

Volunteer Program

Partnerships in NRM
PROSPECT Course



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US Army Corps of Engineers
BUILDING STRONG®

The Corps Volunteer Program



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

In 2015: 41,595 Corps volunteers contributed 1,517,613 hours of work with an estimated value of \$35 million

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

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



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



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

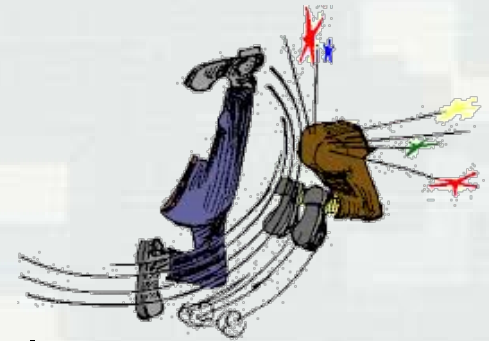


What Volunteers Can and Can't Do

- 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.

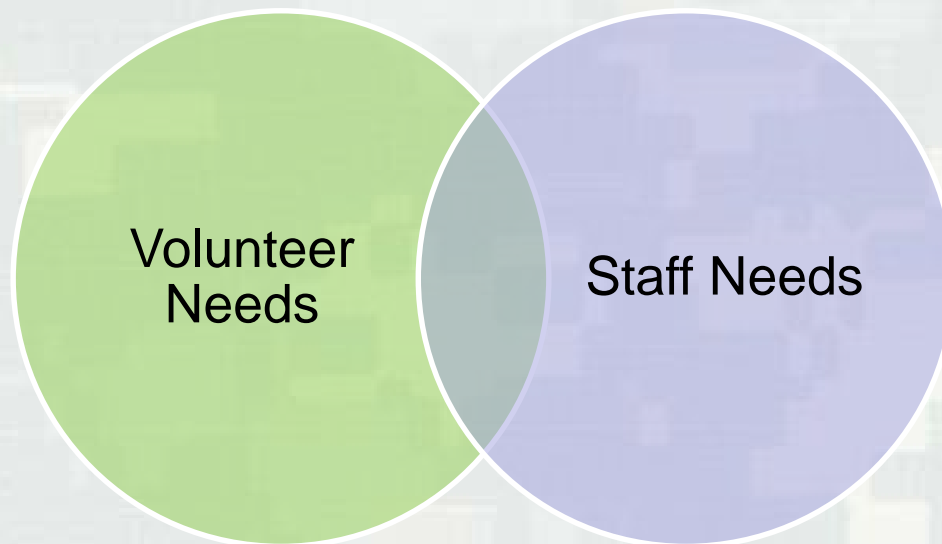
Cannot:

- Enforce Title 36
- Create policy
- Volunteers will not be used to displace any personnel of the Corps of Engineers



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?



Creating Strategic Volunteer Jobs

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



Motivating your Volunteers

- It is the volunteer coordinator's goal to achieve planned results through other people, by giving them:
 - Ownership
 - Responsibility for outcomes
 - Authority to think
 - A defined way to determine success



- Create a sense of community

- When you find good volunteers, inquire about their future plans. Let them know you want them back.
- Have FUN. Having fun and spending time with your volunteers trumps any certificate or award.



Volunteer Program Authorities

- **33 USC 569c (Public Law 98-63) in 1983, Amended by WRRDA 2014 Sec 1047(d):** Gave the Chief of Engineers the authority to accept the services of volunteers and provide for their incidental expenses, **including expenses relating to uniforms, transportation, lodging, and the subsistence of those volunteers** to carry out any activity of the Corps except policy making, law or regulatory enforcement.
- **33 USC 2325, WRDA 1992, Sec 203** Authority to accept contributions of cash, funds, materials, and services from persons, including government entities but excluding project sponsor



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



Volunteer Program Guidance

- **ER/EP 1130-2-500**, Chapter 10 Corps of Engineers Volunteer Program. Superseded by 12 August 2016 “Implementation Guidance for Section 1047 (d) Services of Volunteers, of the Water Resources and Reform Development Act (WRRDA) of 2014, Public Law 113-121”

- **Policy Letter 04-01**, October 2004: Established the Corps use of the Independent Sector’s hourly rate to determine the value of service
 - FY16 rate = \$23.56 (Updated each April)

- **EP 1130-2-429**, Volunteer Coordinator’s Handbook. April 1993.
 - Other versions available on the NRM Gateway:
 - Fort Worth
 - Bonneville Lock and Dam
 - Lake Kaweah
 - Lake Okeechobee
 - Saylorville Lake
 - Walla Walla District



Background Checks

- **Required** for any volunteer in one or more of the following scenarios:
 - Individuals who volunteer for more than 180 calendar days in a year
 - Positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel
 - Positions that work independently of USACE personnel that are regularly in contact with children under 18 without a parent or guardian present. (**Ref: Army Directive AD 2014-23*)
 - 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
 - Background checks are effective for one year (**Ref: HQ Security Office*)
 - Checks can be shared between districts/offices for same vol



Background Check Procedures

- May be conducted, but are **not required** for any of the following:
 - Individuals who volunteer for one-time events
 - Individuals who volunteer for less than 180 days and who do not meet any of the scenarios as described on the previous slide
 - Volunteers who only work in proximity and direct supervision by a Corps employee



Background Check Procedures

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

- National Crime Information Center Interstate Identification Index (NCIC III) is the baseline check for non-CAC volunteers. Valid for one year.

- 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

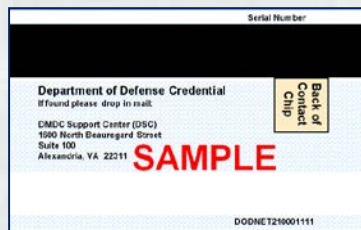
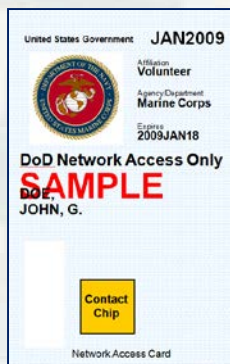


Computer Access for Volunteers

- 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



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.



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.

- Most District offices have established a TASS VOLAC program infrastructure by completing the following steps:
 - Assigned a Trusted Agent Security Manager (TASM) in the District Office and a TASS Site ID for the District. (*Contact Heather for your POC*)
 - The TASM must complete six online training courses to become certified. (Training takes approx. 6 hours and must be renewed annually.)
 - 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)



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)



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.
- **NOTE:** The NACI background check is valid for a lifetime, as long as a 2 year break in service does not occur at any point. (This is different than the NCIC III check for non-CAC volunteers which is only good for 1 year)
- 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.



VOLAC Responsibilities

Roles	Responsibilities
HQUSACE VOLAC/TASS Service POC	<ul style="list-style-type: none"> • Receive, process, and approve requests for TASS Site IDs and Trusted Agent Security Manager (TASM) appointments.
VOLAC Trusted Agent Security Managers (TASM)	<ul style="list-style-type: none"> • Register Trusted Agents (TA) • Transfer volunteer sponsorship between TAs • Remove TAs
VOLAC Trusted Agents (TA)	<ul style="list-style-type: none"> • Create new VOLAC account in TASS • Approve, reject, or return VOLAC application • Re-verify VOLAC requirement
Volunteer Sponsors	<ul style="list-style-type: none"> • Determine the validity of a request for a VOLAC. • Obtain verification of a favorable NACI and favorable FBI (finger print check) background check. • Ensure that the VOLAC is retrieved and the TA is notified whenever a VOLAC is no longer required.
Volunteer	<ul style="list-style-type: none"> • Obtain VOLAC at DEERS/RAPIDS ID Card facility when approved. • Return VOLAC to vol. sponsor upon termination

Volunteer Duties

Red Path

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

Blue Path

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

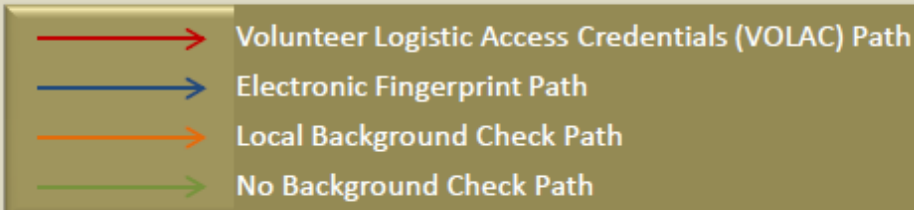
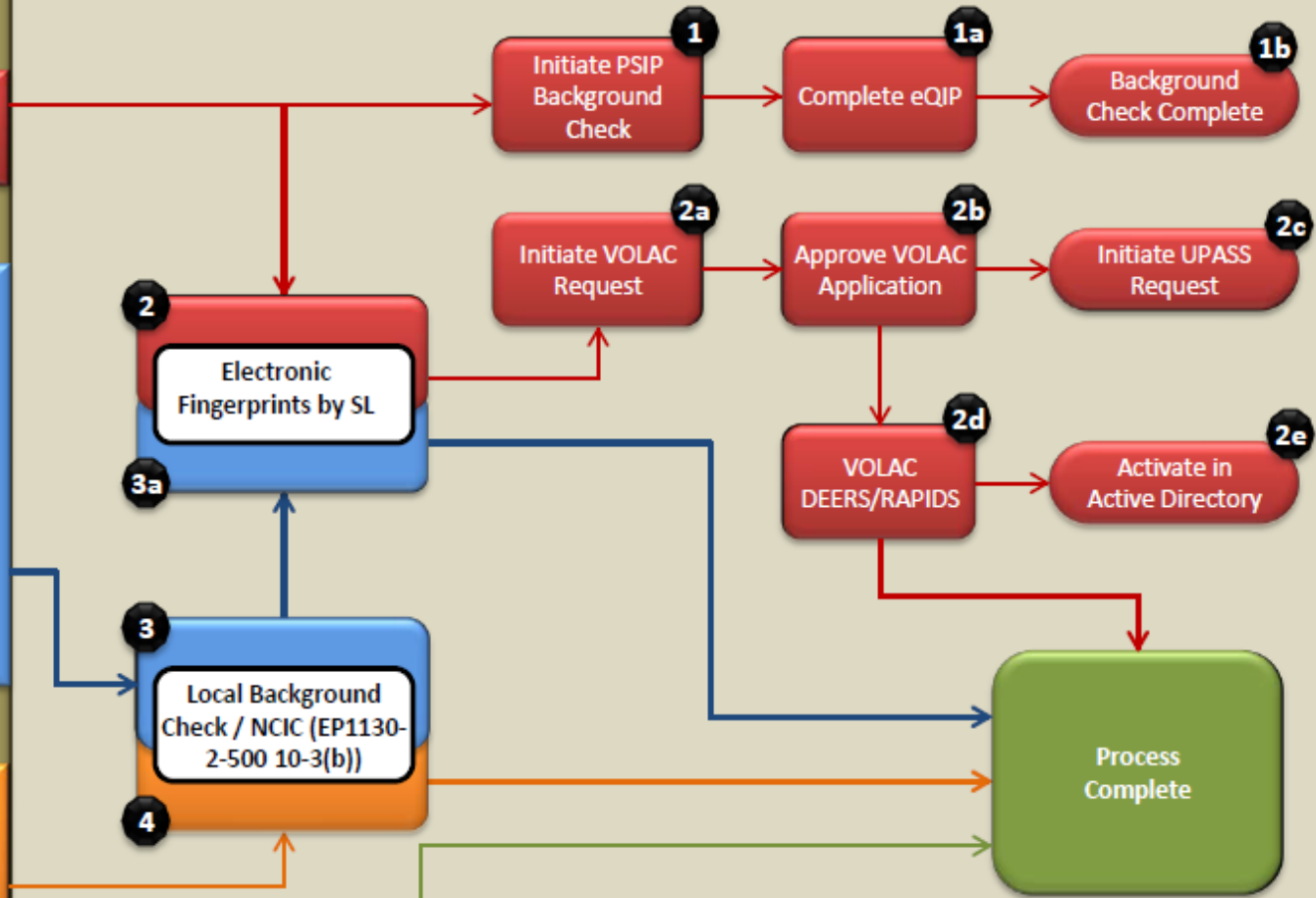
Orange Path

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

Green Path

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

MVR Volunteer Security Process Map

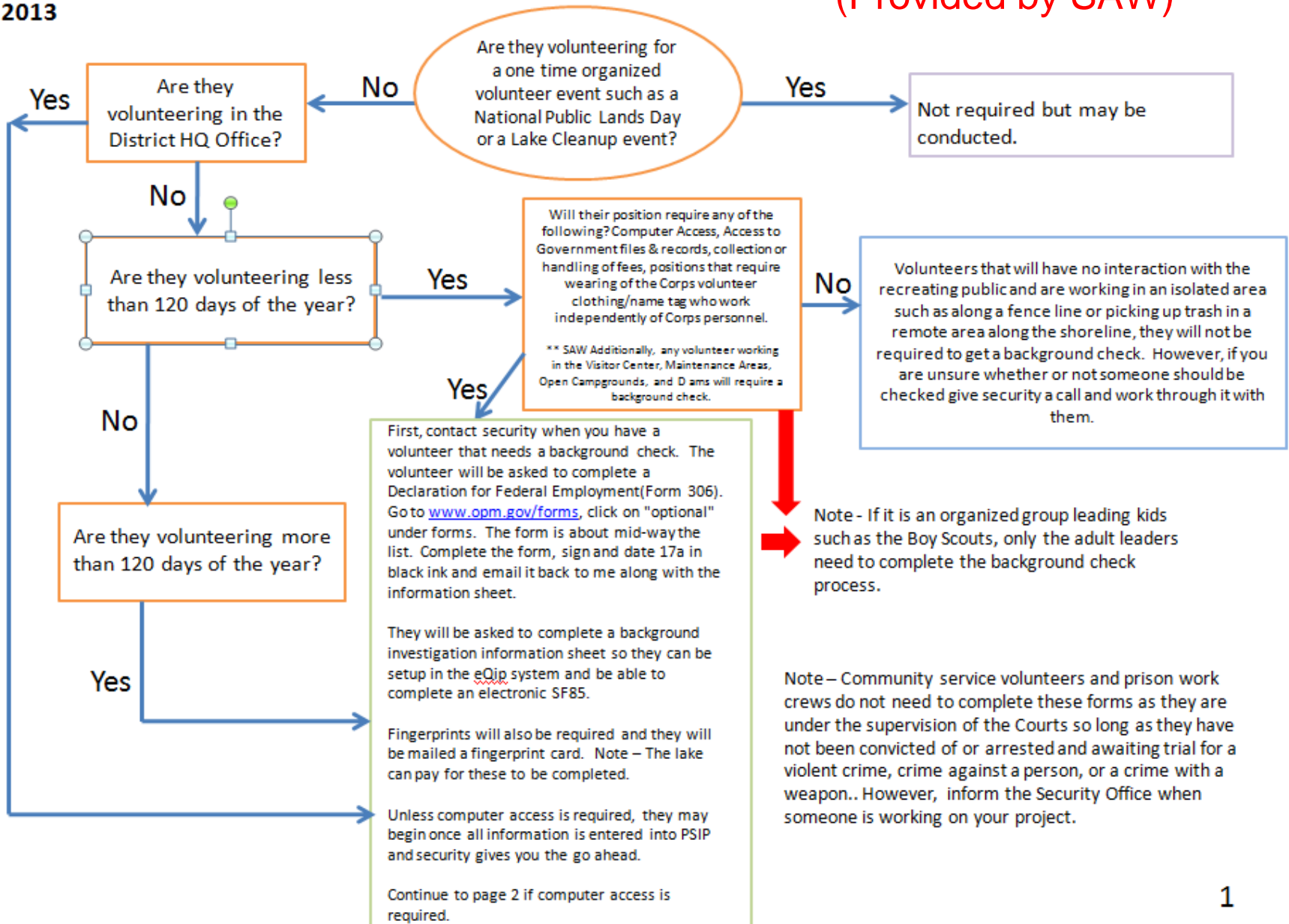


Background Check/VOLAC Flow Chart

Volunteer Background Checks
2013

START HERE

(Provided by SAW)



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.



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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/forminfo2452.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/rs/>

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.

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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.

Prison Labor

- Volunteer authority does not include use of civilian prison labor from the Federal Bureau of Prisons or from State or County Correctional Systems

- Federal prisons: Federal prison labor is accepted under the authority of 18 USC 4125(a) and the requirements of AR 210-35

- State/County correctional facilities: Services can be accepted under 33 USC 2325, Sec. 203 Contributions Program authority or 33 USC 2328, Sec. 225 Challenge Partnership authority
 - ▶ Set up agreement through an MOU or a Challenge Partnership agreement
 - ▶ Inmates do not sign a OF 301a volunteer services agreement form



Hosted Workers

- Individuals from the private sector or state and local government agencies, whose employers are facilitating the donation of their employees' services to the Corps while still keeping them on their payroll (hosted workers), may be volunteers, provided the services they render are truly voluntary.
- Army General Counsel provided clarification that hosted workers can only be short term or for a specific event.
- Services performed by the individuals cannot be a direct extension of their employment duties or provide a direct benefit to their employer.
- Cannot accept services of a full time, long term volunteer paid by another entity under the volunteer authority, but may under Challenge Partnership authority.
- Updating Challenge Partnership Agreement template to adjust for full-time paid volunteers.



National Guard

- National Guard units that desire to perform training exercises that benefit USACE properties cannot be considered “volunteers” for purposes of 33 U.S.C. § 569c
- 13 August 2015 memo “CECC-G Bulletin No. 15-03, Follow-up Guidance on the Use of "Troop Labor" at Corps Civil Works Projects” addressed this topic
- May accept services from 'State-activated' National Guard units operating as State entities in a Title 32 status for the limited purposes described in section 203 of WRDA 1992 (Contributions authority).
- Not applicable to Active, Reserve or federally activated National Guard units. Need new Army policy for this to be allowed.
- Developing guidance under the Contributions authority to accept State-activated units.



Children Volunteers

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



Surety Bonds

- Deleted the section requiring surety bonds for volunteers collecting fees and payment for the bonds by Corps appropriated funds
- Volunteer fee collection and surety bond provisions of ER 1130-2-500, Chapter 10, updated in 2013, were derived from section 4(k) of the Land and Water Conservation Fund Act (LWCFA) (16 U.S.C. 460I-6a(k)), which Congress repealed in 2014. Prior to its repeal, section 4(k) provided:
 - ▶ Volunteers may sell permits and collect fees with adequate training
 - ▶ A surety bond is required for any volunteer performing these services
 - ▶ Appropriated funds may be used to pay for the bonds
- When the LWCFA was repealed, the Corps was no longer required to bond volunteers, and also had no authority to pay for bonds. This did not impact the use of bonds for contractors.
- Bottom line: The Corps can continue to use volunteers to collect fees under the authority of 33 USC 569c.



Surety Bonds (cont.)

- Volunteers need to go through the same fee collection training as a government employee and must sign a statement on the volunteer agreement that states the person accepts the risk and liability of handling government funds.
- Volunteers may pay for their own bonds, but it is not a requirement.
- Follows the general government policy of self-insuring against the risk of loss. (Forest Service took this approach sometime around 2008.)
- Comment from Army General Counsel: Surety bonds are normally used to protect against default of a contractual obligation. It is inconsistent for USACE to require volunteers to obtain a surety bond when USACE employees are not required to do so.
- Will update 30 Nov 2015 Recreation Use Fee EC 1130-2-550 to reflect this change for volunteers selling passes/collecting \$.



Volunteer Clothing

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

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:

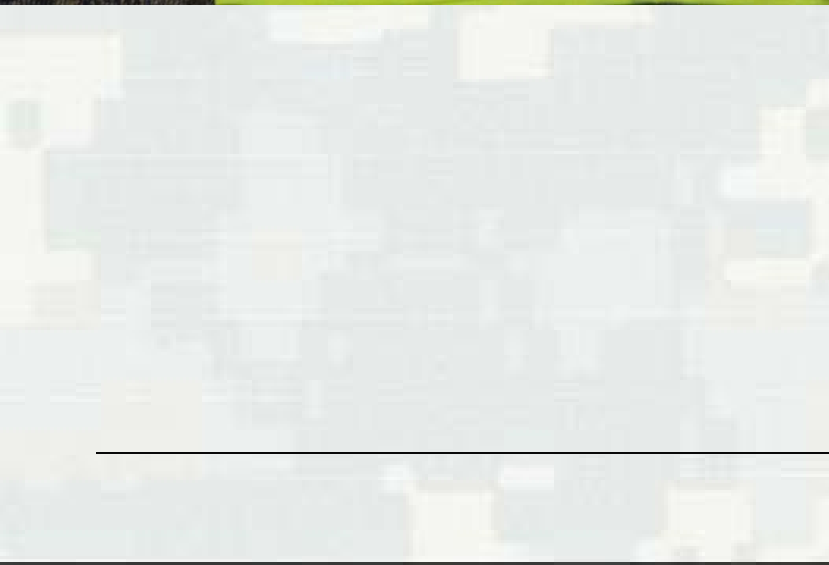
<https://www.vfsolutions.com/lma/>

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



Volunteer Lodging



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



Volunteer Transportation

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



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 transportation costs, lodging costs, personal safety equipment, and meals during duty hours.
- Reimbursement is authorized by 12 August 2016 Implementation Guidance. Document the incidental expenses on Standard Form 1164, Claim for Reimbursement and follow your district's procedure.



Other Changes in 2016 Guidance

- Training: Volunteers not required to complete the same mandatory training that USACE employees must annually complete, unless necessary for the volunteer position, such as Defensive Driving or Boat Operator License training to operate a government vehicle or vessel
 - ▶ Added this clarification to address online training such as active shooter, PII, OpSEC, Human Trafficking, SHARP, TARP, NO Fear, etc. Not necessary for volunteers.
- VOLAC Procedures: Removed the detailed list of procedures out of the policy. Will keep procedures updated on the NRM Gateway Background Check/Volunteer Computer Access page:
<http://corpslakes.usace.army.mil/employees/volunteer/check.cfm>
- List of unacceptable crimes: Expanded to include persons who have been convicted of a sexual crime, arson, sale or intent to distribute illegal drugs, or an organized crime figure.



Other Changes in 2016 Guidance

- Volunteer vehicle accidents: Standard procedures used to investigate and/or adjudicate incidents involving USACE employees should be used, when appropriate, to investigate and/or adjudicate similar incidents arising from voluntary services provided under 33 U.S.C. § 569c. *(Added this language to mirror AR 608-1, para. 5-10e)*
- Immunizations: Volunteers performing duties for which federal employees would be provided immunizations, may be provided the same immunizations paid for or reimbursed by the government.
- EAP Program: On a case by case basis, Federal Occupational Health may offer courtesy EAP or CISM services to volunteers in the event of an emergency, including traumatic, distressing events during the volunteer's duties. *(Approved by U.S. Department of Health and Human Services Federal Occupational Health Division)*



Other Changes in 2016 Guidance

- OF 301a required form: Section on volunteer benefits and protections states that volunteers should sign an OF 301a. We have made this form a requirement. However, Army Counsel stated “The failure of the volunteer to sign the OF 301a will not necessarily preclude the volunteer from claiming the benefits and protections of 5 USC, Ch 81 and/or 28 USC, Ch 171.” *(But the volunteers will be in a much better situation if they have signed the OF 301a, to ensure their protections.)*
- Partner organization volunteers: Encourage volunteers to sign OF 301a, but not a requirement if the partnership agreement requires liability coverage by the partner.
- Job Hazard Analysis: Now a required attachment to OF 301a, per Army General Counsel. There is not a standard form. Examples can be found on the Gateway.



Other Changes in 2016 Guidance

- OF 301b new form: Added to the guidance. Note: this form is only to be used for adult volunteers, as it requires a signature of each group participant. It is not a stand-alone document, and must be attached to the OF 301a form that describes the volunteers' duties.
- Children under the age of 18 require their own OF 301a form signed by a parent/guardian. The group leader of children only needs to provide a list of children along with the OF 301a forms for each.
- Expiration date of Volunteer agreements: Remain in effect until terminated, but should be reviewed periodically and amended or rewritten for accuracy as projects, requirements, reimbursements, and other elements of a volunteer's service may change. The agreement for volunteer services may be terminated at any time by the volunteer coordinator or the volunteer.



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 which are listed in Army Regulation AR 608-1, Army Community Service, Appendix I.
- Individual and family/couple volunteers are now eligible for the National Volunteer Award and Volunteer Excellence Coins, sponsored by the Corps Foundation

National Volunteer Award



2015 recipient: Hugh Clark, Shenango River Lake, LRP



Volunteer Appreciation

Volunteer Appreciation Walls



Volunteer Pass Program: Corps Pass

- Approved in November 2012: enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a free Annual Day Use Pass
- Volunteers can accumulate hours at multiple Corps projects.
- Volunteer hours will be verified and entered by volunteer coordinators in a centralized database.
- Database launched in late May 2013
<https://wwwel.wes.army.mil/nrm/vhs/>
- 45 lakes participating with 398 passes issued in 2013 - 2015
- Supplemented by the ATB Volunteer pass in 2016



Volunteer Pass Program: ATB Pass



- Went into effect on January 1, 2016 when the Corps fully implemented the America the Beautiful pass program
- 250 hours of cumulative service = free America the Beautiful Volunteer Pass
- Volunteers can accumulate hours at Corps, BLM, BOR, FWS, USFS, and NPS sites. Hours earned at other agencies must be verified by the volunteer's prior coordinator.
- Volunteer hours earned at Corps lakes will be verified and entered by volunteer coordinators in the centralized database that is also used for the Corps pass.
- Covers entrance fees and day use fees at participating agencies for one year from date of issuance



Volunteer Coin Program

- Created in May 2015. Sponsored by the Corps Foundation
- Coins awarded to regional nominees for the National Volunteer Award and national winner, and to volunteers who perform extraordinary acts of service
- Plan to expand to more award categories with corporate sponsorship



Volunteer Safety

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

ACTIVITY HAZARD ANALYSIS		
ACTIVITY: Entering excavations or trenches	ANALYZED BY/DATE: Bill Clevenger 13 April 2002	REVIEWED BY/DATE:
PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
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

Workers' Compensation Filing

- November 2, 2015 Army began using ECOMP (Employees' Compensation Operations & Management Portal) for all Workers' Comp injuries and illnesses. <https://ecomp.dol.gov>
- Volunteers must be registered in the system to file a claim.
- <https://intranet.usace.army.mil/sad/saw/safety/Documents/ECOMP%20-%20Training/OWCP%20Supervisor%20Checklist%20New%20Injury.pdf> (a Digital Supervisor's Checklist)
- <https://intranet.usace.army.mil/sad/saw/safety/Documents/ECOMP%20-%20Training/Workers'%20Compensation%20Supervisors%20Training%2010.22.2015.pdf> (Supervisors OWCP-ECOMP Training Slides)
- <https://intranet.usace.army.mil/sad/saw/safety/Documents/ECOMP%20-%20Training/army%20ecomp%20trifold%2030%20June.pub> (Tri-Fold for your use when an employee reports a work related injury or illness)

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's Form 300 (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

This form is used to record and summarize work-related injuries and illnesses that require medical treatment beyond first aid, restriction of work or motion, transfer to another job assignment, or loss of consciousness. It is used to track the number of cases and the number of days lost due to work-related injuries and illnesses.

Identify the person

(A) Case # _____
(B) Employee's name _____

Describe the case

(C) Job title _____
(D) Date of injury or onset of illness _____
(E) Where the case occurred (e.g., location and building) _____
(F) Describe the injury or illness, part of body affected, and administrative or disciplinary action, if any, taken (e.g., "sprained back", "lost 1 day work") _____

OSHA 300

OSHA's Form 301 (Rev. 01/2004)
Injury and Illness Incident Report

This injury and illness incident report is one of the forms you must fill out when a recordable work-related injury or illness has occurred. Together with the Log of Work-Related Injuries and Illnesses and the accompanying Summary, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 3 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Information about the employee

1. Full name _____
2. Street _____
City _____ State _____ ZIP _____
3. Date of birth _____
4. Date hired _____
 Male
 Female

Information about the physician or other health care professional

5. Name of physician or other health care professional _____
6. Treatment was given away from the workplace, where was it given? Facility _____ Street _____ City _____ State _____ ZIP _____

7. Was employee treated in an emergency room?
 Yes
 No

8. Was employee hospitalized overnight in an hospital?
 Yes
 No

Information about the case

9. Case number from the Log _____ (Change the case number from the Log only if you record the case.)

10. Date of injury or illness _____
11. Time employee began work _____ AM/PM
12. Time of event _____ AM/PM Check if time cannot be determined

13. What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Example: "climbing a ladder while carrying roofing materials"; "spraying a blower from hand sprayer"; "dilly computer key-stroke"

14. What happened? Tell us how the injury occurred. Example: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gallon bottle during replacement"; "Worker developed asthma in work area."

15. What was the injury or illness? Tell us the part of the body that was affected and how it was affected, be more specific than "hurt," "pain," or "sore." Example: "strained back"; "chemical burn, hand"; "severe nasal irritation."

16. What object or substance directly harmed the employee? Example: "concrete floor"; "chlorine"; "medical area van." If this question does not apply to the incident, leave it blank.

17. If the employee died, when did death occur? Date of death _____

Completed by

Title _____
Phone _____ Date _____

OSHA 301

OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

This form is used to summarize the information recorded on OSHA Form 301 for each recordable injury or illness. It is used to track the number of cases and the number of days lost due to work-related injuries and illnesses.

Number of Cases

Total number of cases with days lost due to work _____
Total number of deaths _____

Establishment Information

Name of establishment _____
City _____ State _____ ZIP _____
Industry description (e.g., Manufacturer of metal and alloy) _____
Standard Industrial Classification (SIC), if known (e.g., 3311) _____
OR
North American Industrial Classification (NAICS), if known (e.g., 3312) _____
Annual average number of employees _____
Total hours worked by all employees last year _____

Sign here

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.

Signature _____
Date _____

OSHA 300A

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 by SCA and other youth conservation corps groups should be entered as volunteer hours in both update sections.
- National Fair Labor Standards 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>

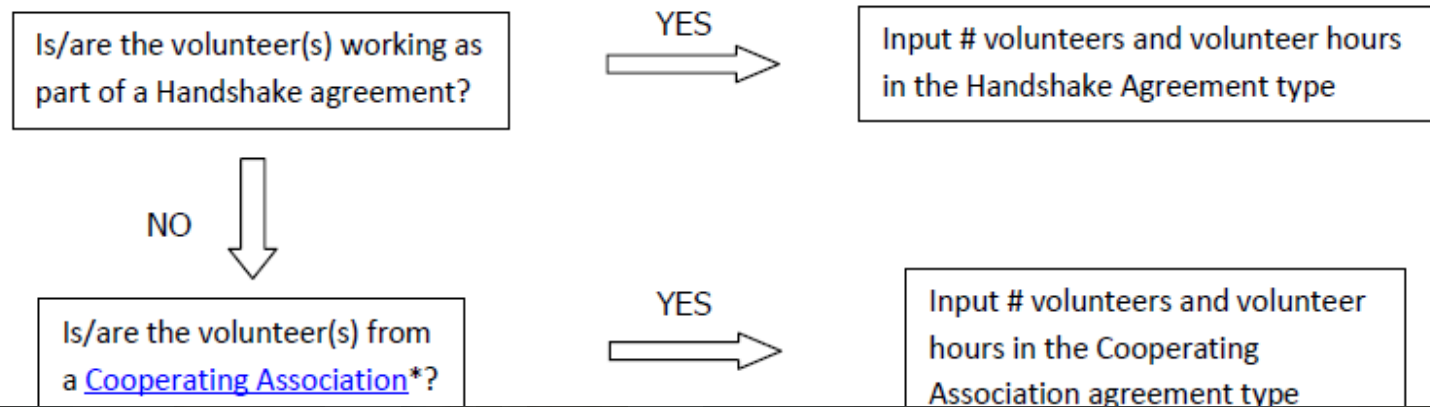
Step 1. Recreation Annual Update- Annual Project Data Update

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.

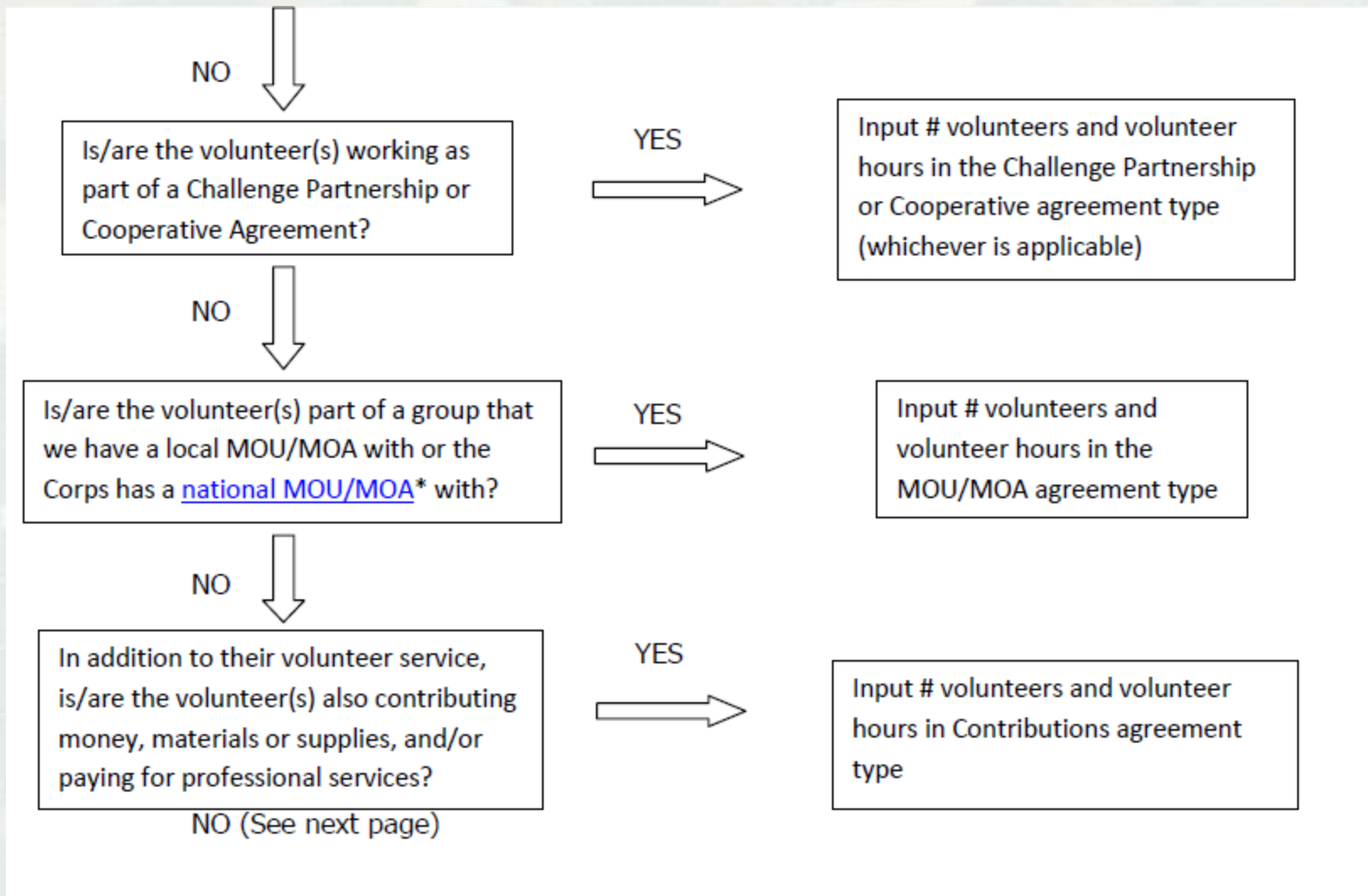
Step 2. Recreation Annual Update- Partnership Update

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 who volunteer may only be counted in the Annual Project Data Update. Other volunteers that are part of a partner organization 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.



Volunteer Data Decision Tree (Cont.)



Is the volunteer associated with an organization that doesn't have any other agreement type in place, but is contributing volunteer service while representing the partner organization?

YES



Input # volunteers and volunteer hours in Contributions agreement type

NO



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, not under Partnerships. 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/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 <input checked="" type="checkbox"/> 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?			
<input type="checkbox"/> Archeology	<input type="checkbox"/> Historical/ Preservation	<input type="checkbox"/> Soil/ Watershed	
<input type="checkbox"/> Botany	<input type="checkbox"/> Pest/Disease Control	<input type="checkbox"/> Timber/Fire Prevention	
<input type="checkbox"/> Campground Host	<input type="checkbox"/> Minerals/ Geology	<input type="checkbox"/> Trail/Campground Maintenance	
<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Natural Resources Planning	<input type="checkbox"/> Tour Guide/Interpretation	
<input type="checkbox"/> Computers	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Visitor Information	
<input type="checkbox"/> Conservation Education	<input type="checkbox"/> Range/Livestock	<input type="checkbox"/> Other (Please specify) _____	
<input type="checkbox"/> Fish/Wildlife	<input type="checkbox"/> Research/Librarian		
8. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work?			
<input type="checkbox"/> Backpacking/Camping	<input type="checkbox"/> Heavy Equipment Operation	<input type="checkbox"/> Sign Language	
<input type="checkbox"/> Biology	<input type="checkbox"/> Horses - Care/Riding	<input type="checkbox"/> Supervision	
<input type="checkbox"/> Boat Operation	<input type="checkbox"/> Landscaping/Reforestation	<input type="checkbox"/> Other Trade skills (Please specify) _____	
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Land Surveying		
<input type="checkbox"/> Clerical/Office Machines	<input type="checkbox"/> Livestock/Ranching	<input type="checkbox"/> Teaching	
<input type="checkbox"/> Computer Programming	<input type="checkbox"/> Map reading	<input type="checkbox"/> Working with People	
<input type="checkbox"/> Drafting/Graphics	<input type="checkbox"/> Mountaineering	<input type="checkbox"/> Writing/Editing	
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Photography	<input type="checkbox"/> Other (Please specify) _____	
<input type="checkbox"/> First Aid Certificate	<input type="checkbox"/> Public Speaking		
<input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> Research/Librarian		
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? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, additional information may be required)			
11. a. Have you volunteered before? <input type="checkbox"/> Yes <input type="checkbox"/> No b. If Yes, please briefly describe your volunteer experience. _____			
12. Would you like to supervise other volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> 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? _____	
<input type="checkbox"/> January	<input type="checkbox"/> February
<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> March	<input type="checkbox"/> September
<input type="checkbox"/> April	<input type="checkbox"/> October
<input type="checkbox"/> May	<input type="checkbox"/> November
<input type="checkbox"/> June	<input type="checkbox"/> 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?	
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> 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:	
<input type="checkbox"/> I will furnish my own lodging (such as tent; camper; own, relative's, or friend's place)	
<input type="checkbox"/> 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?	
<input type="checkbox"/> Yes <input type="checkbox"/> No (Please specify) _____	
19. This is provided for more detailed responses. Please indicate the item numbers to which these responses apply: _____	
Burden Statement	
<p>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.</p> <p>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).</p> <p>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.</p>	
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			
<i>Please print when completing this form</i>			
Site Name/Project Leader		Agency	Reimbursement (if any)
Name of Volunteer or Group Leader - Last, First, Middle		Age (If Individual Agreement) <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-55 <input type="checkbox"/> 56 and Older	
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____ <i>(Name of Sponsoring Organization, if applicable)</i> <i>(Name of Volunteer Duty Station)</i>			
From _____ to _____ <i>(Date)</i> <i>(Date)</i> <i>(Parent/Guardian Signature)</i> <i>(Date)</i>			

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License	<input type="checkbox"/> International Driver's License
Personal Vehicle to be used?	<input type="checkbox"/> Yes <input type="checkbox"/> 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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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

ENG Form 4882-R: Volunteer Service Record



US Army Corps
of Engineers

VOLUNTEER SERVICE RECORD (ER 1130-2-500)

NAME (Last, First, Middle Initial)

DATE (Year, Month, Day)

PROJECT/OFFICE

PREVIOUS HOURS

DAY	JOB TITLE	LOCATION	HOURS WORKED	EQUIVALENT VALUE IN \$/HR.	DOLLAR VALUE



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				FBI		LEAVE BLANK	
		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE INITIAL					
				1							
SIGNATURE OF PERSON FINGERPRINTED		O		R		USOPMOOZ - FIPC BOYERS, PA					
2		I									
RESIDENCE OF PERSON FINGERPRINTED		SERIAL NO. (OPM USE ONLY) <u>OCA</u>						DATE OF BIRTH <u>DOB</u>			
								MONTH 12		DAY YEAR	
		ALIASES <u>AKA</u>		SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH <u>POB</u>	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS				5	6	7	8	9	10	11
	3				LEAVE BLANK						
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS		CLASS _____							
POSITION TO WHICH APPOINTED		FBI NO. <u>FBI</u>		REF. _____							
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE)		SOCIAL SECURITY NO. <u>SOC</u>		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

Bald

Black

Code

BAL

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. 3208-0182

GENERAL INFORMATION

1. FULL NAME (First, middle, last)

◆ [Redacted]

2. SOCIAL SECURITY NUMBER

◆ [Redacted]

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

◆ [Redacted]

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

◆ [Redacted]

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

◆ [Redacted]

◆ [Redacted]

6. PHONE NUMBERS (Include area codes)

Day ◆ [Redacted]

Night ◆ [Redacted]

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

ENG Form 4883: Certificate of Appreciation

Print Form E-mail

United States Army
Corps of Engineers



**Certificate
of Appreciation**


Presented to:

[Redacted]

In appreciation and recognition of your
generous contribution.

[Redacted] [Redacted]

ENG FORM 4883, SEP 2012 PREVIOUS EDITIONS ARE OBSOLETE. Proponent CECW-O (EP 1130-2-500)



Resources: NRM Gateway

<http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm>



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 ?

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](#)
- [Division & District POCs](#) 
- [National Volunteer Awards](#)
- [Volunteer Program Annual Reports](#)
- [News / Current Issues](#)
- [FAQs](#)
- [Good Enough to Share](#)
- [Volunteer Clothing, Posters, and Brochures](#)
- [Volunteer Plans and Handbooks](#)
- [Job/Activity Hazard Analyses](#)
- [Background Checks/Volunteer Computer Access](#)
- [Corps Photo Album for Volunteers](#)
- [Volunteer Pass Program](#)

 Item is restricted to U.S. Army Corps of Engineers and will open in a new window.

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



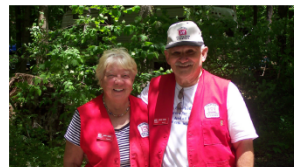
US Army Corps of Engineers®



VOLUNTEER OPPORTUNITIES



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

Difference



Why Volunteer?

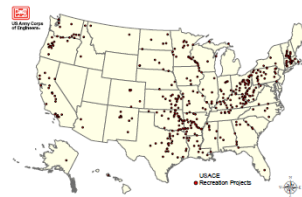
People volunteer for many reasons. Some like the flexibility volunteering allows, while others want to make a difference, or want to gain new skills/experience.

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.



VOLUNTEER OPPORTUNITIES



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>



US Army Corps
of Engineers

Corps Lakes Photo Album

Take a virtual trip of our lakes!

[Corps Lakes Gateway](#) > [Corps Photo Album - How to get photos added?](#)

Volunteers

Select a Corps of Engineers Lake

Select an Activity



Photo by: Mary Margaret Lewis

USACE Volunteers in Action- 1st Place



Photo by: Eric Haskell

USACE Volunteers in Action- 2nd place



Photo by: Robert Carr

USACE Volunteers in Action- Honorable Mention



Photo by: Mindy Cory

Volunteers in Action - 2nd place



Bardwell Lake



Bardwell Lake

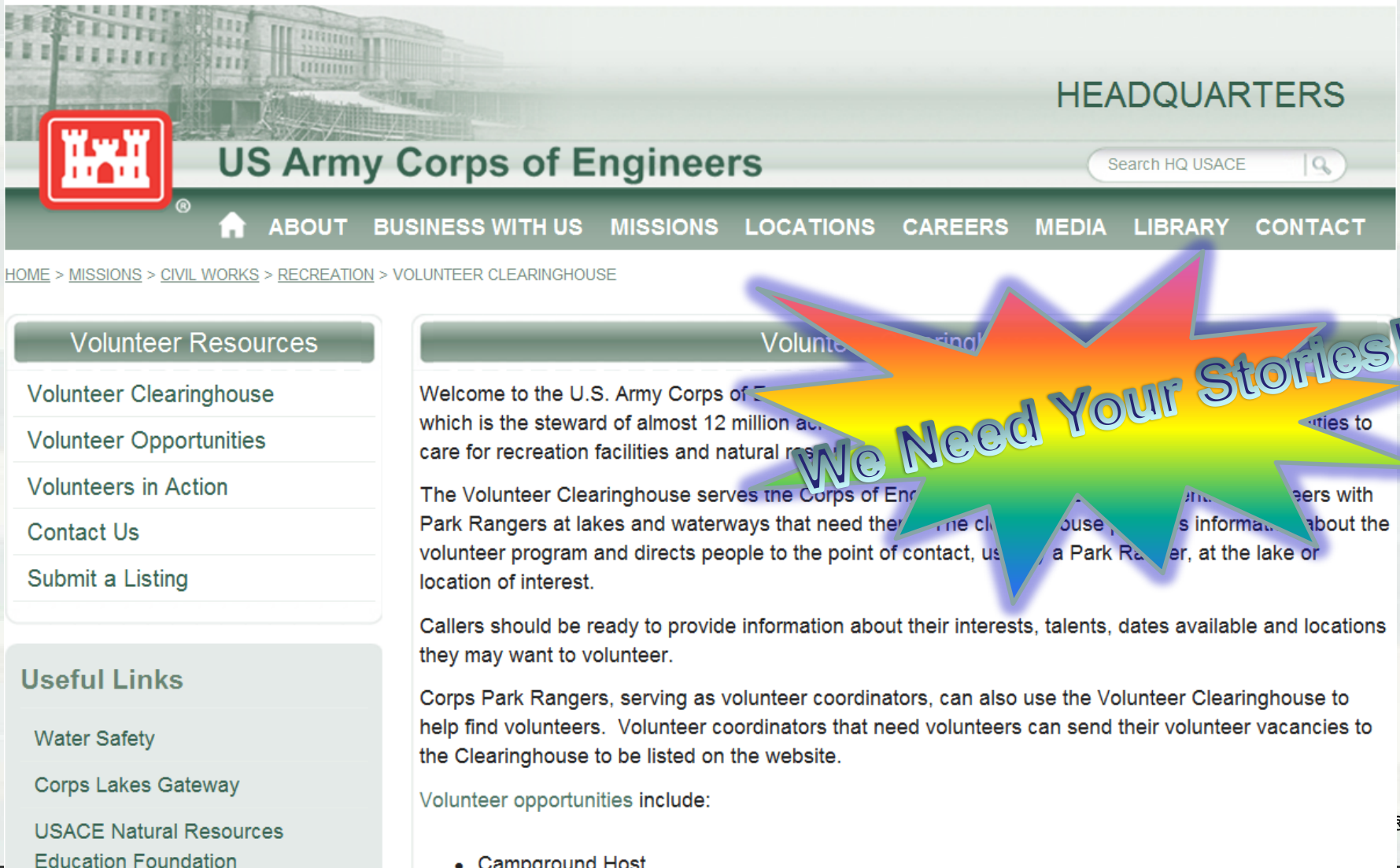


Resources: Volunteer Clearinghouse

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

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

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



HEADQUARTERS

US Army Corps of Engineers

Search HQ USACE

HOME > MISSIONS > CIVIL WORKS > RECREATION > VOLUNTEER CLEARINGHOUSE

Volunteer Resources

- Volunteer Clearinghouse
- Volunteer Opportunities
- Volunteers in Action
- Contact Us
- Submit a Listing

Useful Links

- Water Safety
- Corps Lakes Gateway
- USACE Natural Resources Education Foundation

Volunteer Clearinghouse

Welcome to the U.S. Army Corps of Engineers, which is the steward of almost 12 million acres of land and water. We are committed to the care for recreation facilities and natural resources.

The Volunteer Clearinghouse serves the Corps of Engineers and its partners with Park Rangers at lakes and waterways that need their help. The clearinghouse provides information about the volunteer program and directs people to the point of contact, usually a Park Ranger, at the lake or location of interest.

Callers should be ready to provide information about their interests, talents, dates available and locations they may want to volunteer.

Corps Park Rangers, serving as volunteer coordinators, can also use the Volunteer Clearinghouse to help find volunteers. Volunteer coordinators that need volunteers can send their volunteer vacancies to the Clearinghouse to be listed on the website.

Volunteer opportunities include:

- Campground Host

We Need Your Stories!!



Featured Opportunities

Participating Agencies



Position:
Black Canyon Campground-
URGENT NEED
Santa Fe National Forest

Address:
Española Ranger District, Black Canyon
Campground, Santa Fe, NM 87501

Contact:
Jennifer Suddeth jpsudeth@fs.fed.us
505-753-7331

Dates:
3/26/2012--11/1/2012

Activities: Suitable For
Campground Host Adults

Record Date: Difficulty Level
5/4/2012 Average

Opportunity Description:

Spend your time in beautiful Santa Fe National Forest up in the mountains! The Santa Fe National Forest covers 1.6 million acres in the heart of north central New Mexico. Within the forest's borders are lush meadows, miles of conifer trees, and a dormant volcano with a 15-mile wide crater (Valles Caldera National Preserve). Visitors can enjoy camping, fishing, hiking and many other outdoor recreation activities. Residents can maintain their traditional and cultural uses of the national forest and forest products. The highest point in the SFNFF is the summit of Truchas Peak, located in the Peecos Wilderness 13,103 feet. At the lowest altitude, the SFNFF is 6,000 feet.

This campground is one of the most popular in the area AND is highly sought after for campground hosting.

The campground was completely renovated in 2006, and re-opened in 2007 with all new facilities. There are 36 sites, half are reservable through Recreation.gov, and half are first come first serve. All sites have a table, grill pit, and tent pad. Most sites will accommodate an RV in sizes ranging from 22' to 60'. There is a new water system, there are vault toilet, and bear resistant trash bins. Campsites do not have sewer or electric hookups. There is a NM State Park (Hyde Memorial State Park) immediately adjacent to the campground, and there are many other recreational opportunities nearby.

Participating Agencies



Position:
Camp Hosting
Greenbrier State Park

Address:
21845 National Pike
Boonstora, MD 21719

Contact:
Mary Jo Barbes
mbarbes@dnr.state.md.us
301-791-4055

Dates:
4/1/2012--10/31/2012

Activities: Suitable For
Campground Host Adults

Record Date: Difficulty Level
3/2/2012 Not Difficult

Opportunity Description:

The Camp Host Program of Greenbrier State Park is very important to us. It is an extension of our work team and our best contact with campers. There are many benefits to hosting here. By working 20 hours a week, you camp for free in a beautiful setting and become part of our family. Water, sewer and electric are all included. We also provide you with a golf cart and private laundry facilities.

As a camp host, you would introduce yourselves to the campers, clean the sites, touch up the bathrooms, organize weekend activities for the campers, and assist the staff when needed.

We recognize how important camp hosts are to our operation: You make people feel welcome. A host can turn a negative experience into a positive one.

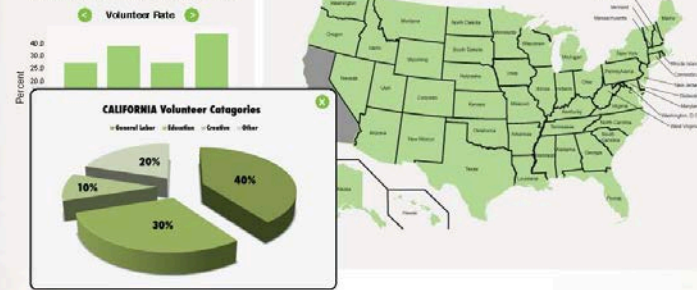
Resources:

www.Volunteer.gov



Volunteer Statistics 1 Event

NATION WIDE VOLUNTEER STATS



Find a volunteer opportunity

keyword agency
 city state zip

or view our map

We Need Your Photos/Events Here Too!!

Resources: TASS Applicant and TA User Guides

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



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

Version 4.00
March 2013

Prepared by:
Defense Manpower Data Center

Recap Questions

True of False:

Volunteers are allowed to operate gatehouses and collect recreation fees.

True



Recap Questions

True or False:

The Corps can purchase volunteer awards and gifts for their outstanding and valued service.

False



Recap Questions

What are volunteers NOT allowed to do?

Enforce Title 36



Recap Questions

Volunteers CANNOT be:

- a. non-U.S. citizens.
- b. non-violent prison labor.
- c. persons arrested and awaiting trial for a violent crime.
- d. paid for vehicle mileage.



Questions?

