

**U.S. DEPARTMENT OF JUSTICE
STUDENT VOLUNTEER SERVICE AGREEMENT**

Section I — Assignment Data

1. Student's Name:
2. Academic Discipline, if applicable:
3. Educational Institution:
4. Academic Level:
5. Statement of Service to be Performed: **Assists Attorneys with legal research and writing duties.**
6. Assignment Location: **US Attorney's Office-Eastern District of New York**
7. Proposed Length of: **May 26, 2015-August 28, 2015**
8. Proposed Tour of Duty: **May 26, 2015-August 28, 2015**

Section II — Education 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 scheduled hours of work are approved as appropriate for the course of study or training that she is pursuing. The student (will/will not) be given academic credit for the volunteer service.

I understand that a record of the student's attendance and an evaluation of his/her performance will be provided to this institution when the volunteer service is completed.

Signature of Approving Official

Date

Title
Educational Institution –

Section III — Volunteer Student Agreement

I have read the above statement of service to be performed and agree to perform the assignment as described.

I understand that:

I am to 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 not considered to be a federal employee for any purpose 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 Justice; 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.

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard government business which is not for public information;

This agreement may be terminated at any time by myself, my educational institution, or the Department of Justice; and

A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

Signature of Student

Date

Section IV — Employing Office Agreement

Supervision of the student volunteer will be provided and a record of attendance and a written evaluation of the student's performance will be provided to the student and the educational institution at the end of the assignment.

I certify that the volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee.

Mary Breen

Signature of Supervisor or Authorizing Official

Date

Title: **Deputy Administrative Officer**
Organization **DOJ, U.S. Attorney's Office-EDNY**

VOLUNTEER AGREEMENT

I, _____, the undersigned, acknowledge and agree to the following conditions for the duration of my service as a volunteer with the United States Attorney's Office, _____ (District), Department of Justice:

1. I waive all claims to pay for services rendered;
2. I understand that my services and access to the building may be terminated at any time by either myself or an official of the United States Attorney's Office; and
3. I acknowledge that I am not cleared or permitted to receive, handle in any way, or have direct or indirect access to, or knowledge of, classified material, within the meaning of Executive Order 11652, or sensitive investigative material which includes, but is not limited to, testimony before a grand jury, wire and oral communications intercepted consensually or pursuant to the provisions of 18 U.S.C. or pursuant to the provisions of 18 U.S.C. 2510-2520, information relating to orders to compel testimony (immunity of witnesses), pursuant to 18 U.S.C. 6001-6005, intelligence reports and investigative agencies and Department of Justice Official Files. Also, I acknowledge that I will inform any person who should begin to divulge such classified or sensitive investigative material to me that I am not cleared or permitted to be privy to such material.

I further understand and acknowledge that the only material as to which I will have access in my assignment under this program is material which would be classified as "public record" material.

(Student's Signature)

(Date)