



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF

CECW-CO

JUL 15 2008

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS; CHIEFS, OPERATIONS DIVISIONS

SUBJECT: National Volunteer Program Policy Letter 08-01 - Forms

1. Reference U.S. Army Corps of Engineers EP 1130-2-500, Chapter 10, Volunteer Program.
2. This new policy regarding forms used in the administration of this program supersedes referenced EP dated 27 December 1996 as follows:

- a. OF 301A - Volunteer Services Agreement for Natural Resources Agencies.

- (1) This new form provides a universal volunteer agreement shared by the federal land management agencies. OF 301A is now the official document that legally enrolls an individual or group in the Corps Volunteer Program.

- (2) It includes a section for the parent/guardian signature for volunteers under the age of eighteen years, including organized groups. When a group leader has already obtained a signed parental release for each participant, they may be attached to the agreement instead of individual release forms. The previous Parental Approval, ENG Form 4881-R, is no longer used.

- b. OF 301, Volunteer Application for Natural Resources Agencies. This form has been updated and the correct version is OMB No 0596-0080 (Expires 10/20/10).

3. Use of these application volunteer and agreement forms is effective immediately. Copies are enclosed with fillable copies available on the Natural Resources Management Gateway at: <http://corpslakes.usace.army.mil/employees/volunteer/volunteer.html>. No other versions of these forms may be used. However, volunteer applications already received may be accepted and volunteer agreements and parental approval forms already signed remain in effect.

4. My point of contact for the Volunteer Program is Ms. Debra Stokes, Senior Policy Advisor - Partnerships in the Natural Resources Management Community of Practice. She may be reached at (202) 761-1736.

FOR THE COMMANDER:

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for Lawrence D. Lang
JAMES R. HANNON, JR., P.E.
Acting Chief, Operations
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