

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTERS**

FLETC DIRECTIVE NO:	064-01 (formerly 62-01)
DIRECTIVE TITLE:	Student Volunteer Program
EFFECTIVE DATE:	April 7, 2022

I. POLICY: The Federal Law Enforcement Training Centers (FLETC) supports and encourages the use of unpaid student volunteers. FLETC aims to provide valuable work experience to participating students while using their competencies to support the accomplishment of its mission.

II. SCOPE: This directive applies to all students interested in volunteering at FLETC in addition to all FLETC staff interested in securing the services of student volunteers, as well as Participating Organizations with sponsored interns.

III. REFERENCES:

- A. 31 U.S.C § 1342, Limitation on Voluntary Services.
- B. 28 U.S.C. §§ 1346(b), 2671 et seq., Federal Tort Claims Act.
- C. 6 U.S.C. § 464(f)(6), Federal Law Enforcement Training Centers.
- D. 5 U.S.C. § 3111, Acceptance of Voluntary Services.
- E. 5 C.F.R. Part 308, Volunteer Service.
- F. DHS Student Employment and Intern Program Policy Handbook.

IV. CANCELLATIONS: This directive hereby supersedes FLETC Directive 62-01, Student Volunteer Program, dated April 22, 2018.

V. ADDITIONAL GUIDANCE: FLETC Manual 064-01 (formerly 62-01), Student Volunteer Program.

VI. OFFICE OF PRIMARY INTEREST: Mission and Readiness Support Directorate, Human Capital Office.

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**POST PUBLICATION
Revision History**

Date	Revision Request By:	Summary of Revisions	Revisions Made By:
April 7, 2022	MRSD (Laura Folsom)	Section II. SCOPE: Updated the scope of the policy to include the Participating Organizations and a new category of interns referred to as "sponsored interns."	MRSD (Laura Folsom)
		Section IV. DEFINITIONS: Added definition of sponsored intern.	
		Section VI.D. PROCEDURES: Added sponsored interns to the exceptions list.	

FLETC MANUAL 064-01 (formerly 62-01)

Student Volunteer Program

Supporting Publication to FLETC Directive [064-01](#) (formerly **62-01**)

“Student Volunteer Program”

SIGNATURE PAGE

FLETC Manual 064-01 (formerly 62-01). Student Volunteer Program

APPROVED BY:

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FLETC MANUAL 064-01
Student Volunteer Program

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I. INTRODUCTION: This manual establishes and assigns responsibilities related to the use of student volunteers within the Federal Law Enforcement Training Centers (FLETC). Generally, federal agencies are prohibited by law from accepting voluntary services.¹ However, the Civil Service Reform Act of 1978 authorized federal departments and agencies to accept voluntary service provided it is performed by a student, with permission of the institution at which the student is enrolled; is part of an agency program established for the purposes of providing educational experiences for the student; is to be uncompensated; and will not be used to displace any employee.

To that end, FLETC established the Student Volunteer Program (henceforth “the Program”) for the purposes of providing eligible students an opportunity to gain work experience that is related to their academic programs.

II. SCOPE: This manual applies to all FLETC student volunteers and all FLETC staff interested in obtaining the services of student volunteer, as well as Participating Organizations (PO) with sponsored interns.

III. FORMS:

- A. [FTC-HCO-SVP-101, Request for Student Volunteer.](#)
- B. [FTC-HCO-SVP-102, Student Volunteer Service Agreement.](#)
- C. [FTC-HCO-SVP-103, Student Volunteer Hourly Time Sheet.](#)
- D. [FTC-HCO-SVP-104, Student Volunteer Evaluation Form.](#)

IV. DEFINITIONS:

A. Applicant tracking system. Web-based software solution for announcing student volunteer opportunities to the public.

B. College Intern Program (CIP). A 12-week program hosted by FLETC that is open to U.S. citizens who are either undergraduate students with at least 90 semester hours (135 quarter hours), graduate students, or sponsored interns. CIP participants are unpaid and do not receive a stipend or per diem. Participants are solely responsible for any travel arrangements and expenses. Housing and meals are provided to participants selected for the Artesia, New Mexico; Charleston, South Carolina; and Glynco, Georgia, locations. Participants expend half of their time auditing the training courses at their respective location, while the remaining half of their time is used to support their assigned branch, division, or directorate in furthering mission goals. Participants may be selected for the Washington, DC and Cheltenham, Maryland locations, but will be responsible for their own housing and meals for those specific locations. College credit(s) may be granted to the participant by their academic institution once they successfully complete the program.

¹ 31 U.S.C. §, 1342, Limitation on Voluntary Services

C. Diversity Initiative Notification (DIN). An automated e-mail generated by the agency’s applicant tracking system that is sent to the appropriate points of contact for selected Minority Serving Institutions (MSIs). Each DIN will contain general information about the volunteer opportunity and a hyperlink that directs interested students to the announcement so they can submit their application.

D. Entrance on Duty (EOD). Beginning date of the student’s volunteer service; cannot be a federal holiday.

E. Half-time. Enrollment or carrying by a student any combination of courses, research projects, or special studies that meets one-half, or 50 percent, of the full-time academic workload requirements of the student’s academic institution. If there are questions as to whether or not a student meets this requirement, then the FLETC Student Volunteer Program Coordinator shall require written clarification from the student’s educational institution verifying the enrollment status of the student.

F. Intern. A participant in the College Intern Program (CIP).

G. Maymester Program (henceforth “Maymester”). The result of a collaborative effort between FLETC and local institutions of higher learning. The program is restricted to undergraduate students possessing a minimum of 60 semester hours (90 quarter hours) and is 4 weeks in length. During the first 2 weeks, students attend classroom instruction on various law enforcement topics (e.g., Fourth Amendment, Constitutional Law, Interviewing, etc.). The remaining 2 weeks afford the students opportunities to directly engage with FLETC staff, operate within the day-to-day functional areas of the organization, and potentially have a direct impact on the fulfillment of FLETC’s mission. Maymester participants are unpaid and do not receive a stipend or per diem. Maymester participants are solely responsible for all travel, living arrangements, and expenses. College credit(s), as determined by the student’s academic program requirements, may be granted once they successfully complete the program.

H. Minority Serving Institution (MSI). An institution of higher education whose enrollment of a single minority or a combination of minorities exceeds 50 percent of the total enrollment. As defined in 20 United States Code (U.S.C.) § 1067k(3), the term “minority” means American Indian, Alaskan Native, Black (not of Hispanic origin), Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Pacific Islander² or other underrepresented ethnic group.

I. Narrative Essay. A document no more than four double-spaced pages that explains, at a minimum: why the student is interested in either the CIP or Maymester; their career motivations and goals; their source of inspiration for said motivations and goals; the

² The Office of Management and Budget has defined the term “Native Hawaiian or other Pacific Islander” to include Native Hawaiians, Guamanians, Samoans, and persons from the following groups reported in the 1990 census: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese. Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, OMB Notice of Decision, 62 Fed. Reg. 58782 (October 30, 1997).

skills they would bring to FLETC if they were selected; and the type of internship (i.e., Law Enforcement or Non-Law Enforcement) they would like to serve during their tenure of service, in the case of the CIP; or the FLETC training discipline in which they would like to be placed, in the case of the Maymester.

J. Nomination Letter. A document from a school official (e.g., faculty member or advisor, intern coordinator, or departmental chairman) with personal knowledge of the student. The letter must be on official letterhead in order to be considered valid.

K. On-boarding. The strategic process of welcoming new individuals to the agency, establishing their responsibilities, and familiarizing them with the agency's culture.

L. Sponsored Intern. A student who meets all other aspects of the CIP and is sponsored by a PO. Sponsorship shall include the completion of a background investigation that would satisfactorily meet the condition of employment for the Sponsoring PO. A sponsored intern is eligible to attend the Criminal Investigator Training Program (CITP) or the Uniformed Police Training Program (UPTP) for credit during their sponsored internship. Sponsored interns will expend three-quarters of their time in a training course at their respective location, while the remaining one-quarter of their time will be used to support their assigned branch, division, or directorate in furthering mission goals. Sponsored interns are eligible to graduate from a FLETC CITP or UPTP as a result of their internship.

M. STEM. An acronym for Science, Technology, Engineering, and Math.³

N. Student. An individual who is enrolled not less than half-time in a high school, trade school, technical or vocational institute, junior college, college, university, or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if 1) the interim is not more than five months and 2) if they demonstrate to the satisfaction of the agency that they have a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

O. Student Volunteer Agreement. Written document outlining the duties, responsibilities, and obligations of the educational institution, the student volunteer, and the agency. Agreements will be negotiated with an authorized representative of the student volunteer's academic institution, and will be signed by the authorized representative, the student volunteer, and the Program Coordinator.

P. Transcript. Document issued by an academic institution, or their designee, enumerating the past, current, and/or future course load of an individual student in addition to their grades in said courses, and grade point average. Academic institutions define "official transcripts" as those that are sealed in an envelope and sent directly to a third-party on behalf of

³ The National Science Foundation lists the following disciplines under STEM: Biological sciences (except medicine and other clinical fields); Physical sciences (including physics, chemistry, astronomy, and materials science); mathematical sciences; computer and information sciences; geosciences; engineering; and technology areas associated with the aforementioned disciplines (e.g., biotechnology, chemical technology, engineering technology, information technology, etc.). NSF Scholarships in Science, Technology, Engineering, and Mathematics Program [NSF Scholarships in Science, Technology, Engineering, and Mathematics Program \(S-STEM\) | Beta site for NSF - National Science Foundation](#).

the student; breaking this seal automatically invalidates the transcripts. For the purposes of FLETC's Program, a transcript is still considered "official" regardless of the seal's condition because students need to upload scans of the transcripts in order to apply for FLETC's volunteer opportunities. Some academic institutions have implemented automated clearinghouses for students to request their transcripts. These services include the option of sending copies of the transcripts directly to a third-party or to the student. Again, FLETC considers transcripts that are issued directly to the student as "official" for the purposes of this program because the student will need to upload the transcripts in order to apply for FLETC's volunteer opportunities.

Q. Verification of Service Letter. A non-editable PDF file that is e-mailed to the student volunteer upon their departure from FLETC. The letter shall be on official FLETC letterhead and shall set forth, at a minimum: the full legal name of the student volunteer; inclusive dates of service; total number of hours or days worked; a summary of the duties performed; guidance on how the agency may be contacted regarding future requests to obtain documentation of volunteer service; and the signatures of the supervisor and/or manager and the Program Coordinator. See Attachment 1.

R. Volunteer Service. Services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student. Such service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the agency's work force.

V. RESPONSIBILITIES:

A. Human Capital Office. The FLETC Student Volunteer Program Coordinator will:

1. Provide advice and guidance to supervisors and/or managers on the provisions of the Program.
2. Consult, where appropriate, with the Equal Employment Opportunity Office (EEO) to ensure announcements for student volunteers are sent to appropriate representatives of MSIs.
3. Draft and post announcements for student volunteers when requested by a supervisor and/or manager.
4. Disseminate DINs to MSI points of contact whenever an announcement is used.
5. Review and determine the eligibility of candidates for the Program and forward all eligible applications to the requesting supervisor and/or manager for selection.
6. Maintain copies of all forms for one year.
7. Notify students of their non-selection/selection and request necessary documents for the Office of Security and Professional Responsibility's (OSPR) Special and Personnel Security Branch to conduct their security adjudication.
8. Coordinate with the OSPR's Special and Personnel Security Branch for the clearance of student volunteer candidates.
9. Coordinate with selected students to complete the Student Volunteer Service Agreement (Attachment 3) (henceforth Agreement) prior to their entrance on duty.

10. Provide the student volunteer a verification of service letter no later than ten business days following their departure.

B. Supervisors and/or Managers. FLETC supervisors and/or managers will:

1. Consult the Program Coordinator for advice or guidance on requesting volunteer service.

2. Complete and submit the Request for Student Volunteer (Attachment 2) (henceforth Request) to the Office of Chief Counsel (OCC), where appropriate, and the Program Coordinator for approval.

3. When an announcement is used, select their student volunteer(s) from among the eligible applications forwarded by the Program Coordinator.

4. Conduct the on-boarding of their volunteer, to include the development of a work schedule and tour of duty.

5. Validate their volunteer's time by signing the Student Volunteer Time Sheet (Attachment 4).

6. Evaluate their volunteer's performance prior to their departure using the Student Volunteer Evaluation Form (Attachment 5).

7. Submit copies of all Student Volunteer Time Sheets and the Student Volunteer Evaluation Form to the Program Coordinator no later than five business days following the departure of their volunteer.

8. Retain copies of all of their volunteer's Student Volunteer Time Sheets and Student Volunteer Evaluation Forms for a period of one year after their departure.

9. Review and sign all Verification of Service Letters.

C. EEO. The EEO will:

1. Provide annual statistics for the Program to appropriate pages.

2. Maintain a list of MSIs and their points of contact, reporting any changes to the Program Coordinator.

3. Participate on the CIP review panel by forwarding their recommendations of MSI students.

D. OCC. The OCC will:

1. Review and approve all non-competitive requests for conflicts of interest and/or ethical concerns.

2. Notify the supervisor and/or manager and the Program Coordinator whenever a conflict of interest and/or ethical concern is present.

VI. PROCEDURES:

A. Eligibility.

1. **Citizenship.** All students must be a U.S. Citizen in order to be considered for volunteer service.

2. Grade Point Average (GPA). In general, student volunteers must possess a minimum cumulative GPA of 2.0 on a 4.0 scale. The CIP and Maymester Programs (henceforth “Maymester”) require a higher minimum cumulative GPA of 3.0.

3. Enrollment Status. Student volunteers must be enrolled or accepted for enrollment on at least a half-time basis with their respective educational institution. Refer to IV.N. for more instruction regarding student enrollment.

4. Level of Education. Student volunteers must be enrolled in either high school, trade school, a technical or vocational institute, junior college, college, university, or other accredited educational institution. The CIP is restricted to undergraduate students with at least 90 semester hours (135 quarter hours) or graduate students majoring in either law, criminal justice, psychology, business, or STEM-related fields. Maymester is restricted to undergraduate students with at least 60 semester hours (90 quarter hours) majoring in either law, criminal justice, psychology, business, or STEM-related fields.

A. Competitive Student Volunteer Opportunities. Requests that are submitted to the Program Coordinator and marked as “public” in the “Opportunity Type” in Section I will be publicly announced using the agency’s applicant tracking system. Each announcement will:

1. Be open to the public for a minimum of five business days;
2. Indicate that the volunteer opportunity is to be unpaid and that all included travel and/or lodging expenses are the sole responsibility of the student;
3. Outline the eligibility requirements, duties to be performed, and the skills/qualifications required to perform said duties;
4. Require the following documents be submitted by the student: their resume, a verification of enrollment form, and transcripts; and
5. Incorporate the following verbiage:

Student volunteers are not considered Federal employees for any purposes other than compensation for on-the-job injuries and tort claims. Additionally, student volunteers are not entitled to remuneration or benefits, nor is their volunteer service creditable for leave or any other employee benefit.

Student volunteers will be required to sign a Student Volunteer Agreement prior to their first day of service.

Student volunteers may receive academic credit upon finishing their volunteer service. The assignment of academic credit is at the sole discretion of the student’s educational institution and will be indicated on their Student Volunteer Agreement.

C. Non-competitive Student Volunteer Opportunities. Requests that are submitted to the Program Coordinator and marked as “Non-competitive” in the “Opportunity Type” in Section I will complete Section IV of the request and route for approval.

D. Exceptions. The CIP, Maymester, and Sponsored Intern, which operate under the Program, are subject to the following exceptions:

1. **CIP.** A Request does not need to be submitted in order to announce the CIP. The CIP will be announced on a bi-annual basis (once during the summer and once during the winter) using the agency's applicant tracking system. Each announcement will be open for a maximum of one month. The number of available slots will fluctuate as funding permits. Solicitations of interest in hosting an intern will be disseminated throughout FLETC via the Senior Policy and Project Analysts of each directorate. FLETC reserves the right to terminate or suspend the CIP at any time for any reason.

a. **Required Documents.** In addition to their resume, verification of enrollment and transcripts, applicants to the CIP must submit:

- 1) A nomination letter; and
- 2) A narrative essay.

b. **Accommodations.** Students selected for the Glynco, Georgia; Charleston, South Carolina, or Artesia, New Mexico, locations will be provided housing at the on-center dormitories as well as a full meal plan for the on-center dining facilities.

c. **Mentors.** Students selected for the CIP will be assigned a mentor prior to their arrival. Mentors do not, necessarily, need to be supervisors and/or managers; however, it is recommended that management play a role in the selection of the mentor.

5. **Maymester.** A Request does not need to be submitted in order to announce for Maymester. Maymester will be announced on an annual basis (beginning on the first day of February through the last day) using the agency's applicant tracking system. The number of available slots will fluctuate depending on the level of interest from the Training Directorates. Solicitations of interest in hosting Maymester participants will be disseminated to the Training Directorates via their Senior Policy and Project Analysts. FLETC reserves the right to terminate or suspend the program at any time for any reason.

a. **Required Documents.** In addition to their resume, verification of enrollment and transcripts, applicants to the Maymester must submit:

- 1) A nomination letter; and
- 2) A narrative essay.

4. **Sponsored Intern.** POs will be invited to send sponsored interns to FLETC to participate in the CIP for up to 18 weeks. Sponsored interns will expend three-quarters of their time in a training course at their respective location, while the remaining one-quarter of their time will be used to support their assigned branch, division, or directorate in furthering mission goals. Sponsored interns are eligible to graduate from a FLETC CIP or UPTP during the course of their internship. Sponsored interns must meet the criteria set out by the PO to be eligible to be hired upon completion of their training and education and be a current student of an institution of higher learning. The PO must establish that student's eligibility by demonstrating the student has undergone a successful background investigation, paid for by the PO.

VII. ATTACHMENTS

A. Attachment 1 – Verification of Service Letter

- B.** Attachment 2 – FTC-HCO-SVP-101 Request for Student Volunteer
- C.** Attachment 3 – FTC-HCO-SVP-102 Student Volunteer Service Agreement
- D.** Attachment 4 – FTC-HCO-SVP-103 Student Volunteer Time Sheet
- E.** Attachment 5 – FTC-HCO-SVP-104 Student Volunteer Evaluation Form

Attachment 1

Federal Law Enforcement Training Centers
U.S. Department of Homeland Security
1131 Chapel Crossing Road
Glynco, Georgia 31524



Month Day, Year

Student's Legal Name
Street Address
City, State Zip Code

Student's Legal Name:

On behalf of the Director of the Federal Law Enforcement Training Centers, thank-you for your services as a student volunteer. This letter serves as confirmation of your work. Should you or another party require documentation of your volunteer service, you may e-mail the Student Volunteer Program Coordinator at FLETC-Jobinfo@dhs.gov. Please ensure you include "Verification of Student Volunteer Service" in the subject line.

The following information is provided as verification of volunteer services by (Student's Legal Name):

Dates of Service MM/DD/YYYY to MM/DD/YYY

Total Number of Hours..... XX

During which time, s/he performed the following duties:

1. Duty 1
2. Duty 2, etc.

By affixing our signatures, we affirm that the information contained in this letter is true.

Student Volunteer Program Coordinator
Human Capital Office

Supervisor and/or Manager Position Title
Office/Division/Branch

Attachment 2

DEPARTMENT OF HOMELAND SECURITY FEDERAL LAW ENFORCEMENT TRAINING CENTERS REQUEST FOR STUDENT VOLUNTEER	
SECTION I - GENERAL INFORMATION	
Requesting Office / Division / Branch: _____	
Requesting Official: _____	Telephone Number: _____
Length of Service: <input type="checkbox"/> Less than 3 months <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 1 Year	
Number of Volunteers: _____	Requested Start Date: _____
Opportunity Type: <input type="checkbox"/> Public <input type="checkbox"/> Non-competitive*	
*Complete Sections II and IV and route to the Office of Chief Counsel (OCC) for review and approval prior to forwarding to the Student Volunteer Program Coordinator.	
SECTION II - DUTIES TO BE PERFORMED & WORK SCHEDULE	
SECTION III - REQUIRED QUALIFICATIONS / SKILLS / EDUCATION	
SECTION IV - NON-COMPETITIVE SELECTION	
Student Name: _____ Academic Major: _____	
Telephone Number: _____	
E-mail Address: _____	
Explanation for Non-Competitive Selection: _____	
OCC Concurrence: <input type="checkbox"/> Yes <input type="checkbox"/> No SIGNATURE _____ DATE _____	
SECTION V - PROGRAM COORDINATOR USE ONLY	
Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No SIGNATURE _____ DATE _____	

Attachment 3

DEPARTMENT OF HOMELAND SECURITY FEDERAL LAW ENFORCEMENT TRAINING CENTERS STUDENT VOLUNTEER SERVICE AGREEMENT		
SECTION I - VOLUNTEER ASSIGNMENT INFORMATION		
Student's Name (Last, First MI): Name and Address of Student's Educational Institution	Major(s): Level of Enrollment: <i>(Check One)</i> <input type="checkbox"/> High School <input type="checkbox"/> Undergraduate* <input type="checkbox"/> Graduate *Number of Credit Hours Earned: _____ <input type="radio"/> Semester <input type="radio"/> Quarter <input type="checkbox"/> Vocational <input type="checkbox"/> Certificate	
Description of Duties:		
Duty Location:	Length of Assignment:	Work Schedule:
SECTION II - EDUCATIONAL INSTITUTION AGREEMENT		
I certify that _____ is a student enrolled not less than half-time and is in good academic standing. The duties to be performed and the scheduled work hours are approved and deemed appropriate for the course of study or training they are pursuing. The student _____ receive academic credit for their volunteer service. I understand a record of the student's attendance and performance will be maintained and provided to the student upon completing their volunteer service.		
Title and Signature of Appropriate Institution Official:		Date:
SECTION III- STUDENT VOLUNTEER AGREEMENT		
I have read the duties listed in Section I and agree to perform them as described. I understand that:		
<ul style="list-style-type: none"> • I will not receive any pay or other form of compensation for services rendered and hereby agree to waive any and all claims against the Government for salary or wages on account of my services rendered. • I am not considered to be a Federal employee for any purpose other than for: <ul style="list-style-type: none"> o The Federal Tort Claims provisions outlined in 28 U.S.C. §§ 2671 - 2680. Claims arising as a result of student participation should be referred to the Department of Homeland Security; and o 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 FLETC Workforce Relations Branch of the Human Capital Office. 		
Student Signature:		Date:
SECTION IV - EMPLOYING DIVISION AGREEMENT		
I certify the student will be supervised, that a record of their attendance will be maintained, and that a written evaluation of the student's performance will be conducted prior to their departure. Copies of the student's attendance reports and their evaluation will be provided to the student for submission to their educational institution.		
I further certify the volunteer services to be performed by the student, as outlined in this agreement, will not displace any employee.		
Title and Signature of Supervisor:		Date:

Attachment 4

DEPARTMENT OF HOMELAND SECURITY FEDERAL LAW ENFORCEMENT TRAINING CENTERS STUDENT VOLUNTEER TIME SHEET					
Name of Volunteer:			Name of Supervisor:		
TIME SHEET FOR TWO WEEK PERIOD:			___ / ___ / ___ ___ / ___ / ___ BEGINNING DATE ENDING DATE		
WORK SCHEDULE					
Day	Date	Time In	Time Out	Total Hours	Volunteer Initials
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
IN AFFIXING MY SIGNATURE TO THIS DOCUMENT, I CERTIFY THE INFORMATION ON THIS TIME SHEET IS VALID AND TRUE.					
SIGNATURE - VOLUNTEER			SIGNATURE - SUPERVISOR		
DATE - VOLUNTEER			DATE - SUPERVISOR		

Attachment 5

DEPARTMENT OF HOMELAND SECURITY FEDERAL LAW ENFORCEMENT TRAINING CENTERS STUDENT VOLUNTEER EVALUATION					
VOLUNTEER NAME _____		START DATE OF SERVICE _____		END DATE OF SERVICE _____	
SUPERVISOR NAME _____			DIVISION / BRANCH _____		
This evaluation should represent your impression of the volunteer and their work performance while at FLETC. Please check the appropriate space for each of the criteria listed below. When finished, retain one copy for your records and return another copy to the volunteer.					
Criteria	Not Observed	Poor	Average	Good	Excellent
1. Appearance					
2. Attendance					
3. Initiative					
4. Ability to organize and carry out assignments					
5. Ability to seek and use help, accept criticism					
6. Ability to relate to agency personnel					
7. Overall performance					
Would you recommend this volunteer for employment in your agency if a vacancy occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No					
COMMENTS					
SIGNATURE - VOLUNTEER _____		DATE _____		SIGNATURE - SUPERVISOR _____	
FTC-HCO-SVP-104 (3/18)		Reset Form		Page 1 of 1	