

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:	
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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:			