

# Volunteer Program

Partnerships in NRM  
PROSPECT Course



US Army Corps of Engineers  
**BUILDING STRONG®**



## The Corps Volunteer Program



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

**In 2015: 41,491 Corps volunteers contributed 1,509,010 hours of work with an estimated value of \$34.8 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 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



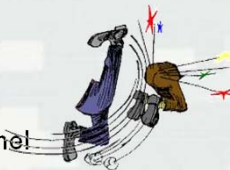
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## What Volunteers Can and Can't Do

- 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 preformed by Corps employees.

### Cannot Do:

- Enforce Title 36
- Create policy
- 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 one has the time or skill to do?



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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.



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## Volunteer Program Authorities

- **33 USC 569c (Public Law 98-63), Amended by WRRDA 2014 Sec 1047(d):** 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 Corps activity 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



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# Volunteer Program Guidance

- **ER/EP 1130-2-500**, Chapter 10 Corps of Engineers Volunteer Program. Will be superseded by WRRDA 2014 Section 1047(d) implementation guidance once approved by ASA(CW)
- **Policy Letter 04-01**, October 2004: Established the Corps use of the Independent Sector's hourly rate to determine the value of service
  - FY15 rate = \$23.07
- **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



# Legal Alien/Permanent Resident Volunteers

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



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

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



- 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



## Background Check Procedures

- **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.
  - 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



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## 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



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## 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)



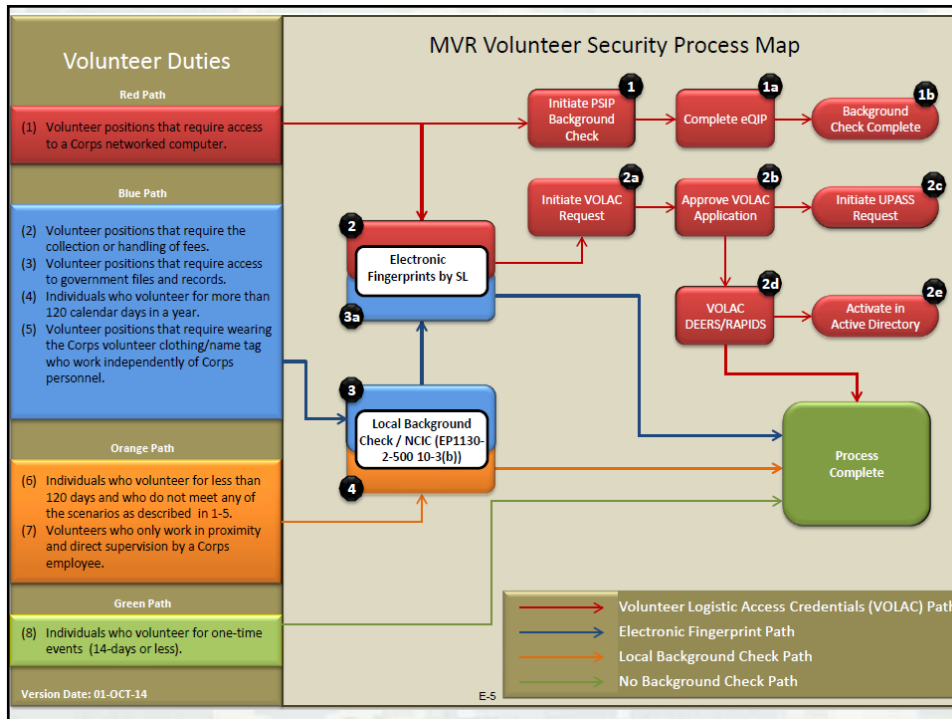
## VOLAC Procedures

- 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 lifetime, as long as a 2 year break in service does not occur at any point.
- 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
<b>HQUSACE VOLAC/TASS Service POC</b>	<ul style="list-style-type: none"> <li>Receive, process, and approve requests for TASS Site IDs and Trusted Agent Security Manager (TASM) appointments.</li> </ul>
<b>VOLAC Trusted Agent Security Managers (TASM)</b>	<ul style="list-style-type: none"> <li>Register Trusted Agents (TA)</li> <li>Transfer volunteer sponsorship between TAs</li> <li>Remove TAs</li> </ul>
<b>VOLAC Trusted Agents (TA)</b>	<ul style="list-style-type: none"> <li>Create new VOLAC account in TASS</li> <li>Approve, reject, or return VOLAC application</li> <li>Re-verify VOLAC requirement</li> </ul>
<b>Volunteer Sponsors</b>	<ul style="list-style-type: none"> <li>Determine the validity of a request for a VOLAC.</li> <li>Obtain verification of a favorable NACI and favorable FBI (finger print check) background check.</li> <li>Ensure that the VOLAC is retrieved and the TA is notified whenever a VOLAC is no longer required.</li> </ul>
<b>Volunteer</b>	<ul style="list-style-type: none"> <li>Obtain VOLAC at DEERS/RAPIDS ID Card facility when approved.</li> <li>Return VOLAC to vol. sponsor upon termination</li> </ul>

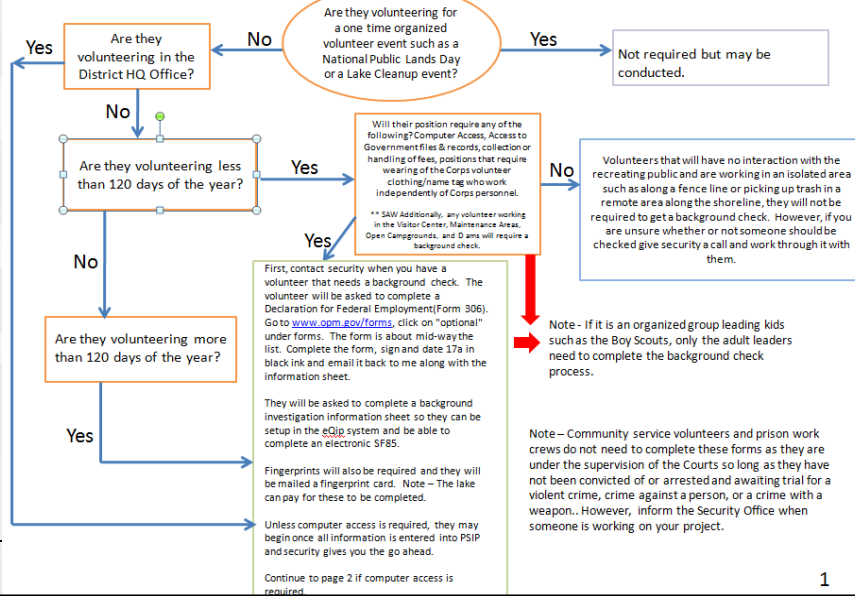


# Background Check/VOLAC Flow Chart

Volunteer Background Checks  
2013

START HERE

(Provided by SAW)



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## 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](mailto: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.

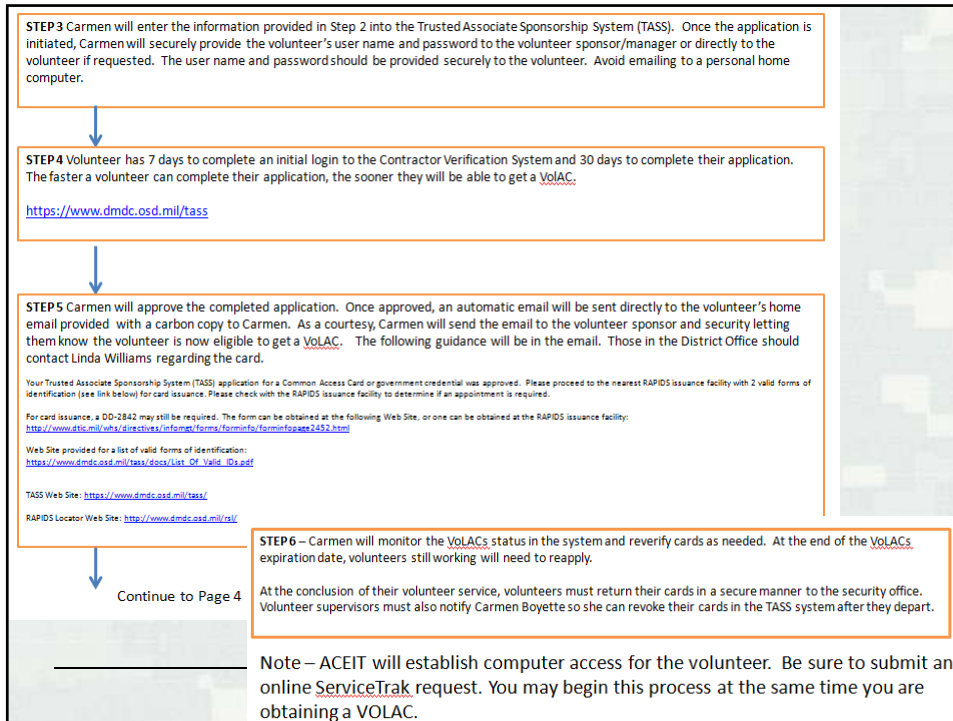
- Last Name
- First Name
- Middle Name
- Cadency Name (if they have one such as Junior, Senior, II)
- Personal ID #(SSN)
- Home Email
- Date of Birth
- How long they will be volunteering so a card expiration date can be determined? Cards automatically expire after 180 days but can be renewed automatically.

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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## 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.
- 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.
- 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.



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## 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.



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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 transportation costs, lodging costs, personal safety equipment, 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.



## 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 volunteers are now eligible for the National Volunteer Award, sponsored by the Corps Foundation





## National Volunteer Award



2014 Group winner: SCDNR Visitor Center Team,  
Cooper River Rediversion Project, SAC



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## Volunteer Appreciation

### Volunteer Appreciation Walls



## Volunteer Pass Program: Corps Pass

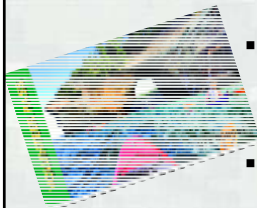
- Approved in November 2012: enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a free Annual Day Use Pass
- Volunteers can accumulate hours at multiple Corps projects.
- Volunteer hours will be verified and entered by volunteer coordinators in a centralized database.
- Database launched in late May 2013  
<https://wwwel.wes.army.mil/nrm/vhs/>
- 59 lakes participating with 292 passes issued in 2013 and 2014
- Will supplemented by the ATB Volunteer pass in 2016



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## Volunteer Pass Program: ATB Pass



- Will go into effect on January 1, 2016 when the Corps fully implements 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



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## 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 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 lack of due care is the proximate cause.



## 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



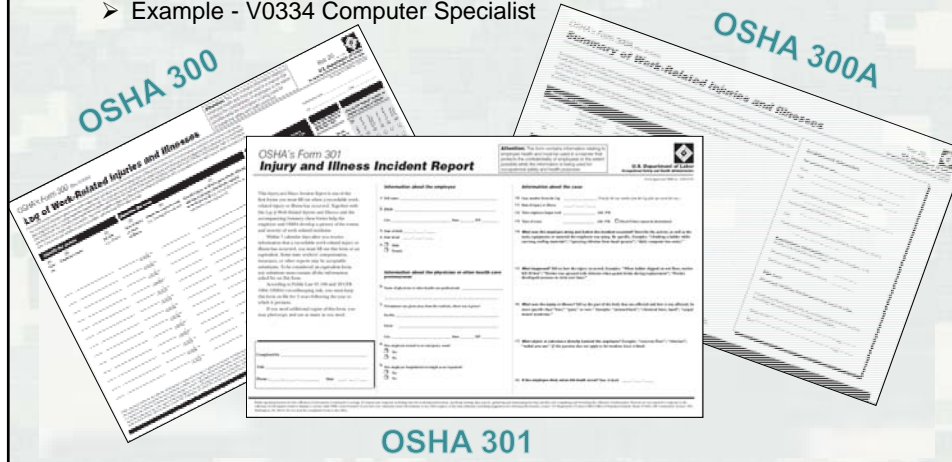
## Volunteer Safety

- 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 excavation or trenches	ANALYZED BY DATE: Bill Clewinger 13 April 2007	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-rated shoes and safety glasses. Use ladders for access or exit of excavation.
Entering excavation/trenches	Slide slips, falls, shoring collapse	Excavation/trench sides should be sloped according to the OSHA Regulations concerning safe slopes for excavation/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. Assess that shoring are according to regulations or approved shoring and ladders are used. Reference FMCSA-3-1, Section 21.
Shovel spoil into excavation/trench	Objects falling into excavation/trench	All materials should be stored at least two feet from the edge of the excavation.
Exit excavation/trench	Falling off ladder	See OSHA for "Using Ladders". Do not use a backhoe bucket to enter/exit an excavation/trench.

## 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



## 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?ld=partner-OMBIL&Nav=partner&View=Yes>

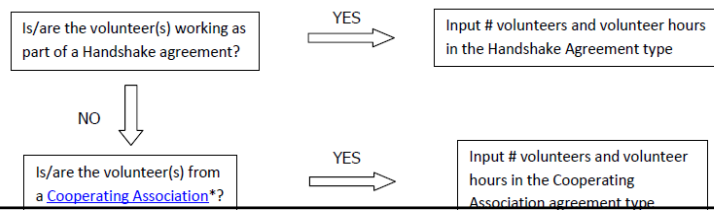
## Step 1. Recreation Annual Update- Annual Project Data Update

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.

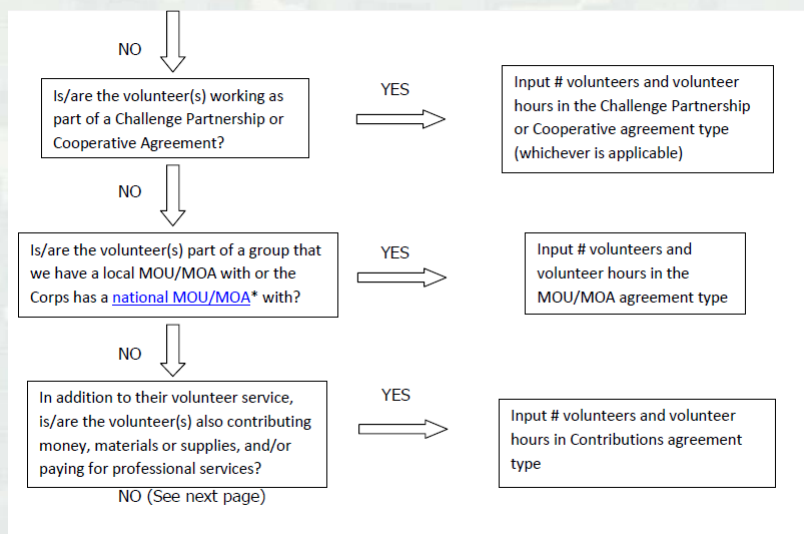
## Step 2. Recreation Annual Update- Partnership Update

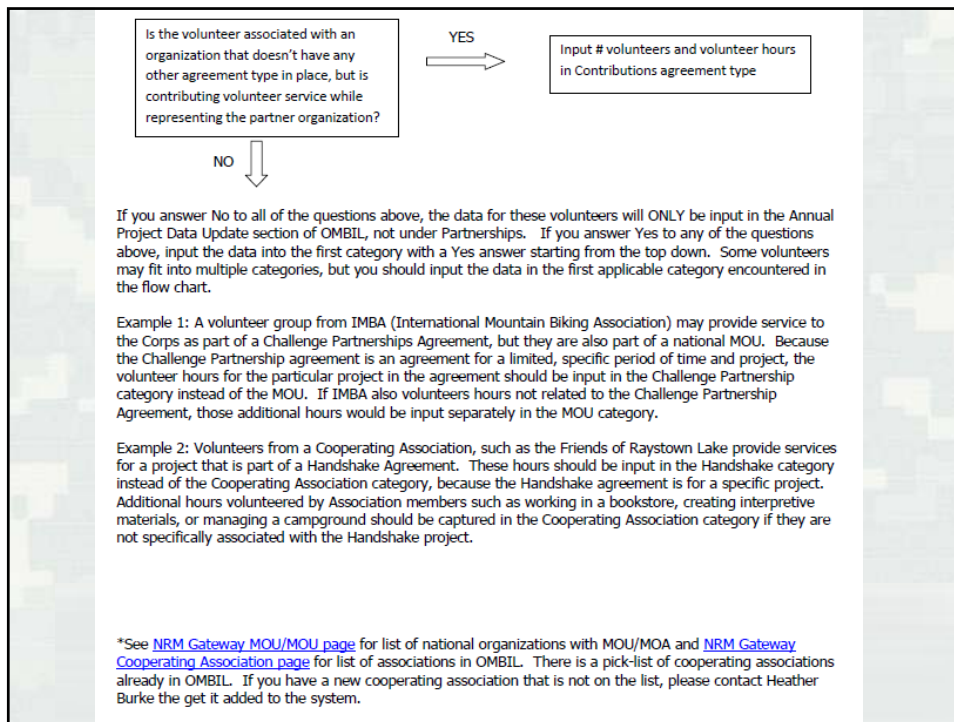
In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals who volunteer may only be counted 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.)





## Volunteer Program Forms

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

Volunteer Application for Natural Resources Agencies				Instructions: Mark <input 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	15. a. Which months would you be available for volunteer work? <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December 15b. How many hours per week would you be available for volunteer work? Hours <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 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: 20. Signature (Sign in ink) 20. Date			
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"/> Livestock/Ranching <input type="checkbox"/> Clerical/Office Machines <input type="checkbox"/> Map Reading <input type="checkbox"/> Teaching <input type="checkbox"/> Computer Programming <input type="checkbox"/> Mountaineering <input type="checkbox"/> Working with People <input type="checkbox"/> Drafting/Graphics <input type="checkbox"/> Photography <input type="checkbox"/> Writing/Riding <input type="checkbox"/> Driver's License <input type="checkbox"/> Public Speaking <input type="checkbox"/> Other (Please specify) <input type="checkbox"/> First Aid Certificate <input type="checkbox"/> Research/Librarian <input type="checkbox"/> Hand/Power Tools							
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:							

# 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/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?	Email Address		Home Phone	Mobile Phone
<input type="checkbox"/> Yes <input type="checkbox"/> No Visa Type				
Street Address		City	State	Zip
VOLUNTEER GUARDIAN (Parent/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 _____ (Name of Volunteer) to participate in the specified volunteer activity sponsored by _____ (Name of Sponsoring Organization, if applicable) at _____ (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				
Verification of service to be performed: (Project or other duty station and duration, equipment, cost of personal equipment, government vehicle, ability required (note coefficients if necessary), level of physical activity required, etc.) Attach a 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 <input type="checkbox"/> No <input type="checkbox"/>	Valid State Driver's License	International Driver's License	
Please verify that the volunteer is in possession of one of these documents. DO NOT check a copy of the document for the form.				
Personal Vehicle to be used?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
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 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 copyrights.				
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:				
<input type="checkbox"/> I know of no medical condition or physical limitation that may adversely affect my ability to provide this service				
<input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> No Evaluation Completed <input type="checkbox"/> (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 0595-0003. 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 (USDI) 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 202-720-6000 (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) 725-4312 (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-OR-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 USDA and USDI for the purposes of recruitment, coordination, and performance of volunteer services. Permitting this data to be collected, stored, and used is required by law.				

# Volunteer Program Forms

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

**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.

GROUP NAME: \_\_\_\_\_ AGENCY NAME: \_\_\_\_\_

Project Title:				Date of Project:	
Group Name:			Agency:		
Group Contact Name (if first, last):		Telephone:	Agency Contact Name (if first, last):		Telephone:
		Email:			Email:
#	Volunteer Name (First, Last)	Signature	Telephone Number	Email Address	Photo Release Yes <input type="checkbox"/> No <input type="checkbox"/>

Volunteer Service Agreement Group Sign-up Form      301b Page 0f 02      USDA-USDI-0000-000





# Volunteer Program Forms

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

<b>SF-87</b>		<b>Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.</b>												
SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME _____ MIDDLE INITIAL _____						FBI		LEAVE BLANK		
SIGNATURE OF PERSON FINGERPRINTED <u>2</u>		O R I		USOPMOGCZ - FIPC BOYERS, PA										
RESIDENCE OF PERSON FINGERPRINTED		SERIAL NO. (OPM USE ONLY) OCA						DATE OF BIRTH (DOB) MONTH <u>12</u> DAY _____ YEAR _____						
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <u>3</u>		ALIASES AKA		SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH (POB)		
						<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>		
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS		LEAVE BLANK										
POSITION TO WHICH APPOINTED		FBI NO. FBI		CLASS _____										
DEPARTMENT, BUREAU AND DUTY STATION (CITY AND STATE)		SOCIAL SECURITY NO. SOC <u>4</u>		REF. _____										
<b>1. NAM</b> Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.			<b>7. HGT</b> Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or". Example: for 5' 11" enter 511			<b>10. HAIR</b> Must include three letter code: Color Bald Black						Code BAL BLK		

# Volunteer Program Forms

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

<p>Standard Form 85 Revised September 1995 U.S. Office of Personnel Management 5 CFR Parts 731 and 736</p>	<p>Form approved: OMB No. 3206-0005 NCR 7549-000-034-4035 05-111</p>
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### 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

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

# Volunteer Program Forms

## OPM 306: Declaration for Federal Employment

Form Agreement  
OMB No. 3206-0182

### Declaration for Federal Employment

**GENERAL INFORMATION**

<p>1. FULL NAME (First, middle, last)</p> <p>+</p>	<p>2. SOCIAL SECURITY NUMBER</p> <p>+</p>
<p>3. PLACE OF BIRTH (include city and state or country)</p> <p>+</p>	<p>4. DATE OF BIRTH (MM/DD/YYYY)</p> <p>+</p>
<p>5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc)</p> <p>+</p> <p>+</p>	<p>6. PHONE NUMBERS (include area codes)</p> <p>Day +</p> <p>Night +</p>

**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    Email

United States Army  
Corps of Engineers

# Certificate of Appreciation

Presented to:

In appreciation and recognition of your  
generous contribution.

ENG FORM 4883, SEP 2012
PREVIOUS EDITIONS ARE OBSOLETE.
Proprietary CECW O (EP) 11200-500

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# Resources: NRM Gateway

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

- [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](http://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](#)
- [News / Current Issues](#)
- [Volunteer Forms](#)
- [FAQs](#)
- [Program History](#)
- [Good Enough to Share](#)
- [Training](#)
- [Volunteer Clothing, Posters, and Brochures](#)
- [Volunteer Clearinghouse](#)
- [Volunteer Plans and Handbooks](#)
- [Job/Activity Hazard Analyses](#)
- [Related Sites](#)
- [National Public Lands Day](#)
- [Background Checks/Volunteer Computer Access](#)
- [Division & District POCs](#)
- [Corps Photo Album for Volunteers](#)
- [Inmate Labor Program](#)
- [National Volunteer Awards](#)
- [Volunteer Pass Program](#)

# 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 (government resident), or foreign exchange student with 2 or 3 U.S. visits
- 18 years or older
- At least one year 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 extensive 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 VOL-TEER (1-800-865-8337) or visit the Corps Volunteer Clearinghouse website online 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, skills available, and location you may want to volunteer.

You can also find opportunities at some 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**

**Recreation**

**Why Volunteer?**

People volunteer for many reasons. Some like the flexibility volunteering offers, 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 see new places
- Work in beautiful outdoor settings
- Provide community service
- Increase your career skills
- Earn college credits with internships
- Enjoy free camping while working
- 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.



The Corps of Engineers is the nation's largest federal provider of outdoor recreation, with stewardship responsibilities over 12 million acres of RMA 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.

**Why 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 manuals 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>

**Corps Lakes Photo Album**  
Take a virtual trip of our lakes.

US Army Corps of Engineers

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

**We Need Your Photos!!**

## Resources: Volunteer Clearinghouse

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

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

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

**US Army Corps of Engineers**

HEADQUARTERS

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

Welcome to the U.S. Army Corps of Engineers, which is the steward of almost 12 million acres of land and water. We provide 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 the clearinghouse's 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:

**We Need Your Stories!!**

Resources:  
[www.Volunteer.gov](http://www.Volunteer.gov)

The screenshot shows the Volunteer.gov website interface. On the left, there are two 'Opportunity Description' cards for 'Forest Stewardship' and 'Campfire Stewardship'. The right side features a 'NATION WIDE VOLUNTEER STATS' section with a map of the United States and a pie chart showing the distribution of volunteer hours by state. A starburst graphic in the bottom right corner reads '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 400  
 March 2013

Prepared by:  
 The Defense Manpower Data Center



**Defense Manpower Data Center (DMDC)**  
**Trusted Associate Sponsorship System (TASS)**  
**Applicant User Guide**

Version 400  
 March 2013

Prepared by:  
 Defense Manpower Data Center

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## Recap Questions

### **True or False:**

Volunteers are allowed to operate gatehouses and collect recreation fees.

True



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## Recap Questions

### **True or False:**

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

False



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## 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?

