

# VOLUNTEER EVALUATIONS, RECOGNITION, AND AWARDS

Heather Burke  
National Partnership Program Manager  
HQUSACE  
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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

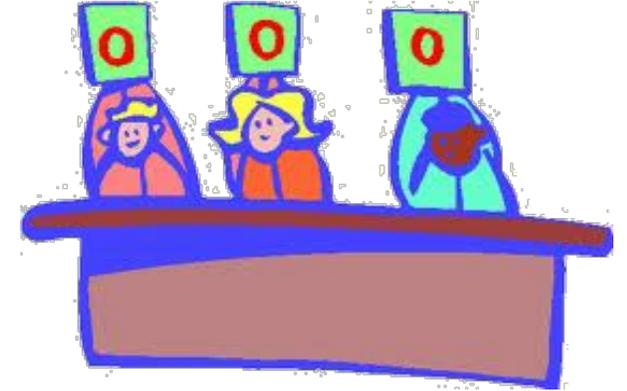


# Volunteer Evaluations/Performance Reviews



## During Review Session:

- Review position description, expectations, standards.
- 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 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? \_\_\_\_\_

# 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 Raystown Lake on the NRM Gateway



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 |
| 7. Overall experience:  | 1     | 2 | 3 | 4 | 5 |
| 8. Do you plan to continue or return as a volunteer?                        | _____ |   |   |   |   |
| 9. 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

<https://corpslakes.erd.c.dren.mil/employees/volunteer/plans.cfm>

### Volunteer Program Evaluation

---

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.





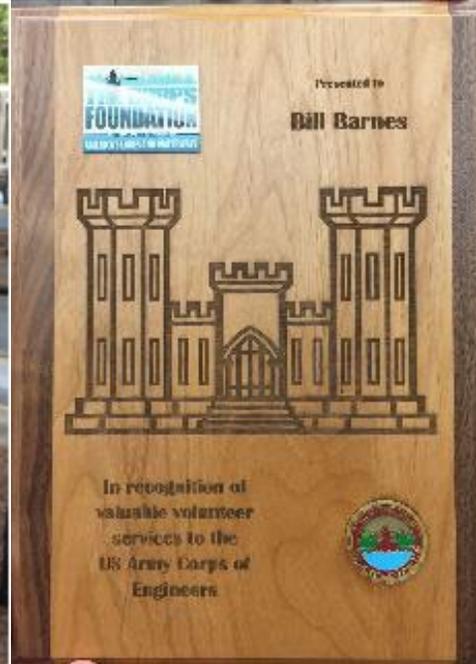
# Enduring Service Award

- 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





# 2022 Volunteer of the Year Award Winners: Red and Joy Lyons – Carters Lake, SAM







# Volunteer Pass Program: Corps Annual Pass and ATB Pass



- Corps Pass: Approved in 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.
  - Supplemented by the ATB Volunteer pass in 2016
- 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 entered by the volunteer in the volunteer app and verified by volunteer coordinators 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
  - ATB Volunteer Passes are ordered by the project each year along with all other ATB passes through USGS





# Volunteer Coin Program

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





# 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 HOURS TRACKING AND CWBI-OPS

☰ CWBI-OPS Partnerships and Volunteer Welcome: HEATHER.D.BURKE@USACE.ARMY.MIL Current Profile: ADMIN - PARTNERSHIPS Log Out

- 🌐 CWBI-OPS Home
- 🏠 Partnerships and Volunteer
- ☰ Switchboard
- 👤 People Setup
- ① Step 1 Review/Add
- ② Step 2 Annual Data Update
- 📄 Reports

### CWBI-OPS Partnerships and Volunteers Home

Welcome to the CWBI-OPS Partnerships and Volunteers home. For general information on the CWBI-OPS Program and associated resources please access [CWBI-OPS Home](#) on the menu.  
Need assistance? Please contact the CWBI-OPS Help Desk: [CWBI-OPS@usace.army.mil](mailto:CWBI-OPS@usace.army.mil).

#### CWBI-OPS News

10/28/2022 - Changes to CWBI-OPS Authentication Process Occurring Week of 14 November  
CWBI will incorporate planned changes to the CWBI-OPS authentication process the week of 14 NOV. Following the software upgrade, CWBI-OPS users may be required to complete a few simple online prompts to access their accounts. Please review the instructions provided in the "Keycloak\_Authentication\_Migration\_Guide" under the User Resources Menu of this page, accessed by clicking the menu icon at top left.

09/27/2022 - Government Email Accounts Must be Used for Login.gov Registration  
Please be advised that when new users initially register for Login.gov accounts as the first step to establishing an account within CWBI-OPS it is required that only government email accounts (i.e. ending in @usace.army.mil) be used to register with Login.gov. Accounts registered with personal email accounts will not be granted permissions to CWBI-OPS Modules.

[Archived News Items](#)

#### Your Account Details

Last Name	BURKE
First Name	HEATHER
Middle Name	D
Phone	



### Track Volunteer Hours FY23

The U.S. Army Corps of Engineers (USACE) greatly appreciates the work provided by our volunteers. Please assist your volunteer coordinator by keeping track of service hours you've completed by filling in the form below each time you complete work at a USACE facility. It is important to document all of the work completed by volunteers to demonstrate the value provided to the local project, the community, USACE, and the Nation. Documenting and tracking your service hours will also enable you to earn USACE annual recognition awards, America's Remarkable Volunteer passes, and other volunteer awards for your hard work and dedication. Please fill out and submit the form below in its entirety and provide any feedback in the Comments or Concerns section.

\* Required

1. First Name \*
2. Last Name \*
3. Email \*
4. Start date that volunteer service was provided \*

Please input date (MM/DD/YYYY)

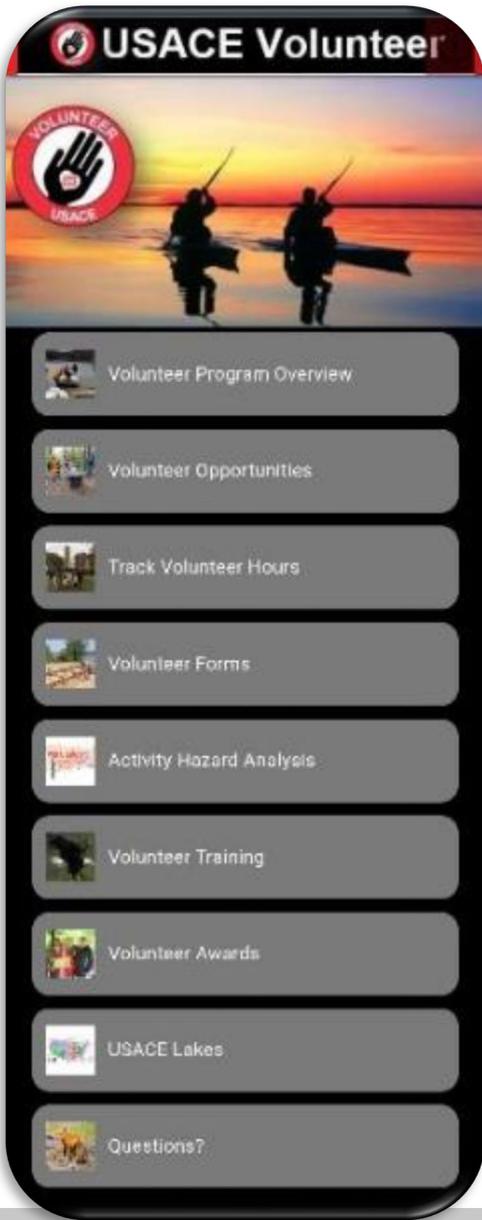


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# Volunteer Hours Tracking in the Volunteer app



Track Volunteer Hours FY23

The U.S. Army Corps of Engineers (USACE) greatly appreciates the work provided by our volunteers. Please assist your volunteer coordinator by keeping track of service hours you've completed by filling in the form below each time you complete work at a USACE facility. It is important to document all of the work completed by volunteers to demonstrate the value provided to the local project, the community, USACE and the Nation. Documenting and tracking your service hours will also enable you to earn USACE annual day use passes, America the Beautiful Volunteer passes, and other volunteer awards for your hard work and dedication. Please fill out and submit the form below in its entirety and provide any feedback in the Comments or Concerns section.

\* Required

1. First Name \*

Enter your answer

2. Last Name \*

Enter your answer

3. Email \*

Enter your answer

4. Start date that volunteer service was provided

Please input date (M/d/yyyy)

Information needed to track a volunteer:

- First Name
- Last Name
- Email

5. End date volunteer service was provided \*

Please input date (M/d/yyyy)

6. How many hours did you provide volunteer service? \*

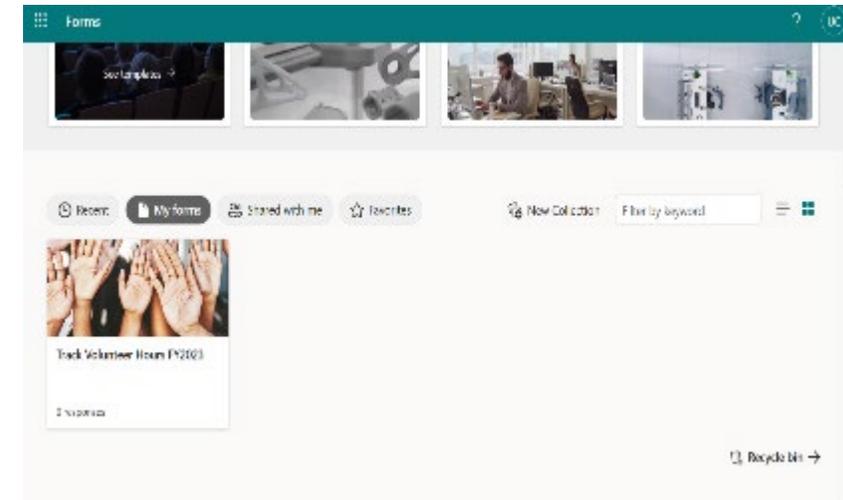
The value must be a number

7. Where did you provide volunteer service? \*

Select your answer

Submit

Volunteer coordinators can run reports for their location and view volunteer hours nationally in the Volunteer Coordinator Portal in Microsoft Forms.



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



# 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 at the bottom.



# 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="#">Kaweah 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 ⓘ



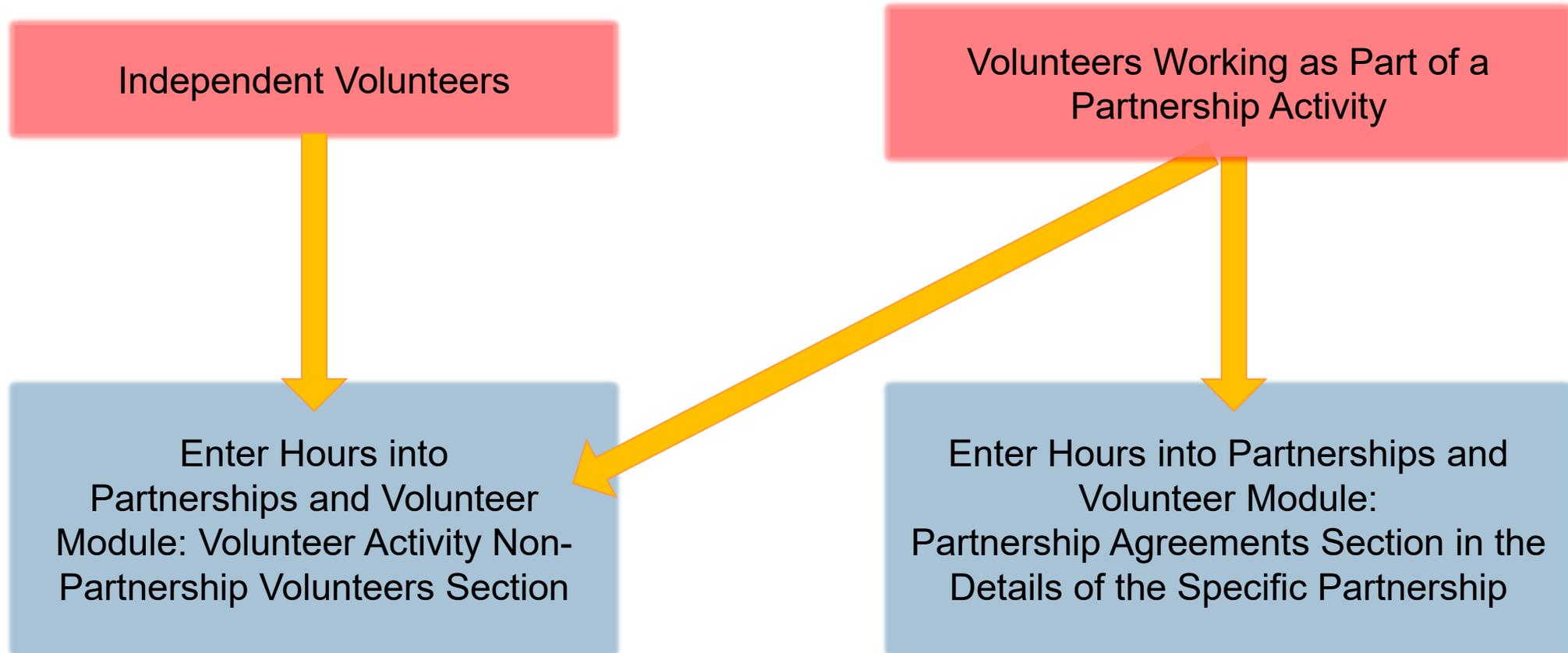
# Volunteer Reporting in CWBI-Ops



- Volunteer data must be captured each year during October in the CWBI-Ops tool, Partnerships and Volunteer (P&V) Module
- Non-Partnerships Volunteer data: Record total number of volunteers, volunteer hours, and reimbursed incidental expenses for volunteers who are not serving as part of a partnership or organization in the Volunteer Activity section of the P&V Module
- Partnerships Volunteer Update: Record number of volunteers and volunteer hours that the partner provides in the Partnership Agreements section of the P&V module
- 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



**NOTE:** This is a change from previous years where partnership volunteers were a subset of the overall volunteer number. Now we are collecting non-partnership volunteer data and partnership volunteer data and adding them together to determine the total number of volunteers.



# 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. Review/Add- Volunteer Activity

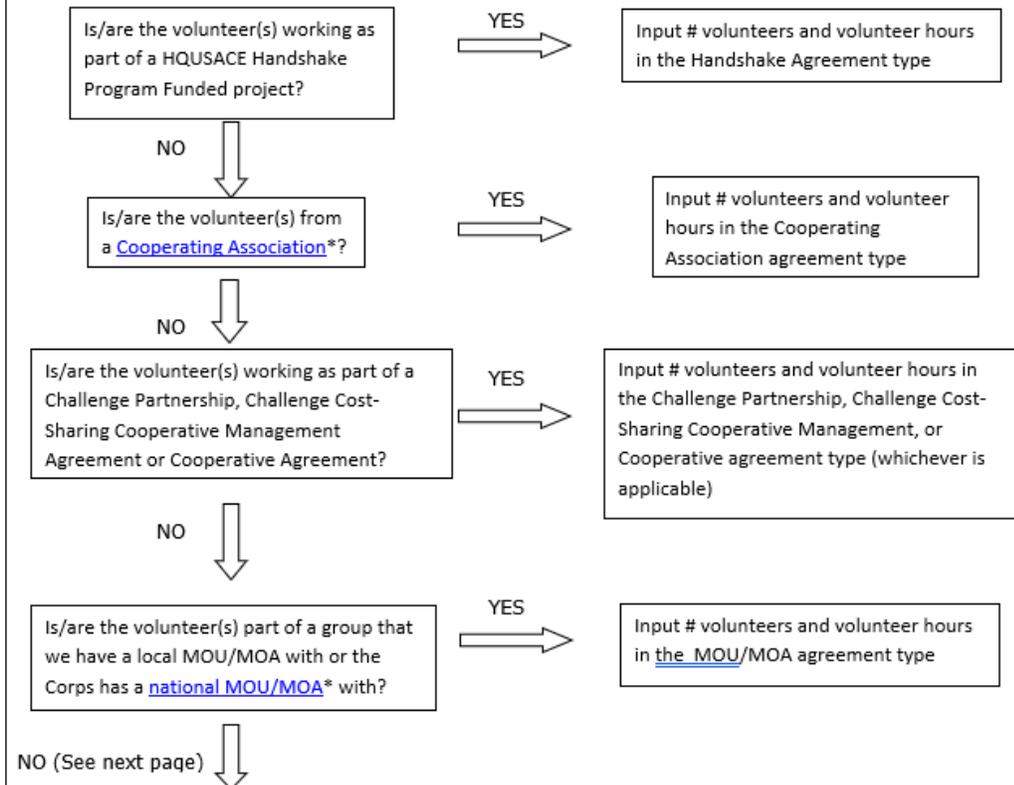
Enter non-partnership volunteer hours in this section of the CWBI tool. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to volunteers who were not part of a partnership agreement/organization for the FY. These often include camp hosts, gate attendants, and other individuals or families who volunteer independently of an established organization/group.

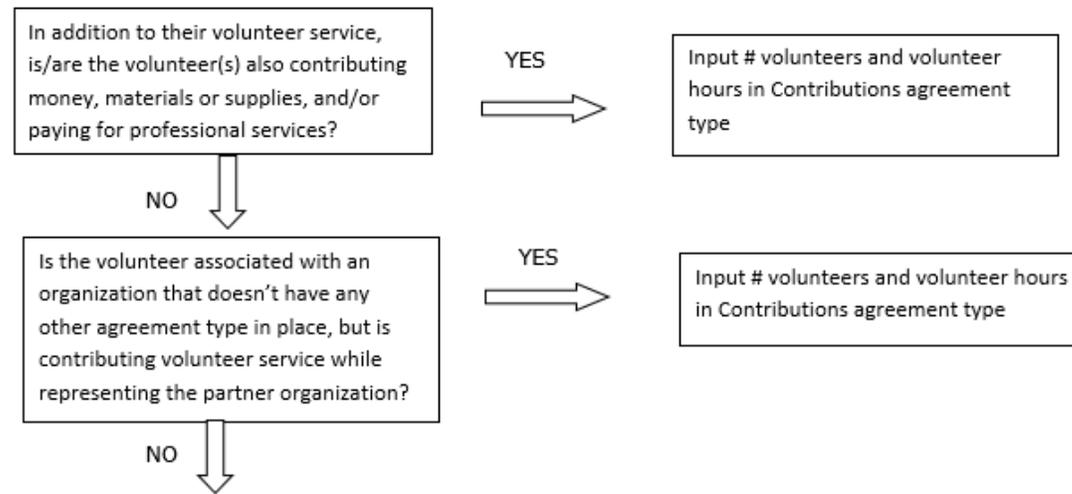
You will also see a row on this page for Partnership volunteers. These data will be imported from the Partnerships Agreement section of Step 2 and added to the Non-partnership volunteer data to calculate the total volunteers, hours, and expenses for the project.

## Step 2. Annual Data Update – Partnership Agreements

In this section you will capture data about volunteers who were part of a partnership agreement/organization that you identified as active for the FY in Step 1. Review/Add Partnership Agreements. You will capture total number of volunteers and total hours of volunteer service, which will auto calculate the value of service provided by the volunteers who were part of the partnership.

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





**If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Step 1 Review/Add Volunteer Activity Non-Partnership Volunteers section of CWBI-OPS, not under the Partnership Agreements section for Partnership Volunteers.** 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/MOA page](#) for list of national organizations with MOU/MOA and [NRM Gateway Cooperating Association page](#) for list of associations in CWBI-OPS. There is a [pick-list](#) of national organizations and cooperating associations already in the CWBI-OPS 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 SERVICE \$ 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						



**NOTE: Watch for changes later this summer as we migrate fully to CWBI-OPS**



US Army Corps of Engineers

## 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



# CWBI-OPS Tool



- CWBI-OPS Home
- Points of Contact
- CWBI Hub
- Data Catalog
- User Resources and Help

Natural Resources Management

Citations Module

Environmental Stewardship Module

Recreation Module (Coming Soon)



Partnerships and Volunteers Module will be added here

*NOTE: All CWBI-OPS screen captures in this presentation are in the test mode and subject to change upon launch in the Fall*



# CWBI-OPS Tool: Partnerships and Volunteers



- 🌐 CWBI-OPS Home
- 🏠 Partnerships and Volunteers
- ☰ Switchboard
- 👤 People Setup
- ① Step 1 Review/Add
- ② Step 2 Annual Data Update
- 📄 Reports

### CWBI-OPS Partnerships and Volunteers Home

Welcome to the CWBI-OPS Partnerships and Volunteers home. For general information on the CWBI-OPS Program and associated resources please access [CWBI-OPS Home](#) on the menu.  
Need assistance? Please contact the CWBI-OPS Help Desk: [CWBI-OPS@usace.army.mil](mailto:CWBI-OPS@usace.army.mil).

#### CWBI-OPS News

10/28/2022 - Changes to CWBI-OPS Authentication Process Occurring Week of 14 November  
CWBI will incorporate planned changes to the CWBI-OPS authentication process the week of 14 NOV. Following the software upgrade, CWBI-OPS users may be required to complete a few simple online prompts to access their accounts. Please review the instructions provided in the "Keycloak\_Authentication\_Migration\_Guide" under the User Resources Menu of this page, accessed by clicking the menu icon at top left.

09/27/2022 - Government Email Accounts Must be Used for Login.gov Registration  
Please be advised that when new users initially register for Login.gov accounts as the first step to establishing an account within CWBI-OPS it is required that only government email accounts (i.e. ending in @usace.army.mil) be used to register with Login.gov. Accounts registered with personal email accounts will not be granted permissions to CWBI-OPS Modules.

[Archived News Items](#)

#### Your Account Details

Last Name	<b>BURKE</b>
First Name	<b>HEATHER</b>
Middle Name	<b>D</b>
Phone	
Last Login Date	



# CWBI-OPS Tool: Partnerships and Volunteers – Step 1 Volunteer Activity



CWBI-OPS Partnerships and Volunteers

Welcome: HEATHER.D.BURKE@USACE.ARMY.MIL Current Profile: ADMIN - PARTNERSHIPS Log Out

- CWBI-OPS Home
- Partnerships and Volunteer
- Switchboard
- People Setup
- Step 1 Review/Add
  - Volunteer Activity
  - Partnership Agreements
- Step 2 Annual Data Update
- Reports

Annual Update Filters

Division: HQ USACE HAT: ADMIN - PARTNERSHIPS

District: HQ USACE Complete (%): 0

Project Site: HQ USACE Submitted On:

Fiscal Year: 2021 Submitted By:

Step 1 - Review Volunteer Activity

Click Edit to add data

Cancel Save

	Number Of Volunteers	Number Of Hours	Value Of Service	Incidental Expenses
Non-Partnership Volunteers			\$0.00	
Partnership Volunteers			\$0.00	
Totals			\$0.00	

1 rows selected

**NOTE:** The volunteer value of service per hour for this fiscal year is: **\$28.84**

**NOTE:** Partnership Volunteer numbers and hours will be automatically loaded from data entered in the Partnerships Agreements page. Total volunteer numbers, hours, and expenses will be auto calculated by adding Non-partnership volunteer numbers/hours with Partnership volunteers numbers/hours.

**NUMBER OF VOLUNTEERS:** Enter the number of volunteers performing work at the project that were not part of a partnership agreement/organization. Include volunteers performing work in recreation, environmental stewardship, administrative, maintenance, etc.

Select Step 1: Review/Add Volunteer Activity to Edit total number of Non-Partnership volunteers, hours and incidental expenses

**NOTE:** Partnership Volunteer numbers and hours will be automatically loaded from data entered in the Annual Data Update Partnerships Agreements page. Total volunteer numbers, hours, and expenses will be auto calculated by adding Non-partnership volunteer numbers/hours with Partnership volunteer numbers/hours.



# CWBI-OPS Tool: Partnerships and Volunteers – Step 1 Partnership Agreements



- CWBI-OPS Home
- Partnerships and Volunteers
- Switchboard
- People Setup
- Step 1 Review/Add
- Volunteer Activity
- Partnership Agreements
- Step 2 Annual Data Update
- Reports

Annual Update Filters

Division	HQ USACE	HAT	ADMIN - PARTNERSHIPS
District	HQ USACE		
Project Site	HQ USACE		
Fiscal Year	2021		

If no partnerships exist for this project in this fiscal year, please check the box below, provide a description, and select the button to sign.

No Partnerships Exist

Brief Description:  
Testing this feature

Submitted On: 01/01/2023  
Submitter: Sa'ad Masri

[Approve & Submit](#)

Check this box and provide description if there were no partnerships in the FY. There will be a similar option developed for the Volunteer Activity page.

Select Step 1: Review/Add Partnership Agreements to select active partnerships and add new partnerships with volunteers

Step 1 - Review Partnership Agreements

[Add New Partnership Agreement](#) [Cancel](#) [Save](#)

Agreement Types

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

Search: [ ] Go Rows: 50 Actions: [ ]

Agreement Type



# CWBI-OPS Tool: Partnerships and Volunteers – Step 2 Annual Data Update



**Annual Update Filters**

Division: HQ USACE | HAT: ADMIN - PARTNERSHIPS

District: HQ USACE | Complete (%):

Project Site: HQ USACE | Submitted On:

Fiscal Year: 2021 | Submitted By:

Submitted For Division/District On: | Submitted For Division/District By:

Step 2 - Annual Data Update

Select Step 2: Annual Data Update to add partnership data, including volunteers who served with a partnership/organization

Enter number of volunteers and hours served with the partner organization.

Agreement Types

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

Search: All Text Columns [Go] [Actions] [Edit] [Reset]

Agreement Type

Organization	Number of Co-Partners	Number of Volunteers	Volunteer Hours	Partner Value						Corps Costs				Grand Total	
				Services Value	Sales Value	Funds Invested	Prof Service Provided	Material Equipment Donated	Total Partner Value	Hq Investment	Contract Cost	Materials And Equipment	Corp Labor Services		Total Corp Cost
ADVENTURE SCIENTISTS	2	10	50	0	100	0	500	0	0	0	0	100	40	0	0
1 rows selected															Total 1



# Entering Volunteer Hours Correctly

What CWBI-OPS **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 CWBI-OPS **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.



# Upcoming Webinars / Important Dates

- Feb 16, 10:00 – 11:00 Pacific/1:00 – 2:00 Eastern: Trout Unlimited National MOU
- Apr 16 – 22: National Volunteer Week

\*\*This webinar has been recorded and will be posted along with the slides on the NRM Gateway Partnerships and Volunteer training pages:

<https://corpslakes.erc.dren.mil/employees/training.cfm?Id=partner&View=yes>

<https://corpslakes.erc.dren.mil/employees/training.cfm?Id=volunteer&View=Yes>

