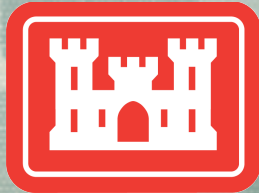# Volunteer Program



US Army Corps of Engineers
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# The Corps Volunteer Program



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

**In 2014: 48,200 Corps volunteers contributed 1,494,051 hours of work with an estimated value of $33.7 million**

Volunteers can perform almost any task that a paid employee can do, provided they have received training or have experience :

➢ Park/Campground/Visitor Center hosts

➢ Interpretation/education

➢ Fish and wildlife habitat improvements

➢ Invasive species management

➢ Trail construction and maintenance

➢ Photography…. And more!

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# Why You Need Volunteers
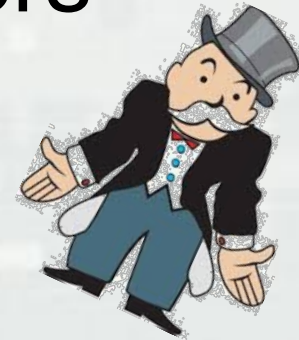
- Budget realities do not allow you to accomplish your mission with the staff you have.

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

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

# 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 performed by Corps employees.

Cannot Do:

- Enforce Title 36

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

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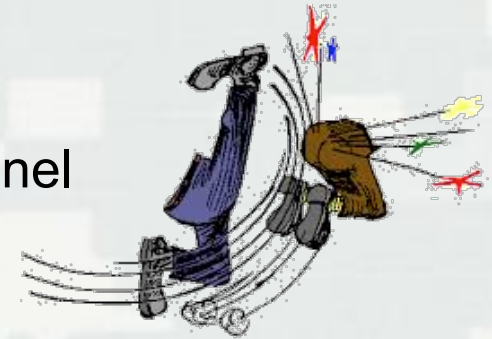
# Basic Job Design Questions

- What part of your job do you really enjoy that someone else may like to help out with?

- What part of your job don't you enjoy, but someone else might really like?

- What are some things you would like to see done that no one has the time or skill to do?

Volunteer Needs

Staff Needs

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# Creating Strategic Volunteer Jobs

- What is the problem your organization is trying to solve or the community need it is 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?

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# Motivating your Volunteers

- Manager's job is to achieve planned results through other people.
  - Ownership
  - Responsibility for outcomes
  - Authority to think
  - Develop a way to determine success



  - Create a sense of community

- Constantly inquire about good volunteer's future plans.  Let them know you want them back.

- Have FUN.  Having fun and spending time with volunteers trumps any certificate.

# Volunteer Program Authorities

- **33 USC 569c (Public Law 98-63):** Authority to accept the services of volunteers and provide for their incidental expenses to carry out any Corps activity <u>except</u> policy making, law or regulatory enforcement

- **33 USC 2325, WRDA 1992, Sec 203** Authority to accept contributions of cash, funds, materials, and <u>services</u> from persons, including government entities but excluding project sponsor
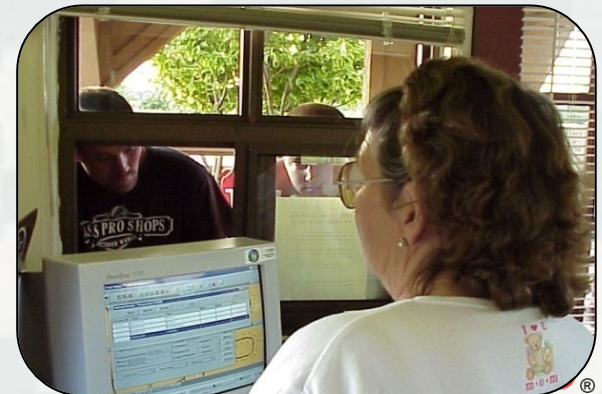


- **33 USC 2328, WRDA 1992, Sec 225** Authority to accept contributions of funds, materials, and <u>services</u> from non-Federal public and private entities

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# Volunteer Program Guidance

- **ER/EP 1130-2-500,** Chapter 10 Corps of Engineers Volunteer Program.  Updated March 2013

- **Policy Letter 04-01**, October 2004: Established the Corps use of the Independent Sector's hourly rate to determine the value of service
  - ➢ FY14 rate = $22.55

- **EP 1130-2-429,** Volunteer Coordinator's Handbook. April 1993.
  - ➢ Some divisions, districts, and projects have developed their own updated versions.  Available on the NRM Gateway:
    - Fort Worth
    - Bonneville Lock and Dam
    - Lake Kaweah
    - Lake Okeechobee
    - Saylorville Lake

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# Legal Alien/Permanent Resident Volunteers

- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)



Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)



- Volunteer service may be accepted from legal aliens (permanent residents) or foreign exchange students.

- Must present J-1 or F-1 Student Visa (or passport if in the U.S. in tourist status from a visa-waiver country where visas are not required) or U.S. Permanent Resident Card INS Form I-551 (formerly known as Alien Registration Receipt Card) for review and verification.

Appendix E of ER: Examples of acceptable documentation forms

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# Background Check Procedures

- **Required** for any volunteer in <u>one or more</u> of the following scenarios:
  - Individuals who volunteer for more than 120 calendar days in a year
  - Positions that require wearing the Corps volunteer clothing/name tag who <u>work independently</u> of Corps personnel
  - Positions that require access to government files and records
  - Positions that require the collection or handling of fees
  - Positions that require access to a Corps networked computer

- May be conducted, but **not required** for any of the following:
  - Individuals who volunteer for one-time events
  - Individuals who volunteer for less than 120 days and who do not meet any of the scenarios as described above
  - Volunteers who only work in proximity and direct supervision by a Corps employee

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# Background Check Procedures

- Volunteer Coordinators shall work with their District Security Office to obtain background checks and ensure proper procedures are followed.
  - Districts with procedures in place (on NRM Gateway): LRN, LRP, NAD, NWP, NWS, SAJ, SAW, SWL, SWT

- Background checks shall be paid for out of project operating funds or District Security Office funds (if available).

- All information received as a result of a background check will be held in confidence and handled according to Privacy Act regulation. Required components include, at a minimum:
  - Social security verification
  - Address trace
  - State or county criminal history
  - Sex offender registry to search all 50 states for known sex offenders

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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.
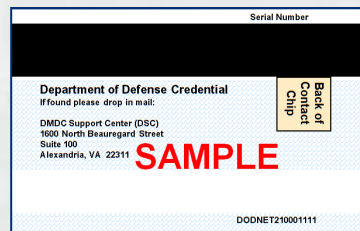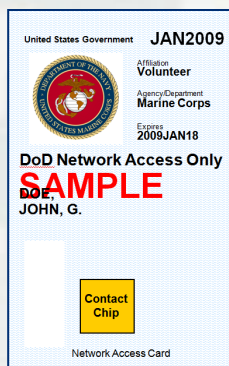


- Volunteers who only use stand alone government computers that are not connected to a DoD network do not require a VOLAC

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# VOLAC Requirements

- Volunteers must meet the following requirements to obtain a VOLAC:

  - Require frequent access to a DoD network to perform their duties.

  - Be a U.S. citizen

  - Be registered in the Defense Enrollment Eligibility Reporting System (DEERS) through the Trusted Associate Sponsorship System (TASS)

  - Receive a favorable National Agency Check with Inquiries (NACI) and a favorable FBI National Criminal History Check (fingerprint check).

  - Be eligible for a DoD sponsored unclassified network account in Army Knowledge Online (AKO)

  - Agree to be photographed and have fingerprints taken and stored in the volunteer's DEERS record.

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# VOLAC Procedures

- Work with CPAC or the Security Office (SO) in requesting support from the Personnel Security Investigation - Center of Excellence. Fingerprints may be obtained by the SO or by local law enforcement officials on the SF-87 and submitted to the SO.

- District offices must establish a TASS VOLAC program infrastructure by completing the following steps:

  ➢ Submit a request for approval on DD Form 2875 to Meredith Walters, the HQUSACE TASS Service POC to establish a Trusted Agent Security Manager (TASM) in the District Office and a TASS Site ID for the District.

  ➢ The TASM will need to complete six online training courses to become certified. (Training takes approx. 6 hours and must be renewed annually.)

  ➢ Once approved, the TASM may appoint Trusted Agents (TA) for each of the project offices within the District. The TAs will need to complete three online training courses to become certified. (Approx. 4 hours)

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# VOLAC Procedures

- Once a District has the program set up, the following procedures must be followed to issue VOLAC cards to eligible volunteers:

  - ➢ The project volunteer coordinator (sponsor) will submit a request for a VOLAC card to a Trusted Agent (TA), which will typically be the Operations Project Manager or Natural Resource Manager at the project, or District Volunteer Coordinator.

  - ➢ The volunteer must complete an PSIP Release of Information Form NACI questionnaire, OF-306 Declaration of Employment, have fingerprints done, and complete an SF-85 via a PSIP request. (This can take 4+ weeks, so act early!)

  - ➢ The TA will review the request, create a volunteer record in TASS, and notify the volunteer coordinator to complete the request in TASS. (10 min)

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# VOLAC Procedures

➢ The volunteer sponsor or volunteer will complete the application and return it to the TA for verification and approval in TASS.

➢ The volunteer will be notified to report to the servicing DEERS/RAPIDS ID Card issuance facility for VOLAC issuance.

➢ Volunteer Access Cards can be issued for a maximum of 3 years, but must be re-verified every 180 days by the TA or the card will be revoked. The eligibility expiration date should be set for the duration of the expected length of service.

➢ VOLAC cards 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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# VOLAC Responsibilities

| Roles | Responsibilities |
|---|---|
| **HQUSACE VOLAC/TASS Service POC** | • Receive, process, and approve requests for TASS Site IDs and Trusted Agent Security Manager (TASM) appointments. |
| **VOLAC Trusted Agent Security Managers (TASM)** | • Register Trusted Agents (TA)<br>• Transfer volunteer sponsorship between TAs<br>• Remove TAs |
| **VOLAC Trusted Agents (TA)** | • Create new VOLAC account in TASS<br>• Approve, reject, or return VOLAC application<br>• Re-verify VOLAC requirement |
| **Volunteer Sponsors** | • Determine the validity of a request for a VOLAC.<br>• Obtain verification of a favorable NACI and favorable FBI (finger print check) background check.<br>• Ensure that the VOLAC is retrieved and the TA is notified whenever a VOLAC is no longer required. |
| **Volunteer** | • Obtain VOLAC at DEERS/RAPIDS ID Card facility when approved.<br>• Return VOLAC to vol. sponsor upon termination |

# MVR Volunteer Security Process Map

## 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.
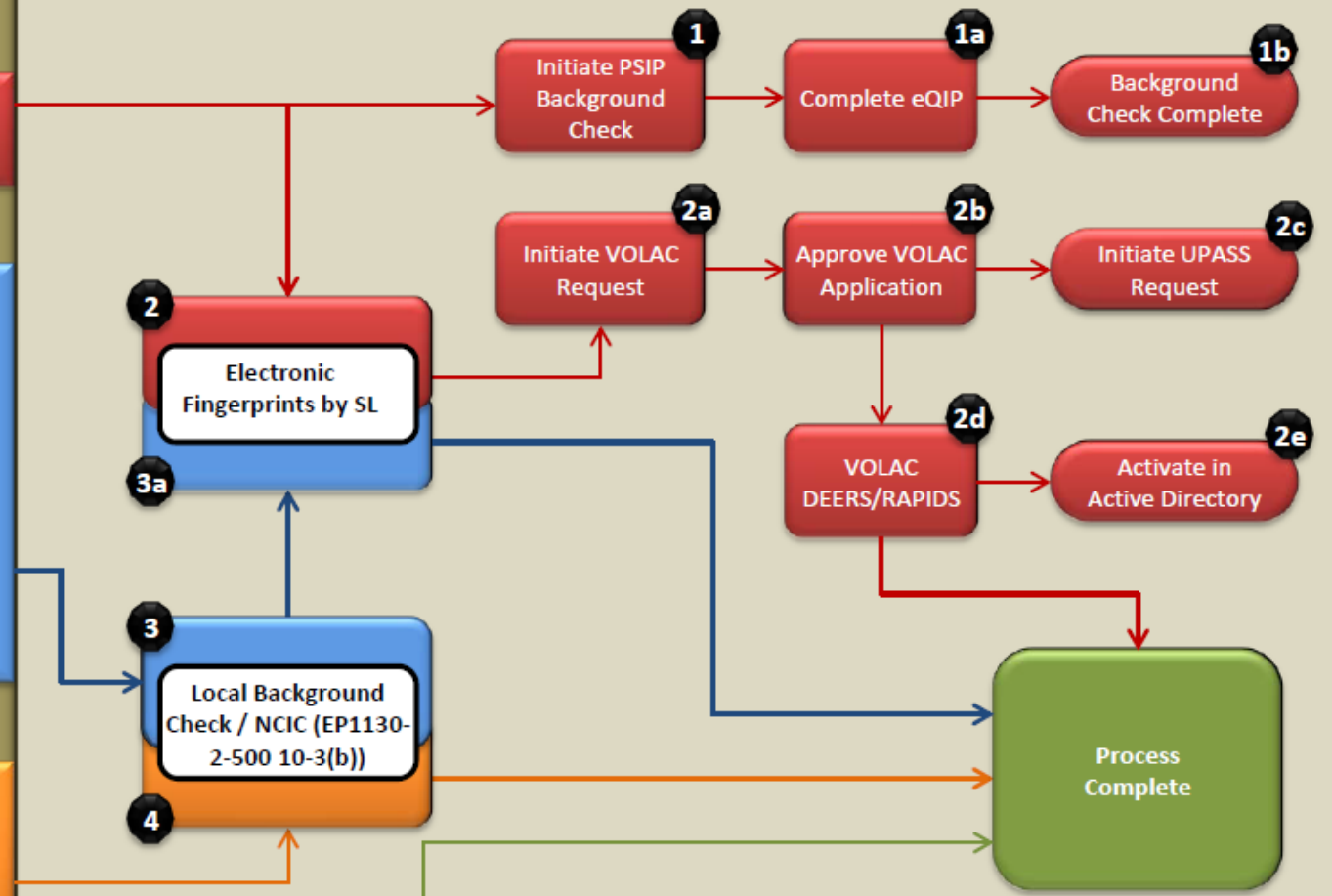(5) Volunteer positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel.

### 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).

Version Date: 01-OCT-14

E-5

## Process Flow

**1** Initiate PSIP Background Check → **1a** Complete eQIP → **1b** Background Check Complete

**2** Electronic Fingerprints by SL → **2a** Initiate VOLAC Request → **2b** Approve VOLAC Application → **2c** Initiate UPASS Request

**2b** Approve VOLAC Application → **2d** VOLAC DEERS/RAPIDS → **2e** Activate in Active Directory

**3 / 3a** Local Background Check / NCIC (EP1130-2-500 10-3(b))

**4**

Process Complete

### Legend

→ Volunteer Logistic Access Credentials (VOLAC) Path
→ Electronic Fingerprint Path
→ Local Background Check Path
→ No Background Check Path

# Background Check/VOLAC Flow Chart

**Volunteer Background Checks 2013**

START HERE

(Provided by SAW)

Are they volunteering for a one time organized volunteer event such as a National Public Lands Day or a Lake Cleanup event?

**Yes** → Not required but may be conducted.

**No** →

Are they volunteering in the District HQ Office?

**Yes** →

**No** →

Are they volunteering less than 120 days of the year?

**Yes** → Will their position require any of the following? Computer Access, Access to Government files & records, collection or handling of fees, positions that require wearing of the Corps volunteer clothing/name tag who work independently of Corps personnel.

** SAW Additionally, any volunteer working in the Visitor Center, Maintenance Areas, Open Campgrounds, and Dams will require a background check.

**No** → Volunteers that will have no interaction with the recreating public and are working in an isolated area such as along a fence line or picking up trash in a remote area along the shoreline, they will not be required to get a background check. However, if you are unsure whether or not someone should be checked give security a call and work through it with them.

**Yes** →

**No** →

Are they volunteering more than 120 days of the year?

**Yes** →

First, contact security when you have a volunteer that needs a background check. The volunteer will be asked to complete a Declaration for Federal Employment(Form 306). Go to www.opm.gov/forms, click on "optional" under forms. The form is about mid-way the list. Complete the form, sign and date 17a in black ink and email it back to me along with the information sheet.

They will be asked to complete a background investigation information sheet so they can be setup in the eQip system and be able to complete an electronic SF85.

Fingerprints will also be required and they will be mailed a fingerprint card. Note – The lake can pay for these to be completed.

Unless computer access is required, they may begin once all information is entered into PSIP and security gives you the go ahead.

Continue to page 2 if computer access is required.

Note - If it is an organized group leading kids such as the Boy Scouts, only the adult leaders need to complete the background check process.

Note – Community service volunteers and prison work crews do not need to complete these forms as they are under the supervision of the Courts so long as they have not been convicted of or arrested and awaiting trial for a violent crime, crime against a person, or a crime with a weapon.. However, inform the Security Office when someone is working on your project.

1

# Obtaining Computer Access

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

**STEP 1** - Volunteer must initiate a National Agency Check with Inquiries (NACI) through Security and have favorably returned results on their FBI National Criminal History Check (fingerprint check). Once complete, volunteer sponsor or supervisor should notify Carmen Boyette, carmen.b.boyette@usace.army.mil or 919-542-4501 x27 and provide a short justification as to why computer access is required.

**STEP 2** - Carmen will verify with security that the NAC check has been initiated and the volunteer's fingerprint results have been returned favorably. Volunteer will be asked to provide the following information in a secure manner. Volunteer sponsor/supervisor may send an encrypted email or the volunteer may call with the information. **They key is that it must be done securely. Please do not allow the volunteer to send the information from their home computers.**

2. Volunteer will need to provide the following information.

a. Last Name
b. First Name
c. Middle Name
d. Cadency Name (if they have one such as Junior, Senior, II)
e. Personal ID #(SSN)
f. Home Email
g. Date of Birth
h. How long they will be volunteering so a card expiration date can be determined? Cards automatically expire after 180 days but can be renewed automatically.

The volunteer should also answer the following question.

Does the volunteer fall under any of the following?

- Current Contractor requesting a CAC re-issuance.
- Contractor for another DoD Service or Agency.
- Current or previous Reserve/Guard Member.
- Military Retiree.
- Current or previous DoD Civilian Employee.
- Dependent of Military Member.

Continue to Page 3

**STEP 3** Carmen will enter the information provided in Step 2 into the Trusted Associate Sponsorship System (TASS). Once the application is initiated, Carmen will securely provide the volunteer's user name and password to the volunteer sponsor/manager or directly to the volunteer if requested. The user name and password should be provided securely to the volunteer. Avoid emailing to a personal home computer.

**STEP 4** Volunteer has 7 days to complete an initial login to the Contractor Verification System and 30 days to complete their application. The faster a volunteer can complete their application, the sooner they will be able to get a VolAC.

https://www.dmdc.osd.mil/tass

**STEP 5** Carmen will approve the completed application. Once approved, an automatic email will be sent directly to the volunteer's home email provided with a carbon copy to Carmen. As a courtesy, Carmen will send the email to the volunteer sponsor and security letting them know the volunteer is now eligible to get a VoLAC. The following guidance will be in the email. Those in the District Office should contact Linda Williams regarding the card.

Your Trusted Associate Sponsorship System (TASS) application for a Common Access Card or government credential was approved. Please proceed to the nearest RAPIDS issuance facility with 2 valid forms of identification (see link below) for card issuance. Please check with the RAPIDS issuance facility to determine if an appointment is required.

For card issuance, a DD-2842 may still be required. The form can be obtained at the following Web Site, or one can be obtained at the RAPIDS issuance facility:
http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage2452.html

Web Site provided for a list of valid forms of identification:
https://www.dmdc.osd.mil/tass/docs/List_Of_Valid_IDs.pdf

TASS Web Site: https://www.dmdc.osd.mil/tass/

RAPIDS Locator Web Site: http://www.dmdc.osd.mil/rsl/

**STEP 6** – Carmen will monitor the VoLACs status in the system and reverify cards as needed. At the end of the VoLACs expiration date, volunteers still working will need to reapply.

At the conclusion of their volunteer service, volunteers must return their cards in a secure manner to the security office. Volunteer supervisors must also notify Carmen Boyette so she can revoke their cards in the TASS system after they depart.

Note – ACEIT will establish computer access for the volunteer. Be sure to submit an online ServiceTrak request. You may begin this process at the same time you are obtaining a VOLAC.

# Volunteer Clothing

- Clothing items may be provided only if essential to a volunteer's specified duties, such as in cases where clothing items are needed for safety reasons or when volunteers must be easily identifiable to Corps employees or the public, such as park hosts, visitor center staff, etc.

- Official Corps volunteer clothing items must be purchased from the Corps uniform contract provider.

- Multiple quantities of items may be provided to an individual. (Recommend 1 clean shirt per day of work week.)

- For volunteers performing maintenance duties, T-shirts may be ordered from a local vendor with the Corps logo and "Volunteer"

- Volunteers are not authorized to wear the NRM uniform patch or any other item of the official NRM Class A-B-C-D Park Manager/ Park Ranger uniform.

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# Volunteer Clothing

Available from VF Imagewear:

- Vests: red
- Sweatshirt jacket: red
- Polo shirt: tan, white or red
- Ball cap: beige/black
- Ball cap- summer: khaki or red
- Name Plate
- Patch (by request to uniform committee)

**To order:**
**Go to the 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 "**Login**"- "**Continue**" - "**Volunteer Program**" is at the bottom left.
- Use the government VISA credit card to purchase.

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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.

- 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) by telephone).

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# Volunteer Safety

- The same safety briefings, trainings, and equipment provided to Corps personnel will also be provided to volunteers

- Job Hazard Analysis (JHA) should 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

### 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** |
| Ensure work area is safe | Injuries to head or feet, falls | Wear hardhat, safety-toed shoes and safety glasses. Use ladders for access or exit of excavations |
| Entering excavations/trenches | Slide slope failure. Shoring collapse | Excavation/trench sides should be sloped according to the OSHA Regulations concerning side slopes for excavations/trenches. Do **not** 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. |
| Briefly inspect excavation/trench side slopes or shoring | Objects falling into excavation/trench | All materials should be moved at least two feet from the edge of the excavation |
| Exit excavation/trench | Falling off ladder | See JHA for "Using Ladders". Do **not** use a backhoe bucket to enter/exit an excavation/trench |

# Volunteer Appreciation
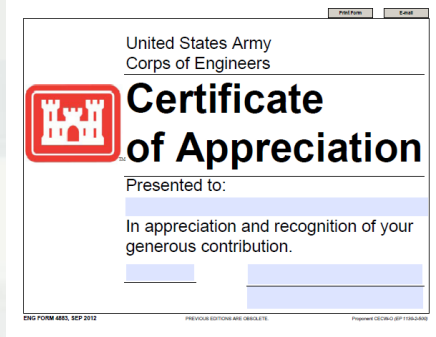


- Projects are encouraged to show appreciation for volunteer services received. Volunteers may be issued a certificate of appreciation to acknowledge their service, as well as be featured in articles, on websites, and thanked in person.

- 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.

- Volunteers may be eligible for DoD Public Service Awards.

- Individual and family/couple/group volunteers are now eligible for the National Volunteer Award, sponsored by the Corps Foundation

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# Volunteer Appreciation

## Volunteer Appreciation Walls

# Volunteer Pass Program

- 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 toward a pass at multiple Corps projects.

- Volunteer hours will be verified and entered by volunteer coordinators in a centralized database.

- Database launched in late May 2013

- 48 lakes participating with 243 passes issued

- Will most likely be replaced by the ATB Volunteer pass in 2016

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# Reimbursable Expenses

- Volunteers do not receive any salary, but in some cases may be reimbursed for actual out-of-pocket expenses.

- Reimbursement is not required, should be approved in advance, and identified on the Volunteer Agreement.

- Some expenses might include local transportation costs and meals during duty hours.

- Reimbursement is authorized by ER1130-2-500, Ch. 10. Document the incidental expenses on Standard Form 1164, Claim for Reimbursement and follow your district's procedure.

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# Volunteer Frequently Asked Questions

- Volunteers under the age of 18:
  - ➢ May volunteer with written consent of their parent or guardian.
  - ➢ If volunteering as part of a group volunteer agreement, leader must provide a complete list of group participants and separate agreements signed or parental consent on another organization's form signed by the parents/ guardians for all participants under the age of 18.

- Use of government-owned or leased vehicles, vessels, machinery, etc.
  - ➢ Requirement for use should be stated on the volunteer agreement and acknowledged by the volunteer's signature.
  - ➢ Must have proper training, license, and/or experience in accordance with USACE operator permit policies
  - ➢ Volunteers are liable for damages to government property if their negligence is the proximate cause.

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# Volunteer Frequently Asked Questions

- Volunteers can perform duties that once were, or are currently performed by Corps employees

- Volunteer benefits:
  - Volunteers have the same benefits of protection as Federal employees under the Federal Employee's Compensation Act and the Tort Claims Act
  - May be reimbursed for approved out-of-pocket expenses such as local transportation and meals during duty hours.
  - May receive a free campsite while volunteering

- Use of inmate volunteers:
  - May serve as volunteers after receiving a background check at the discretion of the volunteer coordinator so long as they have not been convicted of or arrested and awaiting trial for a violent crime, crime against a person, or a crime with a weapon.

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# Civilian Inmate Labor Program

- AR-210-35 provides Army policy and guidance for establishing and managing civilian inmate labor programs (CILP) with Federal corrections facilities.

- MOA signed and labor plan developed with Federal facility

- Only inmates classified as minimum level security

- Inmates may perform custodial tasks, building demolition, debris removal, mowing, landscaping, painting, carpentry, trash pickup, debris removal, construction, maintenance and similar activities.

- Benefits of the program include:
  - Provide a source of labor at no direct labor cost to the Corps
  - Accomplish unfunded tasks
  - Provide meaningful work for inmates

- 5 year savings at Carlyle and Rend = $4.5 million

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# Volunteer Reporting for OSHA

- January 1, 2014 new requirement for Federal OSHA recordkeeping to include volunteer injuries and illnesses

- Prefix "V" before OPM job series # on OSHA 300 column C
  - Example - V0334 Computer Specialist



OSHA 300

OSHA 300A

OSHA 301

# Volunteer Reporting in OMBIL

- Volunteer data must be captured each year during October in the REC – Annual Update (Wizard)

- 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 SCA and other youth conservation corps groups should be entered as volunteer hours in both update sections.

- National Fair Labor Standard Act: Participants who make less than minimum wage are technically and legally considered "volunteers"

# Volunteer Data Decision Tree

- Available on OMBIL Partnerships FAQ page:
  http://corpslakes.usace.army.mil/employees/faqs.cfm?Id=partner-OMBIL&Nav=partner&View=Yes

**Step 1. Recreation Annual Update- Annual Project Data Update**
Enter ALL volunteer hours in this section of OMBIL. 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. Recreation Annual Update- Partnership Update**
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 that volunteer may only be counted in the Annual Project Data Update. Other volunteers that are part of a group which falls under a partnership agreement, should also have their hours counted in the Partnership 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.

Is/are the volunteer(s) working as part of a Handshake agreement? → **YES** → Input # volunteers and volunteer hours in the Handshake Agreement type

**NO** ↓

Is/are the volunteer(s) from a Cooperating Association*? → **YES** → Input # volunteers and volunteer hours in the Cooperating Association agreement type

# Volunteer Data Decision Tree (Cont.)

NO ⬇

Is/are the volunteer(s) working as part of a Challenge Partnership or Cooperative Agreement?

YES ⟹ Input # volunteers and volunteer hours in the Challenge Partnership or Cooperative agreement type (whichever is applicable)

NO ⬇

Is/are the volunteer(s) part of a group that we have a local MOU/MOA with or the Corps has a national MOU/MOA* with?

YES ⟹ Input # volunteers and volunteer hours in the MOU/MOA agreement type

NO ⬇

In addition to their volunteer service, is/are the volunteer(s) also contributing money, materials or supplies, and/or paying for professional services?

YES ⟹ Input # volunteers and volunteer hours Contributions agreement type

NO (See next page)

| Is the volunteer associated with an organization that doesn't have any other agreement type in place? | YES ⟹ | Input # volunteers and volunteer hours in Contributions agreement type |
|---|---|---|

If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Annual Project Data Update section of OMBIL.   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.

Note: Although all Cooperating Associations set up their relationship with the Corps through a Cooperative Agreement, for the purposes of OMBIL, hours donated by members of a Cooperating Association should be input in the Cooperating Association category (or Handshake/Challenge Partnership if applicable to a specific project), not in the Cooperative Agreement category.

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

# Volunteer Program Forms

**OF 301:** Volunteer Application (Approved by OMB for all agency use)

**Volunteer Application for Natural Resources Agencies**

Instructions: Mark ☑ in the appropriate boxes, for other items either print or type responses. If extra space is needed use item 18.

1. Name (Last, First, Middle)
2. Age
3. Telephone Number ( ) -
4. Email Address

5. Street Address (include apartment no., if any)
6. City, State, and Zip Code

7. Which general volunteer work categories are you most interested in?
- ☐ Archeology
- ☐ Botany
- ☐ Campground Host
- ☐ Construction Maintenance
- ☐ Computers
- ☐ Conservation Education
- ☐ Fish/Wildlife
- ☐ Historical/ Preservation
- ☐ Pest/Disease Control
- ☐ Minerals/ Geology
- ☐ Natural Resources Planning
- ☐ Office/Clerical
- ☐ Range/Livestock
- ☐ Research/Librarian
- ☐ Soil/ Watershed
- ☐ Timber/Fire Prevention
- ☐ Trail/Campground Maintenance
- ☐ Tour Guide/Interpretation
- ☐ Visitor Information
- ☐ Other (Please specify)

8. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work?
- ☐ Backpacking/Camping
- ☐ Biology
- ☐ Boat Operation
- ☐ Carpentry
- ☐ Clerical/Office Machines
- ☐ Computer Programming
- ☐ Drafting/Graphics
- ☐ Driver's License
- ☐ First Aid Certificate
- ☐ Hand/Power Tools
- ☐ Heavy Equipment Operation
- ☐ Horses – Care/ Riding
- ☐ Landscaping/Reforestation
- ☐ Land Surveying
- ☐ Livestock/Ranching
- ☐ Map reading
- ☐ Mountaineering
- ☐ Photography
- ☐ Public Speaking
- ☐ Research/Librarian
- ☐ Sign Language
- ☐ Supervision
- ☐ Other Trade skills (Please specify)
- ☐ Teaching
- ☐ Working with People
- ☐ Writing/Editing
- ☐ Other (Please specify)

9. Based on boxes checked in items 7 and 8, what particular type of volunteer work would you like to do? (Please describe any specific qualifications, skills, experience, or education that apply)

10. Are you a United States Citizen? ☐ Yes ☐ No (If no, additional information may be required)

11. a. Have you volunteered before? ☐ Yes ☐ No
b. If Yes, please briefly describe your volunteer experience.

12. Would you like to supervise other volunteers? ☐ Yes ☐ No

13. What are some of your objectives for working as a volunteer? (Optional)

14. Please specify any physical limitations that may influence your volunteer work activities:

15. a. Which months would you be available for volunteer work?
- ☐ January
- ☐ February
- ☐ March
- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

15b. How many hours per week would you be available for volunteer work? Hours

15c. Which days per week would you be available for volunteer work?
- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

16. Specify at least three states or specific locations within a state where you would like to do volunteer work.

17. Specify your lodging needs:
- ☐ I will furnish my own lodging (such as tent; camper; own, relative's, or friend's place)
- ☐ I will require assistance in finding lodging

18. If a volunteer assignment is not available at the location specified in item 16, do you want your application forwarded to another location or Federal agency seeking volunteers with your background/interests?
☐ Yes ☐ No (Please specify)

19. This is provided for more detailed responses. Please indicate the item numbers to which these responses apply:

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

**Notice to Volunteer**

Volunteers are not considered Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience. By signing this application the volunteer(s) understand(s) s/he may be subject to a reference check, background check, and/or criminal history inquiry.

**Privacy Act Statement**

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI, for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.

20. Signature (Sign in ink)
20. Date

# Volunteer Program Forms

**OF 301a:** Volunteer Agreement (Approved by OMB for all agency use)

## Volunteer Services Agreement for Natural Resources Agencies
### for Individuals or Groups

Please print when completing this form

| Site Name/Project Leader | Agency | Reimbursement (if any) |
|---|---|---|
| | | |

| Name of Volunteer or Group Leader – Last, First, Middle | Age (If Individual Agreement) ☐ Under 18 ☐ 18-25 ☐ 26-55 ☐ 56 and Older |
|---|---|
| | |

| Are you a U.S. Citizen? ☐ Yes ☐ No Visa Type | Email Address | Home Phone | Mobile Phone |
|---|---|---|---|
| | | | |

| Street Address | City | State | Zip |
|---|---|---|---|
| | | | |

| IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Legal Guardian | Home Phone | Mobile Phone | Email Address |
|---|---|---|---|
| | | | |

| Street Address | City | State | Zip |
|---|---|---|---|
| | | | |

I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform.

I give my permission for _____ to participate in the specified volunteer activity sponsored

by _____ at _____
(Name of Sponsoring Organization, if applicable)   (Name of Volunteer Duty Station)

From _____ to _____ _____ _____
(Date)   (Date)   (Parent/Guardian Signature)   (Date)

| Emergency Contact Name | Home Phone | Mobile Phone | Email Address |
|---|---|---|---|
| | | | |

| Street Address | City | State | Zip |
|---|---|---|---|
| | | | |

### GOVERNMENT OFFICIAL COMPLETES THIS SECTION

Description of service to be performed. Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.

Government Vehicle required? ☐ Yes ☐ No   ☐ Valid State Driver's License   ☐ International Driver's License
Personal Vehicle to be used? ☐ Yes ☐ No   Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.

I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party.

I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.

I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statement I have checked below is true:

☐ I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.

☐ I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to _____.
(Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

_____ _____
(Signature of Volunteer)   (Date)

The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims and injury compensation to the extent not covered by your volunteer group, if any.

_____ _____
(Signature of Government Representative)   (Date)

### Termination of Agreement

Volunteer requests formal evaluation ☐ Yes ☐ No   Evaluation Completed _____
(Date)

Agreement terminated on _____ _____
(Date)   (Signature of Government Representative)

### Public Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

### Privacy Act Statement

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however

# Volunteer Program Forms

**OF 301b:** Volunteer Group Agreement (New form)

GROUP NAME:                                                          AGENCY NAME:

## Volunteer Service Agreement—Natural & Cultural Resources          Volunteer Sign-up Form for Groups

All volunteers that participate with an organized group on an episodic volunteer project on a unit of a public lands agency must be signed up on this form. By signing this form you agree to the terms of the project as defined in the attached Volunteer Service Agreement and affirmed by the organization and federal agency represents. Volunteers under age 18 must complete a Volunteer Service Agreement—Natural & Cultural Resources and must be signed by the parent or guardian. Please indicate your willingness (yes) or unwillingness (no) for the Agency to use your photographic, video or audio images in performance of volunteer duties.

| Project Title: | | | | Date of Project: | | |
|---|---|---|---|---|---|---|
| Group Name: | | | | Agency: | | |
| Group Contact Name (First, Last): | | Telephone: | | Agency Contact Name (First, Last): | | Telephone: |
| | | Email: | | | | Email: |

| # | Volunteer Name (First, Last) | Signature | Telephone Number | Email Address | Photo Release Yes | No |
|---|---|---|---|---|---|---|
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Volunteer Service Agreement Group Sign-up Form                    301b                              USDA-USDI-DOC0-DOD
                                                                  Page    of

# Volunteer Program Forms

**ENG Form 4882-R:** Volunteer Service Record

**BUILDING STRONG**®

# Volunteer Program Forms

**Standard Form 1164:** Claim for Reimbursement for Expenditures on Official Business (Volunteer's incidental expenses)

| CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS | 1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE | 2. VOUCHER NUMBER |
|---|---|---|
| | | 3. SCHEDULE NUMBER |

*Read the Privacy Act Statement on the back of this form.*

**5. PAID BY**

### 4. CLAIMANT

| a. NAME (Last, first, middle initial) | b. SOCIAL SECURITY NO. |
|---|---|
| c. MAILING ADDRESS (Include ZIP Code) | d. OFFICE TELEPHONE NUMBER |

**6. EXPENDITURES** *(If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)*

| DATE | CODE | Show appropriate code in col. (b):<br>A - Local travel    D - Funeral Honors Detail<br>B - Telephone or telegraph, or    E - Specialty Care<br>C - Other expenses (itemized)<br>(Explain expenditures in specific detail.) | | MILEAGE RATE ¢<br>NO. OF MILES | AMOUNT CLAIMED | | | |
|---|---|---|---|---|---|---|---|---|
| | | (c) FROM | (d) TO | | MILEAGE | FARE OR TOLL | ADD PER-SONS | TIPS AND MISCEL-LANEOUS |
| (a) | (b) | | | (e) | (f) | (g) | (h) | (i) |
| | | | | | | | | |
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# Volunteer Program Forms

**Standard Form 87:** Federal Employee and Military Fingerprint Card (Used for background checks for VOLAC card)

## SF-87

**Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.**

SF 87(REV. APRIL 2006)
US OFFICE OF PERSONNEL MANAGEMENT
E.O. 10450

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME    NAM    FIRST NAME    MIDDLE INITIAL

FBI

LEAVE BLANK

**1**

SIGNATURE OF PERSON FINGERPRINTED

**2**

O R I    USOPMOOOZ - FIPC BOYERS, PA

RESIDENCE OF PERSON FINGERPRINTED

SERIAL NO. (OPM USE ONLY) OCA

DATE OF BIRTH DOB
MONTH    DAY    YEAR
**12**

ALIASES AKA

| SEX | RACE | HGT. | WGT. | EYES | HAIR | PLACE OF BIRTH POB |
|-----|------|------|------|------|------|--------------------|
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |

DATE    SIGNATURE OF OFFICIAL TAKING FINGERPRINTS
**3**

LEAVE BLANK

TITLE AND ADDRESS

SCARS, MARKS, AND TATTOOS

CLASS _____

POSITION TO WHICH APPOINTED

FBI NO. FBI

REF. _____

DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE)

SOCIAL SECURITY NO. SOC
**4**

### 1. NAM

Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.

### 7. HGT

Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".
Example:
for 5' 11" enter 511

### 10. HAIR

Must include three letter code:

| Color | Code |
|-------|------|
| Bald | BAL |
| Black | BLK |

# Volunteer Program Forms

**Standard Form 85:** Questionnaire for Non-Sensitive Positions

Standard Form 85
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731 and 736

Form approved:
OMB No. 3206-0005
NSN 7540-00-634-4035
85-111

## Questionnaire for Non-Sensitive Positions

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on Page 5 and the release on Page 6. If you have any questions, call the office that gave you the form.

### Purpose of this Form

The U.S. Government conducts background investigations to establish that applicants or incumbents either employed by the Government or working for the Government under contract, are suitable for the job. Information from this form is used primarily as the basis for this investigation. Complete this form only after a conditional offer of employment has been made.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or employment prospects.

### Authority to Request this Information

The U.S. Government is authorized to ask for this information under Executive Order 10577, sections 3301 and 3302 of title 5, U.S. Code; and parts 5, 731, and 736 of Title 5, Code of Federal Regulations.

Your Social Security Number is needed to keep records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

2. Type or legibly print your answers in black ink (if your form is not legible, it will not be accepted). You may also be asked to submit your form in an approved electronic format.

3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."

4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with your intent.

5. You must use the State codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.

6. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided the form will assist you in

# Volunteer Program Forms

**OPM 306:** Declaration for Federal Employment

## Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

### GENERAL INFORMATION

1. **FULL NAME** (First, middle, last)

   ◆

2. **SOCIAL SECURITY NUMBER**

   ◆

3. **PLACE OF BIRTH** (Include city and state or country)

   ◆

4. **DATE OF BIRTH** (MM/DD/YYYY)

   ◆

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)

   ◆

   ◆

6. **PHONE NUMBERS** (Include area codes)

   Day ◆

   Night ◆

### Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO *If "NO" skip 7b and 7c. If "YES" go to 7b.*

7b. Have you registered with the Selective Service System? ☐ YES ☐ NO *If "NO" go to 7c.*

7c. If "NO," describe your reason(s) in item #16.

### Military Service

8. Have you ever served in the United States military? ☐ YES *Provide information below* ☐ NO

   If you answered "YES," list the branch, dates, and type of discharge for all active duty.

   If your only active duty was training in the Reserves or National Guard, answer "NO."

| Branch | From MM/DD/YYYY | To MM/DD/YYYY | Type of Discharge |
|--------|-----------------|---------------|-------------------|
|        |                 |               |                   |
|        |                 |               |                   |
|        |                 |               |                   |

### Background Information

**For all questions, provide all additional requested information under item 16 or on attached sheets.** The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9,10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic

# Volunteer Program Forms

**DD Form 2875:** System Authorization Access Request

(To obtain access to Trusted Associate Sponsorship System)

## SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

### PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

ROUTINE USES: None.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST

☐ INITIAL   ☐ MODIFICATION   ☐ DEACTIVATE   ☐ USER ID _____

DATE (YYYYMMDD) _____

SYSTEM NAME (Platform or Applications) | LOCATION (Physical Location of System )

**PART I** (To be completed by Requestor)

| 1. NAME (Last, First, Middle Initial) | 2. ORGANIZATION |
|---|---|
| 3. OFFICE SYMBOL/DEPARTMENT | 4. PHONE (DSN or Commercial) |
| 5. OFFICIAL E-MAIL ADDRESS | 6. JOB TITLE AND GRADE/RANK |

7. OFFICIAL MAILING ADDRESS

8. CITIZENSHIP   ☐ US   ☐ FN   ☐ OTHER

9. DESIGNATION OF PERSON   ☐ MILITARY   ☐ CIVILIAN   ☐ CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)

☐ I have completed Annual Information Awareness Training.   DATE (YYYYMMDD) _____

11. USER SIGNATURE   |   12. DATE (YYYYMMDD)

**PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR** (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED:   ☐ AUTHORIZED   ☐ PRIVILEGED

15. USER REQUIRES ACCESS TO:   ☐ UNCLASSIFIED   ☐ CLASSIFIED (Specify category)   ☐ OTHER

16. VERIFICATION OF NEED TO KNOW

I certify that this user requires access as requested.   ☐

16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)

| 17. SUPERVISOR'S NAME (Print Name) | 18. SUPERVISOR'S SIGNATURE | 19. DATE (YYYYMMDD) |
|---|---|---|
| 20. SUPERVISOR'S ORGANIZATION/DEPARTMENT | 20a. SUPERVISOR'S E-MAIL ADDRESS | 20b. PHONE NUMBER |
| 21. SIGNATURE OF INFORMATION OWNER/OPR | 21a. PHONE NUMBER | 21b. DATE (YYYYMMDD) |

# Volunteer Program Forms

**ENG Form 4883:** Certificate of Appreciation

**BUILDING STRONG**®

# Resources: NRM Gateway
http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm

## 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 get help from the Volunteer Clearinghouse, www.corpslakes.us/volunteer, (1-800-VOL-TEER or 1-800-865-8337), a national information center for people interested in volunteering at Corps projects across the country. Corps offices that have upcoming projects or events that volunteers can assist with may use the Volunteer Clearinghouse to submit their volunteer projects on-line.

- Policy & Procedures
- Volunteer Forms
- Program History
- Training
- Volunteer Clearinghouse
- Related Sites
- National Public Lands Day
- Take Pride in America

- News / Current Issues
- FAQs
- Good Enough to Share
- Volunteer Clothing, Posters, and Brochures
- Volunteer Plans and Handbooks
- Background Checks/Volunteer Computer Access
- Division & District POCs
- Corps Photo Album for Volunteers

**BUILDING STRONG®**

# Resources: Volunteer Brochure

## 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.

## 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.

## How to Volunteer

Contact a nearby Corps lake visitor center or office and talk to a park ranger to learn more. You can also call 1-800-VOL-TEER (1-800-865-8337) or visit the Corps Volunteer Clearinghouse website anytime at *corpslakes.us/volunteer* if you are interested in volunteering with the Corps.

The Clearinghouse serves as a nationwide link, pairing up skilled, enthusiastic volunteers with Corps employees who need your services. Callers should be ready to provide information about your interests, talents, dates available, and locations you may want to volunteer.

You can also find opportunities at *www.volunteer.gov*, where you can apply directly online for a position. To find out more about a particular location, visit *www.corpslakes.us*

**US Army Corps of Engineers**®

VOLUNTEER OPPORTUNITIES

**BUILDING STRONG**®

...difference

Volunteers play a valuable role in helping the U.S. Army Corps of Engineers 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 Corps-managed lands and waters
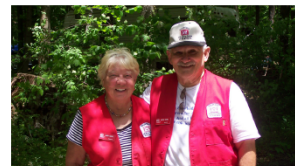
The Corps of Engineers is the nation's largest federal provider of outdoor recreation. with stewardship responsibilities over 12 million acres at 404 lakes and rivers projects located in 43 states. Our volunteers are people who want to give back to their communities and are interested in the work of the Corps' natural resources management program.

## CORPS OF ENGINEERS

VOLUNTEER OPPORTUNITIES

## Why Volunteer?

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

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
- Increase your career options
- Earn college credits with internships
- Enjoy free camping while serving
- Have fun!

## Where can you serve?

Corps lakes and river projects are located throughout the United States. Visit *www.corpslakes.us* to find a lake near you.
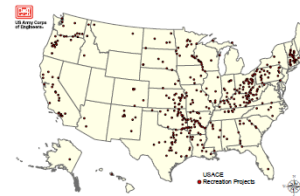
USACE
Recreation Projects

## 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.

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
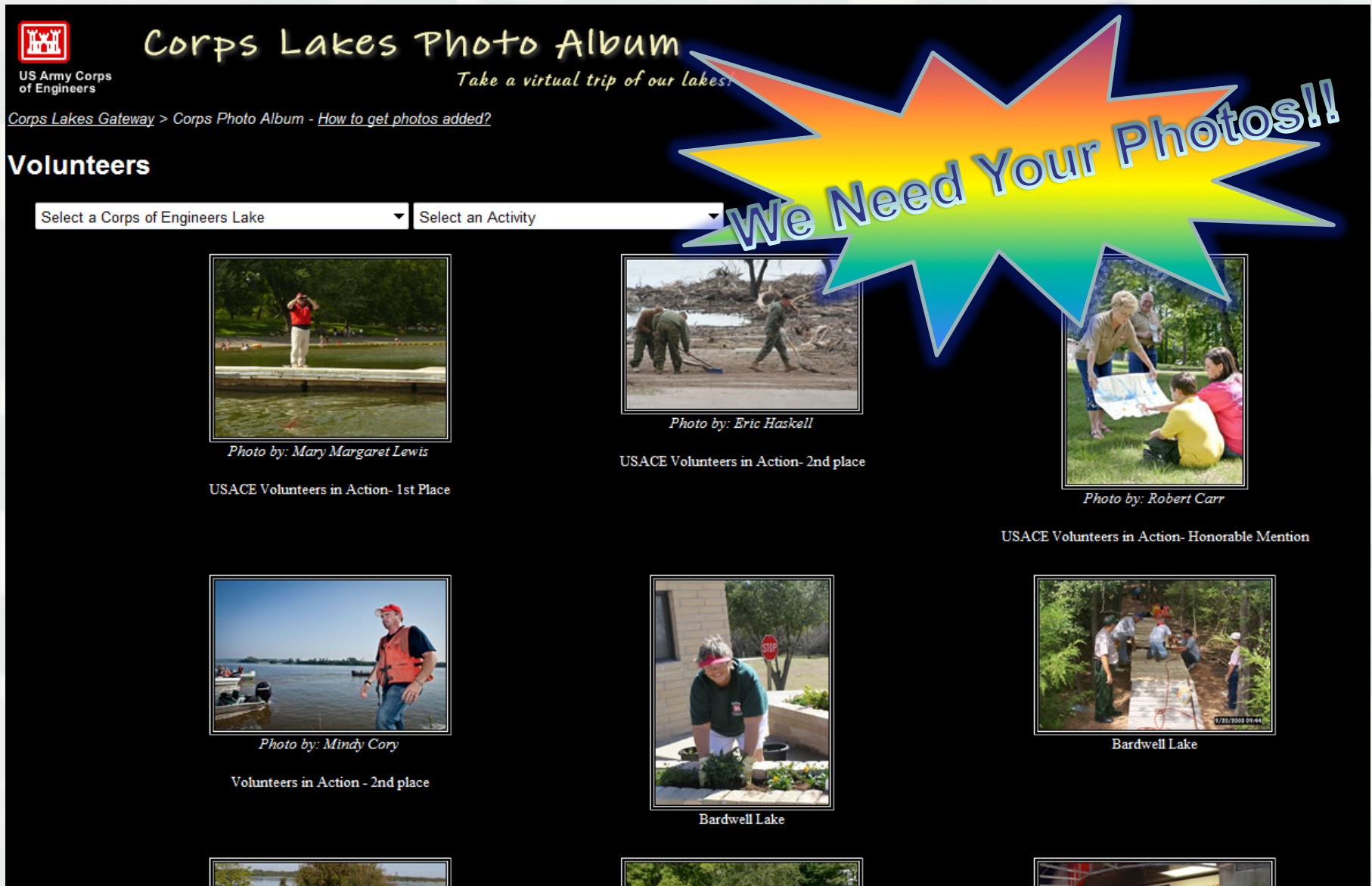
**Administration**
- Write or edit materials for publication
- Photography
- Computer/database entry

.... And so much more!

# Resources: Corps Lakes Photo Album

http://corpslakes.usace.army.mil/visitors/album.cfm?Option=Search&Id=0&Activity=Volunteers

# Resources: Volunteer Clearinghouse

http://www.corpslakes.us/volunteer/

800-VOL-TEER (800-865-8337)

POC: LRN- Allison Walker (615) 736-7988

# Resources:
## www.Volunteer.gov

**We Need Your Photos/Events Here Too!!**

# Resources: TASS Applicant
# and TA User Guides

**Defense Manpower Data Center (DMDC)**

**Trusted Associate Sponsorship System (TASS)**

**Trusted Agent User Guide**

**(TASS TASM/TA User Guide)**

Version 4.00
March 2013

Prepared by:
The Defense Manpower Data Center

**Defense Manpower Data Center (DMDC)**

**Trusted Associate Sponsorship System (TASS)**

**Applicant User Guide**

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