

# VOLUNTEER PROGRAM

PROSPECT Session #1  
Philadelphia, PA  
May 1 - 4, 2023



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US Army Corps  
of Engineers®







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# The Corps Volunteer Program



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

**In 2022: 32,398 volunteers contributed 1,536,732 million hours of work with an estimated value of \$46 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
- GIS/mapping
- Photography.... And more!





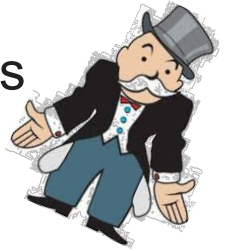
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# Why You Need Volunteers

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- Budget realities do not allow you to accomplish your mission with the staff and resources 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 volunteers, is an opportunity to engage the community and build our constituency.*





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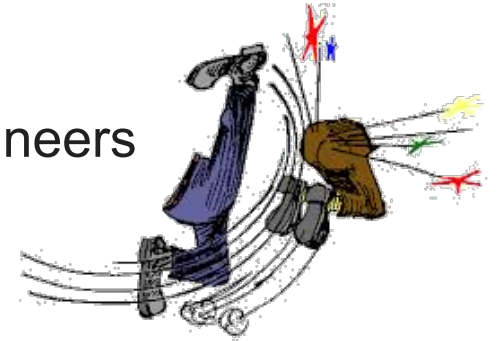
# What Volunteers Can and Can't Do

- 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:



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







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# Designing Positions for Volunteers

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- Good volunteer position design is key to the ultimate success of a volunteer program.
- We are trying to 'sell' our volunteer opportunities, not only to the public but to our coworkers.
- It is important to stress the added value to the Corps by volunteers' efforts and give specific examples of how volunteers can help paid staff accomplish specific goals.
- Brainstorm programs or services you wish you could accomplish but cannot, due to limited resources.
- Ask coworkers to help refine these positions and develop new opportunities.
- Understanding volunteer trends can help with design of volunteer positions.









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# Motivating Your Volunteers

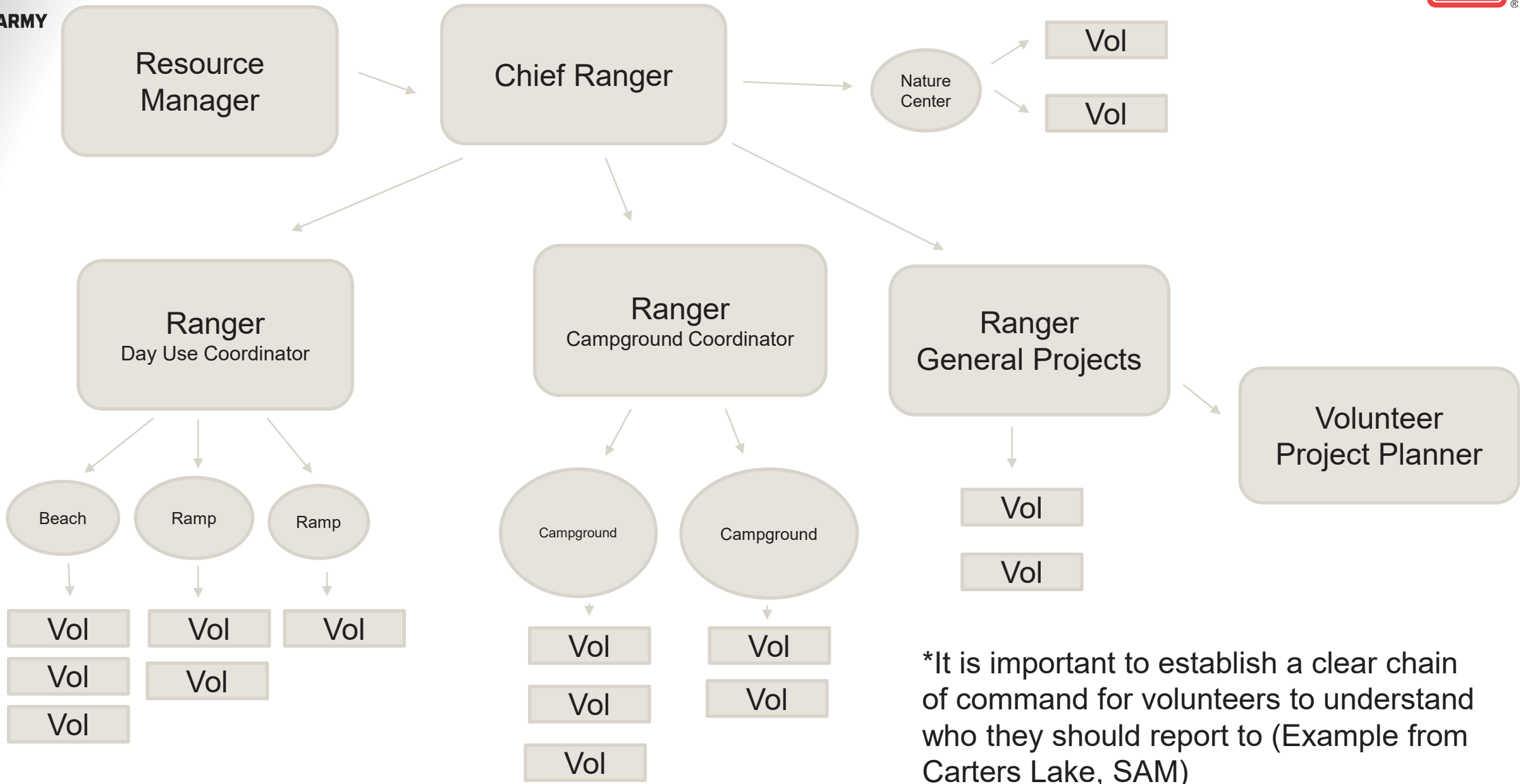
- People are motivated to volunteer for a variety of reasons. What one person loves to do; another might not prefer to do.
- It is the volunteer coordinator's goal to achieve planned results through other people, by giving them:
  - Ownership
  - Responsibility for outcomes
  - Authority to think
  - 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 is better than any certificate or award.





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# Organizational Chart for Volunteers



\*It is important to establish a clear chain of command for volunteers to understand who they should report to (Example from Carters Lake, SAM)



# Volunteer Management

- Recognizing if your volunteer is the wrong person for a particular task



- Dealing with difficult people

- Don't avoid having difficult discussions.

- Know when to cut someone loose.



"I take it this department has had conflicts."

# Volunteer Management Exercise

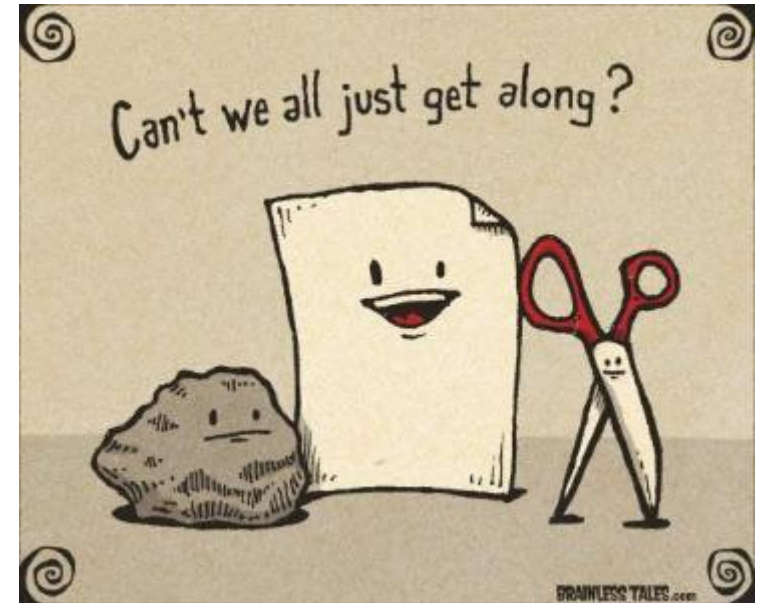
## Scenario Cards

One group member = volunteer

One group member = volunteer coordinator

Class discussion:

How did it go? Any best practices?







# Volunteer Program Authority/Policy

- **33 USC 569c (Public Law 98-63), 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.
- **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) 2014, Public Law 113-121”  
*(Working to convert 2016 guidance into ER- Currently with Army General Counsel in the ASA’s office)*
- **Volunteer Background Investigation Policy**, March 2020: updates/supersedes background investigation policy from 12 August 2016 implementation guidance
- **Policy Letter 04-01**, October 2004: Established the Corps use of the Independent Sector’s hourly rate to determine the value of service
  - FY 23 rate = \$31.80 (Typically updated each April during National Volunteer Week)







CECO-I

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND DISTRICT COMMANDS, CHIEFS, SECURITY AND LAW ENFORCEMENT, CHIEFS, OPERATIONS DIVISIONS

SUBJECT: Volunteer Program Background Investigation Procedures

1. References.

a. Water Resources and Reform Development Act of 2014, Section 1047(d), Public Law 113-121.

b. Public Law 98-63, Section 101 (33 U.S.C. § 569c), Chapter IV of Title I, Services of Volunteers, 1983.

c. Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors.

d. Army Directive 2014-23, Conduct of Screening and Background Checks for Individuals Who Have Regular Contact with Children in Army Programs.

2. Purpose. The purpose of this memorandum is to clarify guidance and procedures in the "Implementation Guidance for Section 1047(d) Services of Volunteers, of the Water Resources and Reform Development Act of 2014, Public Law 113-121" for volunteer background investigations.

3. The following clarifications are provided to meet the most current security standards for processing background investigations and to provide consistency in procedures across all Major Subordinate Commands of the U.S. Army Corps of Engineers (USACE). These procedural updates are effective immediately and will also be incorporated in the appropriate Engineering Regulation and Engineering Pamphlet when they are revised:

a. Persons who have ever been convicted of a violent crime, sexual crime, arson, crime with a weapon, sale or intent to distribute illegal drugs, or are an organized crime figure will not be utilized as volunteers, regardless of when the crime took place.

b. With the exception of the crimes listed in 3.a. above, the existence of a criminal conviction does not automatically disqualify an applicant from being a volunteer. Volunteers with criminal convictions not listed in 3.a. may be considered for service at



# Volunteer Background Investigations Procedures

**Volunteer coordinators will practice due diligence in screening volunteer candidates to assure the safety and security of USACE employees, contractors, and the public.**

- Memo from HQUSACE Chief Security Branch sent 09 March 2020 to clarify background investigation guidance and procedures established in the Aug 12 2016 Implementation Guidance for Section 1047(d) Services of Volunteers, of WRRDA 2014



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# Volunteer Background Investigation Procedures and Requirements Decision Matrix

	Volunteer Type	Level of Background Investigation (BI) Required	Security Office Involvement/ Processes BI	Background Investigation Expiration	Notes
Level 1	One-time event	None required, but may choose to use local contractor at project level or District Security Office to run FBI fingerprints	No (Unless running an FBI fingerprint check)	N/A	
	Only work under LOSS by USACE personnel with infrequent contact with minors Less than 6 consecutive months and do not meet any of the scenarios below				
Level 2	Work independently of USACE personnel with unescorted access into controlled space/non-public areas	Special Agreement Check (SAC) FBI fingerprint check	Yes	SAC valid for lifetime as long as there is not a 2 year break in service.	Fingerprints may be done at military base, District Office, law enforcement office, etc.
	Require access to government files/records Collection/handling of fees				
Level 3	Volunteering more than 6 consecutive months	Tier 1: FBI fingerprints, SF 85, and OF 306 using PSIP and EQIP	Yes	BI valid for lifetime as long as there is not a 2 year break in service.	Volunteer may begin their service once their SAC results (FBI fingerprint check), SF85 and OF 306 forms have been favorably reviewed by the District Security Office for no adverse information, and the SF 85 and OF 306 forms have been submitted to OPM through the PSIP to process the full investigation.
	Involving regular contact with children under 18 years without a parent or guardian present and without constant LOSS by USACE personnel			BI valid for 5 years	
	Requiring USACE networked computer access/VOLAC card			BI valid for lifetime as long as there is not a 2 year break in service. VOLAC valid for 5 years.	



# Fingerprinting

- Level 2 and 3 volunteers require background investigation processing through District Security Office. Locations that have previously used outside contractors/vendors to run background investigations will need to coordinate with their Security Office.
- Fingerprinting may be conducted at military bases, District or Division Offices, Project offices, military recruiting centers, universities, other Federal agencies, or law enforcement offices.
  - HQ Security Office may have funding to provide to locations that need to purchase fingerprinting machines (~\$3k each) and can provide training. Any USACE employee can take volunteer fingerprints and submit them through the web-based system to their District Security Office.
  - A Special Agreement Check (SAC)/FBI fingerprint check is the terminology used for the standard fingerprinting process.
  - Digital fingerprints are the preferred collection method. In locations where digital collection is not available, fingerprints may be obtained on the SF 87 or FD 285 fingerprint card and submitted to the District Security Office for transmission to the Personal Security Investigation Center of Excellence (PSI-CoE). All fingerprint cards require a valid Security Officer identifier (SOI), Submitting Office Number (SON), and an Agency Location Code (SLC) to be processed in PSI-CoE.





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# Fingerprinting Locations

MSC	District	Name of Location of Fingerprint Machine	Street Address	City	Stat	Zip	POC name	POC phone	POC email	Appointment Required Y/N	Fee Charged Y/N	Digital	Paper Only	USACE/Military
NWD	NWK	Jefferson County Sheriff - Perry Lake	1360 Walnut St.	Oskaloosa	KS	66066		785-863-2351		N	Y	\$15	X	
NWD	NWK	Marion County Sheriff - Marion Lake	202 S. 4th St.	Marion	KS	66861		620-382-2144		Y	N	N	X	
NWD	NWK	Miami County Sheriff - Hillsdale Lake	209 S. Pearl St.	Paola	KS	66071		913-294-4444		N	Y	\$20	X	
NWD	NWK	Cherryvale Police Department - Big Hill & E	123 W. Main St.	Cherryvale	KS	67335		620-336-2400		Y	Y	N	X	
NWD	NWK	Morris County Sheriff - Council Grove Lake	501 W. Main St.	Council Grove	KS	66846		620-767-6310		Y			X	
NWD	NWK	Osage County Sheriff - Pomona & Melvern	702 Ash	Lyndon	KS	66451		785-828-4991		Y	Y	\$10	X	
NWD	NWK	Pottawatomie County Sheriff - Tuttle Creek	108 N. 1st St.	Westmoreland	KS	66426		785-457-3481		N	Y	\$10	X	
NWD	NWK	Russell County Sheriff - Wilson Lake	204 E. 4th	Russell	KS	67665		785-483-2151		N	Y	\$10	X	
NWD	NWO	NWO District Security Office	1616 Capitol Ave-Room 668	Omaha	NE	68102	Christina Luna	402-995-2828	Christina.Luna@usace.army.mil			X		X
NWD	NWO	Big Bend Project/Lake Sharpe	33573 North Shore RD	Fort Thompson	SD	57339	Delane Albers	605-245-1800	delane.l.albers@usace.army.mil			X		X
NWD	NWO	Gavins Point Project/Lewis & Clark Lake	55245 Hwy 121	Crofton	NE	68730	Brian Ahrens	402-667-2555	brian.c.ahrens@usace.army.mil			X		X
NWD	NWO	Oahe Project/Lake Oahe	28563 Powerhouse Rd	Pierre	SD	57501	Shannon Lodge	605-945-3402	shannon.m.lodge@usace.army.mil			X		X
NWD	NWO	Bismarck Army Reserve Office	3319 University Dr	Bismarck	ND	58504	Brian Beuten	701-223-5455				X		X
NWD	NWP	NWP District Security Office	333 SW 1st Ave	Portland	OR	97204	Nick Racine Nick Klynne	503-808-4325 503-808-4442	nicholas.m.racine@usace.army.mil Nicholas.M.Klynn@usace.army.mil	Y	N	X		X
NWD	NWP	Lane County Sheriff's Office	125 E 8th Ave	Eugene	OR	97401		541-682-4150		N	\$30		X	
NWD	NWW	Clearwater County Sheriff's Office	150 Michigan Ave	Orofino	ID	83544		208-476-4521		Y	\$3.00	X		
NWD	NWW	NWW District Office	201 N. 3rd Ave	Walla Walla	WA	99362	James Frank	509-527-7138	james.d.frank@usace.army.mil	Y	N	X		X
NWD	NWW	Idaho State Police	700 S. Stratford Dr	Meridian	ID	83642	Eileen Allen	208-884-7159	eileen.allen@isp.idaho.gov	N	\$10.00			

- Consolidated national list on NRM Gateway
- Searchable list of DOJ/FBI-Certified private, state, local providers of electronic fingerprint services: <https://www.certifixlivescan.com/>

**CERTIFIX LIVESCAN**

HOW IT WORKS | MOBILE SERVICES | CORPORATE BILLING | LIVE SCAN SYSTEM | [GET FINGERPRINTED](#)

## Social Distancing Live Scan Service

Fast and secure. Find a location near you.

City or Zip Code  [Find a Location](#) [Use my current location](#) Or [Browse by state](#)



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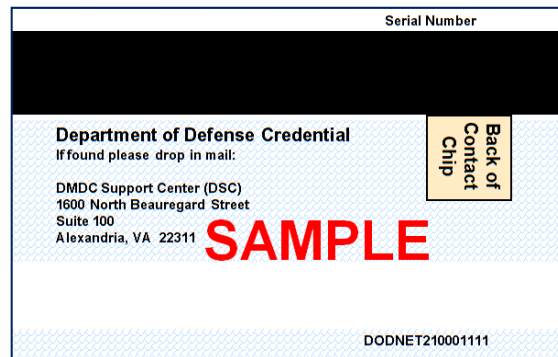
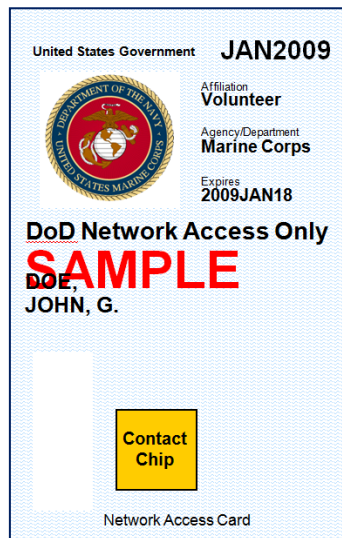
# Computer Access For Volunteers

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



- There is no cost for the VOLAC card, but there may be a cost associated with obtaining the required fingerprints during the background check process.

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





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# VOLAC Procedures

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District offices may establish a Trusted Associate Sponsorship System (TASS) VOLAC program by completing the following steps:

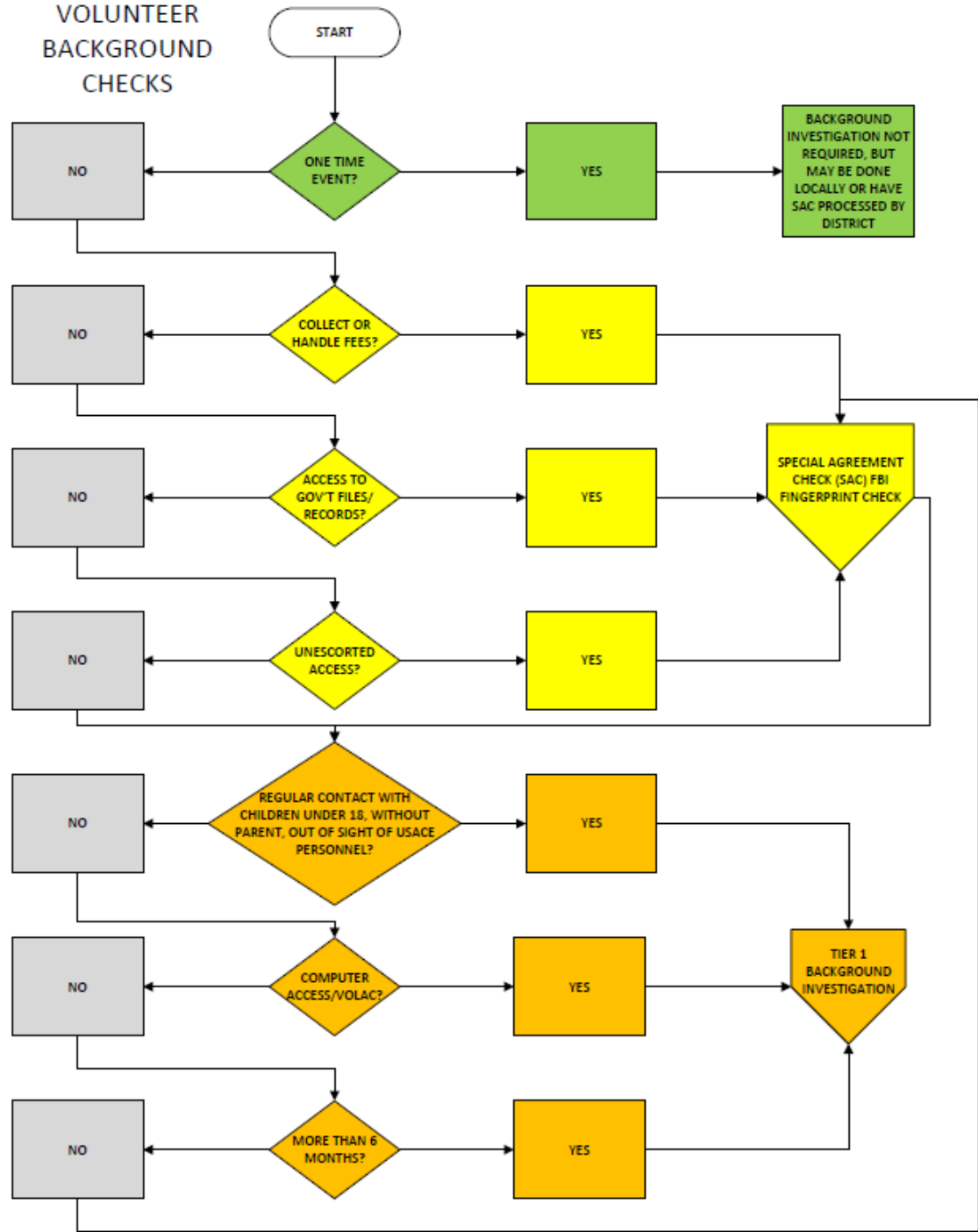
- Submit a request to one of the 10 Trusted Agent Security Managers (TASMs) to appoint/register Trusted Agents (TA) as needed within the District. The TAs will need to complete three online training courses to become certified (Approx. 4 hours) and pass annual TASS Certification Training.

**OR**

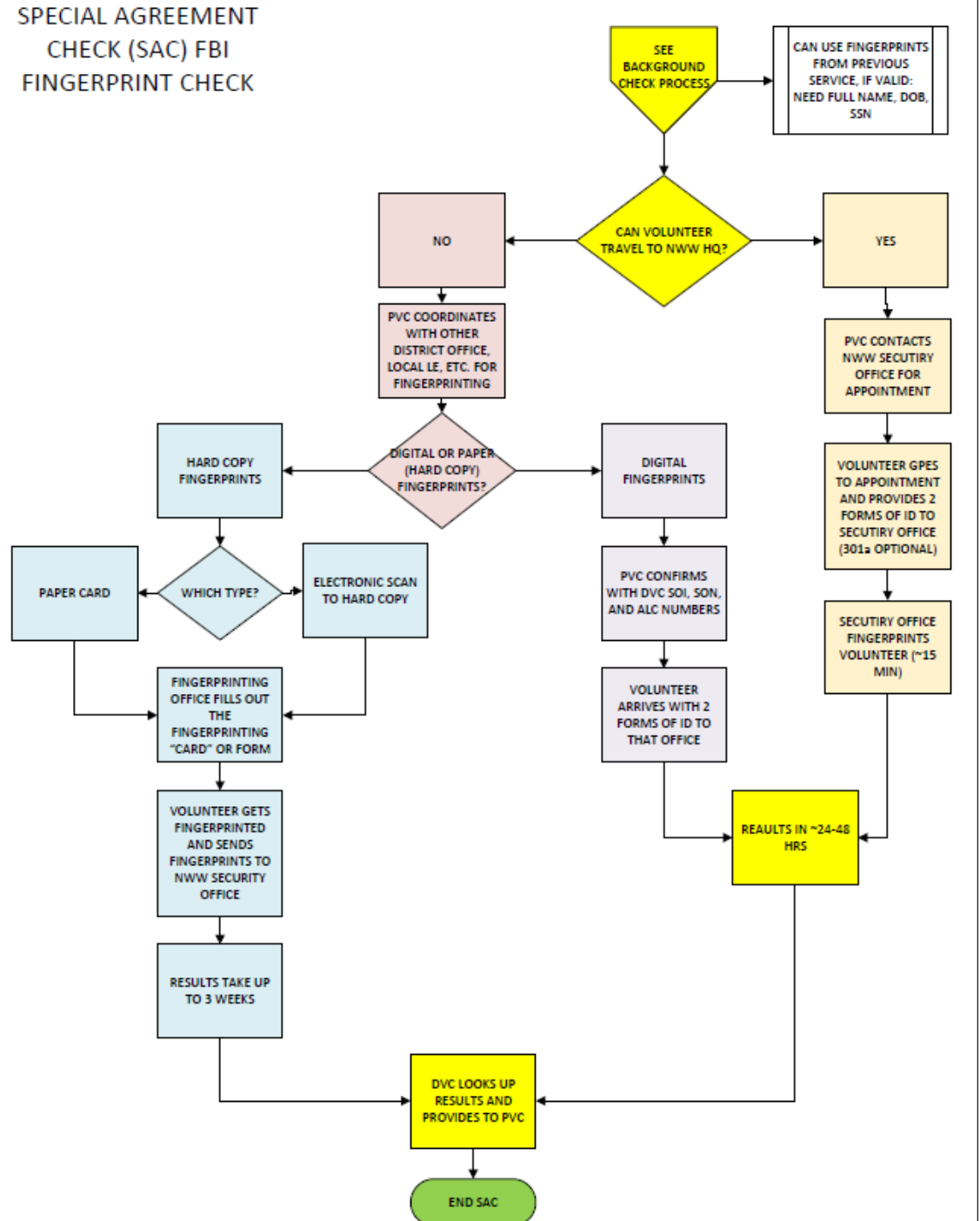
- Contact any existing TA to request a VOLAC card for a volunteer. *(TAs can sponsor VOLAC applications for any area. There is no requirement or need for TAs who sponsor VOLAC applications to personally know or be geographically located with the personnel they sponsor.)*



# VOLUNTEER BACKGROUND CHECKS



# SPECIAL AGREEMENT CHECK (SAC) FBI FINGERPRINT CHECK





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# 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.
- Previously accepted 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.



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# Volunteer Clothing

- Official Corps volunteer clothing items must be purchased from the Corps uniform contract provider. Local purchase of similar items to the contact 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.)
- Volunteers are not authorized to wear the NRM uniform patch or any other item of the official NRM Class B-C-D uniform.
- 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.







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# Volunteer Clothing

## Available from Image Authority:

- Vests: red
- Sweatshirt jacket: red
- Winter ball cap: white/black
- Summer ball cap: khaki or red
- Name Plate: magnetic or pin
- Polo: red/white
- Long sleeve polo: red



CO4107 Unisex  
Volunteer Vest



CO5127 Unisex  
Volunteer Hooded  
Jacket



CO7169 Unisex  
Summer Ball Cap



CO7170 Unisex  
Summer Ball Cap



CO7171 Unisex  
Volunteer Ball Cap



CO5030 Unisex SS  
Volunteer Polo



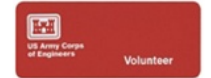
CO5031 Unisex SS  
Volunteer Polo



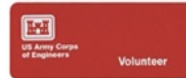
CO5032 Unisex LS  
Volunteer Polo



CO5013 Unisex  
Volunteer Polo



CO7172 Unisex  
Magnetic Volunteer  
Nameplate



CO7173 Unisex Pinback  
Volunteer Nameplate

## To order:

Website: <http://imageauthority.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 USACE logo, Enter Acct # and PW and click LOGIN, Click on CONTINUE

Go to PRODUCTS and select VOLUNTEER PROGRAM from the dropdown menu

Use the government VISA credit card to purchase.



# 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)).





# 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.
- It is recommended that volunteers needing routine reimbursement for local mileage driven in a personal vehicle be added to CEFMS and local travel vouchers be processed as with USACE employees. Volunteers may sign up for direct deposit.
- 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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# Volunteer Appreciation

- Projects are encouraged to show appreciation for volunteer services. Recognition is an ongoing integral part of the management process, not only the banquet or certificate given annually.



- Volunteers may be issued a certificate of appreciation to acknowledge their service, as well as be featured in articles, on websites, and thanked in person.
- OPMs may waive day use fees for one day or provide free one-night camping certificates to volunteers.
- Items such as celebration meals, appreciation gifts, or cash awards are not authorized for purchase with appropriated funds for volunteers, but may be donated by Friends groups, cooperating associations, or other partners to recognize outstanding volunteers.
- Individual and family/couple volunteers are eligible for the Enduring Service Award, National Volunteer Award and Volunteer Excellence Coins, sponsored by the Corps Foundation



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# Informal Recognition

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How we say thank you in day-to-day ways:

- Invitation to team meetings
  - Eating meals together
  - Writing articles about their good work
  - Celebrate special occasions such as birthdays or anniversaries
  - Providing volunteer villages with services (laundry, Wi-Fi)
  - Taking the volunteer out on 'fun' jobs (boat patrol, aerial surveys, etc.)
  - Give recognition as soon as possible after the task is accomplished.
- 
- When recognizing many volunteers at once, you can still plan different activities for different tastes.
  - Recognition should be meaningful to the person being thanked and should be given in a timely manner.







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# Enduring Service Award

- Established by the Corps Foundation and sponsored by Bass Pro Shops to honor long term service (6 years or more) and outstanding accomplishments by individuals and families as Corps of Engineers volunteers
- Request for nominations: September (due in December)
- Winners receive plaque, coin, Bass Pro gift certificate and \$500 cash award







# National Volunteer Award



- Sponsored by the Corps Foundation
- Awarded to one outstanding individual volunteer or one couple/family of volunteers
- Request for nominations: September (due in December)
- National winners receive a plaque, certificate, and coin
- Regional nominees receive a certificate and coin







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









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# Volunteer Pass Program: Corps Pass and ATB Pass

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- Approved in 2012: enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a free Annual Day Use Pass
  - Volunteers can accumulate hours at multiple Corps projects.
  - Supplemented by the ATB Volunteer pass in 2016
- 250 hours of cumulative service = free America the Beautiful Volunteer Pass
  - Volunteers can accumulate hours at Corps, BLM, BOR, FWS, USFS, and NPS sites. Hours earned at other agencies must be verified by the volunteer's prior coordinator.
  - Volunteer hours earned at Corps lakes can be verified and entered by volunteer coordinators in the centralized database that is also used for the Corps pass or entered in volunteer.gov by district volunteer coordinators for volunteers that have a volunteer.gov profile.
  - Covers entrance fees and day use fees at participating agencies for one year from date of issuance







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# Volunteer Coin Program

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







# Volunteer Camping Voucher: LRH

- LRH District Policy describes how a camping voucher may be issued to a volunteer for 1 free night camping
- Typically given to off-site volunteers for special events, presentations, flood event clean up, etc. for 8 hours of service



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of Engineers**®

## CAMPING VOUCHER

Voucher Number \_\_\_\_-\_\_\_\_-\_\_\_\_

In recognition of your volunteer service at \_\_\_\_\_, you are being rewarded a voucher for (1) one free night of camping. This voucher is only valid at the project in which it was issued. This voucher is non-transferable and will be valid until December 31 the following year of being issued. The USACE fully supports the volunteer program and appreciates the valuable service they provide to assist in the accomplishment of our mission.

Issued to \_\_\_\_\_

\_\_\_\_\_  
Volunteer Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Supervisor



# Volunteer Safety



- The same safety briefings, trainings, and equipment provided to Corps personnel will also be provided to volunteers
- Job Hazard Analysis (JHA) or Position Hazard Analysis (PHA) must be completed and signed by the Corps volunteer coordinator/supervisor and the volunteer and saved with the 0F 301a 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 as those involving Corps personnel: 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
<i>Ensure work area is safe</i>	<i>Injuries to head or feet, falls</i>	<i>Wear hardhat, safety-toed shoes and safety glasses. Use ladders for access or exit of excavations</i>
<i>Entering excavations/trenches</i>	<i>Slide slope failure. Shoring collapse</i>	<i>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.</i>
<i>Briefly inspect excavation/trench side slopes or shoring</i>	<i>Objects falling into excavation/trench</i>	<i>All materials should be moved at least two feet from the edge of the excavation</i>
<i>Exit excavation/trench</i>	<i>Falling off ladder</i>	<i>See JHA for "Using Ladders". Do not use a backhoe bucket to enter/exit an excavation/trench</i>



# Volunteer Reporting in CWBI-Ops



- Volunteer data must be captured each year during October in the CWBI-Ops tool, Partnerships and Volunteer Module
- Non-Partnerships Volunteer data: Record total number of volunteers, volunteer hours, and reimbursed incidental expenses for volunteers who are not serving as part of a partnership or organization
- Partnerships Volunteer Update: Record number of volunteers and volunteer hours that the partner provides
- USACE and other federal agencies use the Independent Sector's hourly rate as set by the Bureau of Labor Statistics each spring to calculate the value of service per hour, regardless of age or activity. No cost of living or other adjustments of any kind may be made to this rate.





# Volunteer Program Forms



- **OF 301:** Volunteer Application (Approved by OMB for all agency use)
- **OF 301a:** Volunteer Agreement (Approved by OMB for all agency use)
- **OF 301b:** Volunteer Group Agreement (for adult groups)
- **ENG Form 4882-R:** Volunteer Service Record
- **Standard Form 1164:** Claim for Reimbursement for Expenditures on Official Business  
(Volunteer's incidental expenses)
- **Standard Form 87:** Federal Employee and Military Fingerprint Card (Used for background checks for VOLAC card)
- **Standard Form 85:** Questionnaire for Non-Sensitive Positions (for VOLAC)
- **OPM 306:** Declaration for Federal Employment (for VOLAC)



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# Resources: NRM Gateway

<https://corpslakes.erdcdren.mil/employees/volunteer/volunteer.cfm>



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## Natural Resources Management Gateway *to the future . . .*

- [Home](#)
- [Visitors](#)
- [Lake Discovery](#)
- [Recreation](#)
- [Env Compliance](#)
- [Env Stewardship](#)
- [Partners](#)
- [News/Events](#)
- [People](#)
- [Forums](#)
- [Learning](#)
- [GETS](#)
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- [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 post opportunities on [www.volunteer.gov](http://www.volunteer.gov), an interagency volunteer portal that is used by the Department of Interior, Department of Agriculture, Department of Defense, and Department of Commerce to recruit volunteers for natural and cultural resources programs. Volunteers may find opportunities on [www.volunteer.gov](http://www.volunteer.gov) and may also call 800-VOL-TEER for more information.

Volunteer

- [National Volunteer Week](#)
- [News / Current Issues](#)
- [FAQs](#)
- [Good Enough to Share](#)
- [Volunteer Clothing, Brochures, and Posters](#)
- [Volunteer Plans and Handbooks](#)
- [Related Sites](#)
- [Background Checks/Volunteer Computer Access](#)
- [Corps Photo Album for Volunteers](#)
- [Volunteer Pass Program](#)
- [Volunteer Program Annual Reports](#)
- [Policy & Procedures](#)
- [Volunteer Forms](#)
- [Program History](#)
- [Training](#)
- [Volunteer.gov](#)
- [Job/Activity Hazard Analyses](#)
- [National Public Lands Day](#)
- [Division & District POCs](#)
- [Volunteer Awards](#)
- [Workamper News](#)
- [Corporate Social Responsibility/Volunteer Programs](#)





# Resources: Volunteer Brochures: 2 options

**US Army Corps of Engineers.**

**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 USACE lake visitor center or office and talk to a park ranger to learn more. You can also apply online and view volunteer opportunities across the nation at [www.volunteer.gov](http://www.volunteer.gov).

**US Army Corps of Engineers.**

## VOLUNTEER OPPORTUNITIES



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U.S. ARMY CORPS OF ENGINEERS

**U.S. ARMY CORPS OF ENGINEERS  
VOLUNTEER OPPORTUNITIES**



**MAKING A DIFFERENCE**

Volunteers play a valuable role in helping the U.S. Army Corps of Engineers (USACE) 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 USACE-managed lands and waters.

USACE is one of the nation's leading federal providers of outdoor recreation with more than 400 lake and river projects in 43 states, and stewardship responsibilities covering approximately 12 million acres of public lands and waters. Our volunteers are people who want to give back to their communities and are interested in the work of the USACE natural resources management program.

**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.

**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.

**WHERE CAN YOU SERVE?**

USACE lakes and river projects are located throughout the United States. Visit [www.volunteer.gov](http://www.volunteer.gov) to find an opportunity. Additional information about USACE lakes can be found at [www.corpslakes.us](http://www.corpslakes.us).

**Volunteering:**  
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!

**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!

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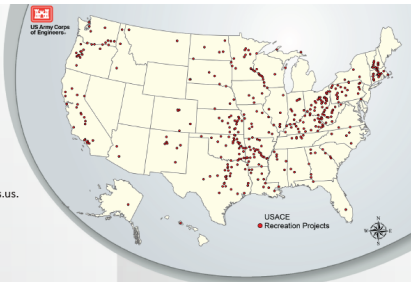
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U.S. ARMY CORPS OF ENGINEERS

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VOLUNTEER OPPORTUNITIES

<https://corpslakes.erdc.dren.mil/employees/volunteer/clothing.cfm>





US Army Corps of Engineers

## Volunteer Opportunties



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### For more information:

Call: 1-800-VOL-TEER (1-800-865-8337)  
 Email: [volunteer.gov@usace.army.mil](mailto:volunteer.gov@usace.army.mil)  
 Visit: [www.volunteer.gov](http://www.volunteer.gov)



US Army Corps of Engineers

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**Volunteer  
 Posters in two  
 sizes –  
 8½ x 11”  
 and 18 x 24”**

<https://corpslakes.erdc.dren.mil/employees/volunteer/clothing.cfm>





**1,536,732**  
TOTAL VOLUNTEER HOURS SERVED  
(Equivalent to 739 FTEs)

### Celebrate Service

National Volunteer Week is an opportunity to recognize the impact of volunteer service and the power of volunteers to tackle society's greatest challenges, to build stronger communities and be a force that transforms the world. This week, we shine a light on the people and causes that inspire us to serve, recognizing and thanking volunteers who lend their time, talent, and voice to make a difference in their communities.

### USACE Volunteer Efforts



**32,398**

TOTAL VOLUNTEERS



**\$46 M**

TOTAL VALUE OF VOLUNTEER HOURS



**80%**

PROJECTS USING VOLUNTEERS  
(322 of 403 USACE Projects)

### Shining a Light on Those Who Serve



NATIONAL VOLUNTEER WEEK

APRIL 16-22

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

# Volunteer Week Spotlights

### Shining a Light on Those Who Serve

Across USACE we celebrate National Volunteer Week by shining a light on those individuals who give their time and talent to make a difference at our projects and in our communities.

### North Atlantic Division

In the North Atlantic Division, we are shining a light on volunteers at Blue Marsh and Raystown Lakes.

While the main purpose of Blue Marsh was to provide flood control to part of the Schuylkill River Valley, over the years the lake has become a recreational hotspot. With over 36 miles of trails, 6,200 acres of land, 1,148 acres of water, picnic areas, a small beach and boat launches the lake accommodates all kinds of outdoor enthusiasts.

**\$1,897,460**  
VALUE OF TIME VOLUNTEERED

Raystown Lake is the largest lake located entirely in Pennsylvania and offers 8,300 surface acres of clear water surrounded by 21,000 acres of forested mountain slopes.

Visitors come to Raystown to enjoy panoramic views of undeveloped land and waters, access to excellent public recreation facilities, and fishing and hunting opportunities.

**63,354**  
HOURS SERVED BY VOLUNTEERS IN NAD

### Emma Miller



Emma Miller joined Blue Marsh Lake as a volunteer through her high school's honors internship program, where students are given the opportunity to work with local employers to gain real world employment experience within their career interests. Since September 2022, she has logged over 220 hours as a volunteer.

Emma has provided valuable volunteer services by completing regular tasks such as facility and equipment checks, assisting ranger staff with annual boundary inspections, and trail maintenance activities.

A big project Emma worked on was to help a Girl Scout replace bluebird nesting structures at the Dry Brooks Day Use Area for Blue Marsh Lake's nesting structure program. She then took on the task of replacing all the bluebird boxes throughout the park. This helped revamp the program to have it ready for the spring nesting season. Emma also took extra time to assist with multiple Guided Hike programs throughout her internship.



**220**

Over 220 hours of volunteer service provided in less than 1 year.



### Bluebird Boxes

Replaced bluebird nesting structures prior to nesting season.



### Inspection

Assisted staff with facility and equipment checks, boundary inspection, and maintenance tasks.



### Dave and Mary Jo Nelson



**2,500**

Nearly 2,500 hours of volunteer service provided over the past 4 summers.



### Helping Hand

Provide a helping hand where ever needed.



### Safety

Taught hundreds of visitors in kayak safety.



Dave and Mary Jo Nelson joined the team at Raystown Lake in 2019, when they moved into the Volunteer Village. Being from the area and regular campers at the lake, they felt right at home at Raystown. The Nelsons participated in Raystown's Volunteer Village program for four summers, contributing a total of over 2,500 combined volunteer service hours. The Nelsons were involved in almost everything going on at Raystown, energetically supporting maintenance, recreation, and environmental stewardship missions through their service. Mary Jo even created her own weekly water safety program, "beginner kayak lessons." Through the program's three years, Mary Jo joyfully taught kayak safety to hundreds of visitors. Although the Nelsons have taken their talents elsewhere for the 2023 season, their impact to Raystown Lake Project and its visitors will live on.



## THANK YOU

To all of our volunteers in the North Atlantic Division!



*(A great way to highlight stories about outstanding volunteers and use to recruit new volunteers)*

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








U.S. ARMY

# Resources: Corps Lakes Photo Album

<https://corpslakes.erd.c.dren.mil/visitors/album.cfm?Option=View&Id=0&Activity=Volunteers>




 **Corps Lakes Photo Album**  
 US Army Corps of Engineers  
*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




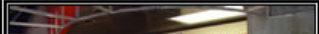
Bardwell Lake



Bardwell Lake













# Partnership Newsletter

<https://corpslakes.ercd.dren.mil/partners/newsletter.cfm>



## BRIDGING THE GAP

Volume 6 | Issue 2 | September 2022

### New National MOU: FICOR

On July 21, the U.S. Army Corps of Engineers (USACE) joined Department of the Interior, Agriculture and Commerce federal land management agencies in reestablishing the Federal Interagency Council on Outdoor Recreation (FICOR) by signing a new Memorandum of Understanding (MOU). The purpose of this MOU is to partner across Departments, bureaus and agencies to find solutions for common issues that challenge all Federal outdoor recreation providers. This interagency collaboration will address the Administration's goals of environmental justice, climate change, and equitable outdoor opportunities.



The FICOR will help coordinate policies, facilitate partnerships, and improve implementation on issues such as:

- Investing in resilient recreation infrastructure, such as electric vehicle charging stations, trails, campgrounds, visitor centers, docks, and boating access
- Bolstering education and career opportunities in conservation, outdoor recreation, habitat restoration, and resource management work, and providing comprehensive visitor information for the hunting, fishing, hiking, biking, birding, climbing, and boating communities
- Cooperating with State, Tribal, territorial, and local governments, including those in communities near Federal lands and waters
- Improving equitable access to Federal lands and waters and creating a welcoming visitor experience in collaboration with private, public, Tribal, and nonprofit organizations.

#### About Bridging the Gap

"Bridging the Gap" is an electronic publication produced biannually by the U.S. Army Corps of Engineers Partnership Advisory Committee (PAC). The purpose of this newsletter is to provide information about partnerships and volunteer program around the country. For more information, or to submit stories for future editions, contact your PAC representative.

#### In This Issue

- Mark Your Calendars ..... 2
- District-wide MOU for Prescribed Fire..... 2
- STEM Externships..... 4
- Lending Tackle Box Program..... 6
- Kids in Parks for TRACK Trails..... 6
- Veterans Memorial Park at Stockton Lake..... 8

### Mississippi River Project Connects with Iowa Teachers through STEM Externships

Page 4



#### Meet Your PAC Team Members

- Heather Burke HQUSACE
- Scott Sunderland - Chair NAD (Blue Marsh Lake)
- Francis Ferrell SAD (Falls Lake)
- Mike McCoy LRD (Huntington District Office)
- Phil Manhart MVD (Lake Shelbyville)
- Taylor Baughn SPD (Lake Mendocino)
- Keith Hyde NWD (Lucky Peak Lake)
- Jennifer Linde SWD (Fort Worth District Office)

Joseph Lundh, Supervisory Natural Resources Specialist, Mississippi River Project, MVR

The Iowa Governor's Science, Technology, Engineering, and Math (STEM) Council - Teacher Extern program began in 2009. The Rock Island District and Mississippi River Project have partnered with the State and program since 2013 bringing nine teachers to the Project (11 total teachers to the District) from a variety of communities for externship experiences totaling over 1800 partnership hours (2300 total in District).

Iowa STEM Teacher Externships (Externship/Extern) are full-time, six-week temporary summer positions in local businesses and agencies for secondary teachers of mathematics, science and/or technology. STEM Teachers earn a stipend paid by the Iowa STEM program, as well as three continuing education graduate credits. During the 200-240 hours of the Externship program, STEM teachers work alongside USACE staff. They develop content/plans to bring real-world applications back to the classroom including



creation of lesson plans and units inspired from the experience or content provided to the Iowa PBS' online Iowa Science Phenomena website, a resource for Iowa classrooms. At the Mississippi River Project, teachers participate in forest and vegetation sampling, forest management site visits, wildlife monitoring, shoreline management, and recreation program activities.

This program has been a win-win for USACE and the teachers. The STEM teachers have all been professional, engaged, quick learners, and flexible. The extra hands extend our capabilities and efficiency. They experience areas of the project, our mission, and exposure to our partner agencies and staff not otherwise possible. It brings additional content and real-world connections back to the classroom. The program generates connections and awareness between USACE and the community. It also gives students information about career possibilities with USACE. Special thanks go out to Abby DeBaillie and Zach Miller, this year's externs, as well as all the great externs over the years. We would recommend engaging with a STEM program in your area. If it is anything like our experience, it is well worth it.



Photo Above: Adaptive management at ecosystem restoration project. Photo Right: STEM Extern Abby DeBaillie taking a tree core.

*(A great way to share stories about outstanding volunteers and use to recruit new volunteers)*



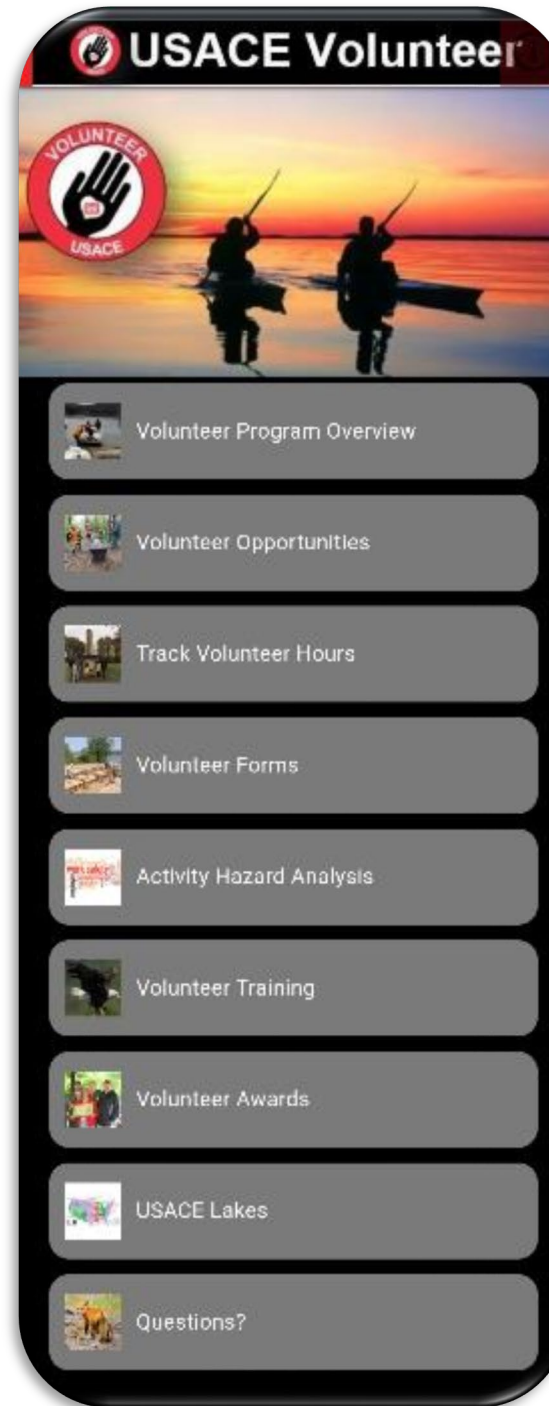


U.S. ARMY

# Volunteer App

- New app developed by Innovations and PAC Teams
- Pilot testing in SWD through end of FY 23
- Nationwide launch in FY 24
- Includes:
  - Volunteer program overview
  - Volunteer opportunities
  - Track volunteer hours
  - Volunteer forms
  - Activity Hazard Analysis forms
  - Volunteer training
  - Volunteer awards
  - USACE lakes link
  - Questions

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





U.S. ARMY

# Volunteer.gov



District volunteer coordinators have volunteer.gov Salesforce accounts to post opportunities and forward applications to project volunteer coordinators.

The screenshot shows the Volunteer.gov homepage. At the top left is the Volunteer.gov logo. To the right are navigation links for Home, Discover Opportunities, and Contact, along with a 'Log In or Sign Up' button. The main banner features a grid of various images with the text 'Opportunity is Calling' and a search bar containing the text 'Search volunteer opportunities by keyword or phrase...'. Below the banner is a section titled 'Latest Opportunities' with three featured items: a logo with a hand, a group of people working at a table, and a sign for 'Fort Pickens Area Gulf Islands National Seashore'.





U.S. ARMY

# Workamper News



- Website/magazine that USACE contracts with to post volunteer and paid camp host opportunities.
- Each project gets the following for FREE with our contract :
  - One ad of up to 100 words in each of the issues of Workamper News
  - Four 2-week Hotline ads (up to 100 words) per year online for immediate needs
  - Access to Workamper News online
  - Access to an applicant resume database for volunteers/ contractors seeking opportunities
  - Ability to create an employer tour to show off your Workamping environment
  - Ability to record podcasts about volunteering at your project

**Workamper News**  
The Original Resource Of Jobs For RVers, Since 1987!

REGISTER YOUR FREE ACCOUNT TODAY AND BEGIN YOUR WORKAMPING ADVENTURE!

**The #1 Resource for Workamping**

Welcome to Workamper® News—your #1 resource for Workamping! Available for both Workampers and employers, Workamper News has been the premier source for connecting RVers and potential employers for more than three decades.

Are you a Workamper? If you work in exchange for something of value and sleep in a RV at night, you are indeed! From coast to coast, there are many positions available for Workampers—or those still dreaming of an RV lifestyle—to work and play on the road. Let us put you in touch with the perfect opportunity to meet your Workamping needs.

**FEATURED**  
US Army Corps of Engineers®  
**EMPLOYER**

**EMPLOYER**

- LOGIN
- ADVERTISING
- EMPLOYER FAQ
- HOW TO RECRUIT

**WORKAMPER**

- LOGIN
- MEMBER TOOLS
- WORKAMPER FAQ
- JOB RESOURCES

**Traveling Mailbox**  
Your Mail Anywhere  
Mail Forwarding  
View Your Postal Mail Online  
Use code Workamper10 to receive 10% off new monthly recurring service



# Recap Questions

## **True or 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. children under age 18.
- c. persons arrested and awaiting trial for a violent crime.
- d. paid for vehicle mileage.