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Vet. Aff. Op. Gen. Couns. Prec. 32-90

SUBJECT-CODE: 1-17 Circulars-DVB 15-2 PL 92-540 Work Study

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APPENDIX: 02

TEXT:

021

Subject: Clarification of Work-Study Supervision for Outreach Activities (This, opinion, previously issued as General Counsel Opinion 3-79, dated May 5, 1978, is reissued as a Precedent Opinion pursuant to 38 C.F.R. ss 2.6(e)(9) and 14.507. The text of the opinion remains unchanged from the original except for certain format and clerical changes necessitated by the aforementioned regulatory provisions.) This is a digest of DVB Circular 20-78-26 already in print; therefore, only the Digest has been published. The General Counsel wanted this circular brought to the attention of attorneys researching the subject. To that extent this DVB Circular represents the Opinion of the General Counsel on this subject. Veteran work-study students engaged in outreach activities must be under the supervision of a VA employee ([38 U.S.C. s 1685](#)). This requirement has caused some confusion when VA work-study students engaged in outreach activities have been utilized by non-VA offices such as college veterans affairs offices. This has been compounded with the phase down of the VA Vet-Rep. Program as fewer VA employees are available for direct supervision functions.

**HELD:**

DVB Circular 20-78-26 (May 5, 1978) outlines a procedure that should clarify the rules for supervision of work study students engaged in outreach activities by permitting a cooperative supervisory effort by a VA employee and official of the non-VA organization. On at least a weekly basis the VA employee should review the hours worked by the VA work-study student--this review can be done either by phone or in person. The nature of the work must be described in writing and approved by the VA employee. The quality of the work shall be reviewed weekly by the VA employee and be submitted in written summary form by the VA work study student. The VA employee will maintain an active file containing the required documentation, records, and reports for each veteran work-study student.

Some of the required supervision can be accomplished by telephone and mail but personal contact desirable where distance and travel funds permit.

Where non-VA offices did not permit the VA to supervise VA work-study students engaged in outreach activities, such work-study support shall be withdrawn after prior written notice of at least two (2) working days. The work-study students in question shall be permitted to complete their contracts at the VA Regional Office or Center, or at another location approved by the VA.

VETERANS ADMINISTRATION GENERAL COUNSEL  
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