NAVAL POSTGRADUATE SCHOOL
VOLUNTEER REQUEST FORM

Date:

From: Chair/Department Level Supervisor _____

To: Volunteer Service Coordinator

Subj: REQUEST FOR VOLUNTEER SERVICES ICO _____

Encl: (1) Volunteer Agreement Form DD2793

Section 1. To be Completed by the Supervisor:

Name of volunteer:

Requested period of service (**up to 3 years**): Start Date:_____ End Date:_____

Volunteer duties and scope of responsibilities:

Specify resources needed from various NPS and NSAM components – i.e., ITACS, HR, Security, Base/Facilities, Travel, etc. – for the selection, base access, onboarding, training, and ongoing service of the volunteer:

Section 2. To be Completed by the Volunteer:

By marking the check box for each provision below, I:

- ☐ I have provided my supervisor with my completed sections of DD2793, enclosure (1).
- ☐ Acknowledge that NPS reserves full discretion to deny or revoke my volunteer status.
- ☐ Acknowledge that I will be considered a Federal employee to the extent stated in DoDI 1100.21, Section 4.5, and further that volunteer status does not confer, or create a pathway for, Federal employment.
- ☐ Shall comply with the same standards of conduct as employees under the Joint Ethics Regulations.
- ☐ May assist the regularly funded workforce, but shall not (i) be used to displace paid employees, (ii) be used in lieu of filling authorized paid personnel positions, (iii) be used in lieu of using funds that have been authorized and provided to hire staff or obtain services by contract, (iv) offset any personnel action affecting any paid employee or servicemember (e.g., reduction in force, furlough), or (v) be used to circumvent the non-appropriated fund or civil service personnel systems.
- ☐ Acknowledge I am prohibited from performing certain functions, and therefore shall not: (i) hold a policymaking position, (ii) participate in the selection, hiring, or supervision of paid employees or servicemembers, or (iii) perform inherently governmental functions.
- ☐ Shall receive no salary, cash award, bonus, honorarium, or compensation of any kind for my services (although I may receive reimbursement for incidental expenses).
- ☐ Shall comply with all applicable DoD and DON instructions and guidance regarding COVID-19 vaccination, testing, travel, telework, and in-person gatherings.
- ☐ Shall comply with the Joint Travel Regulations if undertaking official travel.
- ☐ Shall not use any NPS-provided resources and facilities for any purpose other than the performance of my volunteer services.
- ☐ Shall comply with NPSINST 12950.1A para. 13, and all references therein, regarding my access to information and materials.
- ☐ Shall comply with NPSINST 12950.1A para. 14, and all references therein, regarding Intellectual Property.
- ☐ Shall submit to a background investigation in accordance with NPS and NSAM requirements and procedures (if a current investigation is not already on file), and disclose any prior civilian or military DoD, DON, or NPS employment history
- ☐ Shall inform my supervisor immediately if the functions and activities related to my volunteer service create a conflict of interest, a potential conflict of interest, or the appearance of a conflict of interest.
- ☐ Shall work with my supervisor and the Volunteer Services Coordinator to ensure compliance with NPSINST 12950.1A and all referenced applicable requirements and procedures.

_____

Signature of Volunteer

_____

Signature of Supervisor

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Signature of Volunteer Service Coordinator