

VOLUNTEER PROGRAM



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of Engineers®

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The USACE Volunteer Program

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

In 2025: 42,992 volunteers contributed 1,907,476 hours of work with an estimated value of \$66.4 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 performed by USACE employees.
- Cannot:
 - Enforce Title 36
 - Create policy





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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 USACE 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.





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Volunteer Recruitment

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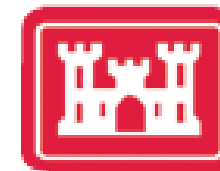
- Position descriptions should be clearly written and include all essential information.
- Clear understanding of what is expected by volunteer and staff
- Marketing tool for recruitment
- Guide for screening
- Basis for supervision and evaluation
- Contract between volunteer and USACE



★ **BLACK WARRIOR AND TOMBIGBEE LAKES**, Corps of Engineers, Demopolis, AL. We are always looking for dependable and enthusiastic volunteers here at the BWT.

We operate our four class A campgrounds exclusively with volunteers. Schedules are usually either 3 days on and 6 days off, or 4 on and 4 off. Sites provided are full hookup with water, sewer, and 50/30 amp service with washer and dryer available for use. For more information, contact Park Ranger David White at: david.f.white@usace.army.mil or 334-289-3540.

★ **USACE HOLT LAKE NEAR TUSCALOOSA**, AL, is looking for Park Hosts and Gatehouse Attendants to staff 3 different parks. Seasonal (minimum 90-day commitment) and year-round positions available. Positions are available at Deerlick Creek Campground, Burchfield Branch Campground, and Rocky Branch Swim Beach. Volunteers will be expected to work approx. 20 hrs per wk and must provide their own RV. Schedule is 3 days on, 6 days off, or may be fixed. Full hookup campsite provided in exchange for services. Contact Park Ranger Shaun Ray at: 205-553-9373 or shaun.e.ray@usace.army.mil with questions.





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Carters Lake - Day Use Hosts

U.S. Army Corps of Engineers - Carters Lake

POSITION DETAIL QUICK LOOK:



Address

1850 Carters Dam Road
Chatsworth, Georgia 30705



Type

On-Site Position



Dates

5/10/2026 - 9/30/2026



Point of Contact

Randall Flint
randall.j.flint@usace.army.mil



Secondary Point of Contact

Ashley McKittrick
ashley.t.mckittrick@usace.army.mil

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Description

Carters Lake is seeking enthusiastic **Day Use Volunteers** to help create a welcoming, well-maintained environment for visitors across multiple recreation areas. These positions are ideal for individuals or couples who enjoy working with people, supporting outdoor recreation, and contributing to the daily operations of one of North Georgia's most scenic destinations in the foothills of the Blue Ridge Mountains. Recreation season runs April through October. Opportunities exist for recreational season duties, off-season general maintenance, and special projects.

Greet guests at nature center reception desks and gatehouses; Assist with day use pass exchanges; Provide general information and track visitation; Perform light sanitation, landscaping, and grounds upkeep.

Volunteer Locations: Carters Lake Nature Center, Damsite Recreation Area, Northbank, and Harris Branch Beach

General Responsibilities:

- Greet guests at nature center and gatehouses, offering guidance and assistance
- Assist with day-use pass exchanges and automated fee stations
- Provide general information and track visitation
- Share water safety guidance and encourage use of loaner life-vest stations
- Monitor beach areas, picnic shelters, and day-use activity
- Perform light sanitation, landscaping, and grounds upkeep
- Support opening and closing procedures
- Communicate with Park Rangers and law enforcement as needed.



Category

Recreation Services



Dates

5/10/2026 - 9/30/2026



Required Days

Friday, Saturday, Sunday



Hours Available

24 hours per week



Reference Check Required

Yes



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Volunteer Recruitment: Rend Lake

<https://www.youtube.com/watch?v=SfNYbr90HwU>

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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 (Ex: Coralville Lake volunteer newsletter)
- Have FUN. Having fun and spending time with your volunteers is better than any certificate or award.

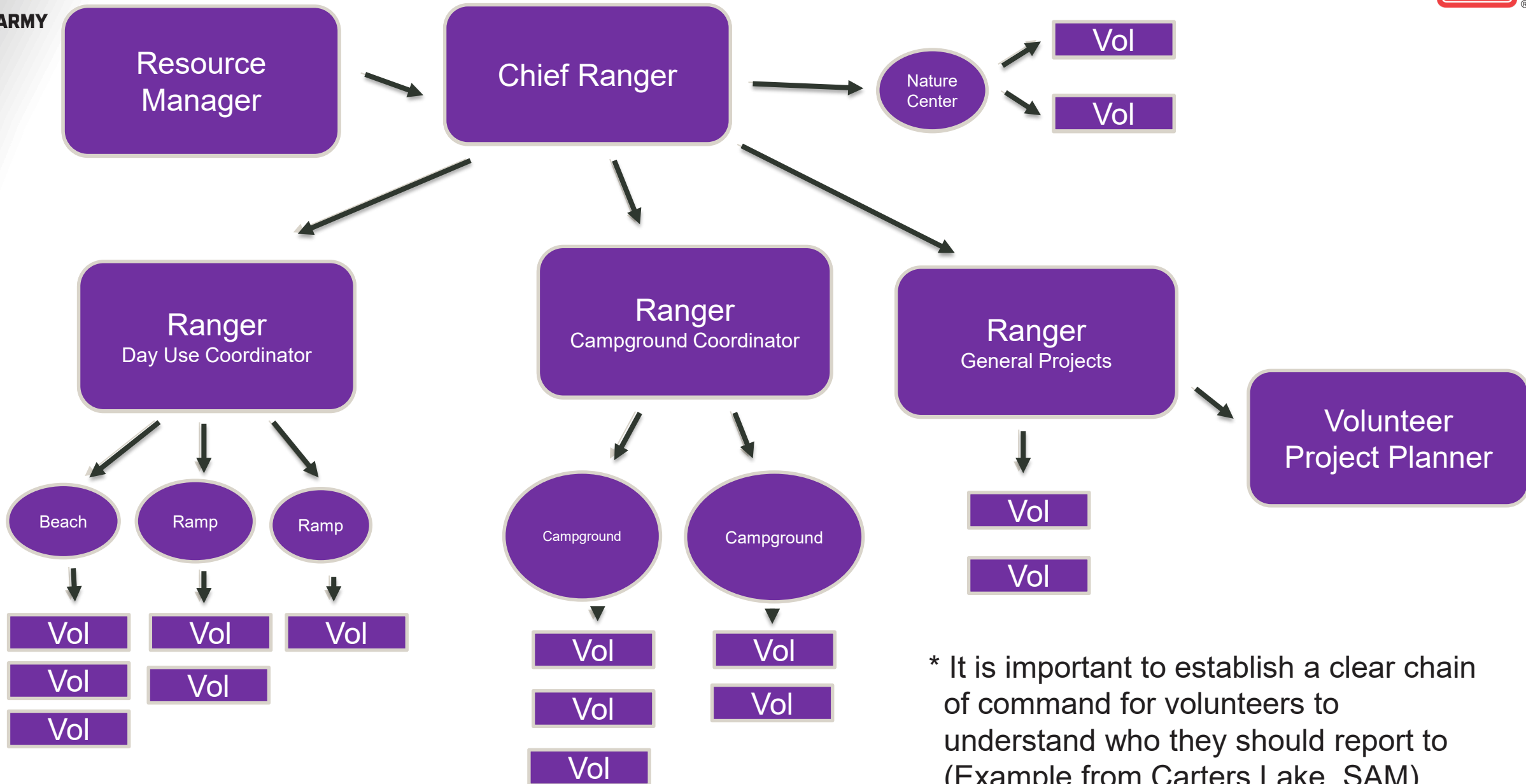




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Organizational Chart for Volunteers

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



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Volunteer Management

- Recognize when a volunteer may not be the right fit 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."



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Volunteer Program Authority/Policy

- **33 USC 569c (Public Law 98-63), Amended by WRRDA 2014 Sec 1047(d) and WRDA 2024 Sec 1112:** 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, and paying for recognition items** to carry out any activity of USACE except policy making, law or regulatory enforcement.
- **ER 1130-2-500**, Chapter 9, Volunteer Program. *(Updated by policy guidance on 20 Jan 2026)*
- **Policy Letter 04-01**, October 2004: Established USACE use of the Independent Sector's hourly rate to determine the value of service
 - FY 26 rate = \$36.14 (Typically updated each April during National Volunteer Week)



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 Federal Bureau of Investigation (FBI) fingerprints.	No (unless running an FBI fingerprint check)	N/A	–
Only work under line of sight supervision (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				
Adults volunteering more than 6 consecutive months.	Tier 1: FBI fingerprints, SF 85, and OF-306 using the Personnel Security Investigation Portal (PSIP) and electronic questionnaire for	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
Involving regular contact with children under 18 years without a parent or guardian present and without constant LOSS by USACE personnel.			BI valid for 3 years.	
Requiring USACE networked computer access/NIPRnet Enterprise Alternative Token System (NEATS) Token Card.	investigation processing.		BI valid for lifetime as long as there is not a 2-year break in service. NEATS Token valid for 5 years.	

Volunteer Background Investigation Procedures and Requirements Decision Matrix



Fingerprinting

- Level 2 and 3 volunteers require background investigation processing through District 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. Any USACE employee can take volunteer fingerprints and submit them through the web-based system to their District Security Office.
 - 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	State	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 Department of Justice/FBI-Certified private, state, local providers of electronic fingerprint services:
<https://www.certifixlivescan.com/>



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



4750 5415 1418 53773041 00010790
Oberthur, Carrie V8

Property of the
U.S. Government

IF FOUND DROP IN MAIL BOX.
POSTMASTER: POSTAGE
GUARANTEED. RETURN TO
DMDG ATTN: NEATS PROGRAM
4800 MARK CENTER DRIVE,
MAILBOX#11
ALEXANDRIA, VA 22311



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



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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 or guardians for all participants under the age of eighteen.
- Army General Counsel ruled that signing another organization's consent form is not sufficient to protect USACE.

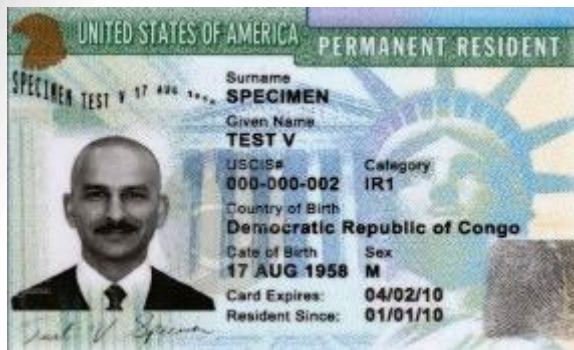


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Legal Alien/Permanent Resident Volunteers

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



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



- Volunteer service may be accepted from legal aliens (permanent residents) or foreign exchange students.
- Must present J-1, J-2 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.





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Civilian Inmate Labor Program

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The CILP benefits both USACE and corrections systems by providing meaningful work for inmates and providing a source of labor at no direct labor cost to USACE Civil Works projects to accomplish tasks that would not be possible otherwise due to staffing and funding constraints.

Only minimum-security community custody inmates are authorized to perform tasks at Army Civil Works projects.

- USACE requesting site identifies a need for CILP inmate labor and makes contact with local correctional facilities to discuss details of the program and potential work projects.
- USACE requesting site uses template MOA for either Federal or State/Local facilities and works with correctional facility manager to outline the details of the agreement.



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Key Governing Provisions

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USACE will be responsible for:

- USACE personnel, in coordination with corrections facility supervisors will provide daily technical oversight to include training of inmates to perform assigned tasks.
- Upon request by the facility, USACE staff may assist in providing necessary OSHA training.
- USACE will provide all necessary equipment, tools, materials and supplies to corrections facility supervisors, who will enforce inventory and control of the equipment.
- USACE may provide necessary safety equipment or require the corrections facility to provide.
- USACE staff will not transport inmates.



Key Governing Provisions



The **Correctional Facility** will be responsible for:

- The Warden/Administrator/Sheriff will make inmate labor detail assignments.
- The Warden/Administrator of the corrections facility is charged with the responsibility and accountability for the control and custody of inmates at all times.
- The corrections facility retains control and custody of the inmates at all times and shall be responsible for inmate conduct and discipline.
- Corrections facilities must provide safety training to all inmates in the CILP.
- Corrections facilities will provide work clothing not resembling USACE uniforms, safety shoes, and daily meals.
- Corrections facilities are responsible for providing routine and emergency medical care, and first aid.
- Corrections facility personnel are responsible for all inmate transportation.



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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
- Short sleeve polo: red
- Long sleeve polo: red

To order:

Website: <http://imageauthority.com/lma>

- **Account Number: All in CAPS** (Project code is 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: All 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.



Unisex Volunteer Vest

\$31.99



Unisex Volunteer Hooded Jacket

\$30.89



Summer Ball Cap

\$16.55



Summer Ball Cap

\$16.55



Volunteer Ball Cap

\$19.86



Unisex Long Sleeve Volunteer Polo

\$46.34



Unisex Short Sleeve Volunteer Polo

\$46.34



Magnetic Volunteer Nameplate

\$11.03



Pinback Volunteer Nameplate

\$11.03



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Volunteer Clothing

- Official USACE volunteer clothing items must be purchased from the USACE uniform contract provider. Local purchase of similar items to the contract in different colors is not authorized.
- Multiple quantities of items may be provided to an individual. (Recommend 1 clean shirt per day of work week.)
- 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 USACE 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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Food/Beverage Purchases

- Food and beverages may be provided to volunteers when such subsistence is incidental to the rendering of volunteer services.
- The Government Purchase Card (GPC) 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 General Services Administration (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.



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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.
- Volunteers needing routine reimbursement for local mileage driven in a personal vehicle should be added to Corps of Engineers Financial Management System (CEFMS) and local travel vouchers processed as with USACE employees. Volunteers may sign up for direct deposit.
- Reimbursement for personal vehicle (POV) mileage will not exceed rates identified in the Joint Travel Regulations (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 Training

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It is the responsibility of the Volunteer Coordinator to certify that volunteers are proficient in the operation of any equipment assigned and that they meet the same licensing requirements that are applicable to USACE staff.

For long-term volunteers, an individual training plan is recommended to ensure adequate training.

- **Potential training for long-term volunteers:**
 - Volunteer fee collection
 - First aid and CPR
 - Water safety rules/rescue equipment operation
 - Boat operator
 - Certification for power tools, ATVs, hydraulic tools, etc.
 - SHARP, Verbal defense and influence basics
- **Training topics for short-term volunteers:**
 - Description of project
 - Goals for the day
 - Skills instruction/proper use of tools
 - Safety, AHA, PPE
 - Emergency evacuation plan





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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, engraved awards/plaques, appreciation gifts, etc. valued up to \$250 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 or cash awards are not authorized 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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Example from Carters Lake (SAM) of custom volunteer recognition coins



NATIONAL PARK SERIES PREMIUM COLLECTIBLE CHALLENGE COINS



SPECS

3MM THICK
1.75" DIAMETER
COLOR ONE SIDE
ANTIQUE BRONZE FINISH
FREE PACKAGING
PROTECTIVE CASE

USACE CARTER'S LAKE

COLLECTOR-DRIVEN RETAIL PURCHASES
DESIGNED FOR CROSS-PARK COLLECTING
COMPACT COUNTER/WALL FOOTPRINT
AFFORDABLE PREMIUM IMPULSE ITEM
100% REORDER PROGRAM
DISPLAY OPTIONS AVAILABLE
YES, THAT LEVEL OF DETAIL IS REAL

WHOLESALE PROGRAM

PRICE BREAKS

100 COINS.....\$6.50/COIN
400 COINS.....\$5.85/COIN
800 COINS.....\$5.40/COIN
1200 COINS.....\$5.25/COIN
2000+ COINS...\$5.00/COIN
FLEXIBLE MID-TIER PRICING AVAILABLE
MSRP:.....\$14.95
LEAD TIME YEAR ONE:.....6-8 WEEKS
SECOND YEAR+:.....QUICK AS 4 DAYS



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Informal Recognition

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, and \$250 cash award

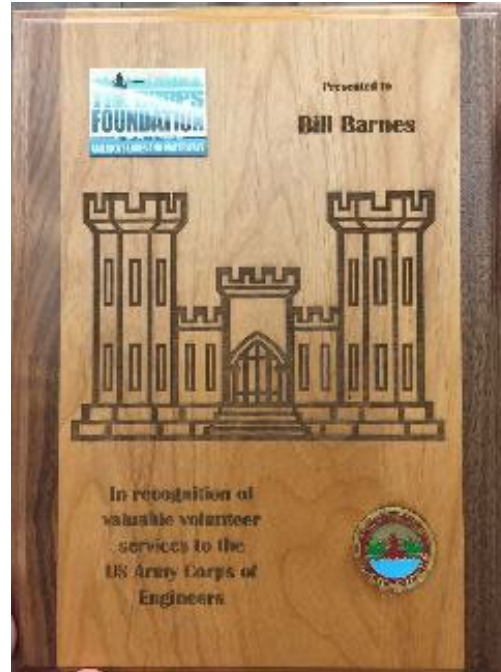




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National Volunteer Award



- 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





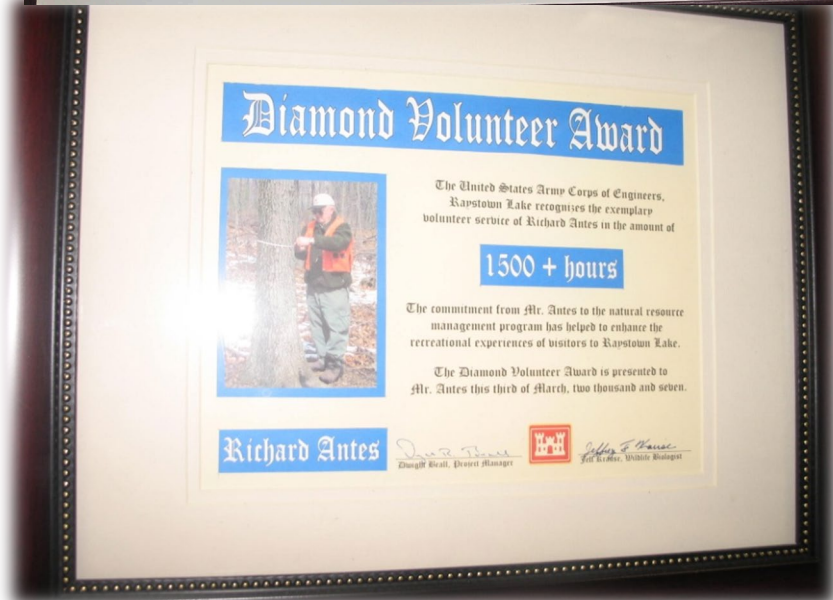
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Volunteer Appreciation

Volunteer Appreciation Walls/Displays





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Volunteer Pass Program: Corps Pass and America the Beautiful (ATB) Pass

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- Approved in 2012: enables volunteers who have served a minimum of 100 hours at USACE managed areas to receive a free Annual Day Use Pass
 - Volunteers can accumulate hours at multiple USACE 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 USACE, 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 volunteer app 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



NOTE: The 250th anniversary of America is a great time to promote “250 for 250”



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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





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Volunteer Camping Voucher: LRH

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- 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



**US Army Corps
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



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Volunteer Reporting in CWBI-OPS

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- 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.



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Volunteer Program Forms

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- **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)
- **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 Tier 1/Level 3 volunteers)
- **Standard Form 85:** Questionnaire for Non-Sensitive Positions (for Tier 1/Level 3 volunteers)
- **OPM 306:** Declaration for Federal Employment (for Tier 1/Level 3 volunteers)



U.S. ARMY

Resources: NRM Gateway

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

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US Army Corps
of Engineers ®

Natural Resources Management Gateway

to the future . . .

Home Visitors Lake Discovery Recreation Env Compliance Env Stewardship Partners
News/Events People Forums Learning GETS Tools New Postings Submit Index/Search ?

Volunteer Program

[Headquarters POC](#)

Corps projects offer many volunteer opportunities in recreation and natural resources management. Volunteers can serve as park and campground hosts, staff visitor centers, conduct programs, clean shorelines, restore fish and wildlife habitat, maintain park trails and facilities, and more. Corps personnel can recruit their own volunteers or post opportunities on 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.

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

Volunteer



Resources: Volunteer Brochures (2 options)



U.S. ARMY **US Army Corps of Engineers**

GET IN TOUCH

www.volunteer.gov

volunteer.gov@usace.army.mil

Find a USACE lake and river project near you by scanning the QR code below.

VOLUNTEER REQUIREMENTS

- US citizen or legal alien (permanent resident) or foreign exchange student with J-1, J-2, or F-1 student visa.
- 18 years or older, or children with written parental/guardian consent.
- May need specific skills (Example: carpentry, GIS, computer skills, etc.), but is not necessary.
- Background checks may be required.

Volunteer Opportunities

Thank you for your interest in the U.S. Army Corps of Engineers (USACE) volunteer program! Use this brochure to learn more information about volunteering with us.



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U.S. ARMY **US Army Corps of Engineers**

Volunteer Opportunities



WHAT CAN YOU DO?

The possibilities are endless! Take a look at a few examples of what our volunteers are doing.

Recreation

- Build and maintain trails
- Campground host
- Conduct interpretive programs
- Collect fees
- Water safety education
- Visitor Center host

Natural Resources

- Remove invasive species
- Plant native vegetation
- Build/install wildlife/fish habitat
- GIS/Mapping
- Litter pick up
- Shoreline restoration

Administration

- Create/update documents
- Photography
- Computer/database entry
- Assisting visitors/staff
- Janitorial services/inspections

WHY CHOOSE USACE?

Help us keep your public lands operational for many generations.

- Meet new people
- Explore and live in new places
- Enjoy free camping
- Earn an America the Beautiful Pass for 250 hours of service
- Earn college credits
- Community service

ABOUT USACE

- USACE is one of the nation's leading federal providers of outdoor recreation with more than 400 lakes and river projects in 43 states, with 269 million visitors annually.
- USACE protects and manages more than 12 million acres of public lands and waters.
- In addition to recreation, other USACE missions include flood risk management, hydropower, navigation, environmental restoration, regulatory, and military programs.

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



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VOLUNTEER OPPORTUNITIES

Let's Join Together and Make a Difference!

Volunteering with the U.S. Army Corps of Engineers

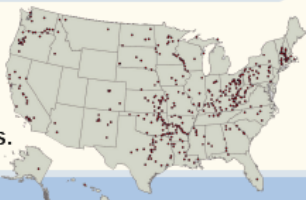
We invite you to connect with a vast network of U.S. Army Corps of Engineers (USACE) volunteers around the country, where you will play an invaluable role in helping maintain natural resources and provide high quality recreation opportunities.

What Are Volunteers Doing?

- ▶ Trail Maintenance
- ▶ Educational Programs
- ▶ Campground Host
- ▶ GIS/Mapping
- ▶ Improving Fish/Wildlife Habitat

Where Can You Volunteer?

USACE lakes and river projects are located throughout the United States. More information about USACE lakes can be found at www.corpslakes.us.



www.volunteer.gov volunteer.gov@usace.army.mil



Why Volunteer?

Community

Meet lots of great people and make lifelong friends along the way.

Travel

Travel across the U.S. experiencing a variety of landscapes and sights.

Free Camping

Earn a free campsite and immerse yourself in new places.



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JOIN US NOW!

www.volunteer.gov volunteer.gov@usace.army.mil



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**Resources:
Volunteer
Posters
(4 options)**

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



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JOIN US NOW!



www.volunteer.gov



volunteer.gov@usace.army.mil





U.S. ARMY

Volunteer Week Spotlights

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National Volunteer Week

APRIL 19-25, 2026

National Volunteer Week has been celebrated since 1974 as a chance to honor the valuable contributions of volunteers. This week highlights the strength of volunteers in building stronger communities and creating meaningful change.

Volunteers are essential in supporting USACE's efforts to protect natural resources and provide exceptional recreation opportunities to the public.



USACE Volunteer Efforts



1,907,476
Total Volunteer Hours Served



\$66.36M
Total Value of Volunteer Hours



42,992
Total Volunteers



74%
USACE Projects Using Volunteers



U.S. ARMY



US Army Corps of Engineers

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

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

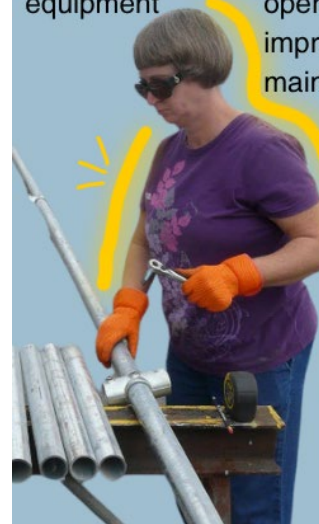
National Volunteer Week

Great Lakes & Ohio River Division

Tom and Kristi Battles embody the USACE mission as volunteers at Lake Barkley in the Nashville District. Since 2015, the couple has contributed 23,000 hours of service! Kristi helps operate the visitor center, facilitates water safety lessons, and her organizational skills were key in the success of the Barkley Dam and Lake Barkley 50th Anniversary Celebration. Tom's expertise in heavy equipment

operation is essential in maintaining and improving facilities. Alongside the maintenance crew, he has tackled complex tasks that would have otherwise been costly, such as replacing water control structures, stabilizing banks with riprap, and rehabilitating campsites.

Tom & Kristi Battles



23,000
hours of service since 2015



U.S. ARMY



US Army Corps of Engineers



Partnership Newsletter

(A great way to find out more about our outstanding partners and volunteers!)

We need your stories and photos!

TIP: Take photos of vols in action... not just standing with a shovel!

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



U.S. ARMY
of Engineers

BRIDGING THE GAP

Volume 9

Issue 1

March 2025



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 the partnerships and volunteer programs around the country. For more information, or to submit stories for future editions, contact your PAC representative.

In This Issue

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Moody Access Area Enhancements	4
Greater Ukiah Business and Tourism Alliance Partnership.....	5
ORV Area Improvements	6

2025 Handshake Program Funding Recipients

Heather Burke, National Partnership and Volunteer Program Manager, HQUSACE

The Handshake Program offers a source of seed money to U.S. Army Corps of Engineers (USACE) lakes/rivers for worthwhile partnership projects. The intent of this program is to enhance existing recreation opportunities and natural resources by providing an incentive to USACE projects to utilize partnering initiatives to their fullest potential by combining funding from local USACE projects and their partners to benefit the public.

Six projects selected for 2025 Handshake funding are:

- **Arcadia Lake:** Mountain bike trail improvements
- **Atwood Lake:** Habitat enhancement and linking MUR USACE to the Motus Wildlife Tracking System Network
- **Coralville Lake:** Amphitheater restoration
- **Cordell Hull Lake:** TRACK trail development
- **Kaw Lake:** Pavilion construction
- **Raystown Lake:** Portable invasive species boat washing station

For more information regarding the Handshake Program, please visit the [Handshake page](#) on the NRM Gateway or contact your division Partnership Advisory Committee member. ■



Reminder: April 20- 26, 2025 is National Volunteer Week

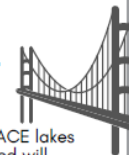
This is a great opportunity to recognize the collective impact of volunteer service to the USACE NRM program. National Volunteer Week can be used to offer up new volunteer opportunities, identify and thank volunteers who lend their time and skills to make a difference in their communities.



Images top to bottom: Example of a Motus interpretive sign as part of the Atwood Lake Handshake Project. Example of the portable boat wash station for the Raystown Lake Handshake Project.

Page 3 |

Leave No Trace 2025 Spotlight Program



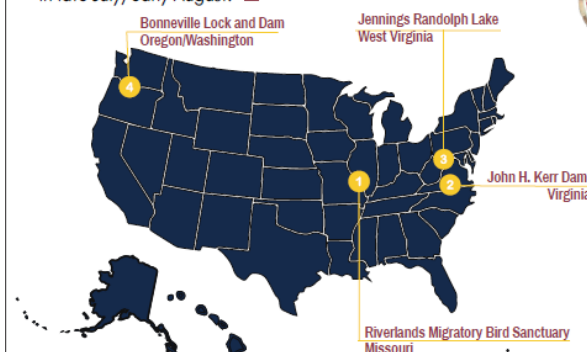
Our partners at Leave No Trace have selected four USACE lakes for their 2025 Spotlight program. Sites that are selected will receive 3 days of activation put on by the Subaru/Leave No Trace Traveling Teams that can include service projects, staff and community training, community outreach, and youth programs.

USACE sites include:

- April 10-12, 2025: Riverlands Migratory Bird Sanctuary, MO
- May 15-17, 2025: John H Kerr Reservoir, VA
- June 5-7, 2025: Jennings Randolph Lake, WV
- June 13-15, 2025: Bonneville Lock and Dam, OR/WA



Request for nominations for the 2026 programs will be announced in late July/early August. ■



New National Cooperative Agreement Signed with the Student Conservation Association (SCA)



Photo: SCA interns dig soil profiles at the Willamette Valley Project.

USACE has entered into a new master national cooperative agreement with SCA under the authority of Sec 213(a) of WRDA 2000. This authority allows USACE to enter into cooperative agreements with non-federal public or nonprofit entities for services related to natural resource conservation or recreation management of Civil Works projects to further training and educational opportunities. The new agreement with SCA is set up for one year plus four option years and is being administered by the Fort Worth District. ■

Recognize Your Valuable Volunteers with a Volunteer Excellence Coin

USACE, in partnership with the Corps Foundation created three styles of coins to recognize the extraordinary service provided by volunteers, draw attention to their vast skills and contributions, and encourage an attitude of stewardship and responsibility in caring for USACE lands, facilities, and resources.



Small Coin Large Coin Version 1



Large Coin Version 2

Volunteers can be nominated for small and large coins at any time throughout the year to recognize outstanding achievements by filling out the form found on the [NRM Gateway](#).

When considering a volunteer or group of volunteers to receive a coin, be prepared to answer the following questions as a guide.

- How did this volunteer or volunteer group go beyond other volunteer's efforts?
- How did they work with partners to improve recreation, environmental conditions or visitor interpretive facilities?
- How did the volunteer or group contribute significantly to public understanding of USACE?
- Did the volunteer or group help keep an area remain open that would have otherwise been closed?
- How did the volunteer or group contribute to natural resource conservation?

You will need to provide a short write-up and some photos on the nomination form to your [Division PAC team representative](#) to request a coin.



U.S. ARMY

Volunteer.gov Public Site

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[Home](#)[Discover Opportunities](#)[Help Center](#)

FIND YOUR PASSION. MAKE AN IMPACT.

Discover volunteer opportunities and learn how you can make an impact in causes you care about.

Submit your volunteer application to thousands of sites across the country, all located at federal agencies who need your time and talent to meet their mission.

****Other Online Recruitment Option:**

Look into Rec.gov records for long-term repeat campers. Target outreach to those people who love your parks. (Example from Rend Lake)

Latest Opportunities



National Park Service



Forest Service



Forest Service



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Project coordinators now have access as “Team Members”



Volunteer Manage...

[Home](#)
[Applications](#)
[Volunteer Opportunities](#)
[Time Tracking](#)
[Knowledge](#)
[Chatter](#)
[Dashboards](#)
[Reporting](#)
[Generated Reports](#)
[Files](#)



Volunteer Opportunities

USACE opportunities - Active Only

50+ items • Sorted by Owner Last Name • Filtered by All volunteer opportunities - Status, Agency • Updated a few seconds ago

	☐ Volunteer Opportunity Name	Recruitment End Date...	Site	State/Province	Status	Site Contact	Owner L...	# of ...	# of ...	
1	☐ Leech Lake Grounds Maintenance Volunteer	3/30/2024 9:45 PM	Leech Lake	Minnesota	Recruitment Active	Matt Buchacker	Baker	0	0	
2	☐ Gull Lake Recreation Area Volunteer Spring 2024	1/7/2024 9:45 PM	Gull Lake	Minnesota	Recruitment Active	Nicole L Baker	Baker	0	0	
3	☐ Gull Lake Recreation Area Volunteer Summer 2024	1/7/2024 9:45 PM	Gull Lake	Minnesota	Recruitment Active	Nicole L Baker	Baker	0	0	
4	☐ Gull Lake Recreation Area Volunteer Fall 2024	1/7/2024 9:45 PM	Gull Lake	Minnesota	Recruitment Active	Nicole L Baker	Baker	3	0	
5	☐ Leech Lake Recreation Area Volunteer 2024	3/30/2024 9:45 PM	Leech Lake	Minnesota	Recruitment Active	Matt Buchacker	Baker	0	0	
6	☐ General Volunteer (couple)	7/1/2024 10:00 AM	Hillsdale Lake	Kansas	Recruitment Active	Jim Bell	Bean	0	0	
7	☐ Pittsburg/Bolivar Landing Parks - Park Host & Maintenance	5/24/2024 10:00 AM	Pomme De Terre Lake	Missouri	Recruitment Active	Kevin Hedgpath	Bean	2	0	
8	☐ Saylorville Lake - Campground Booth Attendant	3/31/2024 10:00 PM	Saylorville Lake	Iowa	Recruitment Active	Andrew Jones	Borah	4	0	
9	☐ Seasonal Campground Volunteer - Custodial	4/18/2024 10:00 AM	Lake Red Rock	Iowa	Recruitment Active	Jessica Heath	Borah	1	0	
10	☐ Mississippi River Project Pool 16-22-Clark's Ferry Custodial Volunteer	9/1/2024 10:00 AM	Mississippi River - Pools 11-22	Iowa	Recruitment Active	Abby Garvis	Borah	1	0	
11	☐ Beach Watch Safety Volunteer, Philpott Lake	9/30/2024 9:00 AM	Philpott Lake	Virginia	Recruitment Active	Brandon Turner	Boyette	0	0	
12	☐ Visitor Center Volunteers, Philpott Lake	12/31/2024 9:00 AM	Philpott Lake	Virginia	Recruitment Active	Brandon Turner	Boyette	8	0	
13	☐ Trail Maintenance / Park Beautification, Philpott Lake	10/1/2024 9:00 AM	Philpott Lake	Virginia	Recruitment Active	Brandon Turner	Boyette	4	0	
14	☐ Campground Host/ Park Maintenance	12/31/2023 10:00 AM	Marion Reservoir	Kansas	Recruitment Active	Aaron Springer	Broomhall	23	0	
15	☐ BWT Demopolis - Park Host (Cleaning)	12/31/2024 9:00 AM	Black Warrior and Tombigbee Rivers	Alabama	Recruitment Active	Abigail Ricketson	Gunter	51	3	
16	☐ Carters Lake - Woodring Campground	4/15/2024 10:00 AM	Carters Lake	Georgia	Recruitment Active	Randy Flint	Gunter	5	0	
17	☐ Carters Lake - Doll Mountain Campground Host	4/15/2024 10:00 AM	Carters Lake	Georgia	Recruitment Active	Randy Flint	Gunter	10	0	
18	☐ Carters Lake - General Volunteer	12/31/2023 10:00 AM	Carters Lake	Georgia	Recruitment Active	Randy Flint	Gunter	15	0	
19	☐ Allatoona - Cooper's Furnace	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	0	0	
20	☐ Allatoona - Victoria Day Use	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	3	0	
21	☐ Allatoona - Sweetwater Day Use	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	1	0	
22	☐ Allatoona - Tanyard Creek Boat Ramp	1/31/2024 9:00 AM	Allatoona Lake	Georgia	Recruitment Active	Kari Soeder	Gunter	2	0	
23	☐ Albeni Falls Dam Camp Host	9/15/2024 12:00 PM	Albeni Falls Dam and Lake Pend Orielle	Idaho	Recruitment Active	Sam Zook	Kern	19	0	
24	☐ Holmes Bend Campground Work Volunteers	6/7/2024 9:00 AM	Green River Lake	Kentucky	Recruitment Active	Andrea Davis	Kilpatrick	0	0	
25	☐ Smith Ridge or Pike Ridge Campgrounds Work Volunteers	6/7/2024 9:00 AM	Green River Lake	Kentucky	Recruitment Active	Andrea Davis	Kilpatrick	0	0	
26	☐ Smith Ridge Campground Volunteer Campground Attendants	6/12/2024 9:00 AM	Green River Lake	Kentucky	Recruitment Active	Andrea Davis	Kilpatrick	1	0	