

# Volunteer Program



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April 30, 2020



*"The views, opinions and findings contained in this report are those of the authors(s) and should not be construed as an official Department of the Army position, policy or decision, unless so designated by other official documentation."*



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# The Corps Volunteer Program

Volunteers play an important role in protecting natural resources and maintaining recreation facilities at Corps projects.

**In 2020: 20,437 volunteers contributed 1,069,519 million hours of work with an estimated value of \$21.9 million**

Volunteers can perform almost any task that a paid employee can:

- Park/Campground/Visitor Center hosts
- Interpretation/education
- Fish and wildlife habitat improvements
- Invasive species management
- Trail construction and maintenance
- Photography.... And more!





# FY 20 Partnerships & Volunteer Program Summary

(Produced by the USACE Partnership Advisory Committee)



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At the start of FY 20, USACE and our partners could never have predicted what was on the horizon halfway through the year with the onset of the global COVID-19 pandemic. Despite the unique challenges that were presented, in typical fashion our partners and volunteers rose to the occasion and persevered through the difficult times to continue to provide vital services to the public and their communities. It is a true testament to the relationships and trust built over the years that USACE and our partnering agencies and organizations tackled the situation head on and collaborated in unprecedented ways to develop shared messaging, procedures, and innovations to meet the increased public demand and access needed as record numbers of returning and new visitors sought to improve their mental and physical health while visiting our nation's public lands and waters.



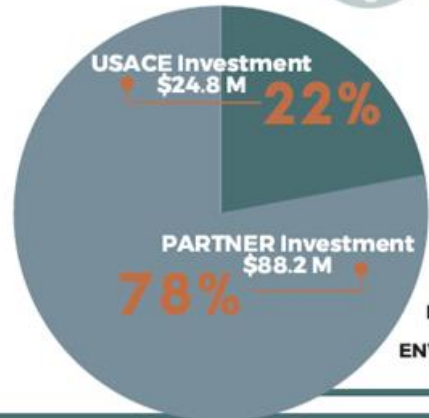
**\$113,077,957**  
TOTAL VALUE OF PARTNERSHIPS

**2,528** TOTAL PARTNERS  
(6% increase from FY19)

**254** USACE PROJECTS WITH PARTNERSHIPS  
(63% of USACE Projects)

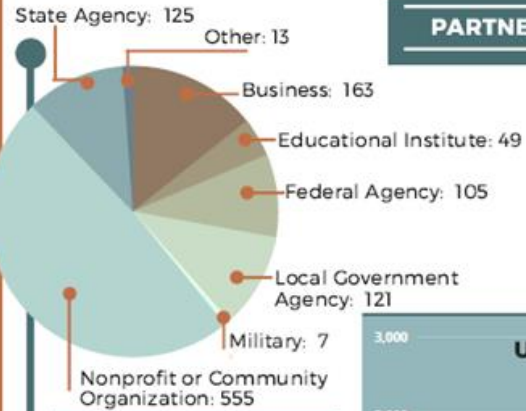
**390** NEW PARTNERSHIPS

RECREATION PARTNERSHIPS **636**  
ENVIRONMENTAL STEWARDSHIP PARTNERSHIPS **503**

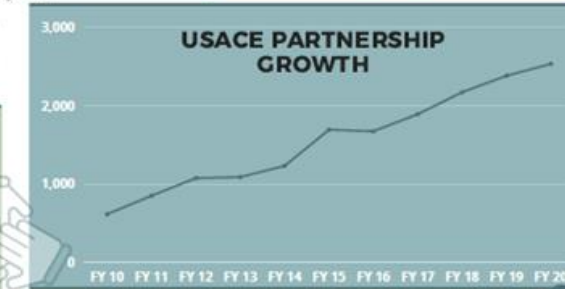


<https://corpslakes.ercd.dren.mil/partners.cfm>

## FY 20 Partnerships & Volunteer Program Summary



### PARTNER ORGANIZATION TYPE



National organizations with MOUs: **117** USACE projects partnered with **32** organizations that have a national MOU in place, providing educational programs, health and safety, environmental and recreation improvements.

TOTAL VOLUNTEERS

**20,437**

TOTAL VOLUNTEER HOURS SERVED

**1,069,519**

TOTAL VALUE OF VOLUNTEER HOURS

**\$21.9-M**

(Equivalent to 593 FTE)



**71%** USACE PROJECTS USING VOLUNTEERS  
(301 of 403 Projects)

**1,365** USACE ANNUAL PASSES ISSUED  
(for 100 hours of volunteer service)



<https://corpslakes.ercd.dren.mil/partners.cfm>



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# Why You Need Volunteers



- Budget realities do not allow you to accomplish your mission with the staff you have.



- Volunteers are your link to the local community. They are often some of the best advocates of the Corps of Engineers and our partners.

- Many volunteers are also donors. 87% of volunteers donate \$ where they volunteer.

- Volunteers have unique skills and abilities that you can draw on.... Anything from a lifetime of experience to the strength and enthusiasm of youth



*Every position we fill with paid staff, is a missed opportunity to engage the community and build our constituency.*



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# What Volunteers Can and Can't Do

- Volunteers can perform almost any task that a paid employee can do, provided they have received training or have experience.
- They can perform duties that once were, or are currently preformed by Corps employees.

Cannot:

- Enforce Title 36
- Create policy



- Volunteers will not be used to displace any personnel of the Corps of Engineers



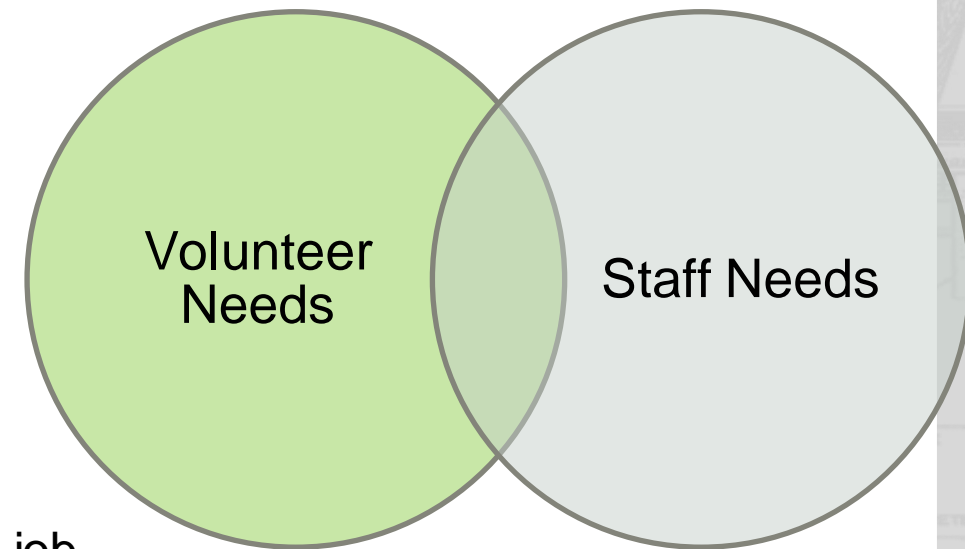
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# Creating Strategic Volunteer Jobs

- What problem are you trying to solve or what community need are you trying to meet?
- What are the forces contributing to that problem/ what are the obstacles you must overcome to solve the problem?
- Which strategies can you afford to pursue with paid staff?
- What can volunteers do to pursue the other strategies?



## Example: Carters Lake "Volunteer Hub"

- List of tasks that need to be done and hours earned for doing the job
- Volunteers select the job they want to do and sign up on the board
- Each job has list of equipment needed and where to find it
- Result = More productive/happier volunteers/less supervision needed



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# Motivating Your Volunteers

- It is the volunteer coordinator's goal to achieve planned results through other people, by giving them:
  - Ownership
  - Responsibility for outcomes
  - Authority to think
  - A defined way to determine success
- Create a sense of community
- When you find good volunteers, inquire about their future plans. Let them know you want them back.
- Have FUN. Having fun and spending time with your volunteers is better than any certificate or award.



# Volunteer Management

- Assigning work/Job Hazard Analysis
- Recognizing if your volunteer is the wrong person for a particular task
- Dealing with difficult people
- Don't avoid having difficult discussions.
- Know when to cut someone loose.



“I take it this department has had conflicts.”



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# Volunteer Program Authority/Policy

- **33 USC 569c (Public Law 98-63), Amended by WRRDA 2014 Sec 1047(d):** Gave the Chief of Engineers the authority to accept the services of volunteers and provide for their incidental expenses, **including expenses relating to uniforms, transportation, lodging, and the subsistence of those volunteers** to carry out any activity of the Corps except policy making, law or regulatory enforcement.
- **ER/EP 1130-2-500**, Chapter 10 Corps of Engineers Volunteer Program. **Superseded by 12 August 2016** “Implementation Guidance for Section 1047 (d) Services of Volunteers, of the Water Resources and Reform Development Act (WRRDA) 2014, Public Law 113-121”  
Background investigation policy updated via March 2020 memo. *(Working to convert 2016 guidance into ER)*
- **Policy Letter 04-01**, October 2004: Established the Corps use of the Independent Sector’s hourly rate to determine the value of service
  - FY 20 rate = \$27.20
  - FY 21 rate = \$28.54 (Typically updated each April)



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CECO-I

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND DISTRICT COMMANDS, CHIEFS, SECURITY AND LAW ENFORCEMENT, CHIEFS, OPERATIONS DIVISIONS

SUBJECT: Volunteer Program Background Investigation Procedures

1. References.

a. Water Resources and Reform Development Act of 2014, Section 1047(d), Public Law 113-121.

b. Public Law 98-63, Section 101 (33 U.S.C. § 569c), Chapter IV of Title I, Services of Volunteers, 1983.

c. Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors.

d. Army Directive 2014-23, Conduct of Screening and Background Checks for Individuals Who Have Regular Contact with Children in Army Programs.

2. Purpose. The purpose of this memorandum is to clarify guidance and procedures in the "Implementation Guidance for Section 1047(d) Services of Volunteers, of the Water Resources and Reform Development Act of 2014, Public Law 113-121" for volunteer background investigations.

3. The following clarifications are provided to meet the most current security standards for processing background investigations and to provide consistency in procedures across all Major Subordinate Commands of the U.S. Army Corps of Engineers (USACE). These procedural updates are effective immediately and will also be incorporated in the appropriate Engineering Regulation and Engineering Pamphlet when they are revised:

a. Persons who have ever been convicted of a violent crime, sexual crime, arson, crime with a weapon, sale or intent to distribute illegal drugs, or are an organized crime figure will not be utilized as volunteers, regardless of when the crime took place.

b. With the exception of the crimes listed in 3.a. above, the existence of a criminal conviction does not automatically disqualify an applicant from being a volunteer. Volunteers with criminal convictions not listed in 3.a. may be considered for service at

# Volunteer Background Investigations Procedures

- Memo from HQUSACE Chief Security Branch sent to MSC and District Security and Law Enforcement Chiefs and Operations Division Chiefs, 09 March 2020
- Email sent from HQUSACE Chief, NRM program, 10 March 2020 to OPMs, NRM MSC, NRM Districts, RLAT, SAT
- PURPOSE: Clarifies background investigation guidance and procedures established in the Aug 12 2016 Implementation Guidance for Section 1047(d) Services of Volunteers, of WRRDA 2014



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# What Changed from WRRDA 2014 Guidance?

- Added clarification on timeframe for consideration if potential volunteer has committed a crime in the restricted list (violent crime, sexual crime, arson, crime with a weapon, sale or intent to distribute illegal drugs, or are an organized crime figure) => People who have been convicted of any of these will not be utilized as volunteers, **regardless of when the crime took place.**
- Added clarification on potential volunteers with criminal convictions that do not fall in one of the above categories => **May be considered** for service at the discretion of the District Volunteer Coordinator and the District Security Office by joint decision.
- Added clarification for volunteers with military CAC, transferring from another Department or agency who possess a VOLAC or Personal Identity Verification (PIV) Credential, or have undergone the required Tier 1 (NACI) or higher background investigation at their current or former agency => **Do not need a new background investigation** unless there has been a 2 year break in service.



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# What Changed from WRRDA 2014 Guidance?

- Background investigations for volunteer positions that involve regular contact with children under 18 years of age without a parent or guardian present, or where the volunteer does not work under constant line of sight supervision (LOSS) by USACE personnel who have been screened in accordance with Army Directive 2014-23, **require re-verification every 5 years.**
- All other **background investigations will be effective indefinitely** (no expiration date), unless there is a 2 year break in service or if the command learns of any adverse information about the individual that was not previously adjudicated in a background investigation.
- Specified procedures for three levels of volunteers and developed a Decision Matrix to assist in determining what level of background investigation is necessary
- Changed wording for Tier 1 Investigation requirement from 'volunteering more than 180 days in a year' to '6 months consecutively, regardless of number of hours served each day'
- Changed wording about wearing the volunteer uniform to focus more on unescorted access into government facilities and buildings.



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# What Changed from WRRDA 2014 Guidance?

- **Required** for any volunteer in one or more of the following scenarios:
  - Individuals who volunteer for ~~more than 180 calendar days in a year~~ *(6 months consecutively)*
  - Positions that work independently of USACE personnel that are regularly in contact with children under 18 without a parent or guardian present. *(\*Ref: Army Directive AD2014-23)*
  - Positions that require access to a Corps networked computer
  - Positions that require access to government files and records
  - Positions that require the collection or handling of fees
  - ~~Positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel~~ *(Work independently of USACE personnel with unescorted access to controlled/locked government buildings)*



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# Volunteer Background Investigation Procedures and Requirements Decision Matrix

	Volunteer Type	Level of Background Investigation (BI) Required	Security Office Involvement/ Processes BI	Background Investigation Expiration	Notes
Level 1	One-time event	None required, but may choose to use local contractor at project level or District Security Office to run FBI fingerprints	No (Unless running an FBI fingerprint check)	N/A	
	Only work under LOSS by USACE personnel with infrequent contact with minors				
	Less than 6 consecutive months and do not meet any of the scenarios below				
Level 2	Work independently of USACE personnel with unescorted access into controlled space/non-public areas	Special Agreement Check (SAC) FBI fingerprint check	Yes	SAC valid for lifetime as long as there is not a 2 year break in service.	Fingerprints may be done at military base, District Office, law enforcement office, etc.
	Require access to government files/records				
	Collection/handling of fees				
Level 3	Volunteering more than 6 consecutive months	Tier 1: FBI fingerprints, SF 85, and OF 306 using PSIP and EQIP	Yes	BI valid for lifetime as long as there is not a 2 year break in service.	Volunteer may begin their service once their SAC results (FBI fingerprint check), SF85 and OF 306 forms have been favorably reviewed by the District Security Office for no adverse information, and the SF 85 and OF 306 forms have been submitted to OPM through the PSIP to process the full investigation.
	Involving regular contact with children under 18 years without a parent or guardian present and without constant LOSS by USACE personnel			BI valid for 5 years	
	Requiring USACE networked computer access/VOLAC card			BI valid for lifetime as long as there is not a 2 year break in service. VOLAC valid for 5 years.	



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# Fingerprinting

- Level 2 and 3 volunteers require background investigation processing through District Security Office. Locations that have previously used outside contractors/vendors to run background investigations will need to coordinate with their Security Office.
- Fingerprinting may be conducted at military bases, District or Division Offices, Project offices, military recruiting centers, universities, other Federal agencies, or law enforcement offices.
  - HQ Security Office may have funding to provide to locations that need to purchase fingerprinting machines (~\$3k each) and can provide training. Any USACE employee can take volunteer fingerprints and submit them through the web-based system to their District Security Office.
  - A Special Agreement Check (SAC)/FBI fingerprint check is the terminology used for the standard fingerprinting process.
  - Digital fingerprints are the preferred collection method. In locations where digital collection is not available, fingerprints may be obtained on the SF 87 or FD 285 fingerprint card and submitted to the District Security Office for transmission to the Personal Security Investigation Center of Excellence- (PSI-CoE). All fingerprint cards require a valid Security Officer identifier, Office Number, and an Intra-Governmental Payment and Collection code to be processed.
- National list of fingerprinting locations available on NRM Gateway:  
<https://corpslakes.erd.dren.mil/employees/volunteer/check.cfm>



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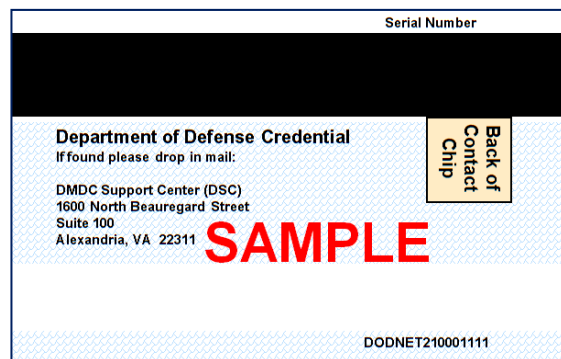
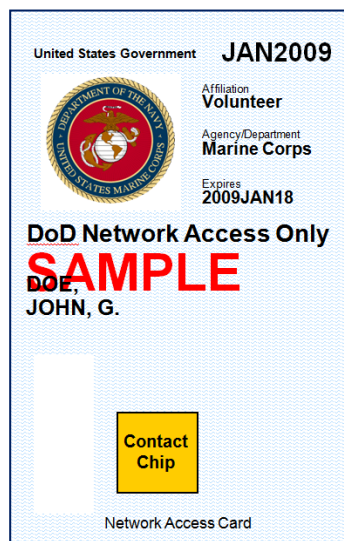
# Computer Access For Volunteers

- Volunteers requiring government computer access connected to Department of Defense (DOD) networks must be issued a Volunteer Logical Access Credential (VOLAC) card.



- There is no cost for the VOLAC card, but there may be a cost associated with obtaining the required fingerprints during the background check process.

- Volunteers who only use stand alone government computers that are not connected to a DoD network do not require a VOLAC



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# VOLAC Procedures

Work with District Security Office (SO) in requesting support from the Personnel Security Investigation - Center of Excellence. Fingerprints may be conducted at military bases, District or Division Offices, Project offices, military recruiting centers, universities, other Federal agencies, or law enforcement offices on the SF-87 or FD 285 fingerprint card and submitted to the SO.

District offices may establish a TASS VOLAC program by completing the following steps:

- Submit a request to one of the 10 Trusted Agent Security Managers (TASMs) to appoint/register Trusted Agents (TA) as needed within the District. The TAs will need to complete three online training courses to become certified (Approx. 4 hours) and pass annual TASS Certification Training.

**OR**

- Contact any existing TA to request a VOLAC card for a volunteer. *(TAs can sponsor VOLAC applications for any area. There is no requirement or need for TAs who sponsor VOLAC applications to personally know or be geographically located with the personnel they sponsor.)*



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# VOLAC Procedures

The following procedures must be followed to issue VOLAC cards to eligible volunteers:

- Volunteer must receive a favorable background investigation. Volunteer background investigations are valid for a lifetime as long as there is not a 2-year break in service.
- The project volunteer coordinator (sponsor) will submit a request to a Trusted Agent (TA) for a VOLAC card .
- The TA will review the request, create a volunteer record in TASS, and notify the volunteer coordinator to have the volunteer to complete the request in TASS within 7 days.
- The volunteer coordinator/volunteer will complete the application and return it to the TA for verification and approval in TASS within 30 days.
- The volunteer will be notified to report to the servicing DEERS/RAPIDS ID Card issuance facility within 90 days for VOLAC issuance.
- VOLAC cards expire after 5 years but may be renewed. The TA must verify the VOLAC every 180 days in TASS.
- VOLAC card must be returned to a RAPIDS ID Card issuance facility for disposition, and access revoked in the TASS system when the volunteer completes their service.



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# Volunteer Duties

## Red Path

- (1) Volunteer positions that require access to a Corps networked computer.

## Blue Path

- (2) Volunteer positions that require the collection or handling of fees.
- (3) Volunteer positions that require access to government files and records.
- (4) Individuals who volunteer for more than 120 calendar days in a year.
- (5) Volunteer positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel.

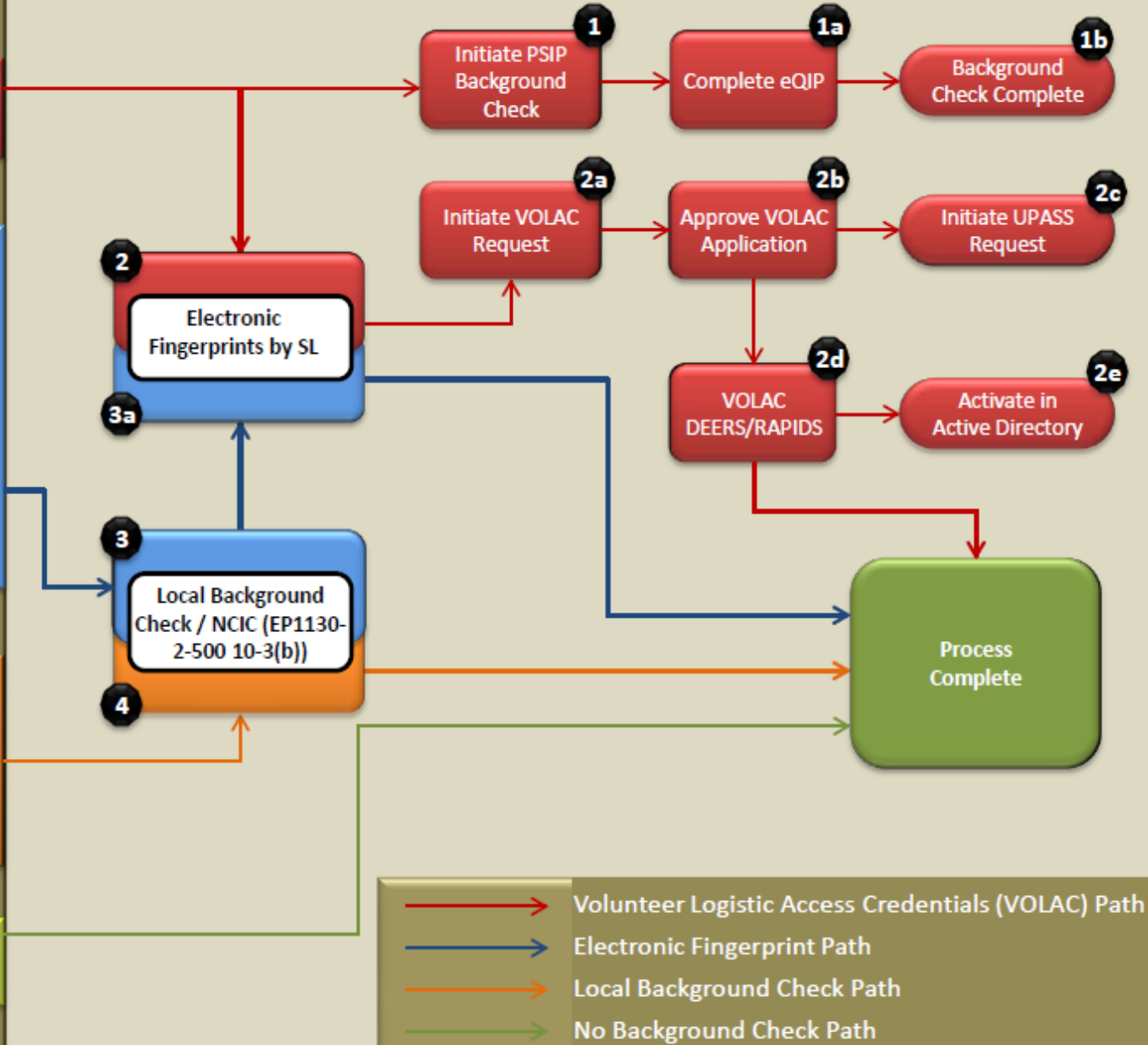
## Orange Path

- (6) Individuals who volunteer for less than 120 days and who do not meet any of the scenarios as described in 1-5.
- (7) Volunteers who only work in proximity and direct supervision by a Corps employee.

## Green Path

- (8) Individuals who volunteer for one-time events (14-days or less).

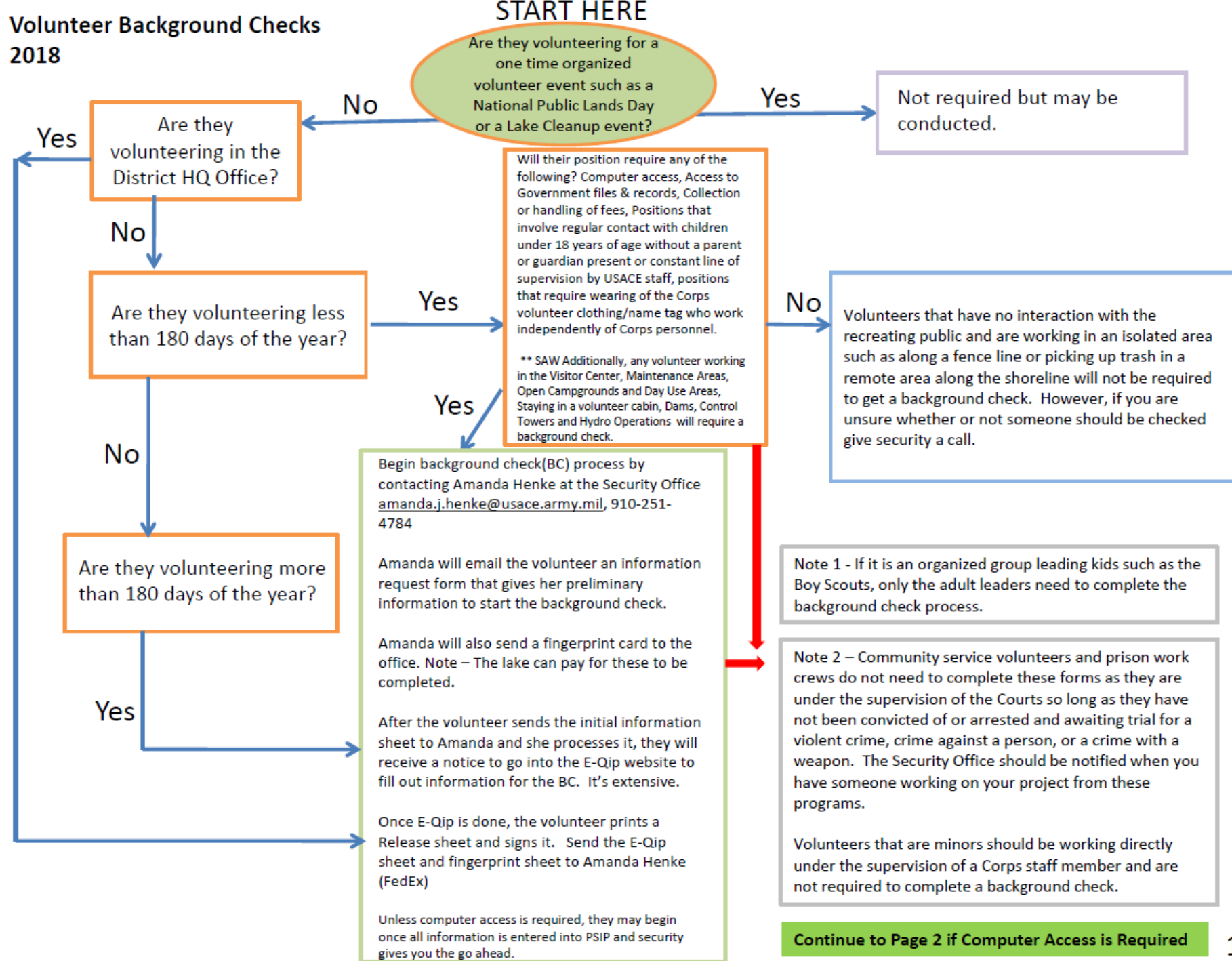
# MVR Volunteer Security Process Map





# Background Check/VOLAC Flow Chart

(Provided by SAW)



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# Children Volunteers

- Children under the age of eighteen years may be volunteers, provided they have the written consent of their parent or guardian on the OF 301a Volunteer Service Agreement form.
- If children are volunteering as part of a group, the leader must provide a complete list of group participants and separate OF 301a agreements signed by the parents/guardians for all participants under the age of eighteen.
- Used to accept the form of another organization (school, youth group, Boy Scouts, etc)
- Army General Counsel ruled that signing another organization's consent form is not sufficient to protect USACE.



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# Surety Bonds

- When the LWCFA was repealed, the Corps was no longer required to bond volunteers, and also had no authority to pay for bonds. This did not impact the use of bonds for contractors.
- Bottom line: The Corps can continue to use volunteers to collect fees under the authority of 33 USC 569c.
- Volunteers need to go through the same fee collection training as a government employee and must sign a statement on the volunteer agreement that states the person accepts the risk and liability of handling government funds.
- Volunteers may pay for their own bonds, but it is not a requirement.
- Comment from Army General Counsel: Surety bonds are normally used to protect against default of a contractual obligation. It is inconsistent for USACE to require volunteers to obtain a surety bond when USACE employees are not required to do so.



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# Volunteer Clothing

- Official Corps volunteer clothing items must be purchased from the Corps uniform contract provider. Local purchase of similar items to the contract in different colors is not authorized.
- Multiple quantities of items may be provided to an individual. (Recommend 1 clean shirt per day of work week.)
- Volunteers are not authorized to wear the NRM uniform patch or any other item of the official NRM Class A-B-C-D uniform.
- For volunteers performing maintenance duties, T-shirts may be ordered from a local vendor with the Corps logo and “Volunteer”, but must be in colors similar to those offered under the uniform contract, with the exception of safety colored shirts and reflective materials.



# Volunteer Clothing

## Available from VF Imagewear:

- Vests: red
- Sweatshirt jacket: red
- Winter ball cap: white/black
- Summer ball cap: khaki or red
- Name Plate: magnetic or pin
- Polo: red/white
- Long sleeve polo: red

## To order:

Website: <https://www.vfsolutions.com/lma/>

**Account Number:** UAA code in CAPS (or project code - typically 5-6 letters total, with 3 letters for district and 2-3 letters for project.)

**Example:** LRNOLD is the code for Old Hickory Lake in the Nashville District.

**Password:** UAA code in CAPS (same as above Account #).


Click on USACE logo, Enter Acct # and PW and click LOGIN, Click on CONTINUE

Go to PRODUCTS and select VOLUNTEER PROGRAM from the dropdown menu


Use the government VISA credit card to purchase.

[View Unsent Orders](#)  
You have 5 orders in our system which have not been sent. Unsent orders that are not submitted will be automatically deleted on September 30, 2020.


VOLUNTEER PROGRAM  
VOLUNTEER PROGRAM




C04105 Unisex Vest




C05127 Unisex Volunteer Hooded Jacket




C07169 Unisex Summer Ball Cap




C07170 Unisex Summer Ball Cap




C07171 Unisex Volunteer Ball Cap




C07172 Unisex Magnetic Volunteer Nameplate



C07173 Unisex Pinback Volunteer Nameplate



C05030 Unisex Volunteer Polo



C05031 Unisex Volunteer Polo

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# Food/Beverage Purchases

- Food and beverages may be provided to volunteers only when such subsistence is incidental to the rendering of volunteer services.
- The GPC card may only be used to purchase food with prior written approval from the District Commander.
- Volunteers may be reimbursed for meals during the period of volunteer work, which shall not exceed the GSA schedule for government per diem.
- Meals and beverages provided for a recognition event are not incidental to the rendering of volunteer services, and are therefore impermissible.
- Any food or beverages purchased under this policy must be reviewed and approved by the District Resource Management Office (RM) and documented (i.e. email or Memorandum for Record (MFR)).







# Volunteer Lodging

- Volunteers may be provided modest lodging at the project where their service occurs and not be required to pay a user fee.
- Districts may use appropriated funds to rent, purchase, or construct volunteer accommodations.
- Permissible lodging may include mobile homes, RVs, campers, cabins, hotel rooms, apartments, former government housing, or campsites.
- Accommodations should be noted on the volunteer agreement.



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# Volunteer Transportation

- Reimbursement for transportation expenses to and from a volunteer's residence may be authorized if within a reasonable commute
- Reimbursement for POV mileage will not exceed rates identified in the JTR.
- Long distance travel may be reimbursed in cases where it can be shown that the services of the volunteer are of exceptional value.
- Invitational travel orders approved at the District level shall be used for long distance travel.
- Long distance reimbursement will not exceed the amount identified in the JTR
- Transportation may include any mode recognized by the JTR, including POV, public transportation, trains, and airplanes.




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# Volunteer Appreciation

Print Form    E-mail

United States Army  
Corps of Engineers



## Certificate of Appreciation

Presented to:

In appreciation and recognition of your  
generous contribution.

ENG FORM 4883, SEP 2012    PREVIOUS EDITIONS ARE OBSOLETE.    Proponent CECW-O (EP 1130-2-600)

- Projects are encouraged to show appreciation for volunteer services received. 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.
- 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 now eligible for the Enduring Service Award, National Volunteer Award and Volunteer Excellence Coins, sponsored by the Corps Foundation

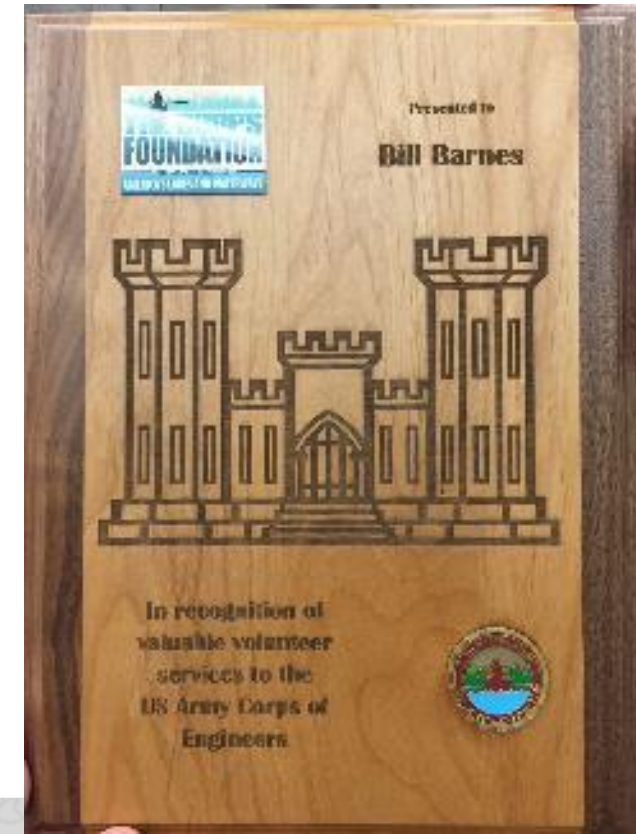




# National Volunteer Award



- 2017: Will & Judy Carter, Saylorville Lake (MVR)
- 2018: Melody & Randy Parks, Lucky Peak (NWW)
- 2019: The Wall family, W. Kerr Scott (SAW)
- 2020: James Zueger, Yougiogheny River Lake (LRP)







# JAMES ZUEGER-SHORELINE CLEAN-UP



James Zueger is a huge asset to Youghiogheny River Lake and lakes located in the surrounding area spending 4-8 hours cleaning trash daily.

## Accomplishments:

- Approximately 38.4 Miles of shoreline cleaned
- 20,625 gallons of trash collected
- 12,000 cubic feet of styrofoam removed
- 7,000 cubic feet of lumber removed
- 650 trash bags provided which were filled and disposed of. Mr Zueger is currently working on another box of 125 trash bags. Prior to that he was using his own trash bags.

"People kept asking me why I constantly complain about how much trash covers our waterways, but then, I never do anything about it. So one day I decided I was going to do something about it." - James Zueger



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# Volunteer Appreciation

## Volunteer Appreciation Walls





# 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 may be entered by district volunteer coordinators in a centralized database on the volunteer.gov Salesforce administrator website.
- 45 lakes participating with 1,916 passes issued between 2013 - 2020
- Supplemented by the ATB Volunteer pass in 2016



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# 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 will be verified and may be entered by district volunteer coordinators in the centralized volunteer.gov database that is also used for the Corps pass.
- Covers entrance fees and day use fees at participating agencies for one year from date of issuance



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# 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



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## CAMPING VOUCHER

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 Safety

- The same safety briefings, trainings, and equipment provided to Corps personnel will also be provided to volunteers
- Job Hazard Analysis (JHA) must be completed and signed by the Corps volunteer coordinator/supervisor and the volunteer, and saved with the Volunteer Agreement form
- Activity Hazard Analysis (AHA) may also be completed for specific one time tasks/events, or to supplement the JHA
- Samples of JHAs and AHAs on the Gateway
- Injuries to volunteers are reported in the same manner as those involving Corps personnel: CA-1 & CA-16 (must be filled out by a Dr).

## ACTIVITY HAZARD ANALYSIS

ACTIVITY: Entering excavations or trenches

ANALYZED BY/DATE: Bill Clevenger  
13 April 2002

REVIEWED BY/DATE:

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
<i>Ensure work area is safe</i>	<i>Injuries to head or feet, falls</i>	<i>Wear hardhat, safety-toed shoes and safety glasses. Use ladders for access or exit of excavations</i>
<i>Entering excavations/trenches</i>	<i>Slide slope failure. Shoring collapse</i>	<i>Excavation/trench sides should be sloped according to the OSHA Regulations concerning side slopes for excavations/trenches. Do <b>not</b> enter an excavation/trench unless you feel it is safe. all unsecured objects should be moved away from the edge of the excavation/trench. Assure that slopes are according to regulation or approved shoring and ladders are used. Reference EM385-1-1, Section 23.</i>
<i>Briefly inspect excavation/trench side slopes or shoring</i>	<i>Objects falling into excavation/trench</i>	<i>All materials should be moved at least two feet from the edge of the excavation</i>
<i>Exit excavation/trench</i>	<i>Falling off ladder</i>	<i>See JHA for "Using Ladders". Do <b>not</b> use a backhoe bucket to enter/exit an excavation/trench</i>



# 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 reimbursable 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.



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# 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.erd.c.dren.mil/employees/faqs.cfm?Id=volunteer&View=Yes>

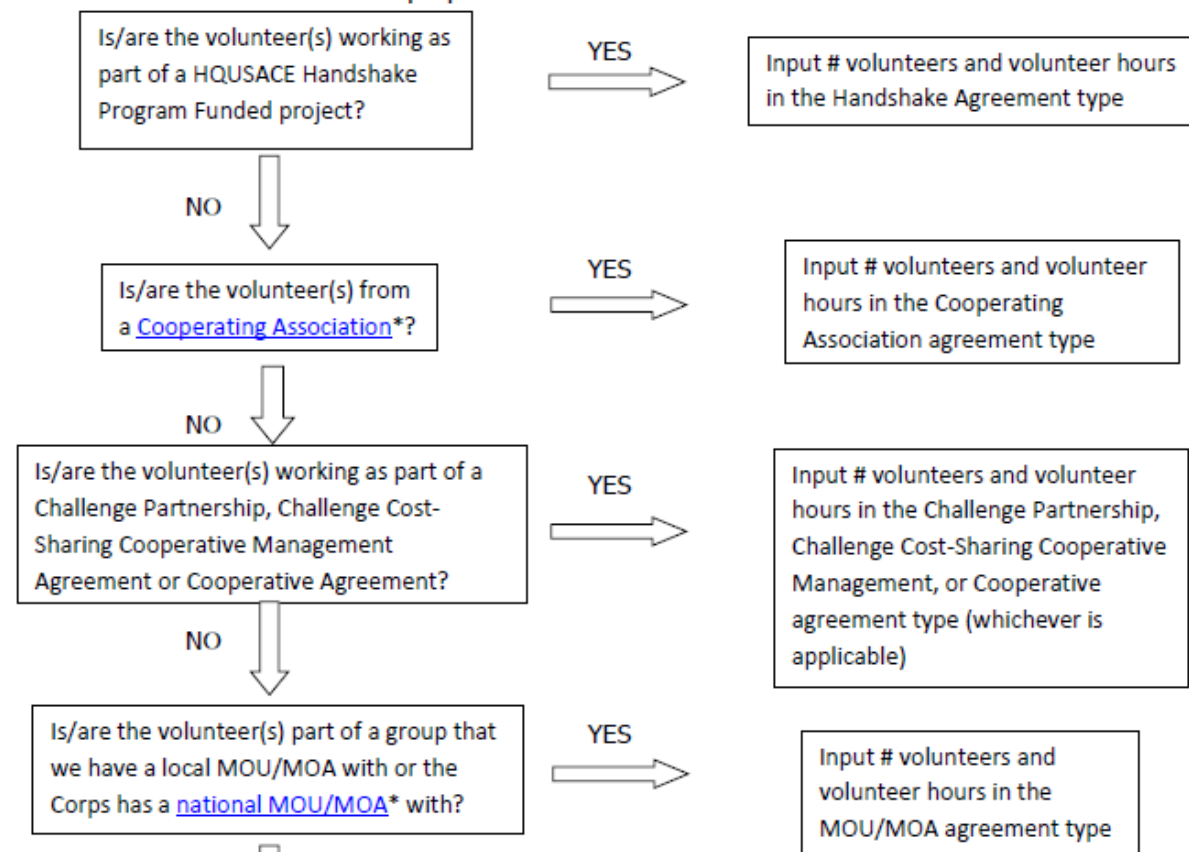
## Step 1. NRM Assessment Tool NRM Module, Step 1- Volunteer Information

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.



# Volunteer Program Forms

- **OF 301:** Volunteer Application (Approved by OMB for all agency use)
- **OF 301a:** Volunteer Agreement (Approved by OMB for all agency use)
- **OF 301b:** Volunteer Group Agreement (for adult groups)
- **ENG Form 4882-R:** Volunteer Service Record (*optional, may use any form to track hours*)
- **Standard Form 1164:** Claim for Reimbursement for Expenditures on Official Business (Volunteer's incidental expenses)
- **Standard Form 87 or FD 285 :** Federal Employee and Military Fingerprint Card (Used for background investigations when electronic prints are not available)
- **Standard Form 85:** Questionnaire for Non-Sensitive Positions (for Level 3/Tier 1 investigations)
- **OPM 306:** Declaration for Federal Employment (for Level 3/Tier 1)



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# Resources: NRM Gateway

<https://corpslakes.ercd.dren.mil/employees/volunteer/volunteer.cfm>



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## 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 ?

### Volunteer Program

#### [Headquarters POC](#)

Corps projects offer many volunteer opportunities in recreation and natural resources management. Volunteers can serve as park and campground hosts, staff visitor centers, conduct programs, clean shorelines, restore fish and wildlife habitat, maintain park trails and facilities, and more. Corps personnel can recruit their own volunteers or post opportunities on [www.volunteer.gov](http://www.volunteer.gov), an interagency volunteer portal that is used by the Department of Interior, Department of Agriculture, Department of Defense, and Department of Commerce to recruit volunteers for natural and cultural resources programs. Volunteers may find opportunities on [www.volunteer.gov](http://www.volunteer.gov) and may also call 800-VOL-TEER for more information.

- [Policy & Procedures](#)
- [Volunteer Forms](#)
- [Program History](#)
- [Training](#)
- [Volunteer.gov](#)
- [Related Sites](#)
- [National Public Lands Day](#)
- [Division & District POCs](#) 
- [Volunteer Awards](#)
- [Volunteer Program Annual Reports](#)
- [News / Current Issues](#)
- [FAQs](#)
- [Good Enough to Share](#)
- [Volunteer Clothing, Brochures, and Posters](#)
- [Volunteer Plans and Handbooks](#)
- [Job/Activity Hazard Analyses](#)
- [Background Checks/Volunteer Computer Access](#)
- [Corps Photo Album for Volunteers](#)
- [Volunteer Pass Program](#)

Volunteer





US Army Corps of Engineers

# Volunteer Opportunties



### Volunteering with the U.S. Army Corps of Engineers is a great opportunity to:

- Meet people and form new friendships
- Explore and live in new places
- Work in beautiful outdoor settings
- Provide community service
- Enjoy free camping while serving
- Have fun!

### How our volunteers help:

- Build and maintain trails
- Serve as campground/visitor center hosts
- Conduct educational programs and tours
- Build and install wildlife/fish habitat
- GIS/Mapping
- Computer/database entry
- ..... And so much more!

### For more information:

Call: 1-800-VOL-TEER (1-800-865-8337)  
 Email: [volunteer.gov@usace.army.mil](mailto:volunteer.gov@usace.army.mil)  
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US Army Corps of Engineers

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**Resources:  
 Volunteer  
 Posters in  
 two sizes –  
 8½ x 11”  
 and  
 18 x 24”**



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**US Army Corps of Engineers.**

**WHO CAN VOLUNTEER?**  
You are eligible to volunteer with the U.S. Army Corps of Engineers if you are:

- A U.S. citizen or a legal alien (permanent resident), or foreign exchange student with J-1 or F-1 student visa
- 18 years or older
- Anyone under age 18 may participate with written consent from a parent or guardian.

Many volunteer positions do not require prior experience, but let us know if you have an area of expertise.

**HOW TO VOLUNTEER**  
Contact a nearby USACE lake visitor center or office and talk to a park ranger to learn more. You can also apply online and view volunteer opportunities across the nation at [www.volunteer.gov](http://www.volunteer.gov).

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**WHEN CAN YOU VOLUNTEER?**

Volunteer opportunities are available for a day, a weekend, or long-term. Positions range from office work to vigorous physical outdoor labor. You may work part time or full time, anytime of the year.



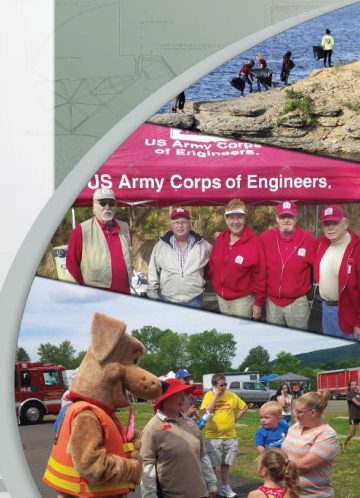
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**US Army Corps of Engineers.**

**VOLUNTEER OPPORTUNITIES**



**Resources:  
Volunteer  
Brochures:  
2 options**

**U.S. ARMY CORPS OF ENGINEERS  
VOLUNTEER OPPORTUNITIES**



**MAKING A DIFFERENCE**

Volunteers play a valuable role in helping the U.S. Army Corps of Engineers (USACE) care for the environment and provide high quality recreation opportunities. Each year, people like you give their time, expertise, and resources to serve millions of visitors who enjoy USACE-managed lands and waters.

USACE is one of the nation's leading federal providers of outdoor recreation with more than 400 lake and river projects in 43 states, and stewardship responsibilities covering approximately 12 million acres of public lands and waters. Our volunteers are people who want to give back to their communities and are interested in the work of the USACE natural resources management program.

**WHY VOLUNTEER?**

People volunteer for many reasons. Some like the flexibility volunteering allows, while others want to make a difference, or want to gain new skills/experience.

**WHAT CAN YOU DO?**

You will become part of a team of more than a half million volunteers who, in the last decade, have served more than 15 million hours worth \$300+ million.

**WHERE CAN YOU SERVE?**

USACE lakes and river projects are located throughout the United States. Visit [www.volunteer.gov](http://www.volunteer.gov) to find an opportunity. Additional information about USACE lakes can be found at [www.corpslakes.us](http://www.corpslakes.us).

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**How our volunteers help:**

**Recreation**

- Build and maintain trails
- Serve as campground/visitor center hosts
- Conduct educational programs and tours
- Develop and build displays
- Maintain facilities
- Collect fees

**Natural Resource Management**

- Remove invasive species
- Plant native vegetation
- Build and install wildlife/fish habitat
- GIS/Mapping
- Remove trash and debris

**Administration**

- Write or edit materials for publication
- Photography
- Computer/database entry
- ..... And so much more!

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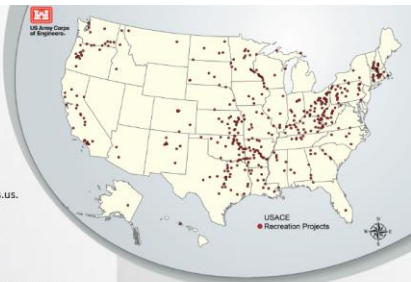
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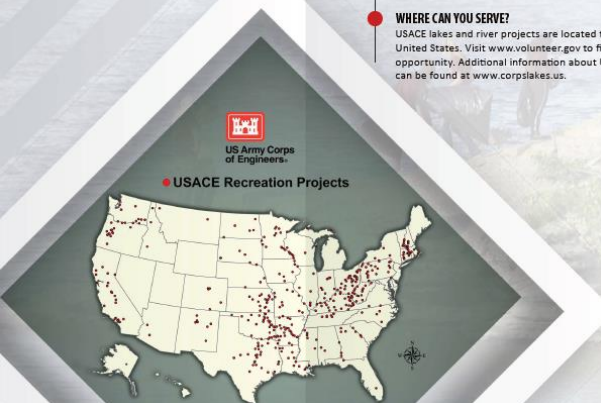
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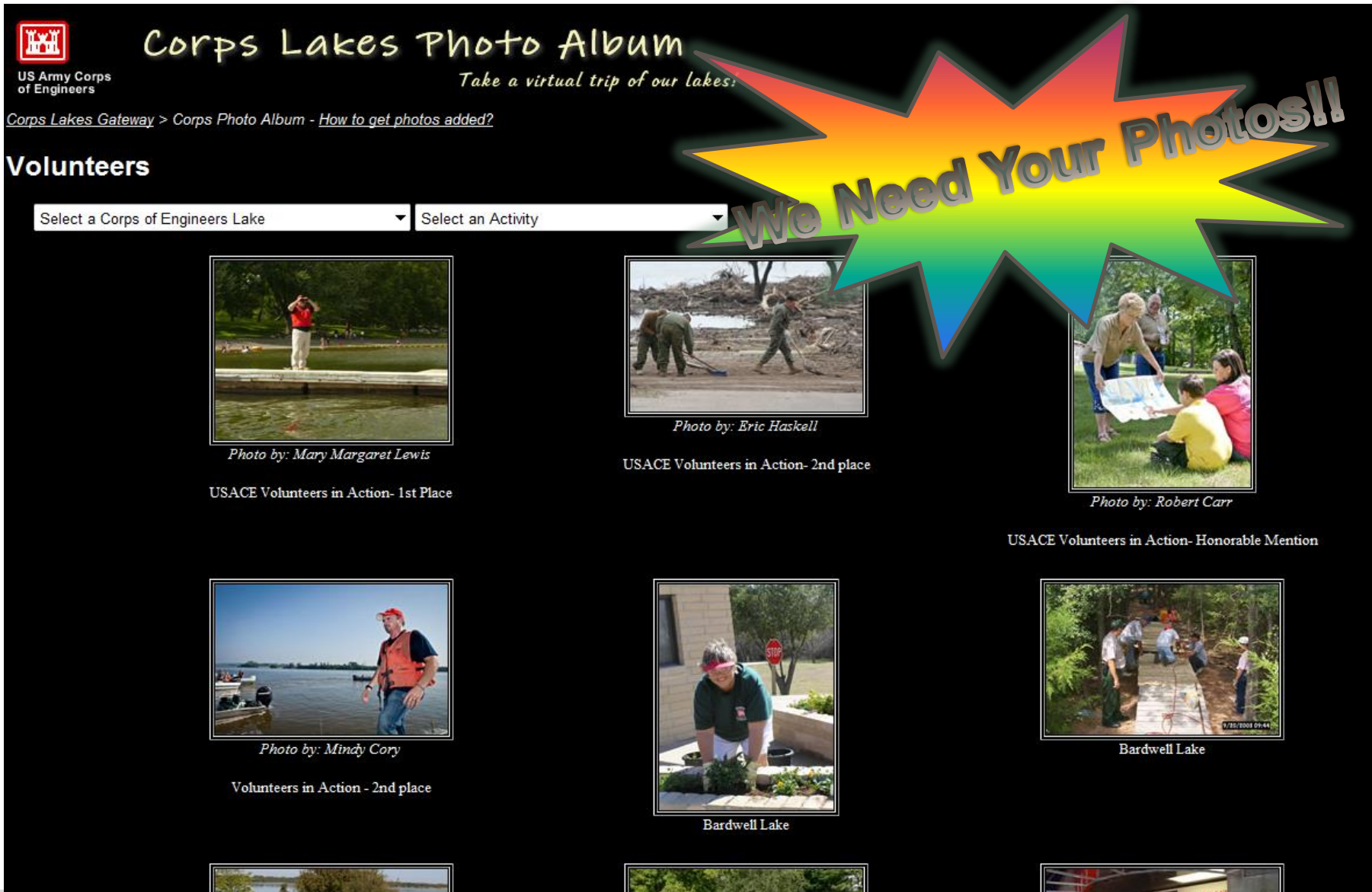
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# Resources: Corps Lakes Photo Album

<https://corpslakes.erd.c.dren.mil/visitors/album.cfm?Option=View&Id=0&Activity=Volunteers>



**Corps Lakes Photo Album**  
US Army Corps of Engineers  
Take a virtual trip of our lakes:  
[Corps Lakes Gateway](#) > [Corps Photo Album](#) - [How to get photos added?](#)

## Volunteers

Select a Corps of Engineers Lake  Select an Activity

**Photo by: Mary Margaret Lewis**  
USACE Volunteers in Action- 1st Place

**Photo by: Eric Haskell**  
USACE Volunteers in Action- 2nd place

**Photo by: Robert Carr**  
USACE Volunteers in Action- Honorable Mention

**Photo by: Mindy Cory**  
Volunteers in Action - 2nd place

**Bardwell Lake**

**Bardwell Lake**

**Bardwell Lake**

**U.S. ARMY**





# Bridging the Gap

Volume 5, Issue 1

March 2021

## Your Partnership HQ Update

Heather Burke, National Partnership Program Manager, HQUSACE

### 2020 National Volunteer of the Year Award

This year's U.S. Army Corps of Engineers (USACE) national volunteer of the year award recipient is James Zueger from the Youghiogheny River Lake in Pittsburgh District. James has spent the past two years removing more than 20,000 gallons of trash, 12,000 cubic feet of Styrofoam, and 7,000 cubic feet of woody debris from the lake using an innovative self-designed trash removal system on his personal kayak. His efforts have inspired other lake users to do their part to clean the lake.

The national volunteer award is sponsored by the Corps Foundation to recognize extraordinary service provided by volunteers, draw attention to their vast skills and contributions, and encourage an attitude of stewardship and responsibility in caring for USACE lands, facilities, and resources.



James Zueger with trash he collected from Youghiogheny River Lake

'Bridging the Gap' is an electronic publication produced biannually by the U.S. Army Corps of Engineers Partnership Advisory Committee (PAC). The purpose of this newsletter is to provide information about partnerships and volunteer programs around the country. For more information, or to submit stories for future editions, contact your PAC representative.

### New National Cooperative Agreement Signed with Student Conservation Association (SCA)

USACE has entered into a new master national cooperative agreement with SCA under the authority of Sec 213(a) of WRDA 2000. This authority allows USACE to enter into cooperative agreements with non-federal public or nonprofit entities for services related to natural resource conservation or recreation management of Civil Works projects to further training and educational opportunities. The new agreement with SCA is set up for one year plus three option years and is being administered by the Fort Worth District.



SCA intern conducting fish surveys

Want to know more about the various types of partnerships featured in this newsletter?

Visit the NRM Gateway Partnerships page! [corplakes.ercd.dren.mil/partners/partners.cfm](http://corplakes.ercd.dren.mil/partners/partners.cfm)

# Partnership Newsletter:

## What's in a Visitor Center?

Sue Dalbey, Natural Resources Specialist, Fort Peck Interpretive Center, Omaha District

Want to know more about the various types of partnerships featured in this newsletter?

Visit the NRM Gateway Partnerships page! [corplakes.ercd.dren.mil/partners/partners.cfm](http://corplakes.ercd.dren.mil/partners/partners.cfm)

What's in a USACE Visitor Center? It is more than brochures, historical artifacts, stuffed animals and dinosaur bones. These things alone are fabulous resources at the Fort Peck Interpretive Center (FPIC) in northeast Montana. But "to have is to hold," and it means nothing to have these things if people do not "hold" them, figuratively and literally.

How do we get people to a VC that is 2 1/2 hours away from the closest Walmart? Partnerships! Missouri River Country Tourism (MRCT) works closely with Montana Office of Tourism to promote the FPIC using bed tax funds and grants. On our behalf, they can hire professional advertising and publishing

companies such as National Geographic to produce beautiful, glossy hard-copy and digital works available for free distribution. MRCT can leverage publications, billboards, brochures, and even social media influencers. Board members attend multiple travel and trade shows annually, resulting in non-residents seeking out FPIC, extending their stay and benefiting the region's economy.

Any dinosaur museum in the world worth its dirt highlights fossils from Montana. Fourteen museums teamed up over 14 years ago to create the Montana Dinosaur Trail and the \$5 passport. The Trail helps kids and adults find cool dinosaur museums to receive a special stamp, and earn a groovy t-shirt.

Facebook @USACEFortPeck and self-directed social media reviews also direct new visitors off Highway 2 to the fifth largest reservoir in the U.S. Fort Peck Ranger Sanders donated personal equipment and technical savvy to create interior 360 views that spark the interest of Google Maps users.

Visitors are still enamored with Lewis and Clark on the Missouri River, which also helps lure people into FPIC.

Once visitors are at FPIC, how do we provide staff to orient visitors? Partnerships! The FPIC opened in 2005 with a collaborative effort from the U.S. Fish and Wildlife Charles M. Russell Wildlife Refuge (CMR) surrounding Fort Peck Reservoir. CMR helps with some level of staffing, depending on budget. For 2020 and 2021, CMR has partnered with the American Conservation Experience to provide one full time employee. This is a tremendous help to the USACE Natural Resource Specialist assigned to FPIC. The CMR/ACE position helps with of program continuity, visitor services and some volunteer oversight.

The CMR will actively recruit volunteers this year to greet visitors and assist with



T-shirt received after stamping the Passport at all 14 Montana Dinosaur Trail museums

(A great way to find out more about our outstanding volunteers!)

We need your stories!



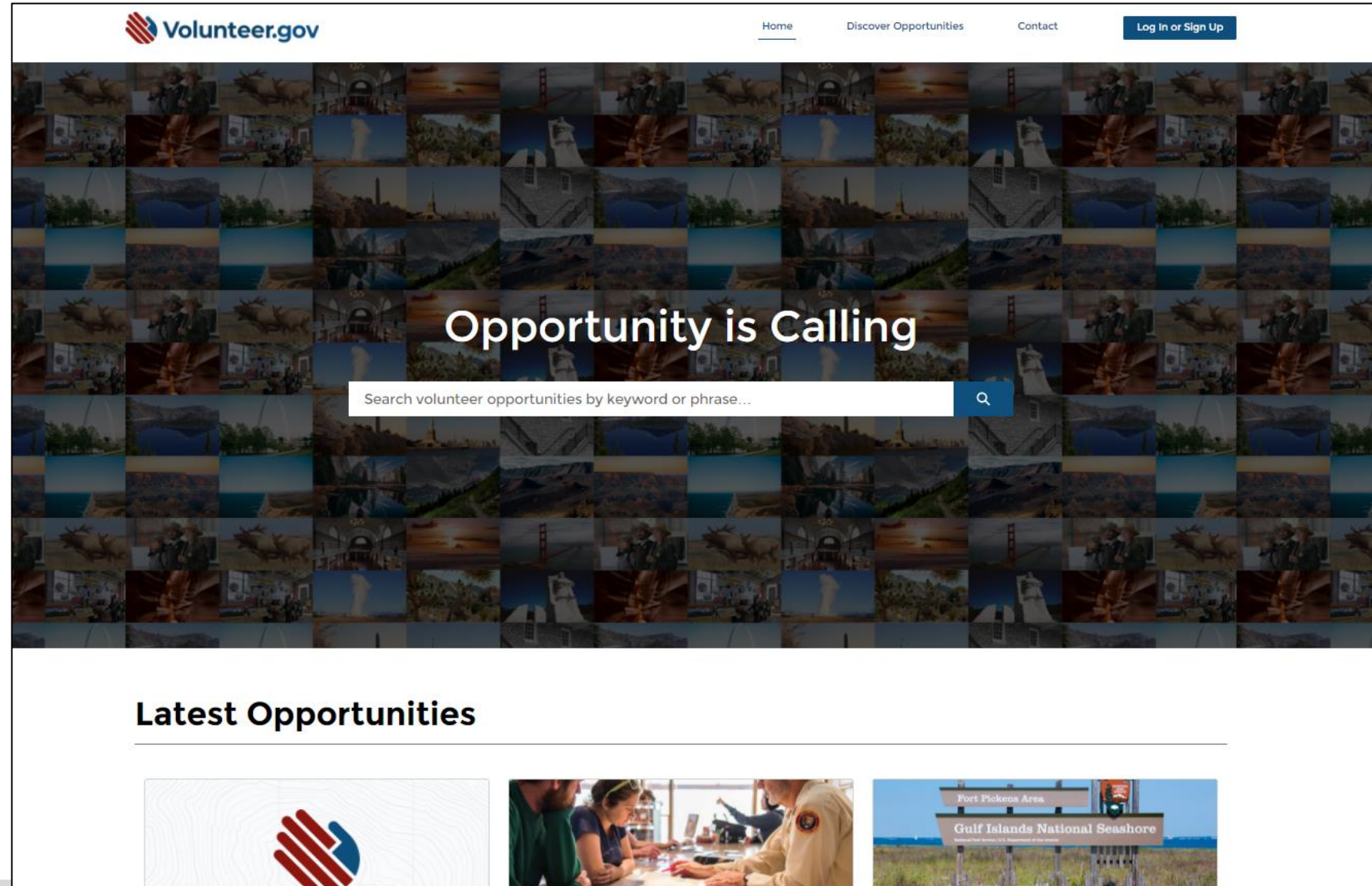
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# Volunteer.gov

- Interagency contract used by 9 federal agencies, managed by NPS. Launched August 2020.
- Higher security for PII protection, mobile platform, social media, online application, more user friendly
- District volunteer coordinators have volunteer.gov Salesforce accounts to post opportunities and forward applications to project volunteer coordinators.





# Your Current PAC Team

- Tennille Hammonds – Emeritus (SWF - RPEC)
- Francis Ferrell – SAD (SAW - Falls Lake)
- Allison Walker - LRD (Nashville District Office)
- Heath Kruger – NWD (Omaha District Office)
- Scott Sunderland – NAD PAC Chair (NAP - Blue Marsh Lake)

Not pictured:

- Taylor Baughn - SPD (SPN – Lake Mendocino)
- Phil Manhart - MVD (MVS - Lake Shelbyville)
- TBD- SWD
- Heather Burke - HQUSACE



# Questions?



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