

Student Volunteer Intern CHECKLIST

For all volunteer student interns, this mandatory form should be completed and submitted with the below required paperwork. This required paperwork should be faxed to (202) 482-1629; or sent as a scanned document attached to an E-Mail to: Dessiree.Newman-Smith@mail.doc.gov and Lennoah.Thomas@mail.doc.gov

Full Name (Last, First, Middle): _____

Period of Internship: from (MM/DD/YYYY) _____
to (MM/DD/YYYY) _____

Post Location: **U.S. Commercial Service, Vienna, Austria**

Post Coordinator/Contact Information: Marta Haustein
marta.haustein@mail.doc.gov
Tel.: ++43 1 31339-2205

Petra Cazedessus
petra.cazedessus@mail.doc.gov
Tel.: ++43 1 31339-2297

Required Documents	Date of Action (MM/DD/YYYY)	Status or Comments (If any)
1. Position Description & Volunteer Service Agreement		
2. Release Statement (Fair Credit Report)		
3. Pre-Appointment Certification Statement for Selective Service Registration (only applicable for male U.S. citizens, 18 years or older)		
4. Attachment I: SCO/RSO Position Description Review Statement – This statement is to certify that access to classified information is not required in order to perform the duties of the position- to be signed by the SCO with the advice and/or concurrence of the RSO.		
5. Attachment II: Suitability Statement		
6. NACI & PII		
7. Questionnaire for Public Trust Positions		
8. Form OF-306: Declaration for Federal Employment		
9. Resume		