

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 3300.15

SOUTHWEST REGION

6/15/95

SUBJ: DIFFERENTLY ABLED VOLUNTEER WORK EXPERIENCE PROGRAM

1. **PURPOSE.** This order establishes procedures governing the Southwest Region's "Differently Abled Volunteer Work Experience Program."

2. **DISTRIBUTION.** This order is distributed to all supervisors in the Southwest Region.

3. **BACKGROUND.** The Rehabilitation Act of 1973, 29 USC 791(e), permits Federal agencies to provide unpaid work experience for clients of State Vocational Rehabilitation agencies. Participation in this program does not constitute an offer nor a promise of employment on the part of the Federal Aviation Administration, Southwest Region.

4. **OBJECTIVES.**

a. To bring about a greater appreciation for the abilities of the disabled in the Federal and private work force.

b. To support affirmative action programs through an awareness and experiential approach and to assure that ethnic and racial minorities, women, and the differently abled are informed of occupations available in the Southwest Region.

c. To provide opportunities for the volunteer to demonstrate abilities rather than disabilities, and to gain greatly valued work experience.

d. To provide exposure to the work environment as a means of encouraging the work force and the volunteer involved to develop proper work ethics and to acquaint the volunteer with various federal missions.

e. To encourage the volunteer's interest in new and developing occupations and professions.

5. **ELIGIBILITY, STATUS, AND BENEFITS.**

a. **Eligibility.** Volunteer must be a client of a Federally approved state rehabilitation agency.

b. **Status.**

(1) For purposes of the Fair Labor Standards Act (FLSA),

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there is no requirement that volunteers be paid when participating in an unpaid work experience program.

(2) Volunteers participating in this program are not considered to be Federal employees for any purpose other than injury compensation or laws related to the tort claims act.

c. Benefits. Differently abled volunteers are not entitled to benefits; i.e., travel, subsistence expenses, quarters, and any other reimbursements or payment in kind.

6. VOLUNTEER SERVICE PROCEDURES.

a. Volunteer or rehabilitation agency contacts the Southwest Region, Human Resource Management Division, for volunteer opportunities.

b. Volunteer submits a completed resume.

c. Volunteer, rehabilitation agency representative, and Customer Service Branch manager sign an agreement (Appendix 1), which outlines the responsibilities of each party. Volunteer signs waiver regarding benefits (Appendix 2).

d. Supervisor and volunteer determine the length of an appointment and work schedule.

e. Division submits an SF-52, Request for Personnel Action, recruit action, "volunteer service-without compensation." (Appendix 3)

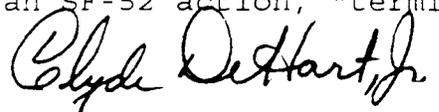
f. Customer Service Branch initiates security check if appointment will be more than 90 days.

g. Supervisor provides a list of duties for the differently abled person.

h. Customer Service Branch notifies volunteer by letter of reporting date.

i. Volunteer reports to work.

j. At the end of the work period, the division will initiate an SF-52 action, "termination of volunteer service." (Appendix 4)


Clyde M. DeHart, Jr.
Regional Administrator,
Southwest Region