Memorandum

United States Attorney
District of Columbia

Subject:	Date:
Verification of Student Enrollment	Spring-Summer Fall Semesters

To:	From:
School Official	Selena M. Gray Internship Coordinator United States Attorney's Office for the District of Columbia

One of your students is interested in working as a volunteer inter with this Office pursuant to one of your schools program. We look forward to a valuable service that he/she will provide.

Acceptance of voluntary service by the Federal Government is strictly limited by Title 31, United States Code, Section 665b. To meet the requirements of the Civil Service Reform Act, the following conditions must be met:

- Such activities cannot be used to displace any employee or to staff a vacancy which is normally a part of the work force;

- The educational institution in which the student volunteer is enrolled must give its permission;

- The student volunteer must be enrolled not less than half time in an accredited high school, trade school, technical or vocational institute, junior college, college, university, law school, or comparable institution. Students are deemed to be enrolled during interims of up to 5 months between school years if they plan to continue their education during the next school year;

- Such services cannot be accepted for periods of more than six months on a full-time basis unless the student is simultaneously working and attending school on at least half time basis;

- Under the law, the permission of the educational institution is prerequisite to the acceptance of volunteer services. Accordingly, a written agreement must be signed by the U.S. Attorney, or designee, and a responsible school official. It must stipulate that:

  1. The service is with the permission of the school;

  2. The service is to be without compensation; and

  3. the student is not considered a Federal employee except for purposes of Chapter 81 of 5 USC (worker's compensation) and 28 USC 2671-2680 (tort claims).

I have, therefore, enclosed a form, "Stipulation of Understanding." Please sign and return this form as soon as possible. Thank you for you cooperation with this matter. If you have any questions please contact me at (202) 616-0866.

STIPULATION OF UNDERSTANDING

In regard to the proposed service to be performed by _____ a student enrolled in your educational institution, the undersigned specifically understands and agrees:

1. That the services to be provided by the above student to this Office is with the permission of the school.

2. That such service is limited by statute to the students enrolled in school.

3. That the service is to be without compensation

4. That the student is not considered a Federal Employee excepted for purposes of Chapter 81 of 5 U.S.C. (workers' compensation) and 28 U.S.C. Sections 2671-2680 (tort claims)

_____
Selena M. Gray

For:
The Office of the United States
Attorney for the District of Columbia

_____
School Official

For:

_____
Name of Educational Institution