

## Student (Volunteer) Worksite Experience Program (SWEP)

### Eligibility

To participate, students must:

- Receive written permission from their school
- Provide proof of at least half-time enrollment in an accredited United States educational institution:
- High school
- Trade, technical or vocational school
- Junior or community college
- Four-year college or university
- Graduate or post-graduate school
- Other accredited educational institutions, including home-school

**Note:** Home-schooled students must participate in either an accredited home-school or a home-school curriculum approved by the state.

- Be at least 16 years old
- Work permit is required for all minors who have not reached their sixteenth birthday, applicable only by state law
- Provide parent or guardian consent if in high school and 18 years old and under
- Pass a background investigation
- Meet visa requirements for non-citizens
- Maintain good academic standing (minimum 2.0 GPA)
- Complete health and safety testing (such as TB and Hepatitis) because of potential exposure, if required by the hosting office
- Meet other qualifications specified by the hosting office

### Required Documents submitted by the CIO

- [Volunteer Service Agreement](#) (CDC 0.669A, revised April 2014)
- [Memorandum of Agreement for Worksite Experience \(CDC 0.669B\) – Research and Study Laboratories and Facilities Positions Only](#)
- [Student Worksite Experience Program Statement of Duties Agreement \(CDC0.669C\)](#)
- [E-QIP Initiation Form \(CDC 0.1438, revised September 2014\)](#)
- [Student Resume \(Students are responsible for submitting to CIO or Program\)](#)
- [SWEP Volunteer Interest Form](#) (Students are responsible for submitting to CIO or Program)
- Work Permit or State Employment Certificate (For high school students under 18)
- Onboarding Process – Program

### Extensions

- [Student Worksite Form](#) (CDC 0.669A, revised April 2014) with updated dates, signatures, and duties—do not scratch out, white-out, or alter the original packet content.
- [Memorandum of Agreement for Worksite Experience \(CDC 0.669B\) – Laboratory and Research Facilities positions only](#) with updated dates and signatures—do not scratch out, white-out, or alter the original packet content.
- [Student Worksite Experience Program Statement of Duties Agreement](#) with updated dates, signatures, and duties—do not scratch out, white-out, or alter the original packet content.
- [E-QIP Initiation Form \(CDC 0.1438, revised September 2014\)](#)
- [Updated Appointment Mechanism Determination Form \(CDC 0.4601\)](#) – International students only

**Note:** Submit extensions to HRO at least 14 days before the end date.

## Post and Announce Volunteer Opportunities

Center, Institutes, and Offices (CIOs) should contact the [HR Customer Service Help Desk](#) and advise of their need for a student volunteer:

- Provide a written job description or list of duties
- Outline required skills, educational requirements, or special physical requirements
- Advise of required health and safety testing (such as TB or Hepatitis)
- Provide the desired start date and end date
- Advise of the number of students needed

## Oversight of Non-Federal Workforce

Students are not considered federal employees for any purposes other than injury compensation and laws related to the Tort Claims Act. SWEP participants cannot serve in a supervisory capacity or perform inherently governmental duties. CDC cannot use them to displace any employee or staff in a position that is a normal part of the agency's work.

## Leave

If the school is not giving academic credit, the assigned CDC mentor or supervisor approves leave. If the school is giving credit, contact the [HRO SWEP Office](#) to address leave approvals.

## Performance Concerns

The CDC mentor or supervisor must:

- Document performance or conduct issues in writing
- Convey the written assessment to the student
- Provide a performance improvement plan with at least one suggestion and opportunity for improvement
- Notify HRO SWEP Office in writing of the performance or conduct issues
- Provide a copy of the performance improvement plan

## Termination

Student assignments may be terminated at any time by either party. The CDC mentor or supervisor must notify HRO SWEP Office in writing before the notice of termination or any discussions with the student volunteer about termination at the CIOs request. The SWEP manager will notify OSSAM in writing immediately. The CDC mentor or supervisor and SWEP manager must include the effective date and reason for termination. The CIO will notify the student and educational institution in writing.

## SWEP Steps

The Human Resources Office (HRO) centrally manages the SWEP program. HRO must approve all student volunteer requests.

### Step 1: Responsible Party – CDC Program Office

[Complete Student Worksite Form](#) (CDC 0.669A, revised April 2014).

- CIO must complete Parts A, B, and C
- Students must sign Part B
- School must complete Part D; school official must sign
- SWEP program manager must complete Part E

**Note:** Senior-level administrative school officials must sign the 0.669A form, which contains the educational Memorandum of Understanding (school registrar, dean, principal, and those authorized to enter into such agreements)—not teachers or professors.

Only a CDC employee can sponsor and supervise a student volunteer.

Terms cannot exceed 180 days per calendar year unless the school approves the student to earn academic credit, allowing the student to volunteer for up to one year.

### **Step 2: Responsible Party – CDC Program**

Complete [Memorandum of Agreement for Worksite Experience \(Research and Study Laboratories and Facilities Positions Only\)](#) form (CDC 0.669B). This form is only for research and study laboratories and facilities positions.

### **Step 3: Responsible Party – CDC Program**

Complete the [SWEP Statement of Duties Agreement](#). All students must sign the agreement. In addition, parents or guardians must consent if the student is in high school and 18 years old or younger.

### **Step 4: Responsible Party – CDC Program**

Provide proof of **US citizenship** for applicants **not** born US citizens or who later became citizens. Provide a copy of **naturalization certificate, passport, visa, green card, or permanent resident card**. Applicants born abroad as US Citizens (military related) must provide a copy of the Birth Certificate.

### **International Students Only**

For students with Lawful Permanent Residency (LPR) or a student visa approved by their school, submit the student's information in the Non-US Citizen Access Management System (NCAMS), formerly Visitor Management System (VMS), at this point to allow for the 10-business day review process mandated by OSSAM.

All non-US citizen applicants must complete an [Appointment Mechanism Determination Request Form \(CDC 0.4601\)](#). CIOs must complete and submit the form to the [HR Mechanism](#). This document must be provided and approved before Non-US Citizen Access Management System (NCAMS) approval will be processed and granted. Refer to the [Immigration Services](#) website for more details.

Submit copies of the student's work authorization paperwork and citizenship with the other required documents to [HR Customer Service Center](#).

### **Step 5: Responsible Party – CDC Program**

Create a profile in the People Processing System for the student under the Category **Student (Unpaid)** with **Worksite Student** as the functional role. Terms cannot exceed 180 days per calendar year unless the school approves the student to earn academic credit, allowing the student to volunteer for up to one year.

### **Step 6: Responsible Party – CDC Program**

Complete [E-QIP Initiation Form \(CDC 0.1438\)](#). Proof of citizenship for any student born abroad – US Passport, Certificate of Naturalization, or Consular Report of Birth Abroad – must be sent to [HR Customer Service Help Desk](#).

### **Step 7: Responsible Party – CDC Program**

Provide work permit or state employment certificate. All students 17 years old and under must provide state-issued work authorization.

### **Step 8: Responsible Party – CDC Program**

Email the required documents to OCOO or HRO at [HR Customer Service Help Desk](#).

### **Step 9: Responsible Party – SWEP Team**

Process the student worksite forms. Review the information and verify all required documentation was provided.

### **Step 10: Responsible Party – SWEP Team**

Provide SWEP application update. Following receipt of all required documentation (including NCAMS approval, if required), the SWEP Team will email the CDC Program Office providing an approval or denial notification with comments.

### **Step 11: Responsible Party – SWEP Team**

Notify OSSAM of SWEP approval and send E-QIP form. Notify CDC Program Office point of contact of the approval.

**Note:** Please do not send SWEP candidates to OSSAM for processing (such as fingerprints or badges) until someone from the security office contacts the CDC point of contact listed on the E-QIP form to schedule an appointment.

**Important:** Although students (US citizens) may begin working immediately upon receiving approval from HRO before issuing their badges, they are visitors. And a CDC staff member must escort them until they receive CDC credentials (HHS smart card or CDC smart card). NCAMS must process all non-citizens before entering CDC property. They are visitors until processed. A CDC staff member must escort them until they receive CDC credentials (HHS smart card or CDC smart card).