EPA Region 6 Office of Regional Counsel

2008 Summer Intern Honors Program

The Office of Regional Counsel, U.S. Environmental Protection Agency (EPA) Region 6, located in Dallas, Texas (with a Criminal Enforcement Office in Baton Rouge, Louisiana), is looking for law students to participate in our Summer Intern Honors Program. Under this program, U.S. Environmental Protection Agency (EPA) Region 6 will select five students to work as interns in an intensive training program that will expose them to demanding front-line environmental enforcement or counseling work this summer. Four of the interns will work at EPA's office in Dallas, and one will work in EPA's Criminal Enforcement Office in Baton Rouge. (EPA also has criminal enforcement operations at its Dallas office.) Selections will be made on a rolling basis until all positions are filled, and no applications will be accepted after February 29, 2008. Accepted law students can expect to work on both substantive and procedural matters involving almost every EPA program (e.g., Superfund, RCRA, Clean Air Act, Clean Water Act, etc.), attend strategy meetings with agency clients and negotiations with the regulated community in enforcement and other cases, receive formal briefings from agency expert attorneys on current front-burner issues, and participate in local environmental bar educational and social sessions.

Applicants must meet the requirements of EPA Order 3100.4B (text attached; if the order is not legible in the electronic format in which it appears, send an email to Ms. Chang-Vaughan and it will be sent to you in PDF format) to participate in this program. The Summer Intern Honors Program will begin May 12, 2008, and will end August 22, 2008. Region 6 understands that students may be available only during part of the summer and we will try to accommodate student availability. Although Region 6 encourages applicants from across the nation, EPA cannot provide travel expenses. Moreover, as stated in Order 3100.4B, a student volunteer is not a Federal employee for any purpose other than injury compensation and the Federal Tort Claims Act. These are unpaid positions. Service is not creditable for leave accrual or any other employee benefit.

Students who wish to participate in the Summer Intern Honors Program must submit a:

1. Cover Letter (Applicants Letter of Intent)
2. Resume
3. Writing Sample
4. Sponsorship Letter from Applicants Law School (model attached)
5. EPA Form 3100-14 (attached) (applicant should fill out only the areas which call for the applicants name, citizenship information, proposed arrival date, proposed termination date, and information regarding the sponsoring institution. Applicants must also sign Form 3100-14 at participant signature).

Applicants should E-mail, post, or fax these documents to:

Ellen Chang-Vaughan (6RC-EW)
Office of Regional Counsel
U.S. EPA Region 6

1445 Ross Avenue
Dallas, TX 75202-2733
chang-vaughan.ellen@epa.gov
Fax (214) 665-3177
Phone (214) 665-7328

As indicated in the order, students must be sponsored by a law school. The law school must submit a letter which states the applicants eligibility and explains the relevance of the Summer Honors Intern Program to the students educational goals. A model letter is attached to this announcement. Questions regarding this program should be addressed to Ms. Chang-Vaughan at (214) 665-7328. The Environmental Protection Agency is an Equal Opportunity Employer; women, minorities and students with disabilities are encouraged to apply.

MODEL LETTER:

[date]

Ms. Ellen Chang-Vaughan
Office of Regional Counsel
U.S. EPA Region 6 (6RC-EW)
1445 Ross Avenue
Dallas, TX 75202-2733

Re: EPA Region 6 2008 Summer Intern Honors Program

Dear Ms. Chang-Vaughan:

This is to inform you that [student name] is a student in good standing at [law school name] and eligible for participation in the EPA Region 6 2008 Summer Intern Honors Program. If [student name] is accepted to the Summer Intern Honors Program the work [he/she] performs under the Program will be relevant to [his/her] educational goals in that [he/she] has a strong interest in environmental law, and the experience will complement [his/her] law studies at [law school name]. If you have any questions regarding this matter, please call me at [telephone number].

Sincerely yours,

[name]
[title (law professor or school official)]

VOLUNTEER SERVICE PROGRAM

1. PURPOSE. This Order contains EPA policies and procedures relating to the acceptance of volunteer services from eligible students under section 301 of the Civil Service Reform Act of 1978.

2. BACKGROUND. The Volunteer Service Program was authorized by the Civil Service Reform Act of 1978 so that agencies could accept student volunteers for educationally related work assignments in nonpay status. This program is not a substitute for existing youth programs where students are given Federal appointments and receive pay. Rather it provides an additional opportunity to provide work experiences to students who by choice or design are not entitled to compensation.

3. DEFINITIONS.

a. Volunteer service is service performed by a student, with the permission of the institution at which the student is enrolled, as part of a program to provide educational experience for the student. Such student service is to be uncompensated and will not be used to displace any employee or to staff a vacancy which is a normal part of EPAs workforce.

b. Student is an individual who is enrolled no less than half-time in a high school, trade school, technical or vocational institution, junior college, college, university, or comparable recognized educational institution.

c. Agreement is a written document developed jointly by the school agency outlining the responsibilities of each and providing conditions surrounding the students work assignment. The agreement form is shown in Figure 1.

4. PROGRAM OBJECTIVES. The Volunteer Service Program is designed to enrich educational programs; relate education to the occupational needs of both EPA and participating students; provide students the opportunity for early career exploration and work exposure; and to encourage interest in environmental studies and careers.

5. POLICY. It is EPA Policy to use the Volunteer Service Program to promote career awareness and to carry out affirmative action

objectives. The EPA reserves the right to control the character and extent of the work assignments and studies, especially where safety is involved or where the public interest or EPA programs may be affected.

6. RESPONSIBILITIES.

a. Supervisors of Hosting Organizations. Supervisors who decide to participate in volunteer service assignments must secure prior approval from their servicing personnel office for each assignment.

b. Servicing Personnel Office. The servicing personnel officer is responsible for making determinations as to compliance with the standards of this order and for keeping records of the service of all student volunteers.

7. STATUS OF STUDENT VOLUNTEERS. Volunteer services must be consistent with the appropriate laws on the use of minors. Students participating in this program are not considered Federal employees for any purpose other than (a) the Federal Tort Claims Act and (b) the Federal Employees compensation Act.

8. PROGRAM RESTRICTIONS. The Volunteer Service Program is subject to the following standards:

a. Volunteer services must be consistent with the programs of the Agency, offer the prospect of fruitful interchange of ideas and information between EPA personnel and students, and not interfere with EPA programs. The program should benefit the volunteers educational goals.

b. Appropriate space, facilities, and equipment must be available and not require additional acquisitions other than for normal replacement of expendable supplies.

c. Host organizations are not prohibited from accepting volunteers who are relatives of EPA employees but must avoid giving them any preferential treatment.

d. The EPA funds will not be used to pay any salary costs for the research and studies associated with a volunteers project. However, indirect supervision may be provided by the host organization as deemed necessary.

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e. Volunteers must agree that the results of their research and study, including material and inventions subject to copyright or patent, will be dedicated to the public and become part of the public domain except as otherwise authorized in accordance with Agency policies and procedures, or approved as a waiver by the Agency.

f. Each volunteer will be expected to use the facilities and equipment with care and complete the work study project within any prescribed time limit.

g. Volunteers may not sign requisitions for supplies and equipment or any other Agency document, supervise any other individual, or operate a Government vehicle.

9. PROGRAM PROCEDURES.

a. Request for Approval. Offices seeking to participate in voluntary service projects must submit through normal supervisory channels to their personnel officer the following:

1. A completed and signed EPA Form 3100-14, Volunteer Service Program Participant Agreement (Figure 1), for the proposed participant, detailing the proposed program of study, its expected duration, supervision, facilities and equipment required, and including waivers of the right to compensation and the right to any patents or other intellectual property acquired as a result of voluntary service at EPA.

2. A completed Standard form 171, Personal Qualifications Statement for each volunteer.

3. A letter from the volunteers educational institution attesting to the relevance of the proposed work study program to the students educational goals.

4. A SF 52, Request for Personnel Action with name of student, date of birth, social security number, proposed effective date and host office.

b. Approval by the Personnel Office. Upon approval by the servicing personnel office, the requesting organization will be notified.

c. Termination of Study. The host organization must notify the servicing personnel office of the termination of each volunteers program of study. An SF 52 Request for Personnel Action-Termination, should be completed and submitted to the servicing personnel office within ten (10) workdays after termination of study.

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10. DOCUMENTATION OF SERVICE.

a. General. Although student volunteers are not Federal employees, their service is creditable for competitive examination purposes and participating schools, particularly those which award credit for service, may require certification of periods of service.

Therefore, volunteer service must be documented on the Standard form 50 (SF 50), Notification of Personnel Action, completed as shown in Figures 2 and 3. Copies of SF 50 should not be forwarded to the Office of Personnel Management nor should agencies transmit data on student volunteers to the Central Personnel Data Files (CPDF). Each SF 50 must carry the remark: Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and the Federal Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits.

b. Appointments. Student volunteer appointments will be documented as Volunteer Service - without compensation.

c. Separations. When the period of volunteer service has ended, an SF 50 must be prepared to show termination (not resignation). The SF 50 should also include under item 30, Remarks, a statement of the total service in hours or days rendered between the appointment and separation dates.

d. Records. For each student volunteer, the servicing personnel officer will establish an official personnel folder (OPF) to contain copies of appointment and termination SF 50s, SF 171 of student volunteer, and a completed Volunteer Service Program Agreement. These documents should be filed on the right (permanent) side of the OPF. When volunteer service is terminated, the OPF should be sent to the National Personnel Records Center, following the instructions in FPM Supplement 293-31.

e. Acknowledgment. Hosting organizations are encouraged to acknowledge successfully completed volunteer assignments with a Thank you letter to the school and the volunteer.

11. PROGRAM REPORTING AND EVALUATION.

a. No formal reporting requirements are established at this time; however, servicing personnel officers should maintain the following information on each volunteer student for possible future reports:

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1. Academic Level - data should reflect information to show if student is enrolled in, (1) high school, (2) trade school, (3) vocational or technical institution, (4) junior college (Associate Degree), (5) college (Baccalaureate Degree), (60 graduate school or comparable recognized educational institution.

2. Academic discipline (See FPM Supplement 292-1)

3. Duty station (by State) (See GSA world wide geographic location codes, November 1976)

4. Sex

5. Race or ethnic background (See FPM chapter 713, section 3)

b. This Volunteer Service Program will be reviewed and evaluated as part of the Agencys overall Personnel management Evaluation Program.

/s/

Edward J. Hanley
Deputy Assistant Administrator
for Management and Agency Services

ORDER 3100.4B
May 19, 1980

U.S. ENVIRONMENTAL PROTECTION AGENCY
VOLUNTEER SERVICE PROGRAM
PARTICIPATION AGREEMENT

NAME OF PROGRAM PARTICIPANT CITIZEN OF U.S. PROJECT SUPERVISOR
YES NO

PROPOSED ORGANIZATIONAL ASSIGNMENT (Include geographical Location)

PROPOSED ARRIVAL DATE ACTUAL ARRIVAL DATE PROPOSED TERMINATION ACTUAL TERMINATION

SPONSORED BY EDUCATIONAL INSTITUTION NAME AND ADDRESS OF INSTITUTION (If YES)
YES NO

DESCRIBE PROJECT(S) ON WHICH PARTICIPANT WILL WORK, INCLUDING SCOPE AND ANTICIPATED HOURS PER WEEK

FACILITIES AND EQUIPMENT TO BE MADE AVAILABLE BY EPA

DEGREE
OF SUPERVISION TO BE EXERCISED BY EPA

ASSISTANCE AND DEGREE OF COOPERATION REQUIRED OF OTHER AGENCY PERSONNEL BY PARTICIPANT

PROJECT SUPERVISOR CERTIFIES THAT SERVICES TO BE PRODUCED BY THE PROGRAM PARTICIPANT ARE NOT SERVICES PROVIDED FOR THROUGH EPA AGENCY OPERATIONS

SIGNATURE OF SUPERVISOR

THE VOLUNTEER AGREES THAT:

a. Any and all claims for compensation from the government of the United States are waived for any services performed;

b. The Government has a non--exclusive royalty--free license to use or reproduce and patent or copyright material which is developed as part of and during participation in this program; and

c. He/she will adhere to the administrative instructions and requirements of the agency while on EPA premises.

PARTICIPANT SIGNATURE

PERSONNEL OFFICE SIGNATURE OF PERSONNEL OFFICER OR DESIGNEE
DATE
CONCURRENCE

EPA Form 3100-14 (Rev. 5-80) Replaces the 7-79 edition and the 12-77 edition which was entitled Unpaid Work-Study program.