

# VOLUNTEER EVALUATIONS, RECOGNITION, AND AWARDS

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US Army Corps  
of Engineers®



# Volunteer Evaluations/Performance Reviews

- Successful performance reviews provide a periodic opportunity for communication between the person who assigns work and the person who performs it. It allows for discussion of expectations and how well those are being met.
- Shows volunteers they are important and held accountable. Volunteers want success and feedback!
- Reviews should:
  - Be based on agreed-upon standards, position descriptions, deadlines, etc
  - Be non-threatening, constructive, supportive, flexible, and empowering.
  - Encourage the volunteer to stretch for high standards.
  - Determine how USACE can help the volunteer achieve his/her goals.
- Benefits: Plan for ways to improve performance in the future and allows volunteers and supervisors to share concerns.

## PERFORMANCE



- EXCELLENT
- GOOD
- AVERAGE
- POOR

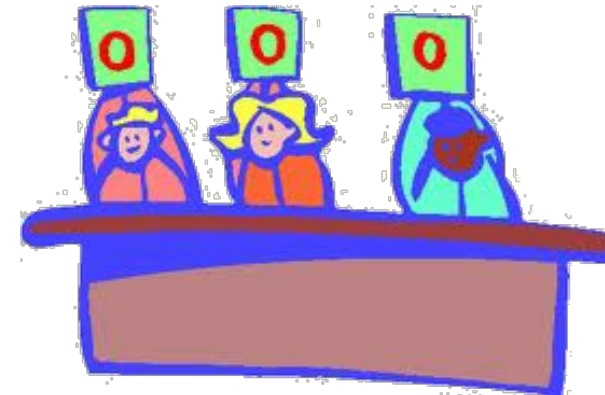


# Volunteer Evaluations/Performance Reviews



## During Review Session:

- Review position expectations.
- Share positive feedback and appreciation.
- Volunteer shares self-assessment and assessment of agency support.
- Supervisor assesses volunteer performance.
- Discuss barriers to success for volunteer.
- If there has been low volunteer productivity or morale, it is important to discuss remedies
- Discuss future plans for the volunteer in the organization.



## After Review Session:

- Write a report for volunteer's and agency's files.
- Follow up on action plans or agreements between organization and volunteer.

Outcomes from volunteer performance reviews can range from "applause" to dismissal— by the organization or by the volunteer.



# Volunteer Evaluations/Performance Reviews

- A good volunteer performance review should have a clear delineation of volunteer job responsibilities and success indicators, and a discussion of factors contributing to the outcomes of the volunteer's time.
- Have the volunteer fill out a self-assessment form, including assessment of agency support received.
- Review volunteer's position description, goals, standards, etc.
- Evaluate expectation versus performance.
- Give a written review





# Volunteer Experience Evaluation

Evaluations are confidential and help us to improve the volunteer program. Please be honest about your experience.

**Basic Information**

Corps Supervisor: \_\_\_\_\_ date(s) of work: \_\_\_\_\_

Work Plan/Description: \_\_\_\_\_ hour(s) volunteered: \_\_\_\_\_

Did you work with other volunteers? How many? \_\_\_\_\_

Did you complete the work assigned? YES / NO

If not, give reason: \_\_\_\_\_

Please read the following statements and mark the best response.

|  | strongly disagree | disagree | agree | strongly agree |
|--|-------------------|----------|-------|----------------|
| Effort was made to determine a work plan that best suited my needs and those of the USACE. |                   |          |       |                |
| The orientation I received was relevant and helped me during my work plan.                 |                   |          |       |                |
| Hazards inherent in my work plan were discussed.   |                   |          |       |                |
| Any and all safety equipment was provided to me.   |                   |          |       |                |
| I felt prepared for my work plan.  |                   |          |       |                |
| During my work I felt I had adequate guidance and supervision.                             |                   |          |       |                |
| I feel my volunteer efforts are appreciated and were needed.                               |                   |          |       |                |
| Overall, I like the volunteer program at Raystown.   |                   |          |       |                |
| I would volunteer at Raystown again.   |                   |          |       |                |

**Additional Comments**

What was the best part about your volunteer experience? \_\_\_\_\_

What areas could use improvement and what would you suggest? \_\_\_\_\_

Anything else we should know? \_\_\_\_\_

From  
Raystown  
Lake on  
the NRM  
Gateway

# Volunteer Work Evaluation

**Basic Information**

Corps Supervisor: \_\_\_\_\_ date(s) of work: \_\_\_\_\_

Volunteer/Group name: \_\_\_\_\_ hour(s) volunteered: \_\_\_\_\_

Work plan/description: \_\_\_\_\_

Did the volunteer(s) complete the work assigned? YES / NO

If not, give reason: \_\_\_\_\_

Please read the following statements and mark the best response.

|   | strongly disagree | disagree | agree | strongly agree |
|---|-------------------|----------|-------|----------------|
| This/These volunteer(s) was/were enthusiastic about volunteering at Raystown Lake.          |                   |          |       |                |
| This/These volunteer(s) helped choose their work plan.                                      |                   |          |       |                |
| This/These volunteer(s) used the safety equipment, if assigned.                             |                   |          |       |                |
| This/These volunteer(s) followed their work plan and completed work which was satisfactory. |                   |          |       |                |
| This/These volunteer(s) were willing to follow my supervision.                              |                   |          |       |                |
| This/These volunteer(s) worked well with other staff  |                   |          |       |                |
| The behavior of this/these volunteer(s) was professional and respectful                     |                   |          |       |                |
| I would work with this/these volunteer(s) again.  |                   |          |       |                |
| The work plan complete was something suitable for volunteers to accomplish.                 |                   |          |       |                |
| The work this/these volunteer(s) did was beneficial to Raystown.                            |                   |          |       |                |

**Additional Comments**

What is the best thing about working with this/these volunteer(s)? \_\_\_\_\_

What should this/these volunteer(s) do differently next time? \_\_\_\_\_

Comments by Supervisor: \_\_\_\_\_

Comments by Volunteer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ date: \_\_\_\_\_

Volunteer: \_\_\_\_\_ date: \_\_\_\_\_





From Fort  
Worth on  
the NRM  
Gateway

## Volunteer Evaluation Form

Thank you for volunteering at Bardwell Lake. In an effort to improve volunteer's experiences, please complete the following evaluation. Volunteer input is very important for our agency and enables us to improve our program and insure a quality experience for all of our volunteers.

*(Please Circle One 1= Poor – 5+Excellent)*

- |   |       |   |   |   |   |
|---|-------|---|---|---|---|
| 1. Did you feel your orientation was beneficial?  | 1     | 2 | 3 | 4 | 5 |
| 2. Were our expectations of you as a volunteer clearly explained?   | 1     | 2 | 3 | 4 | 5 |
| 3. Do you feel the program is well organized?   | 1     | 2 | 3 | 4 | 5 |
| 4. Does your supervisor provide adequate support/enthusiasm for your work ?   | 1     | 2 | 3 | 4 | 5 |
| 5. Are the project staff knowledgeable and able to answer questions?  | 1     | 2 | 3 | 4 | 5 |
| 6. Overall experience:  | 1     | 2 | 3 | 4 | 5 |
| 7. Do you plan to continue or return as a volunteer?  | _____ |   |   |   |   |
| 8. Are you interested in Volunteering at other US Army Corps of Engineers Reservoirs in the Fort Worth District? _____ Where? _____ |       |   |   |   |   |

10. What have you enjoyed or benefited from the most during your volunteer experience? \_\_\_\_\_  
\_\_\_\_\_

11. How can we improve the volunteer experience at Bardwell Lake? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Any additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VOLUNTEER EVALUATION FORM

### Part A: Completed by Coordinator

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Period of Evaluation: \_\_\_\_\_

Coordinator: \_\_\_\_\_

#### Rating scale:

1= needs improvement, 2 = fair, 3 = good, 4 = very good, 5 = superior,  
N/A = not applicable

### I. PROFESSIONALISM

- \_\_\_\_ Relates well with public  
 \_\_\_\_ Exhibits poise in handling difficult situations  
 \_\_\_\_ Exhibits sincere interest and enthusiasm towards visitors and work

Comments: \_\_\_\_\_  
\_\_\_\_\_

### II. RESPONSIBILITY

- \_\_\_\_ Reliable about schedule and time commitment  
 \_\_\_\_ Completes assignments in a timely fashion  
 \_\_\_\_ Pays attention to detail when necessary  
 \_\_\_\_ Willing to take on assignments

Comments: \_\_\_\_\_  
\_\_\_\_\_

### III. EFFECTIVENESS

- \_\_\_\_ Welcomes opportunities to learn information or procedures that will make work more effective  
 \_\_\_\_ Follows through on assignments  
 \_\_\_\_ Willing to ask questions when in doubt  
 \_\_\_\_ Uncovers and communicates all pertinent facts



## From Saylorville Lake on the NRM Gateway

### Volunteer Program Evaluation

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Why do you choose to volunteer at Saylorville Lake?  
(family, friends, campsite, etc.)

What do you like and/or dislike about the position(s) you currently do?  
(ie. Schedule days, hours/day, amount of hours required/week, etc.)

Would you be interested in a position with a variety of tasks?  
(ie. Rotate between VC, helping with school programs, working a fee booth, pruning trees, etc.)

What group outings would you be interested in?  
(monthly picnics, baseball game, campout, family night, etc.)

What changes do you feel should be made in the general volunteer program?

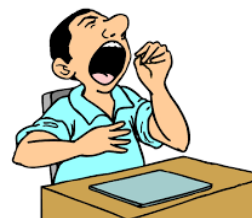
Additional Comments, suggestions, improvement for the future....





# Reasons for Low Volunteer Productivity/Morale

- Discontent; personality differences
- Condescending supervisors
- Idleness; fluctuating workload; insufficient staff
- Lack of appreciation by staff
- Ill-defined assignments
- Inadequate supervision/training
- Misunderstanding of policies
- Overload, unrealistic deadlines
- Poor communication with team
- Emotional stress and personal difficulties
- Staff and organizational changes
- Staff resistance to utilizing volunteers
- Boredom, too much routine, lack of interest in the work







# Volunteer Appreciation

- Projects are encouraged to show appreciation for volunteer services. Recognition is an ongoing integral part of the management process, not only the banquet or certificate given annually.



- Volunteers may be issued a certificate of appreciation to acknowledge their service, as well as be featured in articles, on websites, and thanked in person.
- OPMs may waive day use fees for one day or provide free one-night camping certificates to volunteers.
- Items such as celebration meals, appreciation gifts, or cash awards are not authorized for purchase with appropriated funds for volunteers, but may be donated by Friends groups, cooperating associations, or other partners to recognize outstanding volunteers.
- Individual and family/couple volunteers are eligible for the Enduring Service Award, National Volunteer Award and Volunteer Excellence Coins, sponsored by the Corps Foundation



# Informal Recognition

How to say thank you in day-to-day ways:

- Invitation to team meetings
  - Eating meals together
  - Writing articles about their good work
  - Celebrate special occasions such as birthdays or anniversaries
  - Providing volunteer villages with services (laundry, Wi-Fi)
  - Taking the volunteer out on 'fun' jobs (boat patrol, aerial surveys, etc.)
  - Give recognition as soon as possible after the task is accomplished.
- 
- When recognizing many volunteers at once, you can still plan different activities for different tastes.
  - Recognition should be meaningful to the person being thanked and should be given in a timely manner.





# Enduring Service Award

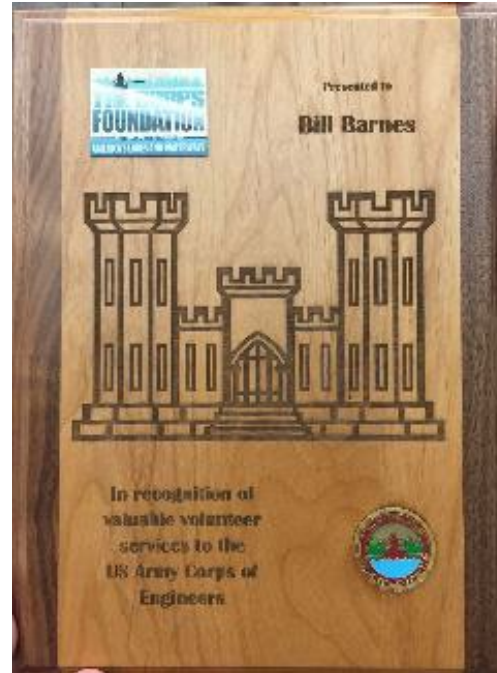
- Established by the Corps Foundation and sponsored by Bass Pro Shops to honor long term service (6 years or more) and outstanding accomplishments by individuals and families as Corps of Engineers volunteers
- Request for nominations: September (due in December)
- Winners receive plaque, coin, Bass Pro Shops gift certificate and \$500 cash award







# National Volunteer Award



- Sponsored by the Corps Foundation
- Awarded to one outstanding individual volunteer or one couple/family of volunteers
- Request for nominations: September (due in December)
- National winners receive a plaque, certificate, and coin
- Regional nominees receive a certificate and coin



# BRENDA GRANO & WYNONA BRAKEMAN



# RECYCLING PROGRAM



 U.S. Army Corps of Engineers, Allatoona Lake  
November 15 at 9:54 AM

Today is America Recycles Day!  
The Great Lake Allatoona Clean Up - Georgia Lake Allatoona Association Keep Bartow Beautiful

**AMERICA RECYCLES DAY**  It's never too late to begin recycling. With more than 251 million tons of trash and waste created in the United States each year, it's important for all of us to make a difference through the principles of "reduce, reuse and recycle."

**USAGE AT ALLATOONA DOES ITS PART!**

**WHAT WE RECYCLED THIS YEAR:**

-  2,009 lbs PLASTIC
-  459 lbs ALUMINUM
-  2,170 lbs CARD AND PAPER

**MORE THAN 10 lbs**  We support Cloverleaf Elementary School in Cartersville by donating empty ink cartridges. In return, the school is able to purchase books for their students with the money they receive for turning in the cartridges.

**43 BINS + 1 TRAILER + 1 DUMPSTER**

**LOCATED IN 22 AREAS AROUND THE LAKE**

**OUR VOLUNTEERS ROCK! 1013 HOURS**  
spend this past year managing our recycling program!

**REDUCE REUSE RECYCLE**









# Volunteer Appreciation Walls and Displays





# Volunteer Pass Program: Corps Pass

- Approved in November 2012: enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a free Annual Day Use Pass
- Volunteers can accumulate hours at multiple Corps projects.
- Volunteer hours will be verified and entered by volunteer coordinators in a centralized database.
- Database launched in late May 2013 <https://gateway.erdcdren.mil/nrm/vhs/>  
<https://gateway.erdcdren.mil/nrm/vhs/district.cfm> (District access)
- 45 lakes participating with 3,159 passes issued between 2013 - 2021
- Supplemented by the ATB Volunteer pass in 2016



# Volunteer Hours Tracking in NRM Gateway



## Volunteer Hours System

The U.S. Army Corps of Engineers has established a volunteer pass program which enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a waiver of all day use fees via an Annual Day Use Pass. The purpose of this program is to support and recognize volunteers who have served the Corps in an exemplary way and encourage their visitation and use of Corps parks. The main goal is to increase visitation to Corps parks by enticing volunteers to visit new places, bring friends and family, and continue to explore and enjoy Corps recreation opportunities even after their pass has expired.

Volunteer hours will be verified and entered by the volunteer coordinator into this centralized database. After serving 100 hours of service, the volunteer will be eligible to earn an Annual Day Use Pass from the local project where they reached their 100th hour. Only one Annual Day Use Pass may be earned per volunteer per year.

(NOTE: There is NOT a new Volunteer Pass that you print from this system. Once you "cash in" the 100+ hours for the volunteer, you will need to issue an Annual Day Use Pass from the passbooks kept at your project. In the \$ amount section of the receipt, write "Complimentary pass issued to Volunteer for 100+ hours served")

As of January 1, 2016 volunteers for the Corps of Engineers are eligible to earn an America the Beautiful Interagency Volunteer Pass for completing 250 cumulative hours of service at any of the participating federal land management agencies (USACE, NPS, BLM, FWS, USDA Forest Service, BLM). Hours should be tracked using this system.

### Summary Reports

- [View Current Month](#)
- [View Current Year - Calendar OR Fiscal Year](#)
- [2013 Calendar Report \(Excel\)](#) [Fiscal Year \(Excel\)](#)
- [2014 Calendar Report \(Excel\)](#) [Fiscal Year \(Excel\)](#)
- [2015 Calendar Report \(Excel\)](#) [Fiscal Year \(Excel\)](#)
- [2016 Fiscal Year \(Excel\)](#)
- [2017 Fiscal Year \(Excel\)](#)
- [2018 Fiscal Year \(Excel\)](#)
- [2019 Fiscal Year \(Excel\)](#)

### Login

Select your lake from drop down list and enter password

Select lake  Password

Please contact [Virginia.l.dickerson@usace.army.mil](mailto:Virginia.l.dickerson@usace.army.mil) if you have misplaced/forgotten your lake password.

### Create Password

Select your lake from drop down list. If you don't see your lake, an account may already be created. Passwords are only created once per lake.

Select lake

### Information needed to track a volunteer:

- First Name
- Last Name
- Phone Number
- State of Residence



# Volunteer Pass Program: ATB Pass



- Went into effect on January 1, 2016 when the Corps fully implemented the America the Beautiful pass program
- 250 hours of cumulative service = free America the Beautiful Volunteer Pass
- Volunteers can accumulate hours at Corps, BLM, BOR, FWS, USFS, and NPS sites. Hours earned at other agencies must be verified by the volunteer's prior coordinator.
- Volunteer hours earned at Corps lakes can be verified and entered by volunteer coordinators in the centralized database that is also used for the Corps pass or entered in volunteer.gov by district volunteer coordinators for volunteers that have a volunteer.gov profile.
- Covers entrance fees and day use fees at participating agencies for one year from date of issuance





# Volunteer Coin Program

- Created in May 2015.  
Sponsored by the Corps Foundation
- Coins awarded to regional nominees for the National Volunteer Award and national winner and to volunteers who perform extraordinary acts of service
- Larger coin developed for national and regional level recognition







# Volunteer Camping Voucher: LRH

- LRH District Policy describes how a camping voucher may be issued to a volunteer for 1 free night camping
- Typically given to off-site volunteers for special events, presentations, flood event clean up, etc. for 8 hours of service



## CAMPING VOUCHER

**US Army Corps  
of Engineers**®

Voucher Number \_\_\_\_-\_\_\_\_-\_\_\_\_

In recognition of your volunteer service at \_\_\_\_\_, you are being rewarded a voucher for (1) one free night of camping. This voucher is only valid at the project in which it was issued. This voucher is non-transferable and will be valid until December 31 the following year of being issued. The USACE fully supports the volunteer program and appreciates the valuable service they provide to assist in the accomplishment of our mission.

Issued to \_\_\_\_\_

\_\_\_\_\_  
Volunteer Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Supervisor

# VOLUNTEER HOURS TRACKING AND NRM ASSESSMENT

## NRM Module - Annual Project

Aquila Lake

### Volunteer Information

Note: Volunteer hourly rate for FY19 is \$25.43

**Volunteers**  
Enter the number of persons performing volunteer work at the project.

← 1

**Volunteer Hours Service**  
Enter the number of hours worked by volunteers.

← 2

**Incidental Expenses**  
Enter the amount of incidental expenses reimbursed by the government to volunteers.

← 3

← 4

## Assessment

- [Recreation PSA Module](#)
- [NRM Module](#)
- [Env Stewardship Module](#)
- Partnership Module

## Partnership Module

Welcome to the Partnership Module of the NRM Assessment Tool. This module is replacing your annual **LAKE SONOMA / WARM SPRINGS DAM (DRY CREEK LAKE AND CHANNEL)**

### In Review

- Step 1 - Review Partnerships
  - [See All of Your Partnerships](#)
  - [Challenge Partnership](#)
  - [Contributions Program](#)
  - [Cooperating Association](#)
  - [Memorandum of Understanding/Memorandum of Agreement \(MOU/MOA\)](#)
- Step 2 - Annual Update
  - [See All of Your Partnerships](#)
  - [Challenge Partnership](#)
  - [Contributions Program](#)
  - [Cooperating Association](#)
  - [Memorandum of Understanding/Memorandum of Agreement \(MOU/MOA\)](#)
- [Summary](#)



US Army Corps  
of Engineers®





# Volunteer Hours Tracking in Volunteer.gov

- Allows District Volunteer Coordinators to track a Registered, Guest, or Walk-in volunteer's hours for a particular volunteer opportunity
- Only Registered volunteers (with a volunteer.gov profile) can have lifetime hours tracked
- Required information to track a volunteer:
  - Last Name
  - Email Address
  - Date of birth (Month, Day, Year)



Volunteer Management Dashboard

Search: Search Volunteer Opportunities and more...

Navigation: Volunteer Manage..., Applications, **Volunteer Opportunities**, Accounts, Knowledge, Chatter, Reports, Dashboards

Volunteer Opportunity: **St. Mary's Falls Canal - Soo Locks Interpretive Volunteer/Greeter**

Actions: + Follow, Edit, Clone, New Volunteer Application

| Status | Site           | # of Applications Received | # of Applications Accepted |
|--------|----------------|----------------------------|----------------------------|
| Closed | St Marys River | 3                          | 1                          |

Progress: Draft → Pre-Recruitment → Recruitment Scheduled → Recruitment Active → Post-Recruitment → Canceled → **Closed**

Opportunity: Preview | Team Members | Volunteers | **Volunteer Time Log** | Chatter | Activity | History

**Total Volunteer Hours: 4 hours**

| Volunteer Type | Name                                | Application Status | Total hours to date | Adjust Hours(+/-) | Summary |
|----------------|-------------------------------------|--------------------|---------------------|-------------------|---------|
| 1 Registered   | Sharad Patel (sharadip@comcast.net) | Accepted           | 4                   |                   |         |



# Volunteer Legacy Hours Tracking in Volunteer.gov



- Allows District Volunteer Coordinators to track historical hours for a volunteer
- Only Registered volunteers (with a volunteer.gov profile) can have legacy hours tracked
- Enter Opportunity Name, Volunteer, and Hours Volunteered

The screenshot displays the Volunteer.gov interface. At the top, there is a navigation bar with a search box and various menu items: Volunteer Manage..., Applications, Volunteer Opportunities, Accounts, Knowledge, Chatter, Reports, and Dashboards. Below this, the account details for 'St Marys River' are shown, including Agency (U.S. Army Corps of Engineers), Parent Account (Detroit District), State Code (MI), Type (Site), Region, and Shipping Address (USACE, Soo Area Office, Sault Ste Marie, Michigan 49783, United States). A red circle highlights the '+ Follow', 'New Legacy Volunteer Time', and 'View Account Hierarchy' buttons. A modal form titled 'New Legacy Volunteer Time' is open, featuring a search box for 'Name of the registered volunteer' and input fields for 'Opportunity Name(s)' and 'Hours Volunteered'. The modal also includes 'Cancel' and 'Save' buttons.





# My Profile



## My Personal Information

Save time when signing up for volunteer opportunities. Tell us your information and preferences and they'll automatically be filled in for you the next time you apply.

[Update My Information](#)

## My Applications

Keep track of volunteer opportunities you've applied to here. Haven't applied to anything yet? Browse the latest opportunities in [Discover Opportunities](#) and find something that sparks your passion.

### OPEN APPLICATIONS

| Application Number          | Volunteer Opportunity                                       | Status     | Status Date |
|-----------------------------|---|------------|-------------|
| <a href="#">AP-00001636</a> | <a href="#">Kawah Lake- Slick Rock Recreation Site Host</a> | Waitlisted | 9/21/2020   |

[View All](#)

### PAST APPLICATIONS

| Application Number          | Volunteer Opportunity  | Status   | Status Date |
|-----------------------------|--|----------|-------------|
| <a href="#">AP-00000088</a> | <a href="#">Table Rock Visitor Center- Grounds Maintenance and Interpretation Host</a> | Declined | 8/3/2020    |
| <a href="#">AP-00000967</a> | <a href="#">Belton/Stillhouse Lake Park Host</a>                                       | Declined | 9/1/2020    |

[View All](#)

Total Lifetime Hours: 90.00 ⓘ

Total Fiscal Year Hours: 0.00 ⓘ



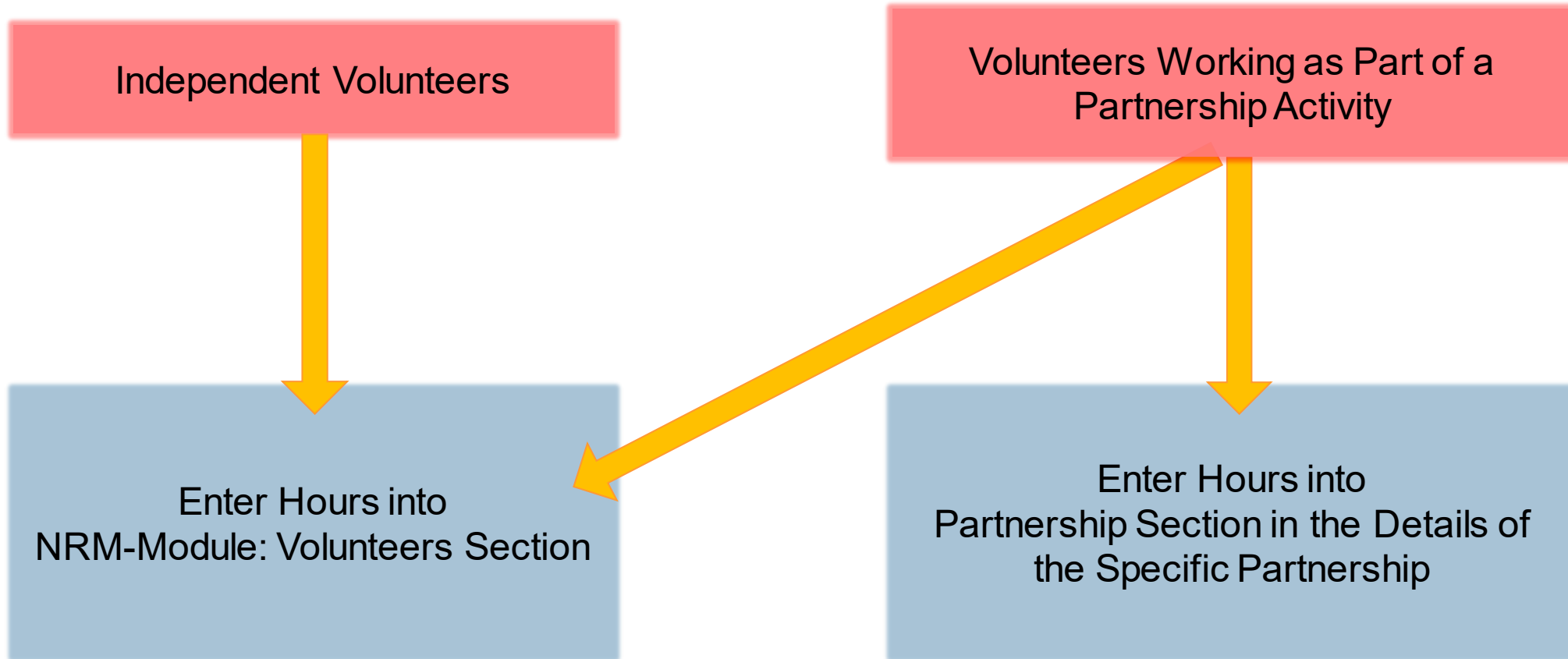
# Volunteer Reporting in NRM Assessment/OMBIL



- Volunteer data must be captured each year during October in the NRM Assessment tool
- Annual Project Data Update: Record total number of volunteers, volunteer hours, and reimbursed incidental expenses
- Annual Partnerships Update: Record number of volunteers and volunteer hours that the partner provides
- Hours served by SCA and other youth conservation corps groups should be entered as volunteer hours in both update sections.
- USACE and other federal agencies use the Independent Sector's hourly rate as set by the Bureau of Labor Statistics each spring to calculate the value of service per hour, regardless of age or activity. No cost of living or other adjustments of any kind may be made to this rate.



# Where You Should Enter Volunteer Hours





# Volunteer Data Decision Tree

Available on NRM Assessment/OMBIL Partnerships FAQ page and Volunteer Program FAQs page:

<http://corpslakes.usace.army.mil/employees/faqs.cfm?Id=partner-OMBIL&Nav=partner&View=Yes>

<https://corpslakes.erdcdren.mil/employees/faqs.cfm?Id=volunteer&View=Yes>

## How to Enter Volunteer Data in NRM Assessment

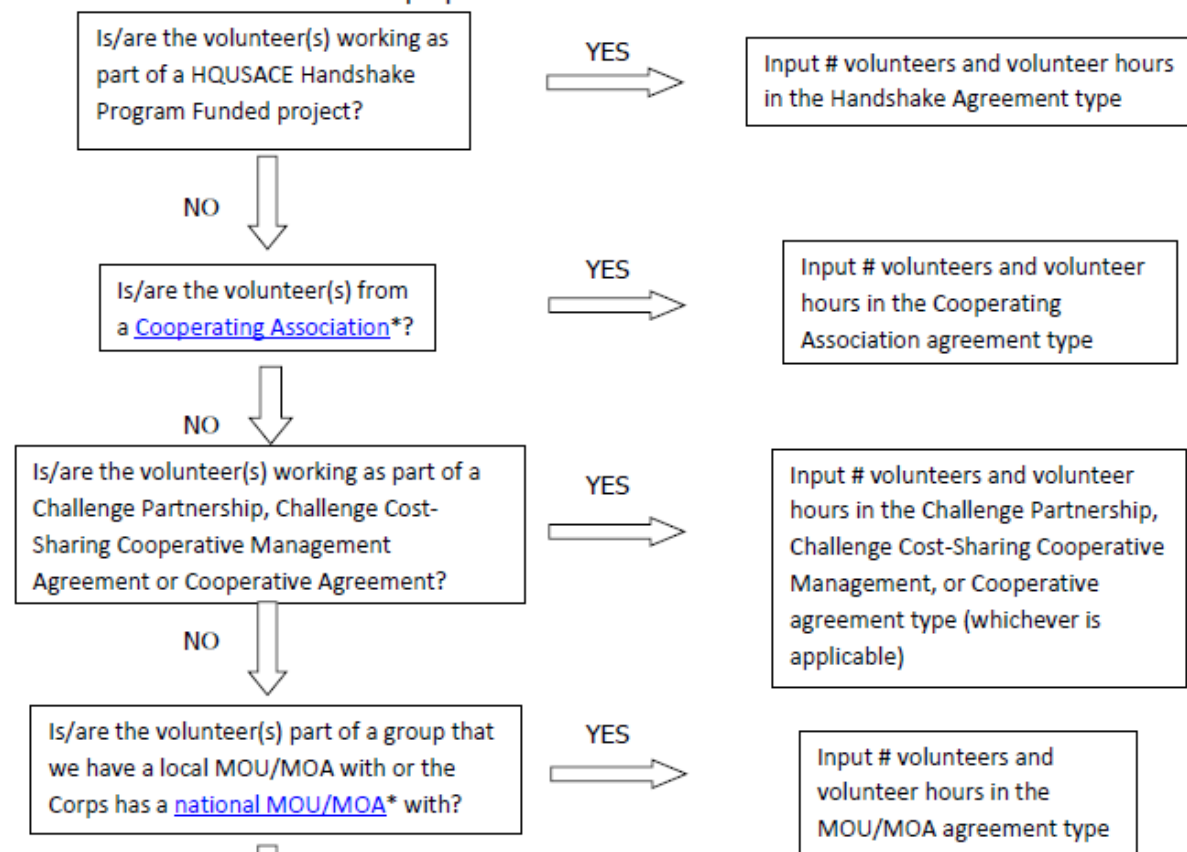
### Step 1. NRM Assessment Tool NRM Module, Step 1- Volunteer Information

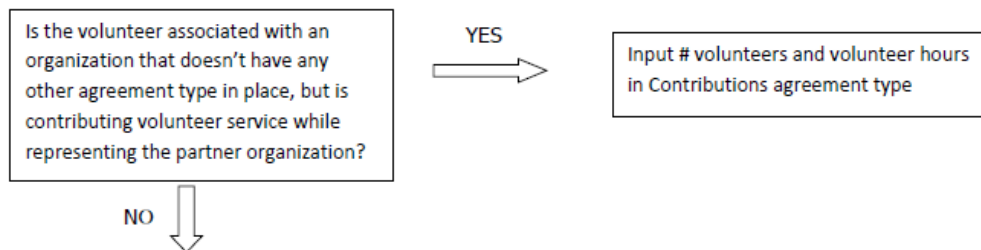
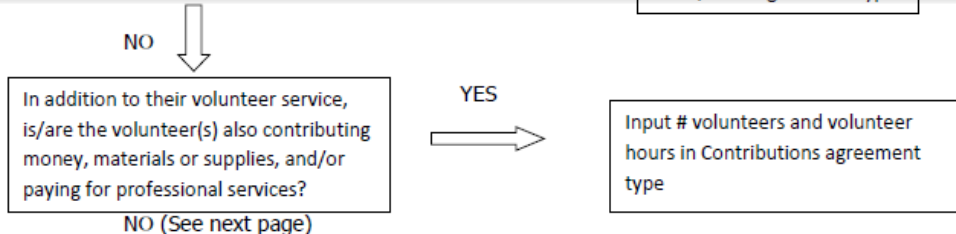
Enter ALL volunteer hours in this section of the NRM Assessment Tool. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to all volunteers for the FY.

### Step 2. NRM Assessment Tool Partnership Module

In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals who volunteer may only be counted in the NRM Module update. Other volunteers that are part of a partner organization should also have their hours counted in the Partnership Module update.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Partnership Update section of OMBIL.





If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the NRM Module Update section of NRM Assessment, not under the Partnerships Module. If you answer Yes to any of the questions above, input the data into the first category with a Yes answer starting from the top down. Some volunteers may fit into multiple categories, but you should input the data in the first applicable category encountered in the flow chart.

Example 1: A volunteer group from IMBA (International Mountain Biking Association) may provide service to the Corps as part of a Challenge Partnerships Agreement, but they are also part of a national MOU. Because the Challenge Partnership agreement is an agreement for a limited, specific period of time and project, the volunteer hours for the particular project in the agreement should be input in the Challenge Partnership category instead of the MOU. If IMBA also volunteers hours not related to the Challenge Partnership Agreement, those additional hours would be input separately in the MOU category.

Example 2: Volunteers from a Cooperating Association, such as the Friends of Raystown Lake provide services for a project that is part of a Handshake Agreement. These hours should be input in the Handshake category instead of the Cooperating Association category, because the Handshake agreement is for a specific project. Additional hours volunteered by Association members such as working in a bookstore, creating interpretive materials, or managing a campground should be captured in the Cooperating Association category if they are not specifically associated with the Handshake project.

\*See [NRM Gateway MOU/MOU page](#) for list of national organizations with MOU/MOA and [NRM Gateway Cooperating Association page](#) for list of associations in NRM Assessment/OMBIL. There is a pick-list of national organizations and cooperating associations already in the NRM Assessment Tool. If you have a new cooperating association that is not on the list, please contact Heather Burke to get it added to the system.





# Partnership Tracking Spreadsheet



- This can assist with keeping track throughout the year to make data entry in October much easier
- Available on NRM Assessment/OMBIL Partnerships FAQ page:  
<http://corpslakes.usace.army.mil/partners/ombil-annual.cfm>

| PARTNERSHIP TYPE (MOU/MOA; Contributions, Challenge Partnership, Cooperative Agreement, Challenge Cost Sharing Cooperative Management) | ORGANIZATION   | PRIMARY BUSINESS LINE | PRIMARY PURPOSE | DESCRIPTION | DATE EFFECTIVE | NUMBER OF VOLUNTEERS | VOLUNTEER HOURS                | VOLUNTEER RATE         | VALUE OF SERVICES   | FUND \$ INVESTED | PROFESSIONAL SERVICES PROVIDED | MATERIALS & EQUIPMENT DONATED  | TOTAL PARTNER VALUE           | CONTRACT COSTS      | MATERIALS & EQUIPMENT | CORPS LABOR           | TOTAL CORPS COSTS | TOTAL AMOUNT      |              |  |
|--|--|-----------------------|-----------------|-------------|----------------|----------------------|--------------------------------|------------------------|---------------------|------------------|--------------------------------|--------------------------------|-------------------------------|---------------------|-----------------------|-----------------------|-------------------|-------------------|--------------|--|
|  | (select from list of national organizations or create new) |                       |                 |             |                |                      |                                | Pre-entered            | Auto calculated     |                  |                                |                                | \$0                           |                     |                       |                       | \$0               | \$0               |              |  |
| PARTNERSHIP TYPE (Handshake)   | ORGANIZATION   | PRIMARY BUSINESS LINE | PRIMARY PURPOSE | DESCRIPTION | DATE EFFECTIVE | NUMBER OF VOLUNTEERS | VOLUNTEER HOURS                | VOLUNTEER RATE         | VALUE OF SERVICES   | FUND \$ INVESTED | ONAL SERVICE \$ PROVIDED       | MATERIALS & EQUIPMENT DONATED  | TOTAL PARTNER VALUE           | HQ Investment       | CONTRACT COSTS        | MATERIALS & EQUIPMENT | CORPS LABOR       | TOTAL CORPS COSTS | TOTAL AMOUNT |  |
|  |  |                       |                 |             |                |                      |                                | Pre-entered            | Auto calculated     |                  |                                |                                | \$0                           |                     |                       |                       |                   | \$0               | \$0          |  |
| PARTNERSHIP TYPE (Cooperating Association)   | ORGANIZATION   | PRIMARY BUSINESS LINE | PRIMARY PURPOSE | DESCRIPTION | DATE EFFECTIVE | NUMBER OF VOLUNTEERS | VOLUNTEER HOURS                | VOLUNTEER RATE         | VALUE OF SERVICES   | VALUE OF SALES   | FUNDS INVESTED                 | PROFESSIONAL SERVICES PROVIDED | MATERIALS & EQUIPMENT DONATED | TOTAL PARTNER VALUE | CONTRACT COSTS        | MATERIALS & EQUIPMENT | CORPS LABOR       | TOTAL CORPS COSTS | TOTAL AMOUNT |  |
|  |  |                       |                 |             |                |                      |                                | Pre-entered            | Auto calculated     |                  |                                |                                |                               | \$0                 |                       |                       |                   | \$0               | \$0          |  |
| PARTNERSHIP TYPE (Economy Act)   | ORGANIZATION   | PRIMARY BUSINESS LINE | PRIMARY PURPOSE | DESCRIPTION | DATE EFFECTIVE | FUNDS INVESTED       | PROFESSIONAL SERVICES PROVIDED | \$ & EQUIPMENT DONATED | TOTAL PARTNER VALUE | CONTRACT COSTS   | MATERIALS & EQUIPMENT          | CORPS LABOR                    | TOTAL CORPS COSTS             | TOTAL AMOUNT        |                       |                       |                   |                   |              |  |
|  |  |                       |                 |             |                |                      |                                |                        | \$0                 |                  |                                |                                | \$0                           | \$0                 |                       |                       |                   |                   |              |  |



# Natural Resources Management Gateway

to the future . . .

- Home
- Visitors
- Lake Discovery
- Recreation
- Env Compliance
- Env Stewardship
- Partners
- News/Events
- People
- Forums
- Learning
- GETS
- Tools
- New Postings
- Submit
- Index/Search

## NRM Assessment Tool

Beginning in Fiscal Year 2018, the NRM community (Recreation and Environmental Stewardship Business Lines) will be utilizing the NRM-Assessment Tool (formerly the Rec-Assessment Tool) to collect annual data that will then be uploaded into OMBIL. Several notices, webinars and coordination have occurred through the OMBIL users group and District POC's.

OMBIL will remain the primary database of record for all O&M business line data and, as such, it is imperative that the data be kept current. OMBIL data is used for many different purposes, including decisions concerning facility development, budget development and defense, tracking performance measures, preparation of briefings and fact sheets, asset management, etc. It is used to populate information on the Gateway and numerous other internal and external web sites. OMBIL will continue to serve as source for many other systems including CWIFD, EDW and VERS. Inaccurate and/or incomplete data not only reflects poorly on the Corps and renders a disservice to the public, but could also jeopardize the viability of our O&M missions and budget defense.

This transition to a new platform is a gained efficiency for one-stop data entry rather than input into several systems as had been the standard in the past. The NRM-Assessment tool will serve as the data collection platform necessary to feed OMBIL the appropriate data. This process is more in line with other business lines that import data such as hydropower and navigation while allowing the NRM business line more flexibility and less OMBIL contractor work. Training through web meetings will be provided to the field on the data entry process as and will be announced through the OMBIL District POCs. The schedule for entering data by modules is as follows.

- o Recreation PSA Module - Includes: PSA Information and Facilities  
Corrections submitted by 15 August 2021 - **See PSA Module for more details**
- o NRM Modules - Includes: Interpretive Contacts, Special Events, Law Enforcement Contracts, and Annual Project Data  
Modules Open 15 September and Close 31 October 2021
- o Environmental Stewardship Modules - Includes: Shoreline Management, Boundaries/Encroachments, Soils/Vegetation/Wetlands Classification, Pollinators, Fire Management, Invasive Species, Fish/Land Mitigation, and Master Plans  
Modules Open 15 September and Close 31 October 2021
- o Partnerships  
Module Open 1 October and Close 14 November 2021

All links below are restricted to U.S. Army Corps of Engineers users.

- o [NRM Assessment Tool](#)
- o Webinars & Training materials are available for each of the modules once you log into the system.

NRM Assessment Tool



# NRM Assessment Tool

<https://gateway.erdc.dren.mil/nrm/rec-best/nrm.cfm>



## NRM Assessment Tool

### Log In

#### Current Status

7/29/21

#### OMBIL Update Modules

- [Recreation PSA Module](#)
- [NRM Module \(Annual Project, Interpretive Contacts, Special Events, & Law Enforcement Contracts\)](#)
- [Environmental Stewardship Module](#)
- [Partnerships Module](#)

Select Partnerships Module to enter data for volunteers who served as part of a partner organization

Select NRM Module to enter total volunteer program data



# NRM Assessment Tool: NRM Module



## NRM Assessment Tool

### Assessment

- [Recreation PSA Module](#)
- [NRM Module](#)
- [Env Stewardship Module](#)
- [Partnership Module](#)

### NRM Module

Welcome to the NRM Module of the NRM Assessment Tool. This module is replacing your annual OMBIL update for Volunteers, Passes, Roads, Title 18, Interpretive Contacts, Special Events, & Law Enforcement Contracts.

#### Directions

1. Successfully completing the annual update requires completing **ALL** steps in this module.
2. Project Site Area (PSA) Detail information must be entered for each **CORPS MANAGED** PSA listed. This information is utilized in the budget build.
3. Review each step. Each project may or may not have a SPECIFIC PROGRAM or ACTIONS for this fiscal year (FY). To update each step click the name/program.
4. If your project does not have a SPECIFIC PROGRAM (Ex: Special Events) for this FY, click NO and SUBMIT. No further action needed.
5. For each Step/PROGRAM with updates, click on the name, then enter FY20 information.

- [Webinar](#)
- [Questions & Answers](#)
- [User's Group](#) - Reach out to your Division representative for assistance if needed.

#### HQ USACE

##### In Review

| Training          | Modules   | Updated | Project Program OR No Activity this FY |
|-------------------|---|---------|--|
| <a href="#">i</a> | <a href="#">Step 1 - PSA Detail</a>                 |         |  |
| <a href="#">i</a> | <a href="#">Step 2 - Volunteer Information</a>      |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 3 - Passes</a>                     |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 4 - Public &amp; Service Roads</a> |         |  |
| <a href="#">i</a> | <a href="#">Step 5 - Project Trails</a>             |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 6 - Title 18</a>                   |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 7 - Interpretive Contacts</a>      |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 8 - Special Events</a>             |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 9 - Law Enforcement Contracts</a>  | ----    | <input checked="" type="radio"/> No    |
|                   | <a href="#">Summary</a>                             |         |  |

Select Step 2:  
 Volunteer Information to enter total number of volunteers, total hours, and incidental expenses





# NRM Assessment Tool: NRM Module



## NRM Assessment Tool

### Assessment

- [Recreation PSA Module](#)
- [NRM Module](#)
- [Env Stewardship Module](#)
- [Partnership Module](#)

### NRM Module

Welcome to the NRM Module of the NRM Assessment Tool. This module is replacing your annual OMBIL update for Volunteers, Passes, Roads, Title 18, Interpretive Contacts, Special Events, & Law Enforcement Contracts.

#### Directions

1. Successfully completing the annual update requires completing **ALL** steps in this module.
2. Project Site Area (PSA) Detail information must be entered for each **CORPS MANAGED** PSA listed. This information is utilized in the budget build.
3. Review each step. Each project may or may not have a SPECIFIC PROGRAM or ACTIONS for this fiscal year (FY). To update each step click the name/program.
4. If your project does not have a SPECIFIC PROGRAM (Ex: Special Events) for this FY, click NO and SUBMIT. No further action needed.
5. For each Step/PROGRAM with updates, click on the name, then enter FY20 information.

- [Webinar](#)
- [Questions & Answers](#)
- [User's Group](#) - Reach out to your Division representative for assistance if needed.

#### HQ USACE

##### In Review

| Training          | Modules   | Updated | Project Program OR No Activity this FY |
|-------------------|---|---------|--|
| <a href="#">i</a> | <a href="#">Step 1 - PSA Detail</a>                 |         |  |
| <a href="#">i</a> | <a href="#">Step 2 - Volunteer Information</a>      |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 3 - Passes</a>                     |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 4 - Public &amp; Service Roads</a> |         |  |
| <a href="#">i</a> | <a href="#">Step 5 - Project Trails</a>             |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 6 - Title 18</a>                   |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 7 - Interpretive Contacts</a>      |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 8 - Special Events</a>             |         | <input type="radio"/> No               |
| <a href="#">i</a> | <a href="#">Step 9 - Law Enforcement Contracts</a>  | ----    | <input checked="" type="radio"/> No    |
|                   | <a href="#">Summary</a>                             |         |  |

Select Step 3: Passes to enter total number of ATB Volunteer Passes, and total number of Corps Annual Day Use Passes issued to volunteers for 100 hours of service





# NRM Assessment Tool: Partnerships Module



## NRM Assessment Tool

### Assessment

- [Recreation PSA Module](#)
- [NRM Module](#)
- [Env Stewardship Module](#)
- Partnership Module

### Partnership Module

Welcome to the Partnership Module of the NRM Assessment Tool. This module is replacing your annual OMBIL update.

[Webinar](#)



Click here for a refresher on how to enter your partnership data.

HQ USACE

#### In Review

- Step 1 - Review Partnerships
  - [See All of Your Partnerships](#)
  - [Contributions Program](#)
  - [Cooperative Agreement](#)
  - [Economy Act Partnership](#)
  - [Memorandum of Understanding/Memorandum of Agreement \(MOU/MOA\)](#)
- Step 2 - Annual Update
  - [See All of Your Partnerships](#)
  - [Contributions Program](#)
  - [Cooperative Agreement](#)
  - [Economy Act Partnership](#)
  - [Memorandum of Understanding/Memorandum of Agreement \(MOU/MOA\)](#)
- [Summary](#)



Click here to view all of your partnerships (Check to see if they are all accounted for from FY21)



Click here to enter your partnership and volunteer data

If you have entered partnerships in previous years, you will be taken to this screen to review past partnerships and enter FY22 data.





# NRM Assessment Tool: Step 2 Annual Data Entry



## NRM Assessment Tool

### Partnership Module - Step 2 - Annual Update

#### HQ USACE

Please be sure to fill in ALL fields below. You may use TAB key to move between fields.

Note: Volunteer hourly rate for FY21 is \$28.54

| Type   | Organization   | Number of Co-Partners | Number of Volunteers | Volunteer Hours | Partner Value     |                |                |                                 |                              | Corps Costs         |               |               |                       |                   | Total Corps Cost | TOTAL   |
|--|--|-----------------------|----------------------|-----------------|-------------------|----------------|----------------|---------------------------------|------------------------------|---------------------|---------------|---------------|-----------------------|-------------------|------------------|---------|
|  |  |                       |                      |                 | Value of Services | Value of Sales | Funds Invested | Professionals Services Provided | Material & Equipment Donated | Total Partner Value | HQ Investment | Contract Cost | Materials & Equipment | Corps Labor Hours |                  |         |
| Contributions Program  | Outdoor Recreation Roundtable (Formerly American Recreation Coalition) |                       |                      |                 | \$ 0.00           | ---            |                |                                 |                              | \$ 0.00             | ---           |               |                       |                   | \$ 0.00          | \$ 0.00 |
| Business calls, advocacy work, Partners Outdoors planning, Legends/Beacon awards   |  |                       |                      |                 |                   |                |                |                                 |                              |                     |               |               |                       |                   |                  |         |
| Contributions Program  | Recreate Responsibly   |                       |                      |                 | \$ 0.00           | ---            |                |                                 |                              | \$ 0.00             | ---           |               |                       |                   | \$ 0.00          | \$ 0.00 |
| A coalition of more than 750 nonprofits, outdoor businesses, and land managers developing and sharing best practices to protect each other and our natural landscapes. An active working group that seeks to unify and amplify commonsense practices for safely getting outside while protecting the places we love during and after COVID-19. |  |                       |                      |                 |                   |                |                |                                 |                              |                     |               |               |                       |                   |                  |         |
| Cooperative Agreement  | Student Conservation Association                                       |                       |                      |                 | \$ 0.00           | ---            |                |                                 |                              | \$ 0.00             | ---           |               |                       |                   | \$ 0.00          | \$ 0.00 |
| SCA VERS and water safety interns  |  |                       |                      |                 |                   |                |                |                                 |                              |                     |               |               |                       |                   |                  |         |
| Economy Act Partnership  | Department of Interior   |                       | ---                  |                 | ---               |                |                |                                 | \$ 0.00                      | ---                 |               |               |                       | \$ 0.00           | \$ 0.00          |         |
| RIS partnership  |  |                       |                      |                 |                   |                |                |                                 |                              |                     |               |               |                       |                   |                  |         |
| Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)  | Back Country Horsemen of America                                       |                       |                      |                 | \$ 0.00           | ---            |                |                                 |                              | \$ 0.00             | ---           |               |                       |                   | \$ 0.00          | \$ 0.00 |
| Developed new national MOU and provided webinars   |  |                       |                      |                 |                   |                |                |                                 |                              |                     |               |               |                       |                   |                  |         |
| Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)  | CNREF  |                       |                      |                 | \$ 0.00           | ---            |                |                                 |                              | \$ 0.00             | ---           |               |                       |                   | \$ 0.00          | \$ 0.00 |
| Non-profit advocacy organization dedicated to the stewardship of the environmental cultural educational and outdoor recreation resources associated with the Corps NRM mission.  |  |                       |                      |                 |                   |                |                |                                 |                              |                     |               |               |                       |                   |                  |         |

Assessment

Partnership Module

Module

Step 1 - Review

See All

Challenge Partnership

Contributions Program

Cooperative Agreement

Economy Act Partnership

Handshake Partnership

Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Step 2 - Annual Update

See All

Contributions Program

Economy Act Partnership

Handshake Partnership

Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)

Summary



# Entering Volunteer Hours Correctly

What NRM Assessment **DOESN'T** auto calculate:

- Total number of volunteer hours worked
  - Enter the TOTAL HOURS, not hours per volunteer
  - If you have 5 volunteers that worked 3 hours each, total volunteer hours should be 15 (not 3)

What NRM Assessment **DOES** auto calculate:

- Value of volunteer service
  - Automatically multiplies the total number of hours times the annual “value of volunteer service” set forth by the independent sector.



# QUESTIONS?