VOLUNTEER PROGRAM

U.S.ARMY

US Army Corps of Engineers®

The Corps Volunteer Program

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

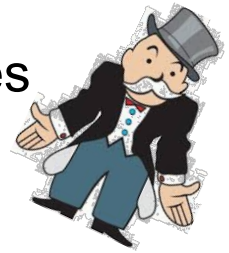
In 2021: 18,274 volunteers contributed 1,559,839 million hours of work with an estimated value of $44.5 million

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!

Why You Need Volunteers

- 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.

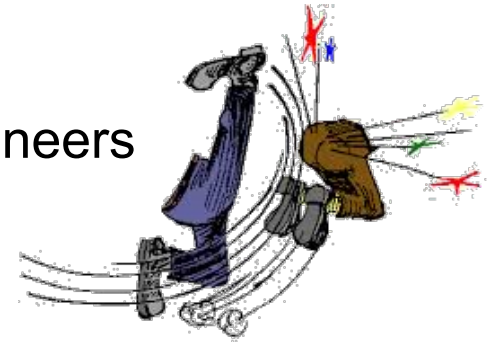
What Volunteers Can and Can't Do

- 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



Designing Positions for Volunteers

- 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.

Volunteer Needs Assessment

VOLUNTEER NEEDS ASSESSMENT FOR (NAME OF OPERATING PROJECT):								VOLUNTEER COORDINATOR NAME:		
LIST EACH TASK ON SEPARATE ROW	REQUIRED SKILLS	EQUIPMENT & SUPPLIES	QUALIFICATIONS	PHYSICAL REQUIREMENTS	KNOWN WORK HARZARDS	NRM PROGRAM AREA & SUPERVISOR	SPECIFIC LOCATION, DATE, AND TIME WORK MUST BE COMPLETED	PRIORITY 1=NECESSARY 2=IMPORTANT 3=HELPFUL	*FOR VOLUNTEER COORDINATOR:* THIS TASK SHOULD BE INCLUDED IN WHICH JOB DESCRIPTION?	*FOR VOLUNTEER COORDINATOR:* STATUS AND DATE (OPEN, FILLED, COMPLETED)

Motivating Your Volunteers

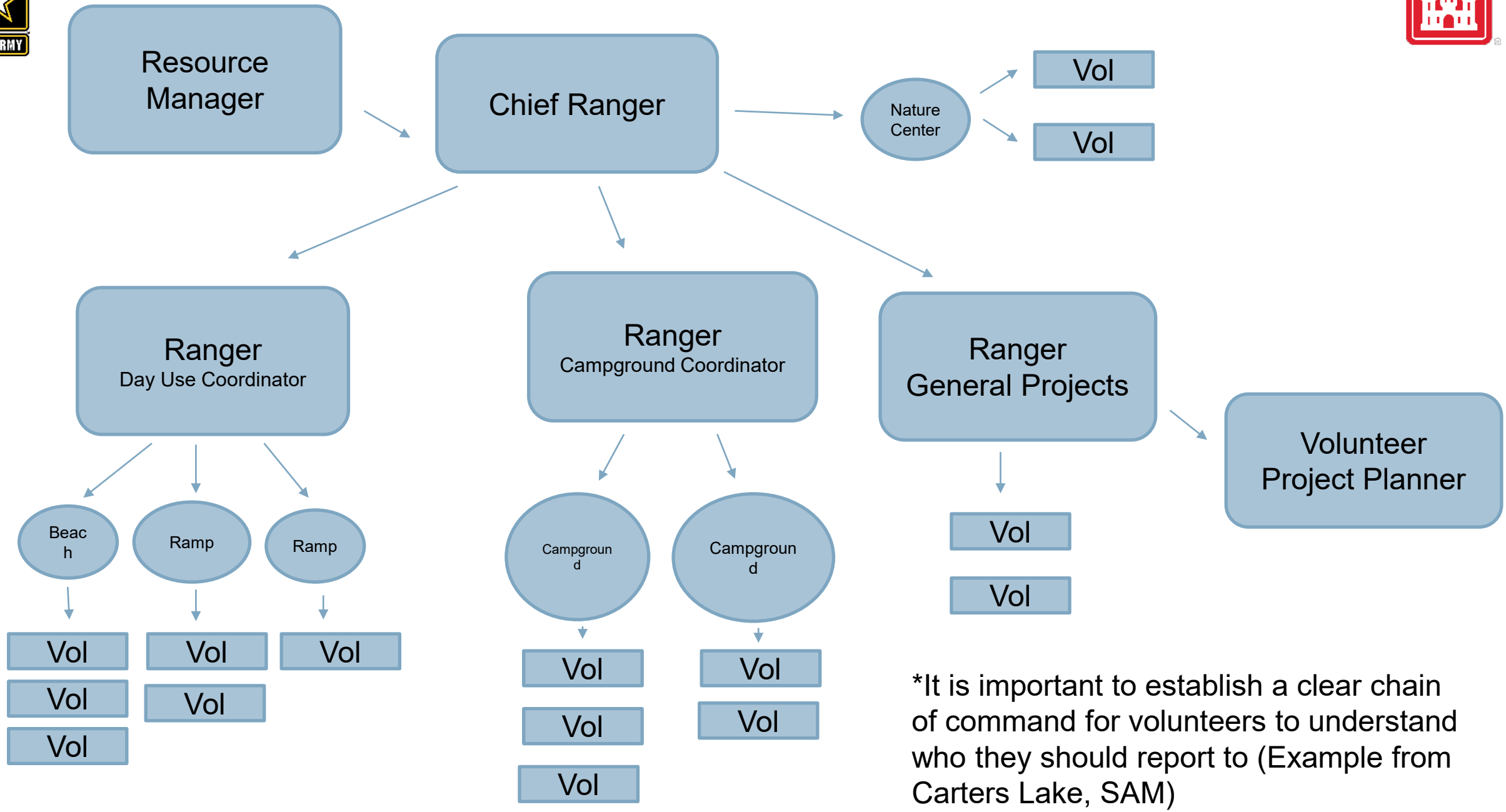
- People are motivated to volunteer for a variety of reasons. What one person loves to do; another might not prefer to do.

- 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.



*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.

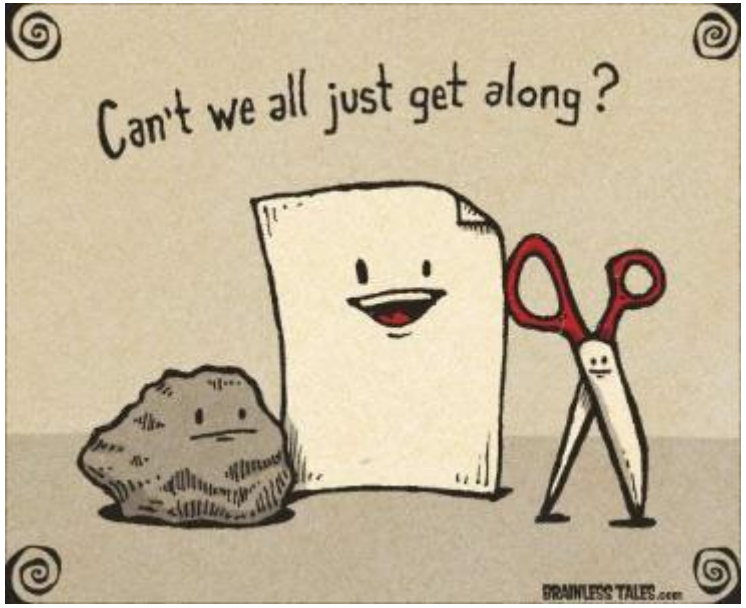
“I take it this department has had conflicts.”

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.

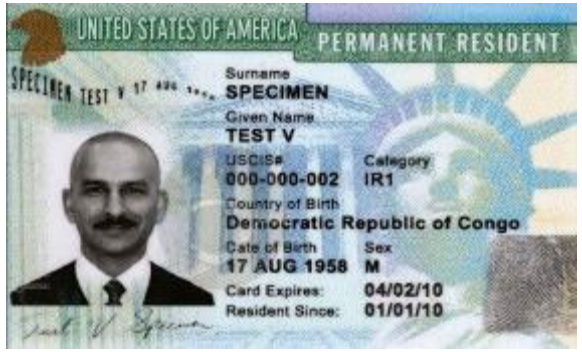
- **ER/EP 1130-2-500,** Chapter 10 Corps of Engineers Volunteer Program. **Superseded by 12 August 2016** "Implementation Guidance for Section 1047 (d) Services of Volunteers, of the Water Resources and Reform Development Act (WRRDA) 2014, Public Law 113-121"
  (Working to convert 2016 guidance into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

- **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 22 rate = $29.95 (Typically updated each April during National Volunteer Week)

Legal Alien/Permanent Resident Volunteers

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

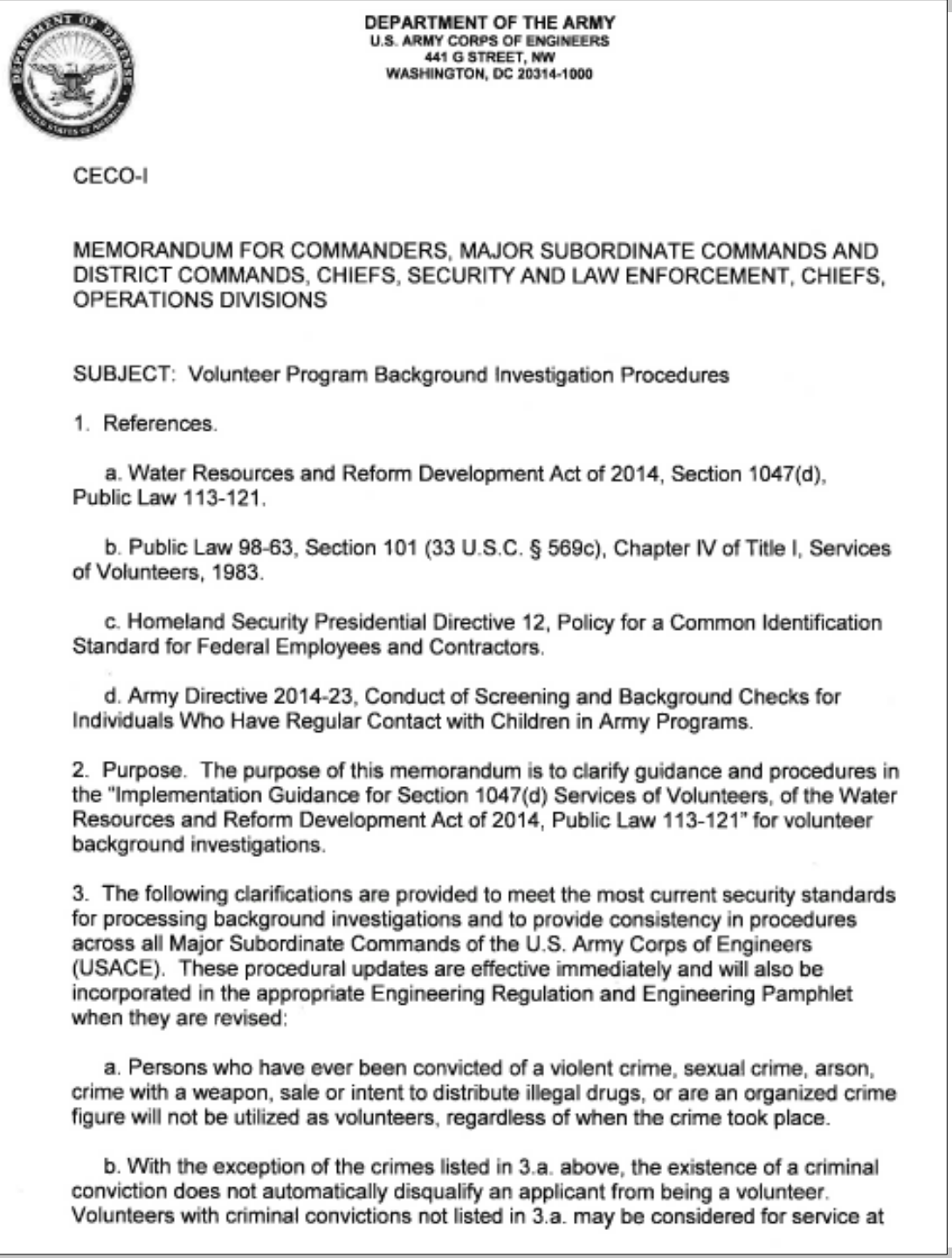


Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)

- Volunteer service may be accepted from legal aliens (permanent residents) or foreign exchange students.
- Must present J-1 or F-1 Student Visa (or passport if in the U.S. in tourist status from a visa-waiver country where visas are not required) or U.S. Permanent Resident Card INS Form I-551 (formerly known as Alien Registration Receipt Card) for review and verification.

Appendix E of ER: Examples of acceptable documentation forms

Volunteer Background Investigations Procedures



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET, NW
WASHINGTON, DC 20314-1000

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 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

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 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	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	
Level 2	Work independently of USACE personnel with unescorted access into controlled space/non-public areas Require access to government files/records Collection/handling of fees	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.
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.

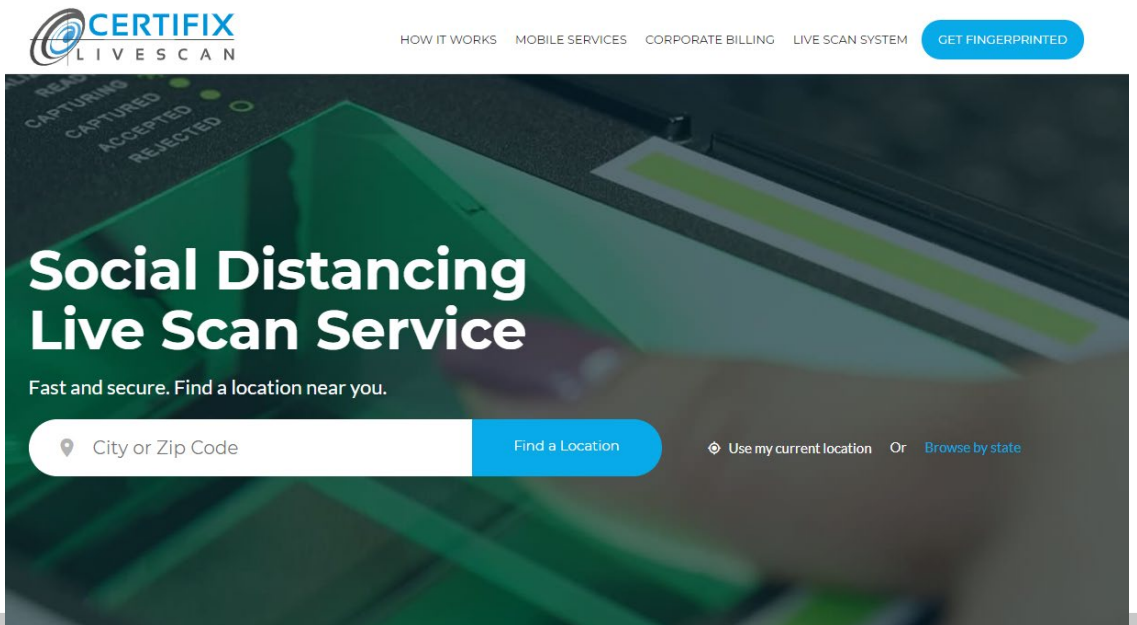
  - A Special Agreement Check (SAC)/FBI fingerprint check is the terminology used for the standard fingerprinting process.

  - 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.

Fingerprinting Locations

MSC	District	Name of Location of Fingerprint Machin	Street Address	City	Stat	Zip	POC name	POC phone	POC email	Appointment Required Y/N	Fee Charged Y/N	Digita	Paper Only	USACE/ Milita
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 Ahrnes	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			

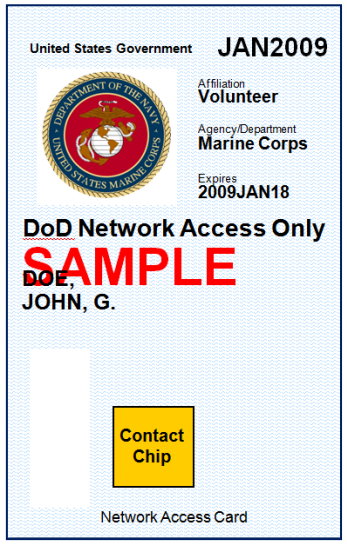
- Consolidated national list on NRM Gateway
- Searchable list of DOJ/FBI-Certified private, state, local providers of electronic fingerprint services: https://www.certifixlivescan.com/



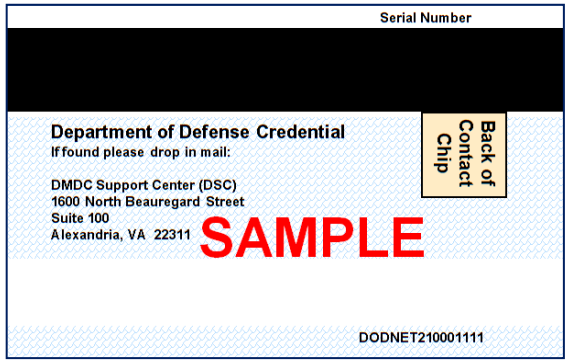
Computer Access For Volunteers

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

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



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



VOLAC Procedures

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

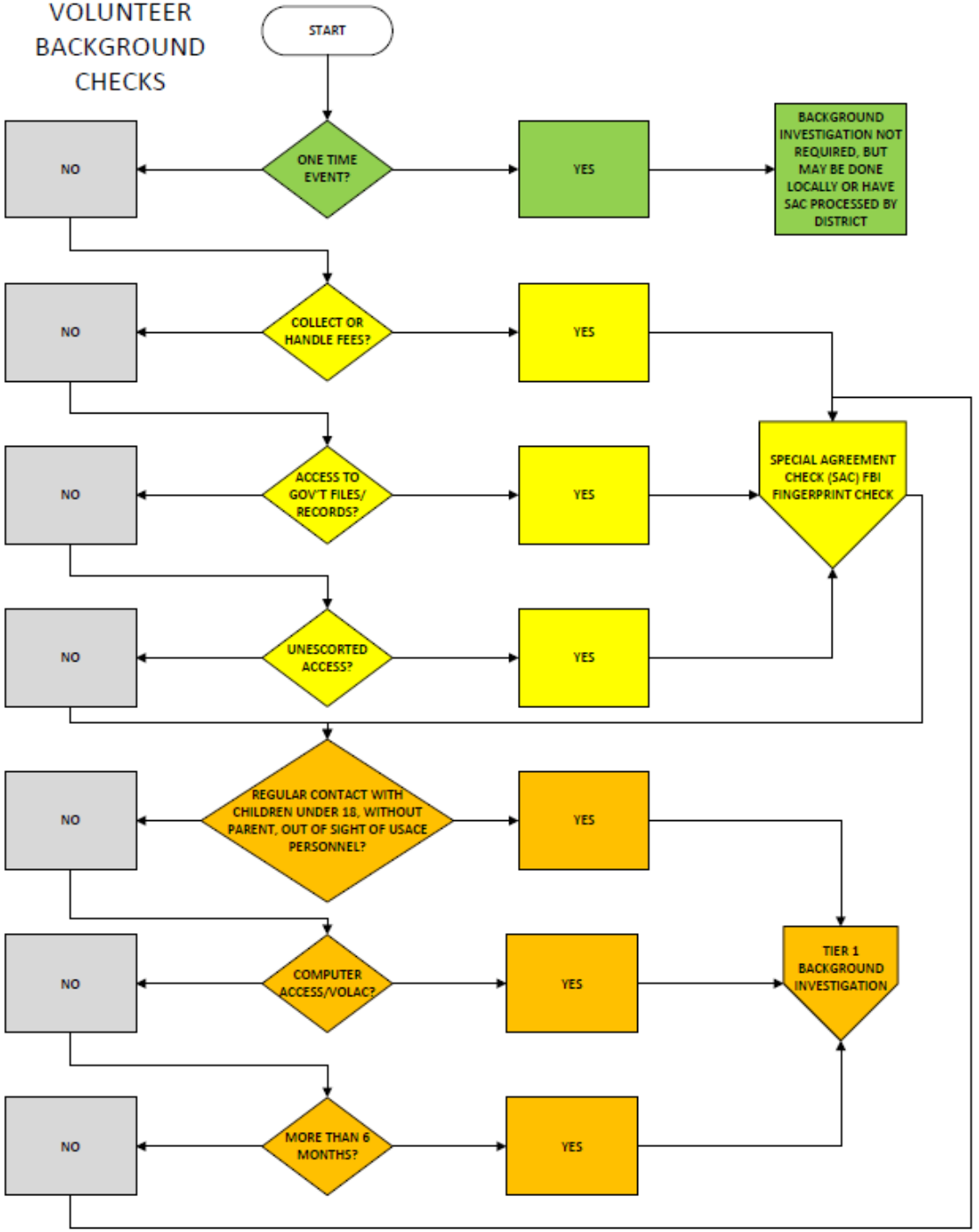
- Contact any existing TA to request a VOLAC card for a volunteer. *(TAs can sponsor VOLAC applications for any area. There is no requirement or need for TAs who sponsor VOLAC applications to personally know or be geographically located with the personnel they sponsor.)*

VOLAC Procedures

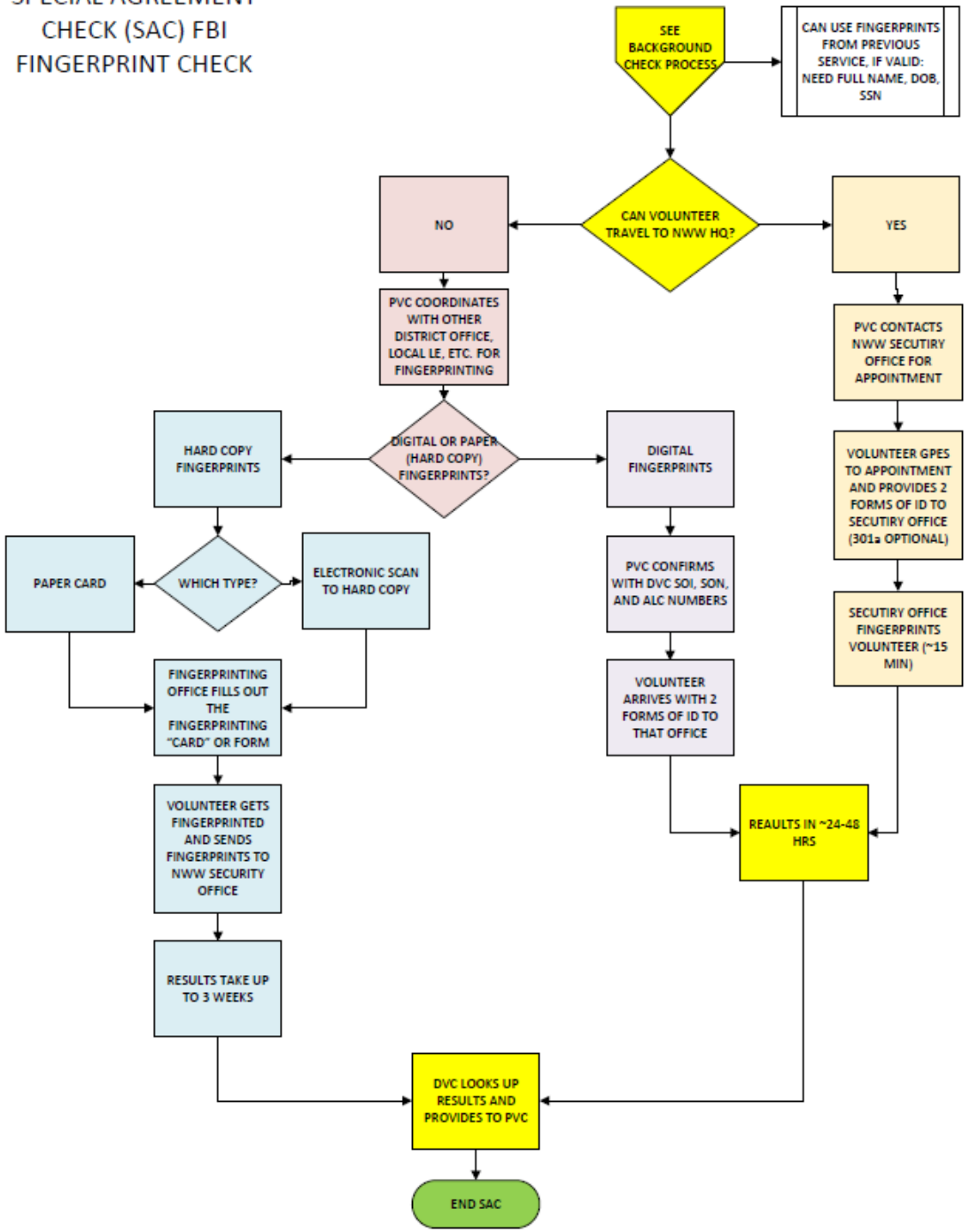
The following procedures must be followed to issue VOLAC cards to eligible volunteers:

- Volunteer must receive a favorable Tier 1 background investigation. Volunteer background investigations are valid for a lifetime as long as there is not a 2-year break in service.
- The project volunteer coordinator (sponsor) will submit a request with a DD From 1172 to a Trusted Agent (TA) to set up an account for the volunteer in TASS for a VOLAC card.
- The TA will review the request and create a volunteer record in TASS. The volunteer coordinator/volunteer will receive an email with a link, login and password for the volunteer.
- Volunteer must login to their account in TASS within 7 days.
- The volunteer coordinator/volunteer will complete the application questionnaire and return it to the TA for verification and approval in TASS within 30 days.
- The volunteer will be notified to report to the servicing DEERS/RAPIDS ID Card issuance facility within 90 days for VOLAC issuance.
- VOLAC cards expire after 5 years but may be renewed. The TA must verify the VOLAC every 180 days in TASS.
- VOLAC card must be returned to a RAPIDS ID Card issuance facility for disposition, and access revoked in the TASS system when the volunteer completes their service.

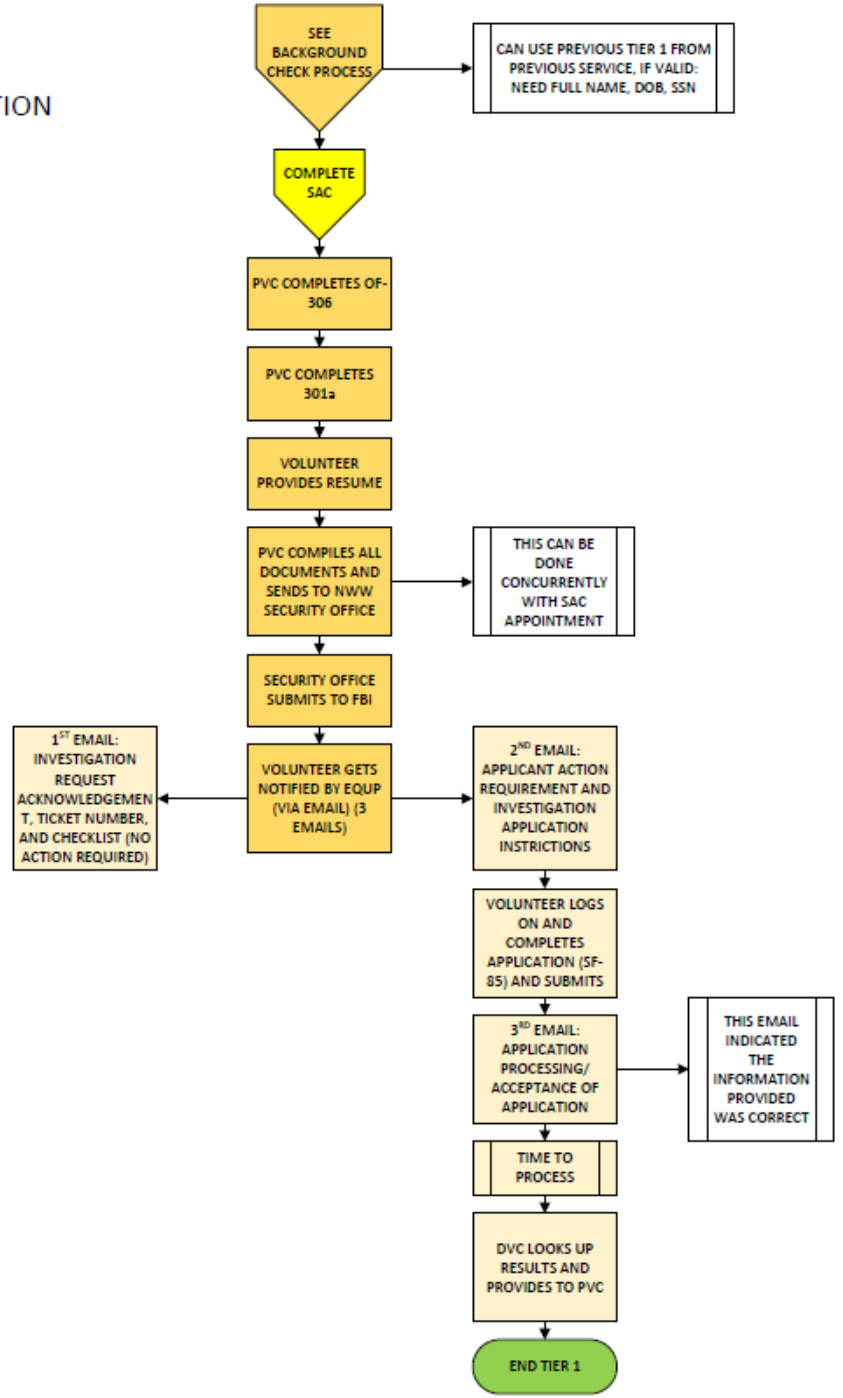
VOLUNTEER BACKGROUND CHECKS



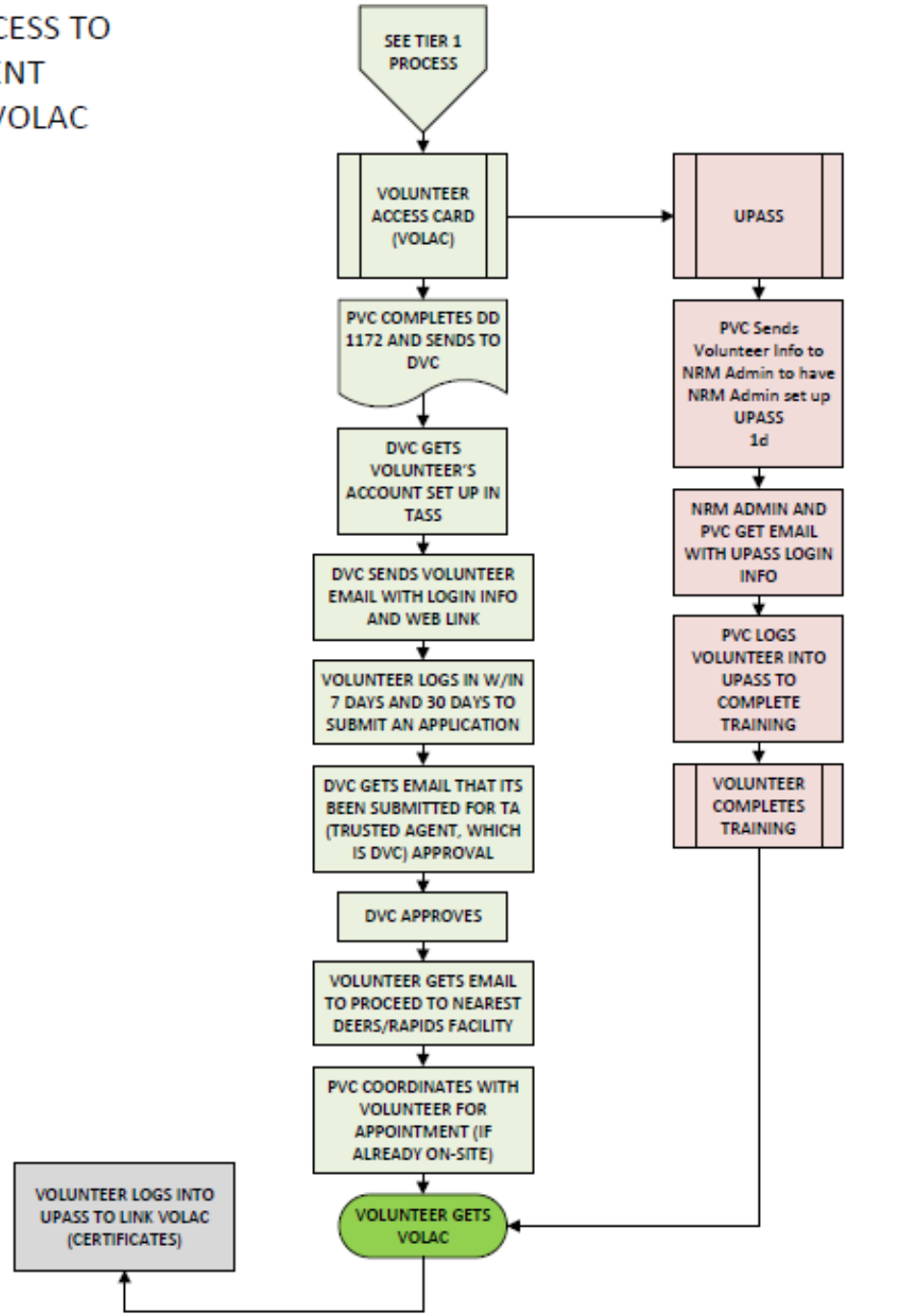
SPECIAL AGREEMENT CHECK (SAC) FBI FINGERPRINT CHECK



TIER 1 INVESTIGATION



VOLUNTEER ACCESS TO GOVERNMENT COMPUTERS/VOLAC



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.

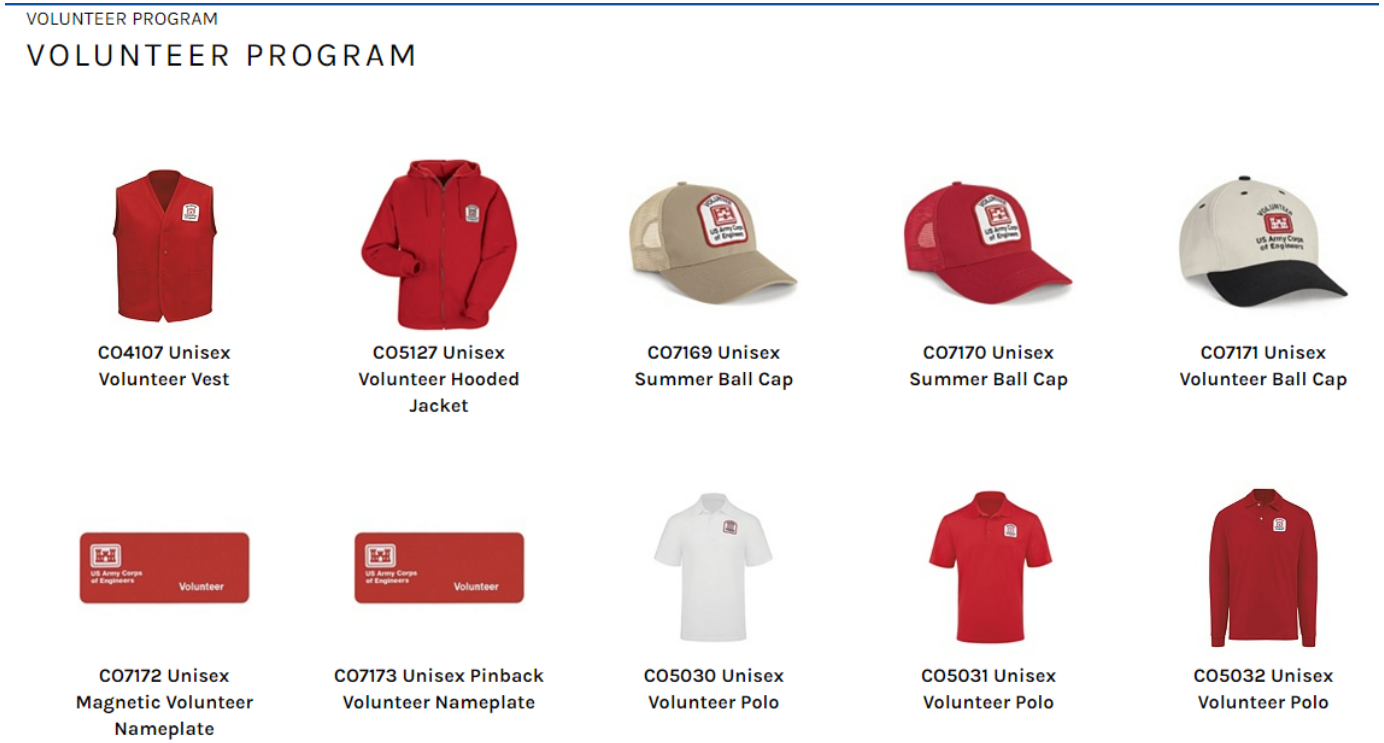
Volunteer Clothing

- 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.

Volunteer Clothing

Available from VF Imagewear:

- 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



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.

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

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.

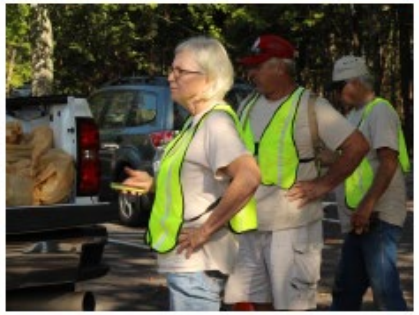
Enduring Service Award

- 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

BRENDA GRANO & WYNONA BRAKEMAN



RECYCLING PROGRAM

Volunteer Appreciation

Volunteer Appreciation Walls/Displays

Volunteer Pass Program: Corps Pass

- Approved in November 2012: enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a free Annual Day Use Pass
- Volunteers can accumulate hours at multiple Corps projects.
- Volunteer hours will be verified and entered by volunteer coordinators in a centralized database.
- Database launched in late May 2013 https://gateway.erdc.dren.mil/nrm/vhs/ https://gateway.erdc.dren.mil/nrm/vhs/district.cfm (District access)
- 45 lakes participating with 3,159 passes issued between 2013 - 2021
- Supplemented by the ATB Volunteer pass in 2016

Volunteer Pass Program: ATB Pass

- Went into effect on January 1, 2016 when the Corps fully implemented the America the Beautiful pass program
- 250 hours of cumulative service = free America the Beautiful Volunteer Pass

- Volunteers can accumulate hours at Corps, BLM, BOR, FWS, USFS, and NPS sites. Hours earned at other agencies must be verified by the volunteer's prior coordinator.
- Volunteer hours earned at Corps lakes 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

Volunteer Coin Program

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

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

US Army Corps of Engineers®

CAMPING VOUCHER

Voucher Number ____-____-____

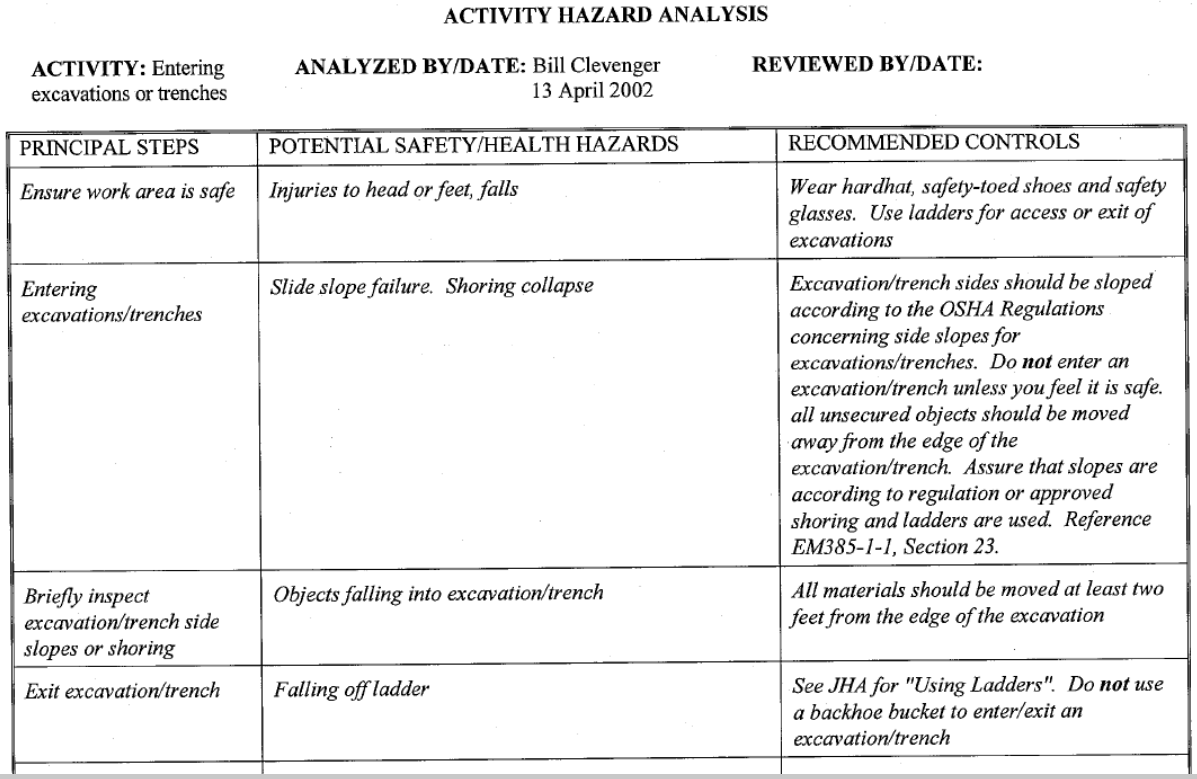
In recognition of your volunteer service at _____ , you are being rewarded a voucher for (1) one free night of camping. This voucher is only valid at the project in which it was issued. This voucher is non-transferable and will be valid until December 31 the following year of being issued. The USACE 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

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

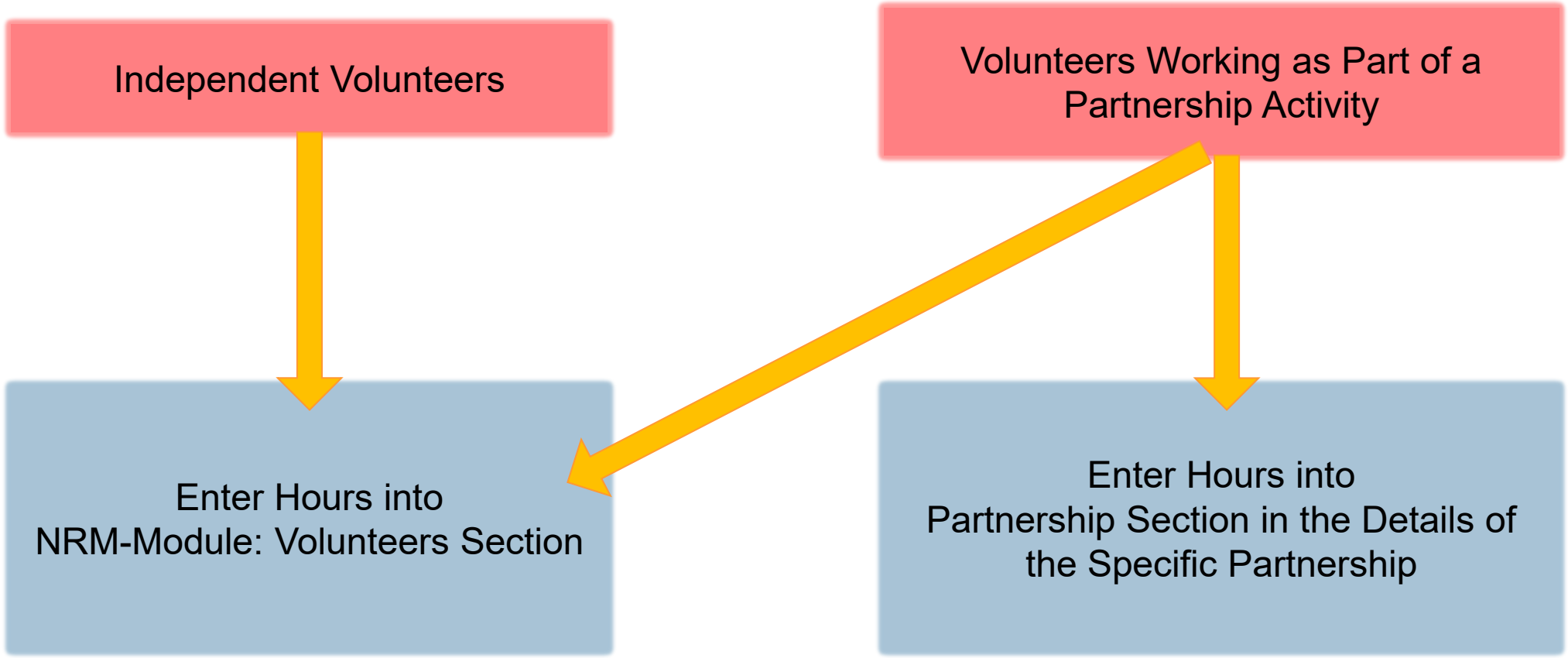
REVIEWED BY/DATE:

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED CONTROLS
Ensure work area is safe	*Injuries to head or feet, falls*	*Wear hardhat, safety-toed shoes and safety glasses. Use ladders for access or exit of excavations*
Entering excavations/trenches	*Slide slope failure. Shoring collapse*	*Excavation/trench sides should be sloped according to the OSHA Regulations concerning side slopes for excavations/trenches. Do **not** enter an excavation/trench unless you feel it is safe. all unsecured objects should be moved away from the edge of the excavation/trench. Assure that slopes are according to regulation or approved shoring and ladders are used. Reference EM385-1-1, Section 23.*
Briefly inspect excavation/trench side slopes or shoring	*Objects falling into excavation/trench*	*All materials should be moved at least two feet from the edge of the excavation*
Exit excavation/trench	*Falling off ladder*	*See JHA for "Using Ladders". Do **not** use a backhoe bucket to enter/exit an excavation/trench*

Volunteer Reporting in NRM Assessment

- Volunteer data must be captured each year during October in the NRM Assessment tool
- Annual Project Data Update: Record total number of volunteers, volunteer hours, and reimbursed incidental expenses
- Annual Partnerships 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.

Where You Should Enter Volunteer Hours



Volunteer Data Decision Tree

Available on NRM Assessment/OMBIL Partnerships FAQ page and Volunteer Program FAQs page:

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

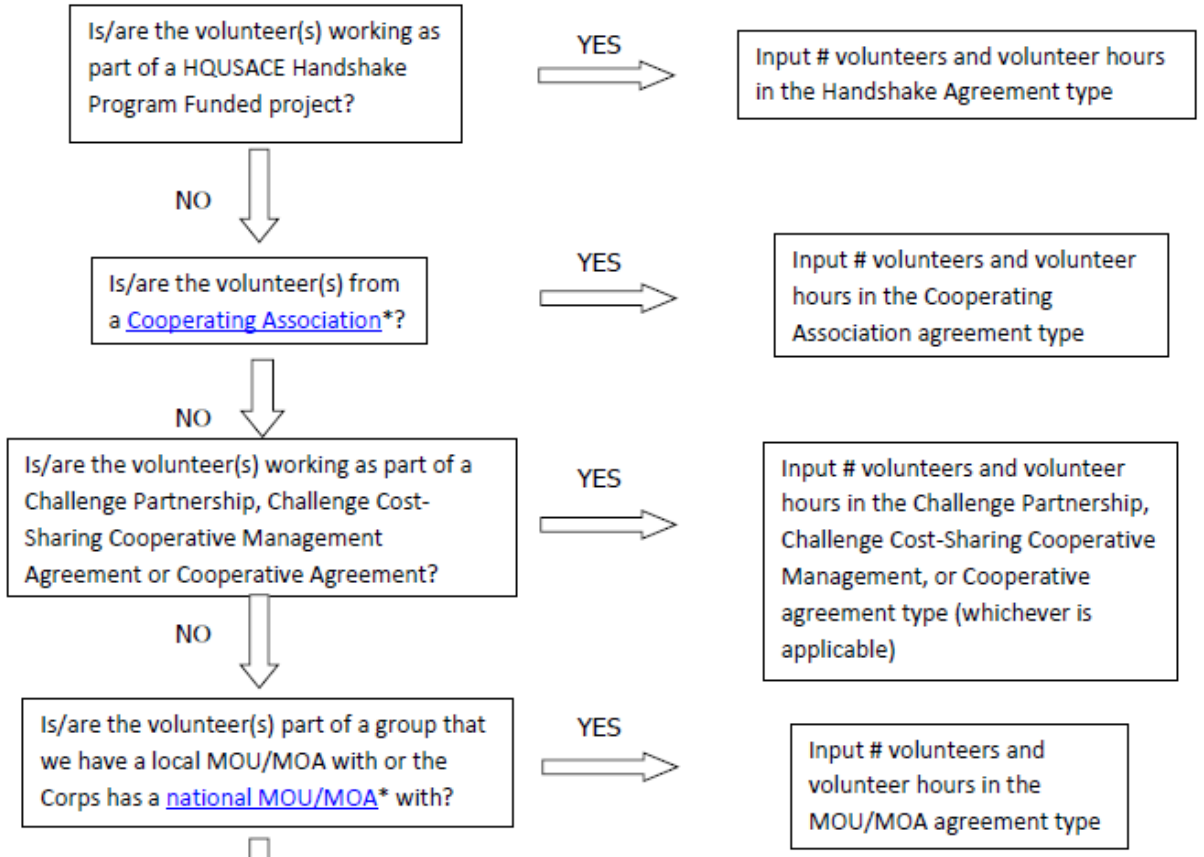
https://corpslakes.erdc.dren.mil/employees/faqs.cfm?Id=volunteer&View=Yes

How to Enter Volunteer Data in NRM Assessment

Step 1. NRM Assessment Tool NRM Module, Step 1- Volunteer Information
Enter ALL volunteer hours in this section of the NRM Assessment Tool. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to all volunteers for the FY.

Step 2. NRM Assessment Tool Partnership Module
In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals who volunteer may only be counted in the NRM Module update. Other volunteers that are part of a partner organization should also have their hours counted in the Partnership Module update.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Partnership Update section of OMBIL.



Volunteer 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)

Resources: NRM Gateway

https://corpslakes.erdc.dren.mil/employees/volunteer/volunteer.cfm

US Army Corps of Engineers

Natural Resources Management Gateway

to the future . . .

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

Volunteer

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. Volunteers may find opportunities on www.volunteer.gov and may also call 800-VOL-TEER for more information.

- 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

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

Resources: Corps Lakes Photo Album

https://corpslakes.erdc.dren.mil/visitors/album.cfm?Option=View&Id=0&Activity=Volunteers

Partnership Newsletter:

US Army Corps of Engineers

Bridging the Gap

Volume 5, Issue 2 September 2021

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

Civilian Inmate Labor Program

Heather Burke, National Partnership Program Manager, HQUSACE

The Civilian Inmate Labor Program (CILP) benefits both the U.S. Army Corps of Engineers (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.

In May 2020, the Chief of Engineers delegated authority to Division Commanders for the approval of inmate labor agreements that do not deviate from the approved model agreements. Unfortunately the COVID-19 pandemic put the program on hold. As conditions hopefully improve in 2022, now is the time to start reaching out to federal, state, or local corrections facilities near your projects to discuss potential work programs and start developing the necessary agreements to have in place when conditions warrant.

Check out the CILP Gateway page to learn how you can utilize CILP at your projects for services such as environmental protection, constructing or repairing roads, clearing, maintaining and reforesting public lands, building levees, providing repair and maintenance work, and constructing or repairing any other public works.

NRM Gateway Spotlight: MOUs and MOAs

Did you know that the USACE Natural Resources Management (NRM) program has signed more than 40 national Memoranda of Understanding (MOUs) and Memoranda of Agreement (MOAs) with partners nationwide? You can find a list of these agreements on the National MOUs/MOAs page on the NRM Gateway. On this page, there are links to various organizations and the agreements.

From the main MOU/MOA page there are also local agreements, success stories, sample templates, and details about the CILP with associated approved model agreements.

Want to know more about the various types of partnerships featured in this newsletter?

Visit the NRM Gateway Partnerships page! corpslakes.erdc.dren.mil/partners/partners.cfm

Paul Bunyan Scenic Byway Association WinterFest in Crosslake, MN

Jason Hauser, Natural Resource Specialist, Crosslake, St. Paul District

Cross Lake Staff and volunteers participated in the 18th Annual WinterFest on February 6, 2021. Four volunteers were from the Paul Bunyan Scenic Byway Association (PBSBA), a 501(c)(3) cooperating association that has partnered with USACE since 2004. PBSBA oversees a 54-mile stretch of highway encompassing five small towns in Northern Minnesota and is engaged in local economies and tourism.

WinterFest booth

The Association donated $804 in soup ingredients and supplies, contributing 18 hours in preparation and serving the soup at the Cross Lake Recreation Area. The group prepared 20 gallons of vegetable beef soup in a cast iron cauldron over a wood fire, serving over 200 people during the Soupfest competition.

PBSBA volunteer serving soup

Wind chills in the morning were -30 F below zero! PBSBA had to get creative knowing that the weather was not going to be pleasant. They created a windbreak out of plywood that was decorated with water safety information to protect the cooking fire (and daring participants) from the bitterly cold wind. From the cauldron, a Dutch-oven was filled full of soup and then transferred to the nearby heated portable ice fishing shelter where PBSBA volunteers served. Guests also received water safety materials with their cup of vegetable beef soup. The group took 3rd place in the amateur division of the contest.

PBSBA also donated 4 life jackets, valued at $320 to winners of a water safety coloring contest organized by USACE staff, featuring Bobber the Water Safety Dog. The contest artwork was created by a local high school student. A local newspaper donated and printed a full-page contest advertisement in the paper the week prior to Winterfest.

Contestants of all ages and throughout the upper Midwest submitted their artwork which was judged by USACE staff.

Event Results:

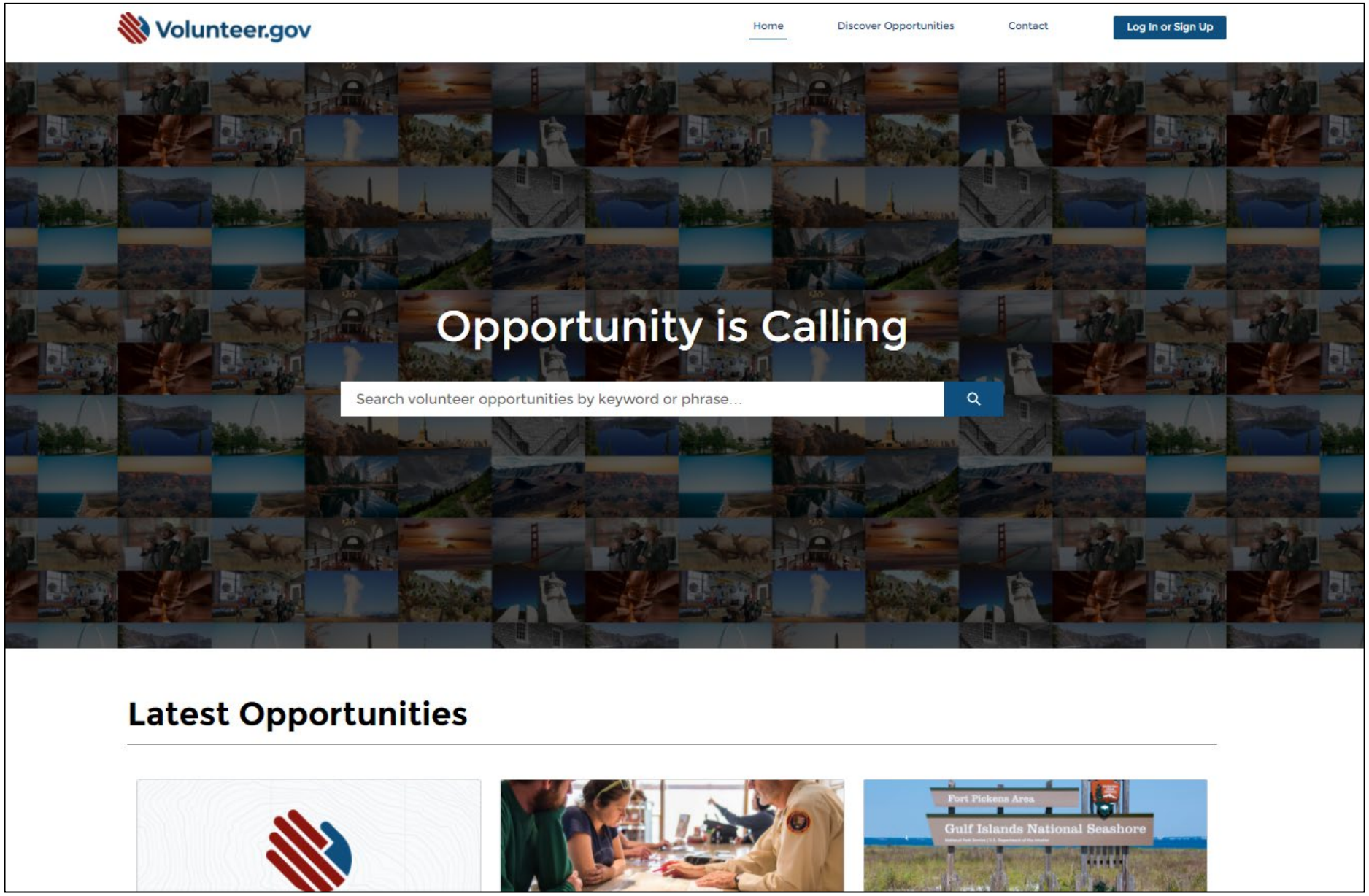
- $3,274 donated supplies and services from partners.
- 18.5 volunteer hours contributed
- 200 water safety contacts made
- 31.5 hours of labor contributed by USACE

PBSBA holds monthly meetings at the Cross Lake Office during the summer months. They also contribute to USACE through campground firewood sales, donating 50% of the profits back annually. Additionally, they participate in other local events, partnering with USACE during a kid's fishing derby, a community chili contest, and an annual Wounded Warrior camping event.

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

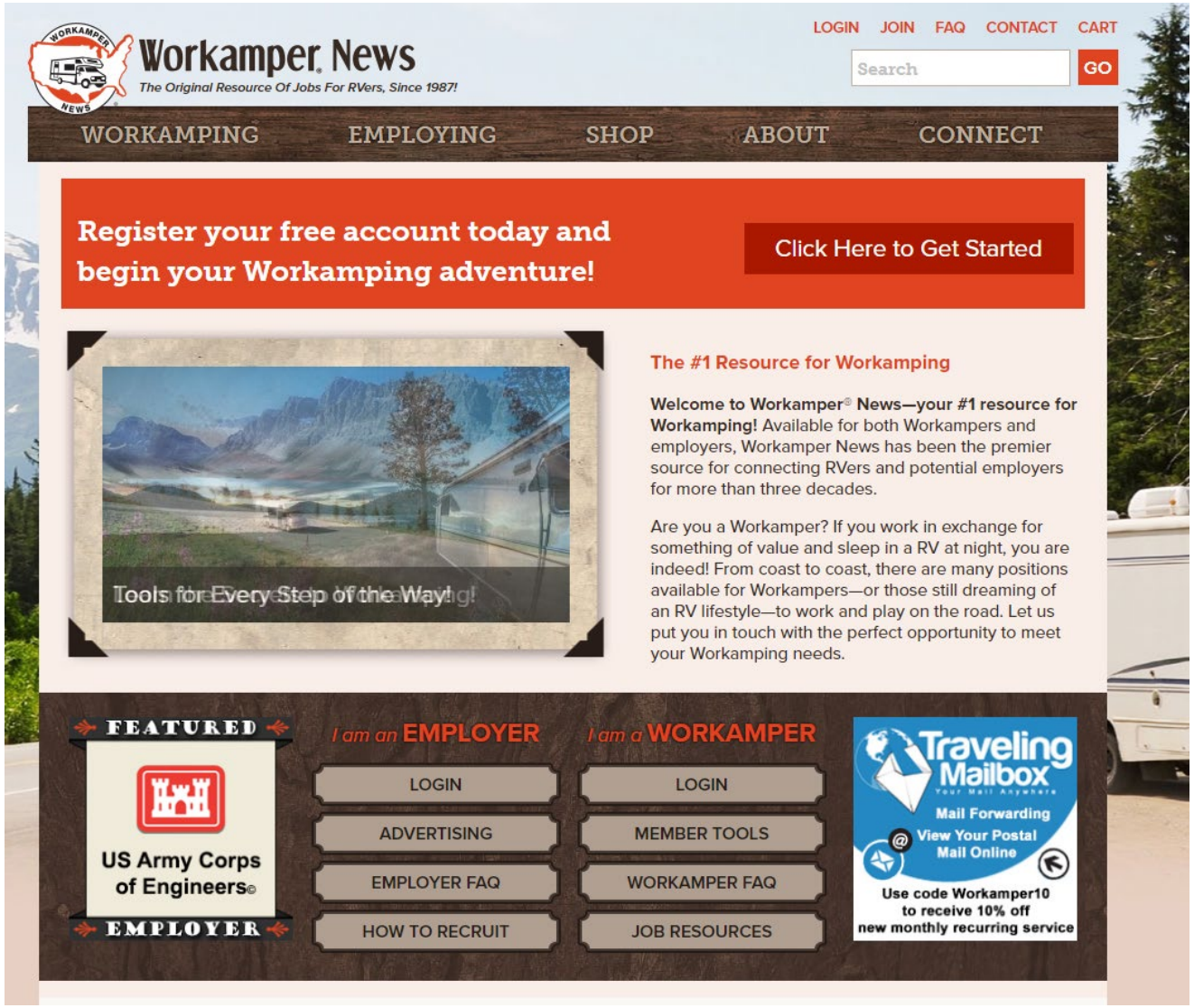
Volunteer.gov

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



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 6 issues of Workamper News
  - Four 2-week Hotline ads (up to 100 words) per year online for immediate needs
  - 6 issues of Workamper News magazine mailed to the project
  - 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



Recap Questions

True or False:

Volunteers are allowed to operate gatehouses and collect recreation fees.

True

Recap Questions

True of 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.