



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066



Federal Work Study Agreement

This agreement is entered into between , hereinafter known as the “Institution,” and the United States Navy Judge Advocate General’s Corps, hereinafter known as the “Organization,” a Federal public agency, for the purpose of providing work to students eligible for the Federal Work-Study Program [FWS].

Schedules to be attached to this agreement from time to time must be signed by an authorized official of the Institution and the Organization and must set forth—

1. brief descriptions of the work to be performed by students under this agreement;
2. the names of students to be employed;
3. the hourly rates of pay; and
4. the average number of hours per week each student will be used.

These schedules will also state the total length of time the internship or externship program is expected to run; the total percent, if any, of student compensation that the Organization will pay to the Institution; and the total percent, if any, of the cost of employer’s payroll contribution to be borne by the Organization. Students may work up to 40 hours per week.

Students will be made available to the Organization by the Institution to perform specific work assignments. The Organization shall not discriminate against any student participant on an illegal basis. The Organization agrees to comply with Federal law applicable to voluntary service, including internships and externships.

Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.

The Institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the students for the Organization. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assign students to work for the Organization, and to determine that the students do in fact perform their work. The

Organization's right is limited to direction of the details and means by which the result is to be accomplished.

Compensation of students for work performed on a project under this agreement will be disbursed—and all payments due as an employer's contribution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws, will be made—by the Institution. The Organization will not be responsible for any portion of the students' wages.

The Institution shall be solely responsible for ensuring the eligibility of the Student(s) to receive FWS funds.

INSTITUTION

ORGANIZATION

Signature of Institution Official

Signature of U.S. Navy JAGC Official

Printed Name

Printed Name

Date

Date

Title

Title

Address

Address

Federal Work Study Agreement

Schedule A – Position Description

Name of Student(s): _____

Organization Coordinator: _____

Student's Direct Supervisor: _____

Supervisor's Telephone Number: _____

Specific Job Description: The Navy JAG Corps provides legal services to support fleet readiness and effective operation of the military justice system. These services include legal advice to military commanders, legal assistance to military families, and military justice litigation. During the internship/externship, students will assist in providing legal services within the Department of the Navy.

Anticipated Start Date: _____

Anticipated End Date: _____

Anticipated Work Schedule: _____

Hours per Week: _____

Amount of gross wages to be paid by Institution to student (including any FWS contributions) for successful completion of FWS job: \$ _____

Organization's Signature: _____

Institution's Signature: _____

Student's Signature: _____