
POLICY AND PROCEDURES

OFFICE OF MANAGEMENT

Student Volunteer Service Program (SVSP)

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PURPOSE

- The purpose of this MAPP is to describe and define specific responsibilities, procedures, and processes for Center of Drug Evaluations and Research (CDER) Student Volunteer Service Program (SVSP).

BACKGROUND

- The Student Volunteer Service Program offers unpaid training opportunities to students. These opportunities provide work experience that may or may not be related to the student’s academic program and provide an opportunity to explore career options, as well as develop their professional skills.

POLICY

Eligibility

Students must meet the following basic eligibility requirements:

- Be at least 16 years old and 18 years old to work in the laboratories
- Be enrolled, at least half-time, in one of the following:
 - A high school or trade school.
 - A technical or vocational school.
 - A junior college or community college.
 - A four-year college or university
 - Any other accredited educational institution including home-school.
[Students who are home-schooled must be participating in either an accredited home-school or a home-school curriculum approved by the State.]

Security Investigations

- Dependent upon their length of service and/or duties, volunteers may be subject to the investigative requirements of Executive Order 10450, “Security Requirements for Government Employment.”

Compensation

- This is a volunteer service program, and no compensation of any kind is provided.
- All volunteers must be supervised by a federal employee.

Time Limits

- FDA volunteer assignments cannot exceed 6 months except when the academic program requires 1 year of volunteer service to satisfy educational requirements. There is no limit to the number of times you may volunteer as long as they do not exceed 6 months of volunteering in a calendar year. Volunteer service programs must be conducted under the supervision and control of Federal employees. Students are not eligible for non-competitive conversion. The FDA SVSP cannot use third party internship providers for this program. FDA may establish specific qualifications required to successfully carry out the volunteer service, such as requesting specific educational fields and/or degree candidates.

Recording Service Time

- Supervisors are required to keep track of the duty hours/days of student volunteers for record keeping purposes. These records may be used to provide volunteer services hours on a student’s transcript for time served.

Services and Benefits

- All volunteers, depending on need, are eligible for the following:
 1. Volunteers are considered employees of the Federal Government for the purposes of the benefits provided by U.S.C. 8101 for work related injuries or diseases. In case of injury sustained by a volunteer while in the performance of duty, the procedures applicable to regular Government employees should be followed.
 2. Volunteers are covered by the tort claims provisions of Title 28, U.S. Code.
 3. Volunteers may be provided protective clothing and equipment under 5 U.S.C. 7903 in order to prevent work-related injuries.
 4. Emergency outpatient treatment for injuries sustained while performing assigned volunteer services will be provided to volunteers. Volunteers may also be provided temporary care and treatment in Department facilities under the same circumstances and to the same extent such care and treatment is available to paid employees.

Termination of Employment

- Volunteers may be terminated at any time. You may not serve in a volunteer capacity after you graduate unless you are accepted for enrollment in school and will begin classes within 5 months.

Disposition of Records

- Volunteers do not receive Federal appointments, so their service is not reported to the Central Personnel Data File (CPDF).
- An SF-50 cannot be used to document volunteer appointments.
- Office of Talent and Solutions (OTS) cannot use an Official Personnel Folder for documenting volunteer service; however, a file should be retained for each volunteer.
- Office of Talent and Solutions (OTS) is responsible for maintaining student volunteer records (appointment letter, student transcripts, SVSP agreement).
- Volunteers may be used to supplement, but not take the place of, personnel hired through the usual employment procedures.
- Volunteer service programs must be conducted under the supervision and control of Department officials who are Federal employees.
- The services of volunteers may be accepted only in accordance with the provisions of an established volunteer service program.

RESPONSIBILITIES

Student

- Students must submit evidence of enrollment or accepted enrollment in a degree, diploma, or certificate program at an accredited school. Official documentation to verify current or projected enrollment must be obtained from the school before the effective date of the assignment.
- Verification of enrollment may be accomplished as follows:
 - Electronically, by contacting the school through email, or accessing the student’s official transcript or other records; or
 - Obtaining paper documentation from the school or the student (e.g., a letter from the school registrar, an advance registration schedule, etc.)

Note: Documents showing school enrollment in a previous semester does not provide evidence of current enrollment and therefore are not acceptable for this purpose.

Program Point of Contact (POC)

- The requesting organization must submit the following documents to Office of Talent and Solutions (OTS) for review, through the Office of Management (OM), Division of Management Services (DMS), Human Capital Programs Branch (HCPB):
 - Student Volunteer Service Program Agreement – Attachment 1
 - School Verification Form
 - Statement of Duties to be performed by student volunteer
 - Resume
- Once reviewed, the Program POC will forward the SVSP request to OM/DMS/HCPB who will review for completeness and then forward to OTS/SVSP Mailbox for processing.
- OM/DMS/HCPB is responsible for ensuring that the Program POC receives the approved agreement.

PROCEDURES

1. Students can send their cover letter and resumes to OO-OTS-SVSP@FDA.HHS.gov.

Resumes are uploaded into a resume bank where Hiring managers/Preceptors can access the documents. The resume bank is located on the FDA Pathways

- SharePoint site. If a Hiring manager/Preceptor is interested in hiring a volunteer, they will reach out to the volunteer directly.
2. Student provides verification of school enrollment.
 3. Preceptor works with the student to complete the Student Volunteer Service Program Agreement, School Verification Form, and Statement of Duties to be performed by student volunteer.
 4. Program POC forwards the package to OM/DMS/HCPB through The Administrative Operations Information System (AOIS).
 5. OM/DMS/HCPB will review the package for completeness and forward the package to the OTS SVSP Coordinator.
 6. OTS SVSP Coordinator returns approved SVSP request to OM/DMS/HCPB.
 7. OM/DMS/HCPB returns approved package and welcome letter to Preceptor and Program POC.
 8. Preceptor or Program POC ensures that the volunteer receives documentation regarding the nature of his/her assignment, approved SVSP agreement and welcome letter.
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DEFINITIONS

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 the interim is not more than five months and if such individual shows to the satisfaction of the agency that the individual has 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.

Volunteer Service - Limited to 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 Department's work force.

EFFECTIVE DATE

- This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
6/5/2013	N/A	Initial
9/28/2018	N/A	Recertified, no changes
10/10/2023	1	Program name, form, etc. updates

ATTACHMENT 1: SVSP Agreement



Food and Drug Administration

Student Volunteer Service Program Agreement

An agreement with the Educational Institution must be signed before the student begins volunteer assignment.

This agreement is entered into between the “**Enter Educational Institution**” and **The Food and Drug Administration (Enter Center/Program Office)**, hereinafter known as the “Organization” for the purpose of providing volunteer work experience to the student under the Student Volunteer Service Program (SVSP).

PART I:

In compliance with the provisions of 5 U.S.C. 3111, The Food and Drug Administration acknowledges that: volunteer service is with the permission of the Institution in which the student is enrolled, that the service a student provides under this agreement is without compensation by the Organization, that students will not be used to displace a federal employee, and that they must be enrolled not less than half-time at the Institution.

In addition, a student participating under any agency volunteer program is not considered to be a Federal employee for any purposes other than injuries sustained during the performance of volunteer service, transportation subsidies, and the Federal Torts Claims provisions of 28 USC 2671 through 2680. Service is not creditable for leave accrual or any other employee benefits.

This arrangement would be subject to termination, in writing, at any time at the discretion of the Food and Drug Administration. In addition, Volunteer Students may be removed from the program at any time.

PART II:

RESPONSIBILITIES OF THE ORGANIZATION

- Appoint an official to serve as a liaison with the educational Institution on matters related to the SVSP;
- Establish work schedules that accommodate the education calendar of the Institution and enable the students to meet the requirements of both the Institution and the Organization for completion of the program;
- Guarantee that no student will be denied an opportunity or subjected to different treatment on the grounds of race, religion, color, sex, national origin, reprisal, age (40 years of age or older), disability, gender identity, genetic information, sexual orientation, or parental status, and that it will comply with the provisions of the Civil Rights Act of 1964, Department of Education regulations, and Title IX of the Education Amendments of 1972;
- Ensure that the volunteer student receives a statement of duties and specific on-the-job training in the field of their formal curriculum designed for the best development of knowledge and skills;
- Appoint a federal supervisor, or designee, during the term of the volunteer assignment who will serve as the student’s direct point of contact for all matters related directly to the student’s assignment(s);
- Meet with the student periodically to discuss the student’s progress and resolve issues of concern; and
- Maintain records on student performance and other administrative matters and make available to the Institution and/or Student upon request

RESPONSIBILITIES OF THE INSTITUTION (SCHOOL/UNIVERSITY)

- Designate a representative to work with the agency liaison officer;

17. Signature of Student		18. Date Signed	
19. Typed Name of Student		20. Email/Telephone Number	
Complete packages should be sent to the Center SVSP/Pathways Coordinator at least 3 months from the volunteer start date. SVSP/Pathways Coordinator will submit final package to the SVSP@fda.hhs.gov . To find out who your center POC is, click here .			
Part VII	Signature of FDA SVSP Coordinator		
17. Signature of Signature of FDA SVSP Coordinator		18. Date Signed	
19. Typed Name of Signature of FDA SVSP Coordinator		20. Email/Telephone Number	

ATTACHMENT 2: SVSP Welcome Letter

Date

Hello (Volunteers Name)

Welcome to the Department of Health and Human Services (DHHS), Food and Drug Administration (FDA). You will be assigned as a student volunteer from **(Start date to End date)** (Not to exceed) with the Food & Drug Administration (FDA), Center for Drug Evaluation and Research (CDER), **(Program Office)** Your acceptance of the opportunity to serve on such basis means that you waive all claims to pay for services rendered.

Your duty hours will begin at **(8:30 AM and will end at 5:00 PM, Monday – Friday)**. Your point of contact is **(Preceptor Name)**.

If you have any questions, please contact your Preceptor.

Thank you,

CDER SVSP Coordinator