

DPM Chapter 308
Youth and Student Employment Programs
 Subchapter 7: Acceptance of Volunteer Service

7-8 PROGRAM IMPLEMENTATION

a. Program Responsibilities.

(1) The Director of Personnel and Training is assigned responsibility for the overall technical direction of the program.

(2) The Departmental coordinator, designated by the Director of Personnel and Training, is responsible for:

- (a) monitoring of the program;
- (b) providing advice and assistance to administration officials;
- (c) maintaining Departmental liaison with groups interested in promoting student volunteer service; and
- (d) preparing consolidated reports for transmittal to the Office of Personnel Management (OPM).

(3) Each Head of the Operating Administrations or designees shall designate a student volunteer service program coordinator.

The coordinator's responsibilities include:

- (a) keeping informed on student volunteer programs;
- (b) promulgating internal instructions;
- (c) serving as the point of contact with schools and other institutions interested in assigning student volunteers;
- (d) assuring coverage of this program in public information and public relations activities; and
- (e) monitoring and reporting program activity.