



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding student volunteer service programs issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

1. **PURPOSE:** This directive provides TSA policy and procedures for student volunteer service assignments.
2. **SCOPE:** This directive applies to student volunteer service in all TSA offices/locations through the Student Volunteer Service Program (SVSP).
3. **AUTHORITY:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:**
 - A. Academic Institution: A high school, trade school, technical or vocational institute, a 2-year or 4-year college or university, a graduate or professional school or other accredited educational institution.
 - B. Academic Institution Coordinator: The individual designated by the academic institution to coordinate with TSA regarding student volunteers.
 - C. Educationally-related Work Assignments: Duties and responsibilities directly or indirectly aligned or associated with an SVSP student's course of study, and/or otherwise consistent with supporting TSA mission programs and projects.
 - D. Student Volunteer: An unpaid individual volunteering at TSA who is enrolled not less than half-time in an academic institution. For the purposes of this directive, student volunteer may also include home-schooled students who are participating either in accredited home schools or in home-school curriculums approved by their state.
5. **RESPONSIBILITIES:**
 - A. The Office of Human Capital (OHC) is responsible for:
 - (1) Providing headquarters and field offices with guidance on the SVSP, including information on the implementation of this policy; and
 - (2) Aiding in the development of required written agreements between TSA, SVSP appointees, and academic institutions.
 - B. TSA headquarters and field offices are responsible for:

- (1) Evaluating local options for hosting student volunteers and coordinating actions with TSA stakeholders and academic institutions, as appropriate;
- (2) Developing, executing, and adhering to required written agreements between TSA, student volunteers, and the academic institution; and
- (3) Ensuring that student volunteers have successfully completed required background investigations prior to reporting for duty.

C. SVSP appointees are responsible for:

- (1) Participating in the development of a practical schedule of work hours and class attendance with TSA and their academic institutions; and
- (2) Adhering to written agreements signed by them, their academic institutions, and TSA.

D. SVSP supervisors are responsible for:

- (1) Providing meaningful and educationally-related work assignments to student volunteers;
- (2) Documenting and providing feedback concerning performance and conduct on the job using [TSA Form 1130-XB](#);
- (3) Managing SVSP records in accordance with applicable standards for personnel-sensitive records or as directed by OHC.

NOTE: Because student volunteers are not TSA employees, supervisors should be mindful of potential restrictions on access to security-related areas, systems and/or information.

6. POLICY:

- A. It is TSA policy to provide educationally-related work assignments for students, whether through student appointments or unpaid student volunteer assignments. Such unpaid assignments are a means of acquainting students with TSA's mission and assisting them in gaining work experience and planning their careers. To the extent feasible, the program will provide meaningful and educationally-related work assignments. Such service will not be used to displace any employee or to staff a position that is a normal part of TSA's workforce.
- B. In order to be eligible for the SVSP, the student must:
 - (1) Meet the minimum age requirements set by Federal, state or local laws and standards governing the employment of minors;
 - (2) Be eligible for employment under [TSA MD 1100.30-15, *Citizenship Requirements*](#)
 - (3) Obtain permission from the academic institution in which enrolled to serve as a student volunteer;

- (4) Request academic credit from the academic institution for his/her student volunteer work experience;
 - (5) Maintain a 2.0 Grade Point Average on a scholastic average scale of 4.0; and
 - (6) Successfully complete any required background investigations prior to entry on duty with TSA.
 - (7) Agree to the necessary safeguarding and nondisclosure of sensitive data.
- C. Students may only be accepted as volunteers in positions that do not require screening duties or any other work for which an employee must be certified and recertified. While the student volunteers may perform some clerical/administrative duties, to the greatest possible extent, assignments should be related to the students' academic studies, their educational and career goals, and their areas of interest.
- D. Student volunteers receive no salary or other payment while serving at TSA. Service is not creditable for leave accrual or any other employee benefits. As such, student volunteers do not count against the full-time equivalent (FTE) ceiling of the agency. While students receive no salary, they may be entitled to reimbursement of expenses for local travel, if such travel is required to perform their assigned duties.
- E. Before a student performs any volunteer duties, agreement [TSA Form 1130-#A](#) between TSA, the student and the academic institution must be established.
- F. Student volunteers are not employees of TSA other than for purposes of Tort Claims provisions (28 U.S.C. Sections 2671 through 2680) and the Federal Employees Compensation Act (Title, 5, U.S.C. Chapter 81). Claims arising as a result of student participation should be referred to the TSA Office of Chief Counsel. Claims related to injuries should be referred through the TSA OHC to the Office of Workers' Compensation Programs, U.S. Department of Labor, for adjudication.
- G. Service under the Student Volunteer Service Program is not considered a Federal appointment and student volunteers are not Federal employees; therefore, student volunteers are not eligible for non-competitive conversion to Federal appointment. However, TSA may choose to pursue appointment of a person who serves as a student volunteer under the Student Temporary Employment Program (STEP) or the Student Career Experience Program (SCEP) if he/she meets the conditions of either program and TSA has an appropriate position available. The STEP or SCEP appointment does not have to be in the same organization as the student's volunteer experience. For more information on SEEP programs see [TSA MD 1100.30-3, TSA Student Educational Employment Program](#).
- H. A student volunteer may serve in the same organization with a relative when there is no direct reporting relationship and the relative is not in a position to control or influence the student's volunteer assignment. See [TSA MD 1100.30-2, TSA Employment of Relatives](#) for additional information.
- I. Volunteer service will not extend beyond 60 days after the student's graduation date.

- J. Volunteer service may be discontinued at any time at the request of the student, TSA, or academic institution with notification to affected parties.
- K. TSA's time and attendance (T&A) system will not be used to report the hours worked by student volunteers; however, the TSA supervisor must maintain complete and accurate T&A records for the student volunteer's service with the organization.

7. PROCEDURES:

- A. Agreements: TSA's SVSP is a formally structured program and requires written agreement by TSA, the academic institution, and the student regarding specific expectations, regardless of the anticipated length of the volunteer service period. An agreement between all parties must be completed before the student performs any volunteer duties.
- B. Scheduling Volunteer Service:
 - (1) The TSA hiring office, academic institution, and student must agree on a schedule of work to ensure that:
 - (a) Student volunteer work responsibilities do not interfere with academic performance; and
 - (b) Completion of the educational program (awarding of diploma/certificate/degree) is accomplished in a reasonable and appropriate timeframe.
 - (2) Student volunteer assignments will be established in increments of not less than one month and not more than one year (either 12 consecutive months or 2087 work hours, whichever comes first) and may begin at any time during the year.
 - (3) The TSA supervisor and the student should agree on an appropriate schedule for the student's volunteer service. Students may serve as volunteers on a full-time (no more than 40 hours per week) or part-time schedule. A part-time schedule generally is 16 – 32 hours per week (32 – 64 hours per pay period). However, a part-time student volunteer may work less than 16 hours or more than 32 hours per week if acceptable to his/her supervisor.
 - (4) Student volunteers may, but are not required to, report for work assignments during academic holidays.
 - (5) A student may continue to serve under an established student volunteer agreement during a break between school years if the break is not more than 5 months and the student volunteer demonstrates his/her intention to continue pursuing a course of study or training in the same or different educational institution during the next school period immediately after the break.
 - (6) The TSA supervisor may use his/her discretion in approving variations in the student volunteer's work schedule, and in denying a break in the program (a period of time when the student volunteer is neither attending classes nor working at the agency). The best interests of the student and the agency must be balanced in making these decisions.

- (7) TSA's time and attendance (T&A) system will not be used to report the hours worked by student volunteers; however, the TSA supervisor must maintain complete and accurate T&A records for the student volunteer's service with the organization.

C. Evaluations:

- (1) The office for which the student volunteer works/worked must maintain a file that contains:
 - (a) A copy of [TSA Form 1130-XXA, Student Volunteer Service Agreement](#), signed by all parties;
 - (b) A copy of [TSA Form 1130-XXB, SVSP Performance Expectations, Evaluation and Schedule](#), signed by all parties;
- (2) The TSA supervisor must complete the finalized TSA Form 1130-XXB to include the employee's performance evaluation within 30 days of completion or termination of the student's volunteer service assignment. A copy of the evaluation will be sent to the academic institution, the student volunteer, and OHC.
- (3) When the student volunteer's service is completed or terminated, these records/files must be transferred to the TSA Student Employment Coordinator.

D. Termination of Agreement: The student, academic institution, or TSA may terminate a student volunteer service agreement at any time, and for any reason, by notifying the other parties.

E. Appointment under other Student Employment Programs: Student volunteers interested in appointment through TSA's SEEP program should discuss these options with his/her TSA supervisor, academic advisor, and TSA OHC. For more information on SEEP programs see [TSA MD 1100.30-3, TSA Student Educational Employment Program](#).

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL

Signed

8/2/2009

Richard A. Whitford
Assistant Administrator for Human Capital

Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Area Directors, Senior Field Executives, Office Directors, Special Agents in Charge, and Federal Security Directors

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