

NOMINATION AND DOCUMENTATION OF VOLUNTEER SERVICE

Name	SSAN		
CONDITIONS OF SERVICE			
<p><i>For Student Volunteers:</i> Under 5 USC 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.</p> <p><i>For other volunteers:</i> Volunteer service is not creditable for leave or any other employee benefits.</p>			
Name of Organization	Position Title		
Duty Location	Tour of Duty (days and hours on duty)		
Requested Start Date of Volunteer Service			
Statement of Duties and Responsibilities			
TO BE COMPLETED BY NOMINATING SUPERVISOR			
I certify that the duties outlined above would not normally be performed by a technician and which will not replace the hiring of or result in the displacement of any technician.			
Name and Title of Supervisor	Signature	Date	Phone Number
TO BE COMPLETED BY COMMANDER/DIRECTOR			
Name	Signature	Date	
DIRECTORATE FOR HUMAN RESOURCES APPROVALS			
Hiring of Volunteer (check appropriate block): Not Approved <input type="checkbox"/> Approved <input type="checkbox"/> Start Date: <input type="text"/>			
Name	Signature	Date	
COMPLETION OF PERIOD OF VOLUNTEER SERVICE			
Ending Date of Volunteer Service	Total Hours or Days Worked		
Supervisors Appraisal of Volunteers Service			
Name and Title of Supervisor	Signature	Date	
FINAL DOCUMENTS RECEIVED BY HRO FOR ARCHIVING			
HR Representative	Signature	Date	