer.

d. The management official responsible for the volunteer's service will provide a written memorandum at the conclusion of the service period stating the inclusive dates of service and the total hours or days worked, in addition to any requirements established by the school as documented in the service agreement.

e. Volunteers may not drive GSA vehicles. Volunteers should only be a passenger in a GSA vehicle if doing so is clearly related to his or her duties and other options are not available.

f. The local supervisor will provide the Human Resource Office a short after-action report outlining the costs and benefits of using the program at the conclusion of an individual volunteer's period of service or at the conclusion of a group of volunteers' periods of service, but not less than annually.

4. The management official assigned to control the day-to-day activities of volunteers is responsible for coordinating all requirements for security clearances, facility access, equipment, and any other tangible or intangible needs of the position. Volunteers may not drive GSA vehicles. Volunteers should only be a passenger in a GSA vehicle if doing so is clearly related to his or her duties and other options are not available.

5. Activities other than SVSP internships. Management officials may coordinate with federal, state, and local organizations to create paid or unpaid internships which are not subject to the requirements of the SVSP as outlined in Reference a. Interns of this type are subject to the terms and conditions of their federal, state, or local programs. Interns working for the Ohio

NGOH-HRO-T

SUBJECT: HRO Policy # 22-008, Internships and Student Volunteer Service Program (SVSP)

National Guard in this capacity are also not considered Federal employees for any purposes other than injury compensation and law related to the Tort Claims Act. The responsibility to manage interns outside of the SVSP resides with the management official coordinating with the federal, state, or local organization authorizing the internship program.

6. The point of contact for this policy is MAJ Daryl Scott, Deputy HRO, at daryl.g.scott.mil@army.mil or 614-336-7121.

FOR THE ADJUTANT GENERAL:

MAYNUS.CLARENCE
E.K.JR.1052687906

Digitally signed by
MAYNUS.CLARENCE.K.JR.1052687906
Date: 2022.05.13 16:14:15 -04'00'

Clarence K. Maynus, Colonel, ANG
Director of Human Resources

Encl
As

DISTRIBUTION:
A, D

REQUEST FOR STUDENT VOLUNTEER SERVICE

Conditions of Service: Under 5 USC 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is no creditable for leave or any other employee benefits.

STUDENT VOLUNTEER INFORMATION

Student Name:	
Date of Birth:	
Mailing Address:	
Phone Number:	
Educational Institution:	
Faculty POC (Name, phone, email):	

TO BE COMPLETED BY THE MANAGEMENT OFFICIAL REQUESTING THE VOLUNTEER

Unit or Directorate:	
Supervisor Name and Position Title:	
Duty Location (Facility name or address):	
Volunteer's Hours and Days of Work:	
Requested Start Date:	
Requested End Date:	

Description of the Volunteer's Duties and Responsibilities:

List of security, access, and equipment requirements:

Supervisor's Signature/Date:	
------------------------------	--

TO BE COMPLETED BY THE COMMANDER/DIRECTOR

Commander/Director's Name:			
Commander/Director's Recommendation:	Approve		Disapprove
Commander/Director's Signature:			

TO BE COMPLETED BY HRO

SVSP Request is:	Approved		Disapproved
Approving Official Name/Title:			
Approving Official Signature:			