STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-HRO-T 20 June 2012

MEMORANDUM FOR A/B DISTRIBUTION

SUBJECT: Student Volunteer Service Program (SVSP) (HRO Policy Letter 12-04)

1. In accordance with 5 U.S.C. 3111, the Ohio National Guard can offer Student Volunteer Service Program (SVSP) opportunities in partnership with institutions of higher learning. The intent of the program is to accomplish agency work while providing college students experience related to an academic program of study. By participating in the SVSP, students will obtain work experience that is relevant to a particular academic program, and potentially gain academic credit for the work. Volunteer service allows students to explore career options as well as develop personal and professional skills.

2. SVSP assignments are coordinated with the educational institution at which the student is enrolled. A student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. A student volunteer may not drive a GSA vehicle. A student volunteer should only be a passenger in a GSA vehicle if doing so is clearly related to his or her duties and other options are not available.

3. SVSP service is documented in an agreement (enclosed), following the instructions found in Chapter 33 of the *Guide to Processing Personnel Actions*. Volunteer service is not creditable for leave or any other employee benefits.

4. Most SVSP participants will work for the Ohio National Guard for three to four months. The 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 will be part of the work agreement between the Ohio National Guard and the student volunteer. When the volunteer's service is concluded he or she will be provided, in addition to any requirements established by the school, a written memo stating the inclusive dates of service and the total hours or days worked.

5. Ohio National Guard officials who wish to offer SVSP opportunities in their work-centers must first contact the Human Resources Office. The Human Resources Office will review the request and determine whether it is appropriate and can be accommodated. An approved SVSP opportunity may be announced or, if a student volunteer is already known, the request can be made by-name for that individual.

6. Once a student has been identified for an SVSP opportunity, an agreement between the school and the Ohio National Guard must be completed. Local supervision will be responsible to ensure that all necessary security clearance and facility access permissions are approved prior to the student volunteer's start date.

7. At the conclusion of the volunteer's work assignment, the local supervisor will provide the Human Resource Office a short after action report outlining the costs and benefits of using the program.

FOR THE ADJUTANT GENERAL:

HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

Enclosures:
1. ONG SVSP Information Paper
2. ONG Form 690-33

OHIO NATIONAL GUARD
STUDENT VOLUNTEER SERVICE PROGRAM (SVSP)

The Human Resource Office of the Ohio National Guard is pleased to announce an unpaid student volunteer program for undergraduate and graduate college students.

The Student Volunteer Service Program (SVSP) offers unpaid, professional training opportunities to undergraduate and graduate college/university students. These opportunities provide work experience related to the student's academic program and an opportunity to explore career options, as well as develop personal and professional skills. These are uncompensated positions. A student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Federal Tort Claims Act. Service is not creditable for leave or any other employee benefits.

Student Volunteer service may vary by office or directorate and can enrich the students' futures by:

- Allowing career exploration early in their academic studies,
- Exposing them to employment opportunities with the Ohio National Guard,
- Giving academic credit for work they perform (this will be determined by the school), and
- Providing an experience that will enhance their ability to obtain paying jobs in the future.

This program requires a written agreement signed by the Ohio National Guard Human Resource Office and the student (or parent/guardian if the student is under age 18). Colleges and universities which require internships as part of a degree program are responsible for providing faculty supervision, and work/academic requirements for their program to the Ohio National Guard Human Resource Office prior to a student being accepted for this voluntary internship program.

Students must meet the security requirements for the volunteer assignment. The minimum requirement for volunteer assignment is a pre-appointment National Agency Check with Written Inquiries for those volunteers performing "non-sensitive" duties. The basic qualifying factors to be eligible to participate in this program are:

- U.S. Citizenship
- Current Enrollment in a College or University
- A minimum Grade Point Average (GPA) of 3.0

For information on current SVSP opportunities, contact the Ohio National Guard Human Resources Office at (614) 336-7051.

OHIO ARMY AND AIR NATIONAL GUARD	
STUDENT VOLUNTEER SERVICE PROGRAM AGREEMENT AND DOCUMENTATION	
Conditions of Service: Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits.	
TO BE COMPLETED BY THE STUDENT VOLUNTEER	
Student Name	
Student signature/date	
SSN	
DOB	
Address	
Phone	
Educational Institution	
Related Program of Study	
Faculty POC	
TO BE COMPLETED BY THE NOMINATING SUPERVISOR	
Employing Workcenter	
Supervisor Name/Title	
Location	
Position Title	
Hours and Days of Work	
Requested Start Date	
Requested End Date	
Statement of Duties, Responsibilities and Security/Access Requirements	
Supervisor signature/date	
TO BE COMPLETED BY THE COMMANDER / DIRECTOR	
Name of Commander or Director	
Request Endorsed / Not Endorsed (circle one)	
Commander or Director signature/date	
TO BE COMPLETED BY THE DIRECTORATE FOR HUMAN RESOURCES	
SVSP Request Approved / Disapproved (circle one)	
Approving Authority name	
Approving Authority signature/date	
TO BE COMPLETED BY THE EMPLOYING SUPERVISOR AT THE END OF THE PERIOD OF VOLUNTEER SERVICE	
Ending Date	
Total Hours or Days Worked	
Supervisory Appraisal of Volunteer Service	
Supervisor Name/Title	
Supervisor signature/date	
TO BE COMPLETED BY THE DIRECTORATE FOR HUMAN RESOURCES	
Date final documentation received in HRO	