FEDERAL COMMUNICATIONS COMMISSION

VOLUNTEER SERVICE AGREEMENT

Part I

The Civil Service Reform Act of 1978 Authorized Federal agencies to establish programs designed to provide educationally related work assignments for students in a nonpay status. The Act provides that heads of agencies may accept, subject to regulations issued by the Office of Personnel Management, volunteer service for the United States if the service (1) is performed by a student, with permission of the institution at which the student is enrolled; (2) is to be uncompensated; and (3) will not displace any employee.

A student participating under any agency volunteer program is not considered to be a Federal employee for any purposes other than injury compensation or laws related to the Tort Claims Act. Any related claims would be subject to adjudication by the Department of Labor or the Department of Justice. Service is not creditable for leave accrual or any other employee benefits.

This arrangement would be subject to termination at any time at the discretion of the Federal Communications Commission.

Part II

RESPONSIBILITIES OF THE STUDENT -

- stay enrolled at least on a half-time basis in the educational institution
- adhere to the same standards of conduct as regular employees
- demonstrate the capacity to positively absorb the educational experience provided
- understand their relationship with the FCC as being that of a guest to a host and that they are not considered Federal employees.

RESPONSIBILITIES OF THE INSTITUTION-

- designate a representative to work with the agency liaison officer
- inform all likely student candidates of the FCC's education opportunities
- refer all interested and qualified candidates to the FCC without discrimination
- correlate work and study in a manner that will assure maximum learning on the part of each student
- furnishes the FCC with requested information about the student's field of study and academic standing
- informs the FCC of any change in a student's status, including termination of study, change from full-time to part-time enrollment, shifts other major areas of study, and failure to maintain required standards of the institution or the FCC.

RESPONSIBILITIES OF FCC –

- designates a staff member to maintain liaison with the educational institution
- informs the institution of available work opportunities
- establishes work schedules which accommodate the education calendar of the institution and enable the students to meet the requirements of both the institution and the FCC for completion of the program
- selects appointees from among students referred by the institution without discrimination on the basis of race, ethnic background, creed, national origin, sex or age
- meets with the student periodically to discuss the student's progress and resolve issues of concern
- processes all personnel actions relating to the student's service and keep all necessary records
- responds promptly to referrals of students by colleges.

Part III

The Federal Communications Commission hereby agrees to provide the student named below with orientation, education and training experience. There is no commitment on the part of the FCC to employ this student at the completion of the education training/experience.

1. Name of Student	2. Beginning Date	3. Ending Date
4. Organizational Unit of FCC	5. Duty Hours From: To:	6. Work Days (i.e., Mon. & Tues.)
7. School Contact (Name)		8. Contact's Telephone Number

Part IV

As a representative of the Federal Communications Commission, I approve the terms of this agreement and pledge the support of the Federal Communications Commission, in fulfilling the agreement.

9. Signature of FCC Representative	10. Date Signed
11. Typed Name of FCC Representative	12. Title

Part V

As a representative of the student named below, I approve the terms of this agreement and pledge the support of my school in fulfilling this agreement.

13. Signature of School Representative	14. Date Signed
15. Typed Name of School Representative	16. Title

Part VI

As a student participant, I accept the terms of this agreement and agree to support my school and the Federal Communications Commission in fulfilling this agreement.

17. Signature of Student	18. Date Signed
19. Typed Name of Student	20. Title