



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

CECW-CO

MAY 12 2009

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

SUBJECT: Volunteer Program Policy Letter

1. Reference U.S. Army Corps of Engineers ER & EP 1130-2-500, Chapter 10, Volunteer Program, 27 Dec 96.
2. The U.S. Army Corps of Engineers Volunteer Program is very successful, with volunteers performing important work in recreation and natural resources management. Corps policy needs updating to maximize the benefits of this dynamic program.
3. The following policy changes to the Volunteer Program are effective immediately and will be incorporated in the referenced ER and EP when they are revised:
 - a. ER 1130-2-500, 10-2.1 (1). Change to: "Meals and/or refreshments may be provided to large groups of short-term volunteers participating in special events and/or to long-term volunteers at special events, including volunteer recognition or appreciation events, if the cost per volunteer is reasonable in light of the service performed."
 - b. ER 1130-2-500, 10-2.m. Change to: "Volunteers who come in contact with the public should be recognized as Corps volunteers. Districts are encouraged to order the volunteer clothing items available from the Corps uniform provider and may use the Corps volunteer patch for other appropriate clothing items. Vests, polo shirts, sweatshirt jackets, ball caps, nameplates, and volunteer patches are available from the Corps vendor. These items are not a required uniform, but are recommended for volunteers who provide an on-going service in public positions including, but not limited to, park hosts, visitor center staff, program presenters, and more. Several different items and multiple quantities of the same item may be provided and worn by the same individual to allow for a variation of duties, weather, clear identification, and to allow the individual to maintain a neat and clean appearance each day. For example, a volunteer serving as a park host may be provided several polo shirts, a ball cap, nameplate, sweatshirt, and vest, if the cost is reasonable in light of the volunteer service performed. Projects may determine if personal clothing which is neat and appropriate for the work performed is acceptable. For volunteers performing maintenance duties, volunteer T-shirts may be ordered from a local vendor with the Corps logo and the word "Volunteer." Volunteers are not authorized to wear the Corps Natural Resources Management (NRM) uniform patch or any other item of the official NRM Class A-B-C Park Manager/Ranger uniform."

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c. ER 1130-2-500, 10-2.n. Change to: "Projects are encouraged to recognize and show appreciation for volunteers. Volunteers may be recognized by issuing items such as a certificates of appreciation, plaques, framed prints or photos, cups, umbrellas, lawn chairs, pins, pens, flags, license plate holder, key chains, and other items, provided the items are reasonable in relation to the volunteer service performed. Districts and projects are encouraged to establish awards programs which recognize varying levels of volunteer service and may include the items listed above and other items. These items are a token of appreciation to the volunteer and help promote the program to others. Awards for volunteers cannot be considered incidental expenses. Special Act Awards or other cash awards are not authorized for volunteers. Projects may nominate their volunteers for special awards of appreciation by sources outside the Corps."

d. ER 1130-2-500, 10-2.o. Change to: "Accurate records regarding the number of volunteers, the number of volunteer hours, and the incidental expenses shall be maintained by the project and reported annually in the Operations and Maintenance Business Information Link (OMBIL). Districts or MSC offices may require more frequent reports. The value of volunteer service will be calculated by OMBIL based on the volunteer hours."


e. EP 1130-2-500, 10-5. Identification & 10-6. Reports: Delete. This information is provided in the ER changes listed above.

f. EP 1130-2-500, 10-7.b. Delete form number: "ENG Form 4880-R - Agreement for Individual/Group Voluntary Services." Replace with form number: "OMB Form OF 301A - Volunteer Services Agreement for Natural Resources Agencies." The rest of this section remains as is.

g. EP 1130-2-500, 10-7.c. Delete this entirely. Parental Approval is now included on OMB Form OF 301A.

4. My point of contact for the Volunteer Program is the Acting Senior Policy Advisor for Partnerships. They may be reached at (202) 761-1736.

FOR THE COMMANDER:


MICHAEL G. ENSCH
Chief, Operations
Directorate of Civil Works