



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

Date: 12/28/2007

MEMORANDUM FOR: ITA Resource Coordinators

FROM: Ronald Glaser
Human Resources Officer

SUBJECT: Student Employment Program
Security Procedures

Due to increased security concerns, effective immediately, all students, paid and unpaid, must meet ITA security and suitability requirements. Each student must fill out an SF-85, Questionnaire for Non Sensitive Positions, and work with ITA/OHRM and the Office of Security in following all outlined procedures.

Below is the link to the complete ITA Student Employment Program implementation guidelines, which have been revised to reflect the new security requirements:

http://www.ita.doc.gov/hrm/sop/documents/Student_Employment_Program.pdf

If you have questions on these new requirements, please call me on (202) 482-3505.





Date: 02/03/2006

MEMORANDUM FOR: ITA OHRM Staff

FROM: Allison Hopkins
Acting Human Resources Officer

SUBJECT: ITA Student Employment Program
Implementation Guidelines and Qualifications
(File code 213)

A handwritten signature in black ink that reads "Allison Hopkins".

The attached SOP formalizes ITA-OHRM's internal implementation guidelines for Student Employment Program. Included in this SOP are associated forms and checklists with the various student employment programs. HR Specialists are responsible for administering the student program within the organization(s) they service. This SOP including all its associated forms and checklists, supersede any other informal procedures and forms previously in place for the Student Temporary Employment Program (STEP), Student Career Experience Program (SCEP), and the Student Volunteer Service (SVS) unpaid program.

e-Attachments

Student Employment Program – Implementation Guidelines and Definitions

Attachment A: [Flowchart: Student Hiring Process](#)

Attachment B: [Checklist: Request for Verification of Student Status and Transcripts](#)

- **[Student Temporary Employment Program](#)** (STEP)

Attachment C: [Checklist: STEP](#)

- **[Student Career Experience Program](#)** (SCEP)

Attachment D: [Checklist: SCEP](#)

Attachment E: [ITA/College Agreement: SCEP](#)

- **[Student Volunteer Service](#)** (SVS) unpaid program

Attachment F: [Checklist: SVS](#)

Attachment G: [ITA/College Agreement: SVS](#)

Attachment H: [SVS – Documentation of Completed Service](#)

ITA-OHRM

Student Employment Program – Implementation Guidelines

1. **Overview:** To provide instructions and guidelines for student employment for the International Trade Administration (ITA) and the independent bureaus serviced by the ITA Office of Human Resources Management. ITA's Student Employment Program has three components: the [Student Temporary Employment Program \(STEP\)](#), the [Student Career Experience Program \(SCEP\)](#), and the [Student Volunteer Service \(SVS\) unpaid](#).
2. **Definitions:**
 - a. **Accelerated Promotions:** Accelerated promotions are promotions that are approved by a student's rating official in advance of a student completing the normal progression of waiting periods, equivalent to time-in-grade criteria.
 - b. **Accredited Academic Institutions:** A public or private secondary school (or other appropriate school for mentally retarded students), vocational school, or institution of higher learning, which is accredited by a local board of education, a technical or professional association, or by any other recognized accrediting body. The Department of Education has compiled a list of accredited academic institutions. To access this list and search for a specific educational institution, [click here](#).
 - c. **Break in Program:** A break in program is a period of time when a student is working but is unable to go to school, or neither attending classes nor working at the agency.
 - d. **Break in Service:** The time when a student is no longer on the payroll of an agency. (In computing creditable service for benefits, i.e., leave accrual and reduction in force retention, a separation of 1,2,3, calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.)
 - e. **Student:** An individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is taking at least a half-time academic, vocational, or a technical course load in an accredited high school, technical or vocational school, 2 year or 4 year college or university, graduate or professional school. The definition of half-time is the definition provided by the school in which the student is enrolled. An individual who needs to complete less than the equivalent of half an academic, vocational, or technical course load in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program ([CFR 213.3202 \(a\)\(2\)](#)). Students may work a full-time or a part-time schedule.
3. **Applicability:** Applies to all Staffing and Classification Team Members, Supervisors, Students, and any temporary or permanent staff assigned to assist team members. These requirements apply to applicants selected under STEP, SCEP, and SVS.

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

Student Temporary Employment Program (STEP) provides experience that is not directly related to the student's education program and career goals. Therefore, a student may work under this authority regardless of the academic program they are pursuing. The nature of the duties does not have to be related to the student's academic or career goals. A student may be employed year round and can work a flexible work schedule. The purpose of the STEP is to provide students with first hand experience and prepare them for the competitive workforce. Under this program, students are not eligible for non-competitive conversion to a career or career-conditional appointment.

- a. Students appointed under the STEP are classified into work series of the occupational group appropriate for the work to be performed. Grade level is to be set according to criteria in the appropriate GS classification standard.
- b. Students must meet security and suitability requirements. Each student will need to fill out an SF-85, Questionnaire for Non Sensitive Positions and follow outlined procedures.
- c. Student appointments under the STEP authority are not to exceed one year and may be extended in one-year increments. STEP appointments may continue as long as the employee continues to meet the definition of a student according to [5 CFR 213.3202 \(2\)](#). Students must provide verification of enrollment each semester by utilizing the Request for Verification of Student Status form (Attachment B).

1. Conditions of Student Employment:

- a. Current enrollment or a student's acceptance of enrollment in an [accredited academic institution](#), with a curriculum leading to a degree on at least a half-time basis (usually at least 6 semester hours or the equivalent). The nature of duties does not have to be related to the student's academic/career goals.
- b. Be a U.S. citizen
- c. The minimum age for appointment is 16 years of age.
- d. The restriction on the appointment of a relative applies. Students may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion or advancement within the agency.
- e. ITA and Commerce bureaus are not required to pay for all or any part of the students' academic training expenses, although they may elect to do so.

2. **Process & Procedures:**

- a. **Student Vacancies:** Student jobs will be announced utilizing the Department's hiring system, in the same method that all other positions are announced. Students do not compete they simply apply. Hiring officials should submit an SF-52 and recruitment package to their appropriate servicing [HR Specialist](#). Hiring officials are required to submit an [ACES Recruitment Checklist](#) along with the recruitment package.
- b. **Break in Program:** Managers have the authority to approve a student's break in program for one semester providing the student submits a written request to their supervisor and gain approval from their supervisor. Students must submit the approved request to the HR staff at least two weeks prior to the break in program to allow HR time to prepare the LWOP personnel action. The student must submit a letter that includes the following:
 - (1) reason for the break in program
 - (2) projected dates for the break in program
 - (3) approval signature of the immediate supervisor

A break in program that extends beyond one semester must be submitted in writing to the Student Program Coordinator (HR Specialist), for approval by the ITA OHRM HR Officer. Students requesting a break in program for durations beyond one semester must clearly justify in their written request, the reason for the extended break.

- c. **Promotions:** Students under the STEP must complete waiting periods that are equivalent to time-in-grade criteria. Promotions while in a student appointment must follow [OPM's qualification standards](#). If the immediate supervisor wishes to promote a student, he/she will contact the servicing HR Assistant to determine the student's eligibility for promotion. All requests for promotions must be submitted to the servicing HR representative via an [SF-52, Request for Personnel Action](#) and accompanied with an updated transcript or letter from the educational institution along with verification of required work hours. HR Specialists will ensure that all appropriate remarks regarding promotions are documented on the back of the SF-52.
3. **Guiding Principles:** In processing applicants selected under STEP, team members shall be guided by the following principles:
 - a. All applicable laws and regulations will be honored as outlined in [5 CFR 213.3202](#).
 - b. The recruitment of students will be accomplished consistent with Merit System Principles and in accordance with ITA's diversity initiatives.
 4. **Responsibilities:** (see Attachment A for Student Employment Hiring Process flow chart)

a. HR Specialists will:

- (1) Receive the vacancy announcement package (Recruit SF-52, PD, CD-516, hiring questions, etc.) from the hiring manager and review for completeness.
- (2) Determine the qualifications and basic eligibility of student selectees based on ITA's student qualifications guidance.
- (3) Maintain case file for each student vacancy announcement advertised in the same manner as the Merit Assignment case files.
- (4) Utilize the appropriate student checklist (Attachment C) to ensure that all student documents are received prior to commencement of employment.
- (5) Draft and post a student vacancy announcement (if an active certificate of eligibles is not available). If an active certificate is available, the student program coordinator will forward a list to the hiring official.
- (6) Establish work schedules which accommodate the academic calendar of the institution and enable the student to meet the requirements of both the institution and the agency.
- (7) Monitor not-to-exceed dates by informing hiring officials of upcoming expiration dates at least 30 days in advance.
- (8) Notify the institution as far in advance as possible of the agency's intent to terminate a student's employment.
- (9) Provide advise and counsel hiring officials regarding the program's operational procedures.
- (10) Advise and counsel students regarding the eligibility requirements and program guidelines.
- (11) Conduct periodic meetings with managers and students to monitor activities.
- (12) Conduct periodic audits of student official personnel folders.
- (13) Provide reports on student employment as requested by OHRM & CFO management, and ensure that at the beginning of each semester/quarter, that each student submits verification from their educational institution showing proof of enrollment in school for the upcoming semester/quarter, and to ensure an updated transcript is received from the student each semester.

- (14) Serve as technical advisors to HR Assistants on student personnel actions as needed.
- (15) Coordinate with an HR Assistant to ensure that all personnel actions relating to student employment are processed timely and accurately.

b. ITA and Bureau Managers will:

- (1) Submit a Recruit SF-52 to the ITA-OHRM Student Program Coordinator, along with a CD-516, PD, hiring questions, and pertinent information, i.e., office location, and desired work schedule.
- (2) Review, interview, and select candidate(s) from certificate of eligibles.
- (3) Screen applicants from among students referred by the educational institutions without any discrimination on the basis of race, ethnic background, creed, national origin, sex or age.
- (4) Return the recruitment certificate with selectee(s) indicated to the HR Specialist.
- (5) Make every effort to maximize the student's learning from his/her work experience.
- (6) Notify the Student Program Coordinator of anticipated personnel actions such as resignations, terminations, LWOP, change of work schedule, absences of 30 days or more from the work place, and completion of degree program.
- (7) Will adhere to the current customer service standards outlining the timeframes for submitting personnel actions, including returning ACES certificates, to ITA-OHRM.

d. Students will:

- (1) Provide the Student Program Coordinator, documentation required to determine eligibility for participation in the student employment program, by submitting a *Request for Verification of Student Status* (Attachment B). Submission of this request is required upon hire and at the beginning of each college quarter or semester.
- (2) Attend the required orientation program for new hires.
- (3) Maintain a grade point average (GPA) of at least 2.0 each semester in order to remain in satisfactory academic standing and in the ITA student program. If a student falls below a 2.0 GPA during any semester, OHRM will inform the student that they are being placed in a probationary academic status. The student

must raise their GPA to at least a 2.0 the following semester to remain in the ITA Student Program.

- (4) Notify supervisor at least two weeks in advance of any need for a change in work schedule or hours.
- (5) Notify supervisors when they anticipate graduation or non-eligibility for participation.

Qualification Standard for Student Temporary Employment Program (STEP)

Students appointed under the STEP are classified into work series of the occupational group appropriate for the work to be performed. The grade level will be set according to criteria in the appropriate [GS classification standard](#).

Note: A full semester may be defined by an educational institution anywhere from 12 to 15 credit hours, accordingly, completion of an academic year may range from 24 to 30 credit hours.

Grade	STEP - Qualification Standard (Follows OPM standard)
GS-1	Enrollment in High School diploma program.
GS-2	High School diploma or equivalent.
GS-3	Completion of 1 academic year of post-high school study.
GS-4	Completion of 2 academic years of post-high school study or associate’s degree.
GS-5	Completion of 4 academic years of post-high school study leading to a bachelor’s degree or 4 academic years of pre-professional study.
GS-7	Completion of 1 academic year of graduate level education, bachelor’s degree <i>or</i> superior academic achievement (3.0 on a 4.0 grade scale), or 5 academic years of pre-professional study.
GS-9	Completion of master’s or equivalent graduate degree or completion 2 full academic years of progressively higher level graduate education leading to such a degree

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STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

Student Career Experience Program (SCEP) provides students with a valuable work experience that is directly related to their educational program and career goals. The SCEP provides for a schedule of school attendance combined with periods of career - related work. The work experience **MUST** be related to the students academic and career goals. A student may be employed year round and can work a flexible work schedule. The purpose of the SCEP, is to prepare students for career opportunities by combining their academic studies with on-the-job experience. After successful completion of this program, SCEPs may be converted to career or career conditional, permanent employment in two-grade interval positions.

- a. The Student Career Experience Program is a formally structured program and requires a written agreement by all parties (ITA or Commerce bureaus, school, and student) addressing the following:

Nature of work assignment –

- (1) Schedule of work assignments and class attendance;
 - (2) Evaluation procedures;
 - (3) Requirements for continuation and successful completion of the program; and
 - (4) A reasonable and appropriate time frame for completion of the program.
- b. Students appointed under the SCEP are classified to the student trainee series of the occupational group that correspond to their intended college majors. The grade level will be set according to criteria in the appropriate GS classification standard.
 - c. Students must meet security and suitability requirements. Each student will need to fill out an SF-85, Questionnaire for Non Sensitive Positions and follow outlined procedures.
 - d. Student appointments under the SCEP authority will not require an extension. SCEP appointments may continue as long as the employee continues to meet the definition of a student according to 5 CFR 213.3202 (2). Students must provide verification of enrollment each semester by utilizing the Request for Verification of Student Status form (Attachment B).

1. Conditions of Student Employment:

- a. Current enrollment or a student's acceptance of enrollment in an [accredited academic institution](#), with a curriculum leading to a degree on at least a half-time basis (usually at least 6 semester hours or the equivalent) and must be pursuing a major field of study related to the position for which he/she is being considered.

- b. Be a U.S. citizen
- c. The minimum age for appointment is 16 years of age.
- d. The restriction on the appointment of a relative applies. Students may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion or advancement within the agency.
- e. ITA and Commerce bureaus are not required to pay for all or any part of the students' academic training expenses, although they may elect to do so.

2. **Process & Procedures:**

- a. **Student Vacancies:** Student jobs will be announced utilizing the Department's hiring system, in the same method that all other positions are announced. Students do not compete they simply apply. Hiring officials should submit an SF-52 and recruitment package to their appropriate servicing [HR Specialist](#). Hiring officials are required to submit an [ACES Recruitment Checklist](#) along with the recruitment package.
- b. **Break in Program:** Managers have the authority to approve a student's break in program for one semester providing the student submits a written request to their supervisor and gain approval from their supervisor. Students must submit the approved request to the HR staff at least two weeks prior to the break in program to allow HR time to prepare the LWOP personnel action. The student must submit a letter that includes the following:
 - (1) reason for the break in program
 - (2) projected dates for the break in program
 - (3) approval signature of the immediate supervisor.

A break in program that extends beyond one semester must be submitted in writing to the Student Program Coordinator, for approval by the ITA OHRM HR Officer. Students requesting a break in program for durations beyond one semester must clearly justify in their written request, the reason for the extended break.

- c. **Promotions:** Students under the SCEP may receive one (1) accelerated promotion during their tenure in the student program, without regard to completing waiting periods that are equivalent to time-in-grade criteria, up to the GS-5 grade, after completing 320 work hours under a SCEP appointment and four years of academic course work. Succeeding promotions while in a student appointment require a waiting period equivalent to time in grade requirements. If the immediate supervisor wishes to promote a student, he/she will contact the servicing HR Assistant to determine the student's eligibility for promotion. All requests for promotions must be submitted to the servicing HR representative via an [SF-52, Request for Personnel Action](#) and accompanied with an updated transcript or letter

from the educational institution along with verification of required work hours. HR Specialists will ensure that all appropriate remarks regarding promotions, including all accelerated promotions are documented on the back of the SF-52.

3. **Guiding Principles:** In processing applicants selected under SCEP, team members shall be guided by the following principles:
 - a. All applicable laws and regulations will be honored as outlined in [5 CFR 213.3202](#).
 - b. The recruitment of students will be accomplished consistent with Merit System Principles and in accordance with ITA's diversity initiatives.
4. **Responsibilities:** (see Attachment G for Student Employment Hiring Process flow chart)
 - a. **HR Specialists will:**
 - (1) Complete and sign all student ITA/College Agreements for SCEP appointments (Attachment E). Completed student agreements will be filed in the respective student OPF.
 - (2) Receive the vacancy announcement package (Recruit SF-52, PD, CD-516, hiring questions, etc.) from the hiring manager and review for completeness.
 - (3) Determine the qualifications and basic eligibility of student selectees based on ITA's student qualifications guidance. Annotate on the back of SF-52, if a student is appointed based on experience versus education. The documentation must include the target position (series and full performance level, and the OPM qualification standard used. Upon conversion, annotate on the back of the SF-52, graduating date and academic institution.
 - (4) Maintain case file for each student vacancy announcement advertised in the same manner as the Merit Assignment case files.
 - (5) Utilize the appropriate student checklist (Attachment D) to ensure that all student documents are received prior to commencement of employment.
 - (6) Draft and post a student vacancy announcement (if an active certificate of eligibles is not available). If an active certificate is available, the student program coordinator will forward a list to the hiring official.
 - (7) Establish work schedules which accommodate the academic calendar of the institution and enable the student to meet the requirements of both the institution and the agency for completion of the program.
 - (8) Notify the institution as far in advance as possible of the agency's intent to terminate

a student's employment.

- (9) Provide advise and counsel hiring officials regarding the program's operational procedures.
- (10) Advise and counsel students regarding the eligibility requirements and program guidelines.
- (11) Conduct periodic meetings with managers and students to monitor activities.
- (12) Conduct periodic audits of student official personnel folders.
- (13) Provide reports on student employment as requested by OHRM & CFO

management, and ensure that at the beginning of each semester/quarter, that each student submits verification from their educational institution showing proof of enrollment in school for the upcoming semester/quarter, and to ensure an updated transcript is received from the student each semester.

- (14) Serve as technical advisor to HR Assistants on student personnel actions as needed.
- (15) Coordinate with an HR Assistant to ensure that all personnel actions relating to student employment are processed timely and accurately.

b. ITA and Bureau Managers will:

- (1) Submit a Recruit SF-52 to the ITA-OHRM Student Program Coordinator along with a CD-516, PD, hiring questions, and pertinent information, i.e., office location, and desired work schedule.
- (2) Review, interview, and select candidate(s) from certificate of eligibles.
- (3) Screen applicants from among students referred by the educational institutions without any discrimination on the basis of race, ethnic background, creed, national origin, sex or age.
- (4) Return the recruitment certificate with selectee(s) indicated to the HR Specialist.
- (5) Relate work assignments to each student's major areas of study and make every effort to maximize the student's learning from his/her work experience.
- (6) Notify the Student Program Coordinator of anticipated personnel actions such as resignations, terminations, LWOP, change of work schedule, absences of 30 days or more from the work place, and completion of degree program.

(7) Will adhere to the current customer service standards outlining the timeframes for submitting personnel actions, including returning ACES certificates, to ITA-OHRM.

d. Students will:

(1) Read and sign the ITA/College/Student written agreement (Attachment E).

(2) Provide the Student Program Manager, documentation required to determine eligibility for participation in the student employment program, by submitting a *Request for Verification of Student Status* (Attachment B). Submission of this request is required upon hire and at the beginning of each college quarter or semester.

(3) Attend the required orientation program for new hires.

(4) Maintain a grade point average (GPA) of at least 2.0 each semester in order to remain in satisfactory academic standing and in the ITA student program. If a student falls below a 2.0 GPA during any semester, OHRM will inform the student that they are being placed in a probationary academic status. The student must raise their GPA to at least a 2.0 the following semester to remain in the ITA Student Program.

(5) Notify supervisor at least two weeks in advance of any need for a change in work schedule or hours.

(6) Notify supervisors when they anticipate graduation or non-eligibility for participation.

Qualification Standard for Student Career Experience Program (SCEP)

The standard below describes the qualification requirements for General Schedule, Schedule B, career-related, student trainee positions authorized under Executive Order 12015. Eligibility and selection requirements for prospective Schedule B student trainee are described in CFR 213.3202. All initial hires must be established with a target series, e.g., 1140, 1101, etc., at the time of the initial appointment, and application of the appropriate [OPM qualification standard](#) must be used. Acceptance into the [SCEP](#) requires related education in the field in which student trainees will receive training on the job.

Requirements for Initial SCEP Appointment

Applicants may be appointed to this program if they are a U.S. citizen, will be able to complete 640 work hours prior to graduation, and meet the CFR's definition of a student. The CFR 213.3202(a)(2) defines a student as an individual who has been accepted for enrollment, or who is enrolled, as a degree (diploma, certificate, etc.) seeking students in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school. If the student is enrolled, the student must be taking at least a half-time academic/vocational/or technical course load. The definition of half-time is the definition provided by the school in which the student is enrolled. Students need not be in actual physical attendance, so long as all the other requirements are met. An individual who needs to complete less than the equivalent of half an academic/vocational or technical course load in the class enrollment period immediately prior to graduating is still considered a student for purpose of enrollment period immediately prior to graduating is still considered a student for purposes of this program (CFR 213.3202(a)(2)). Students may work a full-time or part-time schedule.

Special provisions for Student Trainees with Previous related Experience

For both the initial appointment to and concurrent with conversion from a SCEP appointment, the applicant's previous education and/or experience (both student trainee and non-student trainee experience) should be evaluated using the qualification standard for the target position to determine whether the experience is creditable. If any portion of the education or experience meets the requirements in the qualification standard for the target position, then both initial appointment and conversion may be made at the highest grade level for which the applicant is qualified and eligible. All initial hires appointed by using OPM's qualification standards for the target position must utilize the same OPM qualification standard for any promotion consideration. HR Specialists are responsible for ensuring that previous education and/or [creditable](#) experience are in accordance with [OPM's qualification standards](#) before certifying any student applicant onto the recruitment certificate. HR Specialists must annotate on the back of the SF-52, if a student is appointed based on experience versus education. The documentation must include the target position (series and full performance level, and the OPM qualification standard used.

SCEP Qualifications for Initial Appointment based on Education

Grade	SCEP - ITA' Qualification Standard
To GS-2	High school graduation or equivalent.
To GS-3	Completion of one academic year of study above high school.
To GS-4	Completion of 2 academic years of study or associates degree; or (b) completion of 1 ½ academic years of study.
To GS-5	Completion of 4 academic years of study leading to a bachelor's or higher; or (b) completion of 2 ½ years of study leading to a bachelor's or higher .
STUDENT TRAINEE POSITIONS WHERE THE TARGET OCCUPATION FOLLOWS A TWO-GRADE INTERVAL PATTERN:	
To GS-7	Completion of 4 academic years of study (120 hrs or all the degree requirements) for a bachelor's.
To GS-9	Completion of master's or equivalent graduate degree or completion 2 full academic years of progressively higher level graduate education leading to such a degree.
To GS-11	Completion of Ph.D. or equivalent doctoral degree or completion of 3 full academic years of progressively higher level graduate education leading to such a degree .

SCEP Promotion Requirements

As mentioned in section 2.,c. above, students may receive one (1) accelerated promotion during a student appointment as outlined above. Student trainees may continue to be promoted to higher-graded trainee positions based on their Federal Government student trainee work experience. OPM qualification standards must be used for promotion consideration for all SCEP appointments with an assigned target series.

Grade	ITA's Required Promotion Criteria
To GS-2	High school graduation or equivalent and one period (320 work hrs) of student trainee work experience.
To GS-3	Completion of one academic year of study above high school and one period (320 work hours) of student trainee work experience.
To GS-4	Completion of 2 academic years of study or associates degree and two periods of student trainee work (640 work hrs); or (b) completion of 1 ½ academic years of study and one period (320 work hrs) of student trainee work experience.
To GS-5	Completion of 4 academic years of study leading to a bachelor's or higher degree and one period of GS-4 student trainee work experience (320 work hours); or (b) completion of 2 ½ years of study leading to a bachelor's or higher degree and 6 months (at least 960 hrs) of GS-4 student trainee work experience.
STUDENT TRAINEE POSITIONS WHERE THE TARGET OCCUPATION FOLLOWS A TWO-GRADE INTERVAL PATTERN:	
To GS-7	Completion of 4 academic years of study (120 hrs or all the degree requirements) for a bachelor's degree and completion of one period (320 work hrs) of GS-5 student trainee work experience.
To GS-9	Completion of master's or equivalent graduate degree or completion 2 full academic years of progressively higher level graduate education leading to such a degree and completion of one period (320 work hrs) of GS-7 student trainee work experience.
To GS-11	Completion of Ph.D. or equivalent doctoral degree or completion of 3 full academic years of progressively higher level graduate education leading to such a degree and completion of one period (320 work hrs) of GS-9 student trainee experience.

Explanation of Terms

An academic year of undergraduate education is defined as 24 to 30 semester hours, depending on the educational institution; 45 quarters hours, or the equivalent in an accredited college or university, or approximately 36 weeks for at least 20 classroom hours per week in an accredited business, technical, or secretarial school.

An academic year of graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 academic year of full-time study. This determination is made based on normal course loads for a full year of study in the graduate program. Normally 18 semester hours or 27 quarter hours are considered as satisfying 1 year of full-time study requirement. For purposes of this ITA Qualifications Standard, a period of student trainee work experience is the equivalent of 2 months (320 hrs) of Student Trainee work.

Conversion

Students may be converted noncompetitively to a career or career-conditional, as appropriate, appointment to the target position within 120 days following completion of their educational work experience requirements, providing the following conditions are met:

- a. Conversion must be made within 120 days following completion of course requirements conferring a diploma, certificate or degree (CFR 213.3202(B)(11)(A));
- b. Completed at least 640 hours of career-related work, before completion of, or concurrently with, the course requirements (CFR 213-3202(b)(11)(B));
- c. Been recommended by the employing agency in which the career-related work was performed (CFR 213.3202(b)(11)(C); and
- d. Meet the qualification standards for the targeted position to which the student will be appointed (CFR 213.3202 (B)(11)(D)).

Test Requirements

A written test is not required for Schedule B student trainee position at the time of initial appointment or upon conversion.

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STUDENT VOLUNTEER SERVICE (SVS)

Student Volunteer Service (SVS) is service performed under 5 U.S.C. 3111, with the permission of the academic institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student. SVS provides unpaid training and work experience related to a student's academic program. The program allows students to explore career options as well as develop personal and professional skills and enhance a student's ability to obtain paying jobs in the future. Depending on the student's educational institution, students may be able to use this training experience to earn college credit. Under this program, students are not eligible for non-competitive conversion to a career or career-conditional appointment, and are will not receive pay, benefits, or paid leave.

- a. Eligibility Criteria: A student must be enrolled at least half-time in:
 - an accredited high school or trade school;
 - a technical or vocational school;
 - a junior or community college;
 - a four-year college or university; or
 - any other accredited educational institution.
 - work agreement between the DOC/ITA and the academic institution (Attachment G).
- b. Students must meet security and suitability requirements. Each student will need to fill out an SF-85, Questionnaire for Non Sensitive Positions and follow outlined procedures.
- c. Types of positions Student Volunteers occupy: Student volunteers are involved in professional projects and work activities related to their academic studies. These activities run the gamut from developing computer skills to policy or research oriented projects involving a wide array of topics.
- d. Duration of Student Volunteer Service: Student volunteers are able to work in a position for what ever time agreement has been established between the agency and the academic institution. Work may be performed during the school year and/or during summer or school vacation periods. The nature of the volunteer assignment, as well as the weekly work schedule should be part of the work agreement.

1. **Conditions of Student Volunteer Service:**

- a. Current enrollment or a student's acceptance of enrollment in an [accredited academic institution](#), with a curriculum leading to a degree on at least a half-time basis (usually at least 6 semester hours or the equivalent). The nature of duties does not have to be related to the student's academic/career goals.
- b. Be a U.S. citizen
- c. The minimum age for appointment is 16 years of age.
- d. The restriction on the program of a relative applies. Students may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's volunteer service.

2. **Process & Procedures:**

- a. **Student Vacancies:** Student Volunteer jobs may be announced utilizing the Department's hiring system, in the same method that all other positions are announced. Students do not compete they simply apply. Hiring officials should submit an SF-52 and recruitment package to their appropriate servicing [HR Specialist](#). Hiring officials are required to submit an [ACES Recruitment Checklist](#) along with the recruitment package. A job analysis is not needed for student volunteer recruitment packages. A hiring manager may bypass announcing a volunteer vacancy if he/she has a referral in mind. In this case, the hiring manager should forward the candidate's resume to their HR servicing Specialist. Hiring managers will still be required to submit an SF-52 and a statement of duties to the HR Specialist.

3. **Guiding Principles:** In processing applicants selected under SVS, team members shall be guided by the eligibility criteria listed above.

4. **Responsibilities:** (see Attachment A for Student Employment Hiring Process flow chart)

a. **HR Specialists will:**

- (1) Complete and sign all student ITA/College Agreements for SVS program (Attachment G). Completed student agreements will be filed in the respective student file retained by the Student Program Coordinator.
- (2) Receive the vacancy announcement package (Recruit SF-52, Statement of Duties, ACES questions, etc.) from the hiring manager and review for completeness.
- (3) Utilize the appropriate student checklist (Attachment F) to ensure that all student documents are received prior to commencement of the volunteer service.

- (4) Draft and post a student vacancy announcement (if an active certificate of eligibles is not available). If an active certificate is available, the student program coordinator will forward a list to the hiring official.
- (5) Establish work schedules that accommodate the academic calendar of the institution and enable the student to meet the requirements of both the institution and the agency.
- (6) Notify the institution as far in advance as possible of the agency's intent to terminate a student's volunteer service.
- (7) Provide advise and counsel hiring officials regarding the program's operational procedures.
- (8) Advise and counsel students regarding the eligibility requirements and program guidelines.
- (9) Conduct periodic meetings with managers and students to monitor activities.
- (10) Conduct periodic audits of student volunteer files.
- (11) Maintain SVS personnel records/files separate from other permanent employees Official Personnel Folders (OPFs). OPFs may not be used for SVS.
- (12) Provide reports on student employment as requested by OHRM & CFO management, and ensure that at the beginning of each semester/quarter, that each student submits verification from their educational institution showing proof of enrollment in school for the upcoming semester/quarter, and to ensure an updated transcript is received from the student each semester.
- (13) Serve as technical advisors to HR Assistants on student personnel actions as needed.
- (14) Coordinate with an HR Assistant to ensure that all personnel actions relating to student employment are processed timely and accurately.

b. ITA and Bureau Managers will:

- (1) Submit a Recruit SF-52 to the ITA-OHRM Student Program Coordinator along with a CD-516, Statement of Duties, hiring questions, and pertinent information, i.e., office location, and desired work schedule.
- (2) Review, interview, and select candidate(s) from certificate.

- (3) Screen applicants from among students referred by the educational institutions without any discrimination on the basis of race, ethnic background, national origin, sex, sexual orientation, or age.
- (4) Return the recruitment certificate with selectee(s) indicated to the HR Specialist.
- (5) Provide student volunteers with an orientation briefing.
- (6) Make every effort to maximize the student's learning from his/her work experience.
- (7) Notify the Student Program Coordinator of anticipated personnel actions such as resignations, terminations, change of work schedule, and absences of 30 days or more from the work place.
- (8) Will adhere to the current customer service standards outlining the timeframes for submitting personnel actions, including returning ACES certificates, to ITA-OHRM.

d. Students will:

- (1) Read and sign the ITA/College/Student written volunteer service agreement (Attachment F).
- (2) Provide the Student Program Manager, documentation required to determine eligibility for participation in the student employment program, by submitting a *Request for Verification of Student Status* (Attachment B). Submission of this request is required upon hire and at the beginning of each college quarter or semester.
- (3) Meet with their managers to receive an orientation briefing.
- (4) Maintain a grade point average (GPA) of at least 2.0 each semester in order to remain in satisfactory academic standing and in the ITA student program. If a student falls below a 2.0 GPA during any semester, OHRM will inform the student that they are being placed in a probationary academic status. The student must raise their GPA to at least a 2.0 the following semester to remain in the ITA Student Program.
- (5) Notify supervisor at least two weeks in advance of any need for a change in work schedule or hours.
- (6) Notify supervisors when they anticipate graduation or non-eligibility for participation.

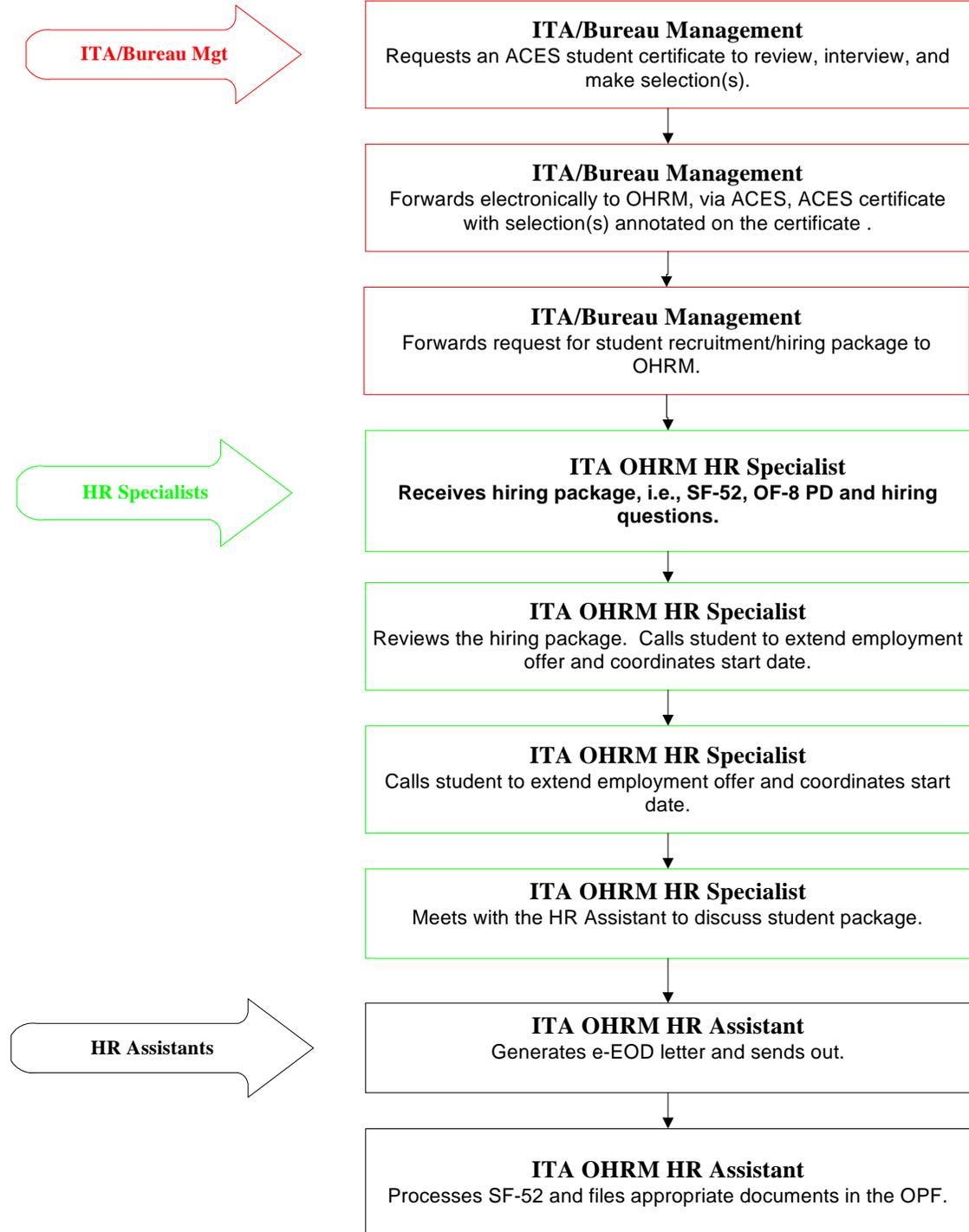
5. **Documentation of Service:** Although student volunteers are not Federal employees, their service, like any other type of volunteer service, may be creditable as related experience for future positions. In addition, some participating schools, which award course credit for such service, may require certification of periods during which students rendered service. Upon request, the Student Program Coordinator will provide the student and the academic institution with a record of the student's attendance and an evaluation of his/her performance when the volunteer service is completed. This documentation will be provided using the Student Volunteer Service – Documentation of Completed Service form (Attachment H).

- [Top](#) -

ITA-OHRM STUDENT EMPLOYMENT HIRING PROCESS

This process assumes selection of students via ACES vacancy announcement certificates.

BEGIN PROCESS - after selection made from ACES Certificate



PROCESS COMPLETE



INTERNATIONAL TRADE ADMINISTRATION
Office of Human Resources Management

REQUEST FOR VERIFICATION OF STUDENT STATUS AND TRANSCRIPTS

NOTE: Required to be submitted by the student at the beginning of **each** college quarter/semester

TO: OFFICE OF REGISTRAR – College Name: _____

FROM: STUDENT NAME: _____

I authorize you to release academic information and updated transcripts to the International Trade Administration, Office of Human Resources Management.

Student Signature: _____ Date: _____

PLEASE FURNISH THE INFORMATION ON THE STUDENT IDENTIFIED ABOVE

1. Currently enrolled as a full-time student. **Please provide a copy of current transcripts.**
- Currently enrolled as a half-time student. **Please provide a copy of current transcripts.**
- Currently enrolled as more than a half-time student. **Please provide a copy of current transcripts.**
- Accepted for enrollment as a full-time student.
- Accepted for enrollment as a half-time student.
- Not currently enrolled.

NOTE: Half-time is whatever the school's definition of "half-time" is OR one half the number of hours the school requires to be considered a full-time student. (Example: If a school requires 12 hours to be full-time, then half-time would be 6 hours.)

2. ENROLLED FOR:

_____ Number of semester hours for current semester, or
_____ Number of quarter hours for current quarter.

Semester or Quarter:
Spring ___ Fall ___ Summer ___
Check one

3. IS STUDENT MAINTAINING AN ACCEPTABLE SCHOOL STANDING? (check one)

YES: Current GPA _____ **NO:** Current GPA _____ **NEW STUDENT**

INFORMATION PROVIDED BY: (PRINT NAME): _____ DATE: _____

Please indicate your academic position title: _____ Phone #: _____

Signature: _____

ITA-OHRM ONLY

Received by: _____

Date: _____

File in OPF or appropriate file, along with updated transcripts.



INTERNATIONAL TRADE ADMINISTRATION Office of Human Resources Management

Student Temporary Employment Program (STEP) Checklist (Checklist filled out by ITA OHRM)

Student's Name: _____

ITA or Bureau Organization: _____

✓	<u>Student Checklist - EOD</u>
	Student is enrolled in an accredited academic institution at least half-time
	Student meets qualification requirements of the position
	SF-52 (provided by hiring manager)
	OF-8, PD (provided by hiring manager)
	Resume (optional since part of on line Application)
	College Transcript
	Student is at least age 16
	Nepotism Justification (if applicable)
	Acceptance letter to a college or university (graduating high school seniors only)
	RECRUITMENT PACKAGE COMPLETE: ENTER SF-52 INTO STM

STEP

Educational Level	Authority	Authority Code	*NOAC	Remark
High School	Sch.B, 213.3202(a)-HS	Y1K	171/571	A31
Vocat/Tech	Sch.B, 213.3202(a)-Voc/Tech	Y2K	171/571	A31
Associate	Sch.B, 213.3202(a)-Assoc	Y3K	171/571	A31
Bacclaureate	Sch.B, 213.3202(a)-BA/BS	Y4K	171/571	A31
Graduate	Sch.B, 213.3202(a)-Grad/Prof	Y5K	171/571	A31

*171= New to Agency

*571=Conversion to Excepted Service, was already on agency rolls. Used for promotions within the STEP.

HR Specialist: _____ Date: _____

File in OPF



INTERNATIONAL TRADE ADMINISTRATION Office of Human Resources Management

Student Career Experience Program (SCEP) Checklist (Checklist filled out by ITA OHRM)

Student's Name: _____

ITA or Bureau Organization: _____

✓	<u>Student Checklist – EOD</u>
	Student is enrolled in an <u>accredited</u> academic institution at least half-time
	Student meets qualification requirements of the position
	Student enrolled in educational institution Co-op program AND Agreement signed
	SF-52 (provided by hiring manager)
	OF-8, PD (provided by hiring manager)
	Resume (optional since part of on line Application)
	College Transcript
	Student is at least age 16
	Acceptance letter to a college or university (graduating high school seniors only)
	Work-Study Schedule/ Written agreement with school
	SCEP Agreement between O 11/2005 _____ Jemic Institution, and Student
	RECRUITMENT PACKAGE COMPLETE: ENTER SF-52 INTO STM

SCEP

Educational Level	Authority	Authority Code	*NOAC	Remark
High School	Sch.B, 213.3202(b)-HS	YBM	170/570	A31
Vocat/Tech	Sch.B, 213.3202(b)-Voc/Tech	YGM	170/570	A31
Associate	Sch.B, 213.3202(b)-Assoc	Y3M	170/570	A31
Bacclaureate	Sch.B, 213.3202(b)-BA/BS	Y1M	170/570	A31
Graduate	Sch.B, 213.3202(b)-Grad/Prof	Y2M	170/570	A31

*170 New to Agency

*570 Conversion to Excepted Service, was already on agency rolls. Used for promotions within the SCEP.

* All SCEP occupational series end in "99", e.g., GS-0399.

Manager Please Verify for SCEP only:

✓	<u>Student Status Checklist</u>
	Anticipated FTE upon graduation? if yes, Target Series: GS- _____

HR Specialist: _____ Date: _____

CONVERSION CHECKLIST : next page -->

Continued: SCEP Checklist:

Student Career Experience Program (SCEP) Conversion Checklist
(Checklist filled out by ITA OHRM)

Student's Name: _____

ITA or Bureau Organization: _____

✓	<u>Student Conversion Checklist</u>
	Student has satisfactorily completed all requirements for graduation
	Student has submitted a final transcript indicating completion of academic program.
	Student has completed a minimum of 640 hours during the SCEP
	Manager has submitted a conversion SF-52
	<u>Promotions prior to conversion:</u> Manager has indicated promotion on the SF-52 for Conversion (if applicable)
	Target Series on SF-52 for conversion is in same occupational series as in the SCEP. If different, does student meet qualifications of new series?
	Is student in a Special Pay occupational series, i.e, Information Tech Specialist or Engineer ? if so, use appropriate salary table.

HR Specialist: _____ **Date:** _____

File in OPF



UNITED STATES DEPARTMENT OF COMMERCE

**STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT
BETWEEN**

Department of Commerce (DOC), International Trade Administration (ITA)
and

This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce and a qualifying educational institution in the employment of students for the Student Career Experience Program (SCEP). The SCEP Program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in the Code of Federal Regulations, Section 213.3202.

A. Academic Programs:

_____ High School

_____ Associate Degree

_____ Undergraduate Certificate

_____ Baccalaureate

_____ Graduate Degree

Academic Discipline _____

B. Student Eligibility - The prospective SCEP student must:

1. Be enrolled at least half-time in an accredited institution and recommended by a school official.
2. Be at least 16 years old.
3. Be a U.S. citizen of the U.S.
4. Meet the Department's policy on employment of relatives.
5. Meet security or fitness requirements.
6. Meet the qualification standards of the position.
7. Satisfy the work performance standards and scheduling requirements of the Department.

C. Appointments - Students receive appointments in the excepted service under the Schedule B Authority, Sections 213.3202 (b) in the Code of Federal Regulations and are titled Student

Trainees. Appointments may not extend beyond 120 calendar days after satisfactory completion of academic requirements and 640 hours of study-related work experience requirements.

D. **Promotions and Pay Increases** - are contingent upon the student's meeting qualification standards for the higher grade, performance management and position classification requirements of ITA, and supervisory recommendations.

E. **Terminations** - A student's appointment may be terminated at any time for any of the following:

1. Resignation.
2. Change to a field of study that will not qualify the student for a career position in the department.
3. Suspension, expulsion, or withdrawal from the educational institution.
4. Failure to maintain academic standards.
5. Medical disability.
6. Administrative reasons (e.g., budget constraints, lack of work, misconduct);
7. Unsatisfactory performance.

F. **Pay and Benefits** - Students are paid in accordance with established pay schedules.

Students earn sick and annual leave at specified rates.

Participation in a retirement system is mandatory for all students. Federal regulations determine the system providing coverage.

Students are eligible for health and life insurance coverage if they hold appointments exceeding one year and expect to be in work status at least one-third of the time before completion of the work-study program.

Payment of travel and transportation between the duty station and school may be offered. Students may be eligible for transit subsidy.

G. **Work Schedules** - Full-Time, Part-Time, Alternating.

Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum 640 hours of study-related work experience required for conversion.

Part-time students must work a minimum of 16 hours per week with at least a half-time academic course load.

Student work schedules should not interfere with their academic schedules.

Work schedules may not be confined to summer or vacation periods exclusively.

H. **Performance Appraisals** - are required for SCEP students consistent with the ITA Performance Management System.

I. **Employment After Completion of SCEP** - Within 120 calendar days after completing the educational requirements, the student may be non-competitively promoted and/or converted to a term, career, or career-conditional appointment.

To be eligible for conversion, students must have satisfactorily completed the 640 hours of study-related work experience requirements of the Federal SCEP.

Trainees disqualified from continuing in the SCEP or who have not converted must be terminated.

J. **EEO Considerations** - Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliation, disability, marital status, or affiliation with an employee organization.

K. **Agency Responsibilities** -

1. Designate a staff member to maintain liaison with the school.
2. Inform the school of work experience opportunities and provide adequate job descriptions promptly.
3. Establish work schedules consistent with the school's academic calendar that enable students to complete the Co-op program.
4. Orient the student to Department's mission, policies and procedures.
5. Select appointees referred by schools in accordance with EEO principles.
6. Process all personnel actions and keep necessary records related to students.
7. Provide progressive and diversified SCEP experiences to prepare the student for occupations in which they have an interest.
8. Conduct appraisals and counsel students regarding their performance.
9. Notify the school of changes in the student's status.

L. **Educational Institution-**

1. Designate a representative to work with the employing office's SCEP Coordinator.
2. Inform eligible students of employment opportunities.
3. Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions.

4. Coordinate work and study in a manner that will expand the student's educational development.
5. Provide the SCEP Coordinator with all required student application forms.
6. Monitor academic progress and inform the employing office of any changes in students' status.

M. Students-

1. Adhere to the ITA employing office's work schedule and SCEP policies and procedures.
2. Assume personal and professional responsibility for actions and activities.
3. Meet academic, performance, and conduct standards established by the school and the employing office.
4. Provide the employing office and school SCEP coordinators with periodic progress reports on the quality of work and study assignments by completing and submitting at the beginning of each quarter/semester, a Request for Verification of Student Status (Attachment B).
5. Notify the school and employing office of changes in their status.

N. Conditions of The Agreement - Conform to Federal regulations and are subject to change by Legislation, Executive Order, Office of Personnel Management or Departmental policy. Changes which are not required by new laws or regulations will occur only by mutual consent of the agency and the institution and will be made by written amendment to this agreement.

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated or if one of the following conditions are met:

1. Mutual consent of both parties.
2. By either party upon 30 days written notice.
3. If there have been no students from the institution employed in the agency for one year.

O. Approvals

AGENCY:

ACADEMIC INSTITUTION:

Agency Official – Print Name

Institution Official – Print Name

SCEP COORDINATOR (HR Specialist)
Title

Title

Date

Date

Agency Official Signature

Institution Official Signature

Telephone

Telephone

HUMAN RESOURCES, RM
Address

Address

14TH & CONSTITUTION AVE., NW
Address

Address

WASHINGTON, DC 20230
Address

Address

P. Student Agreement Acknowledgement

I have read and understand the above policies.	ITA or Bureau Placement Information
_____ Student – Print Name	
_____ Student Signature	Name of your ITA or Bureau Organization: _____
_____ Date	Student Position Title: _____
	Your Supervisor's Name is: _____

File in OPF

- Copy to:
___ ITA OHRM Student Coordinator (HR Specialist)
___ College/Academic Institution
___ Student



INTERNATIONAL TRADE ADMINISTRATION Office of Human Resources Management

Student Volunteer Service (SVS) UNPAID Checklist (Checklist filled out by ITA OHRM)

Student's Name: _____

ITA or Bureau Organization: _____

✓	<u>Student Status Checklist</u>
	Student is enrolled in an accredited academic institution at least half-time
	SF-52 (provided by hiring manager)
	Statement of Duties (provided by hiring manager)
	Resume (optional since part of on line Application)
	Student Volunteer Service Agreement (provided by hiring manger)
	Student Volunteer No Access Memo (provided by hiring manager)
	Student Volunteer Building Pass Memo (provided by hiring manager)
	Student Volunteer Information Form (provided by hiring manager)
	Agreement between Organization, Academic Institution, and Student
	Student is at least age 16
	Acceptance letter to a college or university (high school graduating seniors only)

Check Level	Educational Level
	High School
	Vocat/Tech
	Associate
	Bacclaureate
	Graduate

HR Specialist: _____ Date: _____

Note: File in SVS folder



UNITED STATES DEPARTMENT OF COMMERCE

**STUDENT VOLUNTEER SERVICE AGREEMENT
BETWEEN**

Department of Commerce (DOC), International Trade Administration (ITA)
and

This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce and a qualifying educational institution in the employment of students for the Student Volunteer Service (SVS). The SVS is a planned, educational opportunity that provides for the integration of a student's academic studies and Federal work experience. This service is not creditable for leave or any other employee benefits.

The student will/will not (circle one) be given academic credit for the volunteer service.

Length of Volunteer Service: Start date: _____ **End date:** _____

A. Academic Programs:

_____ High School	_____ Associate Degree
_____ Undergraduate Certificate	_____ Baccalaureate
_____ Graduate Degree	Academic Discipline: _____

B. Student Eligibility - The prospective SVS student must:

1. Be enrolled at least half-time in an accredited institution and recommended by a school official.
2. Be at least 16 years old.
3. Be a U.S. citizen of the U.S.
4. Meet the Department's policy on employment of relatives.
5. Meet security or fitness requirements.

C. Terminations – The student's volunteer service may be terminated at any time for any of the following:

1. Resignation.
2. Suspension, expulsion, or withdrawal from the educational institution.

3. Medical disability.
4. Administrative reasons (e.g., lack of work, misconduct);
5. Unsatisfactory performance.

D. Work Schedules - Full-Time, Part-Time, Alternating.

Student work schedules should not interfere with their academic schedules.

E. EEO Considerations - Full consideration will be given to all applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliation, disability, marital status, or affiliation with an employee organization.

F. Agency Responsibilities -

1. Designate a staff member to maintain liaison with the school.
2. Inform the school of work experience opportunities and provide adequate job descriptions promptly.
3. Establish work schedules consistent with the school's academic calendar that enable students to complete the Co-op program.
4. Orient the student to Department's mission, policies and procedures.
5. Select appointees referred by schools in accordance with EEO principles.
6. Process all personnel actions and keep necessary records related to students.
7. Provide progressive and diversified training to prepare the student for occupations in which they have an interest.
8. Counsel students regarding their performance.
9. Notify the school of changes in the student's status.
10. Upon request, provide the student and the academic institution with a record of the student's attendance and an evaluation of his/her performance when the volunteer service is completed. This documentation will be provided on the *Student Volunteer Service – Documentation of Completed Service form* (see supplemental page to this agreement).

G. Educational Institution-

1. Designate a representative to work with the employing office's Student Coordinator (HR Specialist).
2. Inform eligible students of employment opportunities.
3. Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions.

4. Coordinate work and study in a manner that will expand the student's educational development.
5. Provide the Student Coordinator (HR Specialist) with all required student application forms.
6. Monitor academic progress and inform the employing office of any changes in students' status.

H. Students-

1. Adhere to the ITA employing office's work schedule and student policies and procedures.
2. Assume personal and professional responsibility for actions and activities.
3. Meet academic, performance, and conduct standards established by the school and the employing office.
4. Provide the employing office and school Student coordinators with periodic progress reports on the quality of work and study assignments by completing and submitting each quarter/semester, a Request for Verification of Student Status (Attachment B).
5. Notify the school and employing office of changes in their status.
6. Upon request, student may request a record of the student's attendance and an evaluation of his/her performance when the volunteer service is completed. . This documentation will be provided on the *Student Volunteer Service – Documentation of Completed Service form* (see supplemental page to this agreement).

I. Conditions of The Agreement - Conform to Federal regulations and are subject to change by Legislation, Executive Order, Office of Personnel Management or Departmental policy. Changes which are not required by new laws or regulations will occur only by mutual consent of the agency and the institution and will be made by written amendment to this agreement.

This agreement becomes effective when signed by all parties. It will be in effect unless terminated or if one of the following conditions are met:

1. Mutual consent of both parties.
2. By either party upon 30 days written notice.
3. Completion of the Student Volunteer Service.

J. Student Agreement Acknowledgement

I have read the above agreement of service to be performed and agree to perform the assignment as described. I understand that:

- I will receive **no pay or other compensation** for services rendered;
- I hereby agree to waive any and all claims against the Government for salary or wages on account of services performed;
- I am to conduct my self with honesty and integrity in the performance of my duties; and
- I am to consciously safeguard government business, which is not for public information;

I am not considered a Federal employee for any purposes other than for purposes of :

- (a) the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680. Claims arising as a result of student participation should be referred to the Department of Commerce; and
- (b) title 5, U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor, for adjudication.

This agreement may be terminated at any time by myself, my academic institution, or the Department of Commerce, ITA.

<p>I have read and understand the above agreement/policies.</p> <hr/> <p>Student – Print Name</p> <hr/> <p>Student Signature</p> <hr/> <p>Date</p> <hr/>	<p>ITA or Bureau Placement Information</p> <hr/> <p>Name of your ITA or Bureau Organization:</p> <hr/> <p>Student Position Title:</p> <hr/> <p>Your Supervisor's Name is:</p> <hr/>
--	--

K. Approvals

AGENCY:

Agency Official – Print Name

Student Coordinator (HR Specialist)
Title

Date

Agency Official Signature

Telephone

HUMAN RESOURCES, RM
Address

14TH & CONSTITUTION AVE., NW
Address

WASHINGTON, DC 20230
Address

ACADEMIC INSTITUTION:

Institution Official – Print Name

Title

Date

Institution Official Signature

Telephone

Address

Address

Address

Original agreement retained in OPF

Copy to:

___ College/Academic Institution

___ Student



**INTERNATIONAL TRADE ADMINISTRATION
Office of Human Resources Management**

**Student Volunteer Service
Documentation of Completed Service**

TO BE COMPLETED BY THE APPROPRIATE AGENCY HR REPRESENTATIVE

- **Agency Name:** Department of Commerce
- **ITA Program Unit / Bureau:** _____
- **Specific location** (if applicable) _____
- **Duty Location:** _____

Position Title: _____

Days/hours worked: _____

The information above is provided as a record of volunteer service. Although student volunteers are not Federal employees, and their service is not creditable for leave or any other employee benefits, their service, like any other type of volunteer service, **may be creditable** as related experience for future consideration when applying for positions. In addition, some participating schools, which award course credit for such service, may require certification of periods during which students rendered service.

Completion of this form, including agency signature, certifies that the above named person has completed a student volunteer service program with this agency.

HR Specialist Name: _____

Print Name

Signature

Date

Phone number: _____