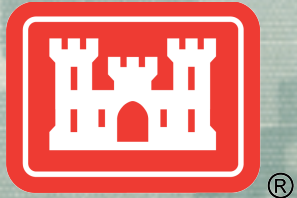


Volunteer Program

Partnerships in NRM
PROSPECT Course



US Army Corps of Engineers
BUILDING STRONG[®]



The Corps Volunteer Program



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

In 2013: 51,368 Corps volunteers contributed 1,593,542 hours of work with an estimated value of \$35.2 million

Volunteers can perform almost any task that a paid employee can do, provided they have received training or have experience :

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



Volunteer Program Authorities

- **Public Law 98-63 (33 USC 569c):** Authority to accept the services of volunteers and provide for their incidental expenses to carry out any Corps activity except policy making, law or regulatory enforcement
- **WRDA 1992: Sec 203 (33 USC 2325)** Authority to accept contributions of cash, funds, materials, and services from persons, including government entities but excluding project sponsor



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



Volunteer Program Guidance

- **ER/EP 1130-2-500**, Chapter 10 Corps of Engineers Volunteer Program. Updated March 2013
- **Policy Letter 04-01**, October 2004: Established the Corps use of the Independent Sector's hourly rate to determine the value of service
 - FY13 rate = \$22.14
- **EP 1130-2-429**, Volunteer Coordinator's Handbook. April 1993. (Very outdated)
 - Some divisions, districts, and projects have developed their own updated versions. Available on the NRM Gateway:
 - Fort Worth
 - Bonneville Lock and Dam
 - Lake Kaweah
 - Lake Okeechobee
 - Saylorville Lake



ER/EP 1130-2-500 Chapter 10 Changes

- Includes language from November 2011 policy memo which clarified policies related to expenditures of funds for food and beverages for volunteers, allowable clothing items, and appreciation items for volunteer work
- Authorizes use of legal alien permanent residents and foreign exchange students
- Lists volunteer positions/scenarios which require background checks and provides basic procedures
- Includes procedures for acquiring VOLAC cards for volunteers who need access to government computers connected to DoD networks



Background Check Procedures

- **Required** for any volunteer in one or more of the following scenarios:
 - Individuals who volunteer for more than 120 calendar days in a year
 - Positions that require wearing the Corps volunteer clothing/name tag who work independently of Corps personnel
 - Positions that require access to government files and records
 - Positions that require the collection or handling of fees
 - Positions that require access to a Corps networked computer

- May be conducted, but **not required** for any of the following:
 - Individuals who volunteer for one-time events
 - Individuals who volunteer for less than 120 days and who do not meet any of the scenarios as described above
 - Volunteers who only work in proximity and direct supervision by a Corps employee



Background Check Procedures

- Volunteer Coordinators shall work with their District Security Office to obtain background checks and ensure proper procedures are followed.
 - Districts with procedures in place (on NRM Gateway): LRN, LRP, NAD, NWP, NWS, SAJ, SAW, SWL, SWT
- Background checks shall be paid for out of project operating funds or District Security Office funds (if available).
- All information received as a result of a background check will be held in confidence and handled according to Privacy Act regulation. Required components include, at a minimum:
 - Social security verification
 - Address trace
 - State or county criminal history
 - Sex offender registry to search all 50 states for known sex offenders

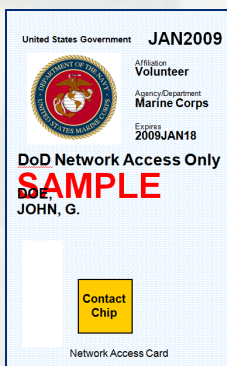


Computer Access for Volunteers

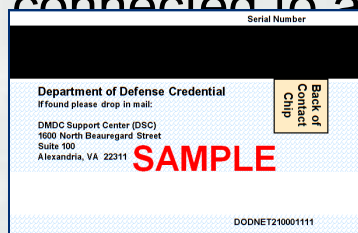
- Volunteers requiring government computer access connected to Department of Defense (DOD) networks must be issued a Volunteer Logical Access Credential (VOLAC) card.



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



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



VOLAC Requirements

- Volunteers must meet the following requirements to obtain a VOLAC:
 - Require frequent access to a DoD network to perform their duties.
 - Be a U.S. citizen
 - Be registered in the Defense Enrollment Eligibility Reporting System (DEERS) through the Trusted Associate Sponsorship System (TASS)
 - Receive a favorable National Agency Check with Inquiries (NACI) and a favorable FBI National Criminal History Check (fingerprint check).
 - Be eligible for a DoD sponsored unclassified network account in Army Knowledge Online (AKO)
 - Agree to be photographed and have fingerprints taken and stored in the volunteer's DEERS record.



VOLAC Procedures

- Work with CPAC or the Security Office (SO) in requesting support from the Personnel Security Investigation - Center of Excellence. Fingerprints may be obtained by the SO or by local law enforcement officials on the SF-87 and submitted to the SO.
- District offices must establish a TASS VOLAC program infrastructure by completing the following steps:
 - Submit a request for approval on DD Form 2875 to Meredith Walters, the HQUSACE TASS Service POC to establish a Trusted Agent Security Manager (TASM) in the District Office and a TASS Site ID for the District.
 - The TASM will need to complete six online training courses to become certified. (Training takes approx. 6 hours and must be renewed annually.)
 - Once approved, the TASM may appoint Trusted Agents (TA) for each of the project offices within the District. The TAs will need to complete three online training courses to become certified. (Approx. 4 hours)



VOLAC Procedures

- Once a District has the program set up, the following procedures must be followed to issue VOLAC cards to eligible volunteers:
 - The project volunteer coordinator (sponsor) will submit a request for a VOLAC card to a Trusted Agent (TA), which will typically be the Operations Project Manager, Natural Resource Manager, or Natural Resource Specialist/Park Ranger at the project.
 - The TA will review the request, create a volunteer record in TASS, and notify the volunteer coordinator to complete the request in TASS. (10 min)
 - The volunteer sponsor or volunteer will complete the application and return it to the TA for verification and approval in TASS.



VOLAC Procedures

- The volunteer will be notified to report to the servicing DEERS/RAPIDS ID Card issuance facility for VOLAC issuance.
- Volunteer Access Cards expire after 180 days, but may be re-verified by the TA without any input by the volunteer. The eligibility expiration date should be set for the duration of the expected length of service.
- VOLAC cards must be returned to a RAPIDS ID Card issuance facility for disposition, and access revoked in the TASS system when the volunteer completes their service.

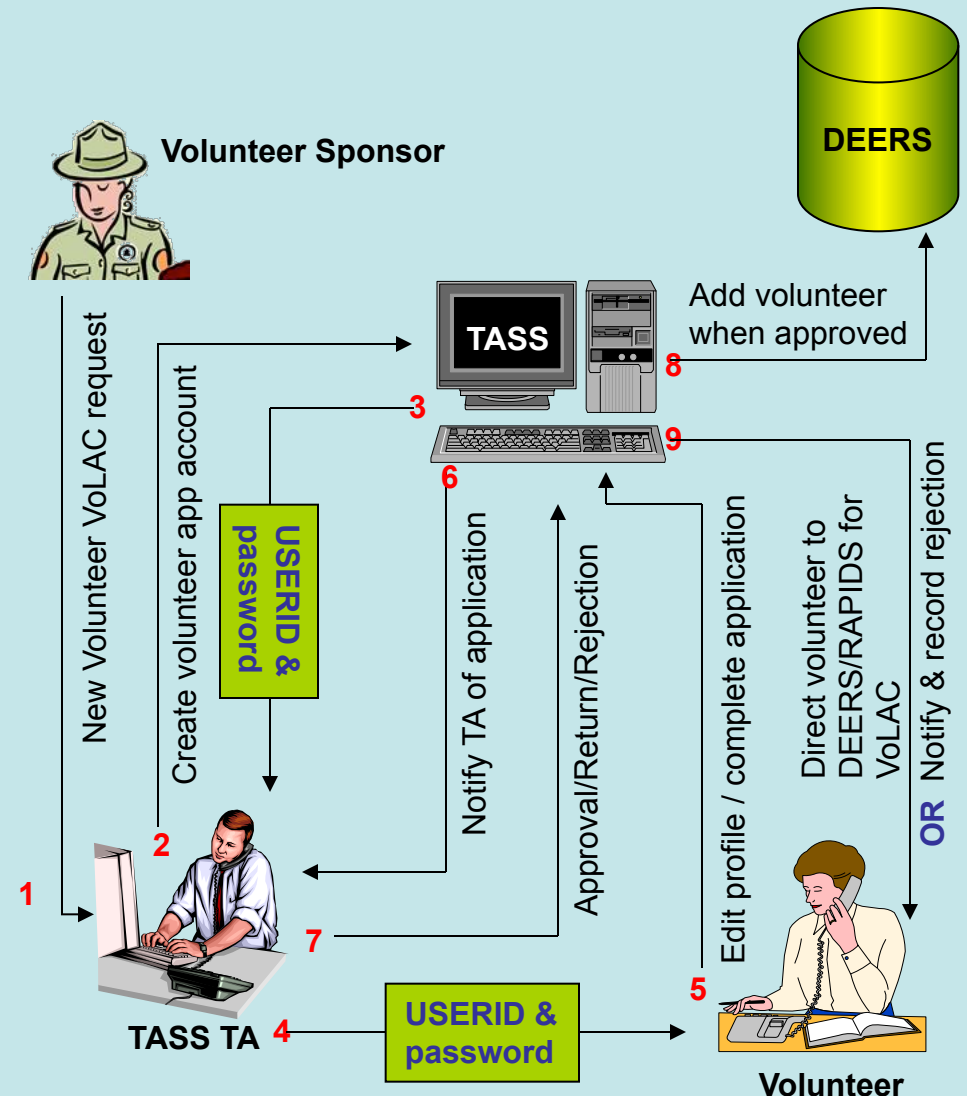


VOLAC Responsibilities

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

VOLAC Process Flow Chart

1. Volunteer Sponsor notifies TASS TA of new volunteer requirement
2. TA creates new account
3. TASS generates USERID and initial login password
4. TA passes USERID and initial login password to Volunteer or Volunteer Sponsor
5. Volunteer or Volunteer Sponsor completes application / submits to TA
6. TA receives / reviews application & verifies background vetting
7. TA:
 - Accepts application (or)
 - Returns application for corrections (or)
 - Rejects application
8. DEERS Updated
9. Volunteer / Volunteer Sponsor notified of approval. Volunteer goes to DEERS/ RAPIDS facility for VOLAC card

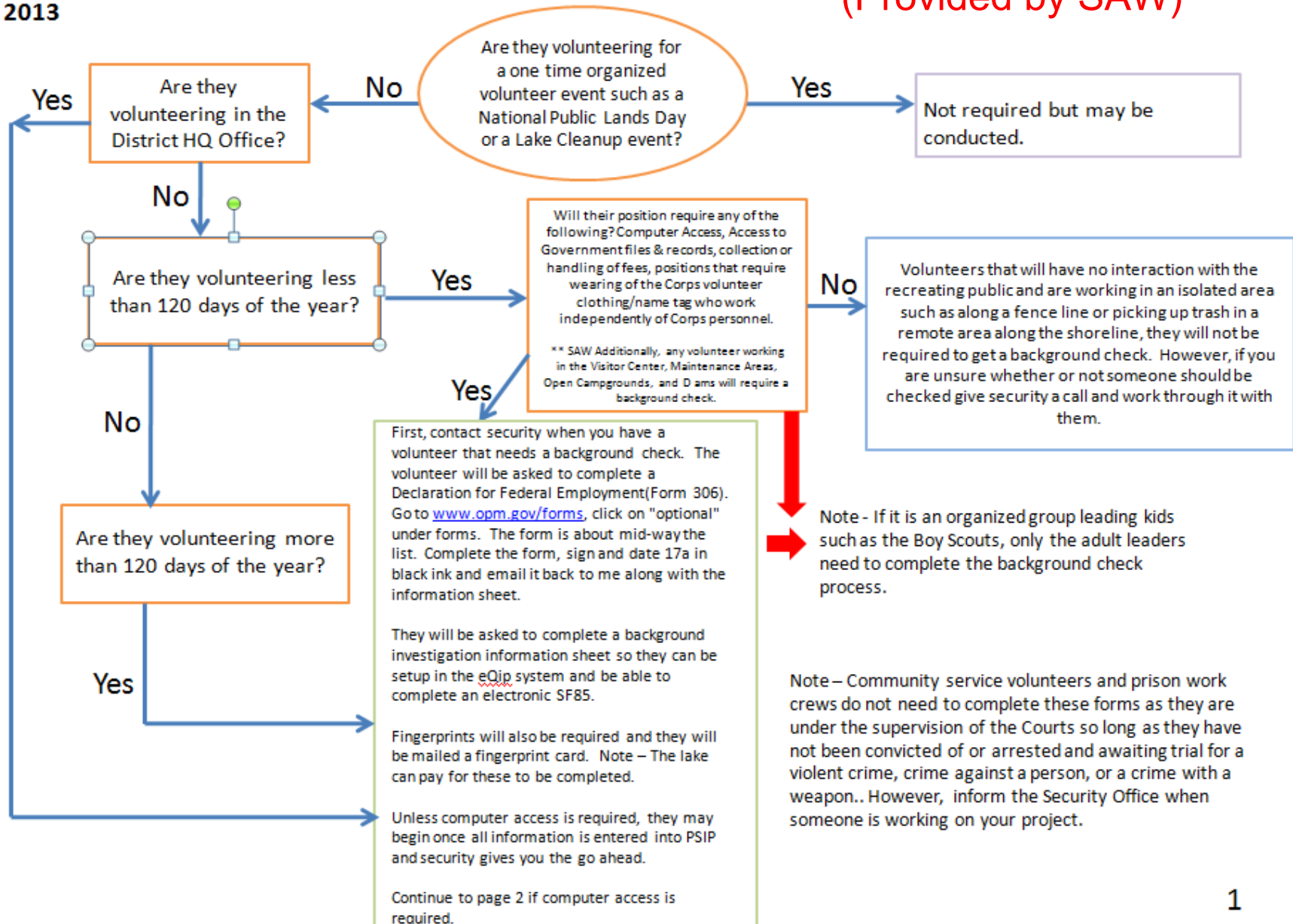


Background Check/VOLAC Flow Chart

Volunteer Background Checks
2013

START HERE

(Provided by SAW)



Obtaining Computer Access

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

STEP 1 - Volunteer must initiate a National Agency Check with Inquiries (NACI) through Security and have favorably returned results on their FBI National Criminal History Check (fingerprint check). Once complete, volunteer sponsor or supervisor should notify Carmen Boyette, carmen.b.boyette@usace.army.mil or 919-542-4501 x27 and provide a short justification as to why computer access is required.



STEP 2 - Carmen will verify with security that the NAC check has been initiated and the volunteer's fingerprint results have been returned favorably. Volunteer will be asked to provide the following information in a secure manner. Volunteer sponsor/supervisor may send an encrypted email or the volunteer may call with the information. **They key is that it must be done securely. Please do not allow the volunteer to send the information from their home computers.**

2. Volunteer will need to provide the following information.

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

The volunteer should also answer the following question.

Does the volunteer fall under any of the following?

- Current Contractor requesting a CAC re-issuance.
- Contractor for another DoD Service or Agency.
- Current or previous Reserve/Guard Member.
- Military Retiree.
- Current or previous DoD Civilian Employee.
- Dependent of Military Member.



Continue to Page 3

STEP 3 Carmen will enter the information provided in Step 2 into the Trusted Associate Sponsorship System (TASS). Once the application is initiated, Carmen will securely provide the volunteer's user name and password to the volunteer sponsor/manager or directly to the volunteer if requested. The user name and password should be provided securely to the volunteer. Avoid emailing to a personal home computer.

STEP 4 Volunteer has 7 days to complete an initial login to the Contractor Verification System and 30 days to complete their application. The faster a volunteer can complete their application, the sooner they will be able to get a VoLAC.

<https://www.dmdc.osd.mil/tass>

STEP 5 Carmen will approve the completed application. Once approved, an automatic email will be sent directly to the volunteer's home email provided with a carbon copy to Carmen. As a courtesy, Carmen will send the email to the volunteer sponsor and security letting them know the volunteer is now eligible to get a VoLAC. The following guidance will be in the email. Those in the District Office should contact Linda Williams regarding the card.

Your Trusted Associate Sponsorship System (TASS) application for a Common Access Card or government credential was approved. Please proceed to the nearest RAPIDS issuance facility with 2 valid forms of identification (see link below) for card issuance. Please check with the RAPIDS issuance facility to determine if an appointment is required.

For card issuance, a DD-2842 may still be required. The form can be obtained at the following Web Site, or one can be obtained at the RAPIDS issuance facility:
<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo2452.html>

Web Site provided for a list of valid forms of identification:
https://www.dmdc.osd.mil/tass/docs/List_of_Valid_IDs.pdf

TASS Web Site: <https://www.dmdc.osd.mil/tass/>

RAPIDS Locator Web Site: <http://www.dmdc.osd.mil/rs/>

STEP 6 – Carmen will monitor the VoLACs status in the system and reverify cards as needed. At the end of the VoLACs expiration date, volunteers still working will need to reapply.

At the conclusion of their volunteer service, volunteers must return their cards in a secure manner to the security office. Volunteer supervisors must also notify Carmen Boyette so she can revoke their cards in the TASS system after they depart.

Continue to Page 4

Note – ACEIT will establish computer access for the volunteer. Be sure to submit an online ServiceTrak request. You may begin this process at the same time you are obtaining a VoLAC.

Volunteer Clothing

- Clothing items may be provided only if essential to a volunteer's specified duties, such as in cases where clothing items are needed for safety reasons or when volunteers must be easily identifiable to Corps employees or the public, such as park hosts, visitor center staff, etc.
- Official Corps volunteer clothing items may be purchased from the Corps uniform contract provider.
- Multiple quantities of items may be provided to an individual. (Recommend 1 clean shirt per day of work week.)
- For volunteers performing maintenance duties, T-shirts may be ordered from a local vendor with the Corps logo and "Volunteer"
- Volunteers are not authorized to wear the NRM uniform patch or any other item of the official NRM Class A-B-C Park Manager/Park Ranger uniform.



Volunteer Clothing

Available from VF Solutions:

- Vests: red
- Sweatshirt jacket: red
- Polo shirt: tan, white or red
- Polo shirt- long sleeve: white or red
- Ball cap: beige/black
- Ball cap- summer: khaki or red
- Name Plate
- Patch



To order:

Go to the Website:

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

- **Account Number:** UAA code in CAPS (or project code - typically 5-6 letters total, with 3 letters for district and 2-3 letters for project.)
- **Example:** LRNOLD is the code for Old Hickory Lake in the Nashville District.
- **Password:** UAA code in CAPS (same as above Account #).
- **Click on "Login" - "Continue" - "Volunteer Program"** is at the bottom left.
- Use the government VISA credit card to purchase.



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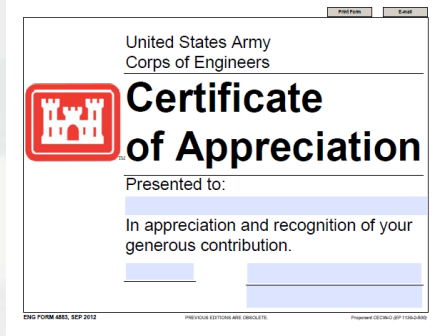
Food/Beverage Purchases

- Food and beverages may be provided to volunteers only when such subsistence is incidental to the rendering of volunteer services.
- Meals and beverages provided for a recognition event are not incidental to the rendering of volunteer services, and are therefore impermissible.
- Any food or beverages purchased under this policy must be reviewed and approved by the District Resource Management Office (RM) and documented (i.e. email or Memorandum for Record (MFR) by telephone).



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Volunteer Appreciation



- Projects are encouraged to show appreciation for volunteer services received. Volunteers may be issued a certificate of appreciation to acknowledge their service, as well as be featured in articles, on websites, and thanked in person.
- Items such as celebration meals, appreciation gifts, or cash awards are not authorized for purchase with appropriated funds for volunteers, but may be donated by Friends groups, cooperating associations, or other partners to recognize outstanding volunteers.
- Volunteers may be eligible for DoD Public Service Awards.
- ~~Volunteers may also be nominated for special awards of appreciation by sources outside the Department of Defense.~~



Volunteer Pass Program

- 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 toward a pass at multiple Corps projects.
- Volunteer hours will be verified and entered by volunteer coordinators in a centralized database.
- Database launched in late May 2013
- 44 lakes participating with 125 passes issued
- Future plans to expand to a 7-day camping pass voucher



Reimbursable Expenses

- Volunteers do not receive any salary, but in some cases may be reimbursed for actual out-of-pocket expenses.
- Reimbursement is not required, should be approved in advance, and identified on the Volunteer Agreement.
- Some expenses might include local transportation costs and meals during duty hours.
- Reimbursement is authorized by ER1130-2-500, Ch. 10. Document the incidental expenses on Standard Form 1164, Claim for Reimbursement and follow your district's procedure.



Volunteer Frequently Asked Questions

- Volunteers under the age of 18:
 - May volunteer with written consent of their parent or guardian.
 - If volunteering as part of a group volunteer agreement, leader must provide a complete list of group participants and separate agreements signed or parental consent on another organization's form signed by the parents/guardians for all participants under the age of 18.

- Use of government-owned or leased vehicles, vessels, machinery, etc.
 - Requirement for use should be stated on the volunteer agreement and acknowledged by the volunteer's signature.
 - Must have proper training, license, and/or experience in accordance with USACE operator permit policies
 - Volunteers are liable for damages to government property if their negligence is the proximate cause.



Volunteer Frequently Asked Questions

- Volunteers can perform duties that once were, or are currently performed by Corps employees
- Volunteer benefits:
 - Volunteers have the same benefits of protection as Federal employees under the Federal Employee's Compensation Act and the Tort Claims Act
 - May be reimbursed for approved out-of-pocket expenses such as local transportation and meals during duty hours.
 - May receive a free campsite while volunteering
- Use of inmate volunteers:
 - May serve as volunteers after receiving a background check at the discretion of the volunteer coordinator so long as they have not been convicted of or arrested and awaiting trial for a violent crime, crime against a person, or a crime with a weapon.



Civilian Inmate Labor Program

- AR-210-35 provides Army policy and guidance for establishing and managing civilian inmate labor programs (CILP) with Federal corrections facilities.
- MOA signed and labor plan developed with Federal facility
- Only inmates classified as minimum level security
- Inmates may perform custodial tasks, building demolition, debris removal, mowing, landscaping, painting, carpentry, trash pickup, debris removal, construction, maintenance and similar activities.
- Benefits of the program include:
 - Provide a source of labor at no direct labor cost to the Corps
 - Accomplish unfunded tasks
 - Provide meaningful work for inmates
- 5 year savings at Carlyle and Rend = \$4.5 million



Volunteer Reporting for OSHA

- January 1, 2014 new requirement for Federal OSHA recordkeeping to include volunteer injuries and illnesses
- Prefix "V" before OPM job series # on OSHA 300 column C
 - Example - V0334 Computer Specialist

The image displays three OSHA forms related to workplace safety reporting. The top-left form is OSHA 300, titled 'Log of Work-Related Injuries and Illnesses'. The top-right form is OSHA 300A, titled 'Summary of Work-Related Injuries and Illnesses'. The central form is OSHA 301, titled 'Injury and Illness Incident Report'. Each form includes sections for identifying the person, describing the case, and providing detailed information about the employee, the incident, and the physician involved. The OSHA 301 form also includes a section for the physician or other health care professional and a section for the employee's supervisor to complete.

OSHA's Form 300 (Rev. 01/2009)
Log of Work-Related Injuries and Illnesses

OSHA's Form 300A (Rev. 01/2009)
Summary of Work-Related Injuries and Illnesses

OSHA's Form 301
Injury and Illness Incident Report

OSHA 301

Volunteer Reporting in OMBIL

- Volunteer data must be captured each year during October in the REC – Annual Update (Wizard)
- Annual Project Data Update: Record total number of volunteers, volunteer hours, and reimbursable expenses
- Annual Partnerships Update: Record number of volunteers and volunteer hours that the partner provides
- Hours served SCA and other youth conservation corps groups should be entered as volunteer hours in both update sections.
- National Fair Labor Standard Act: Participants who make less than minimum wage are technically and legally considered "volunteers"



Volunteer Data Decision Tree

- Available on OMBIL Partnerships FAQ page:
<http://corpslakes.usace.army.mil/employees/faqs.cfm?Id=partner-OMBIL&Nav=partner&View=Yes>

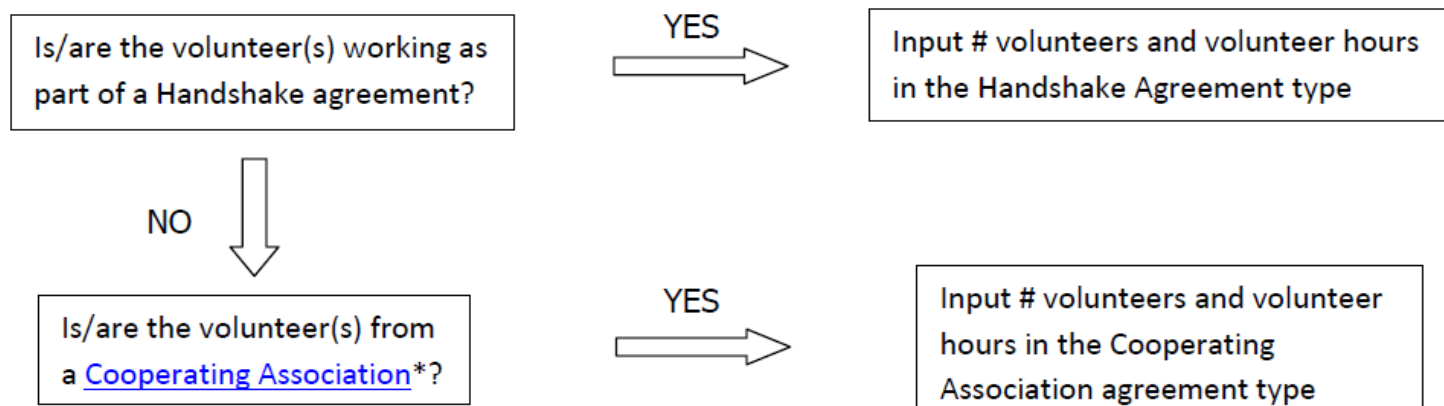
Step 1. Recreation Annual Update- Annual Project Data Update

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

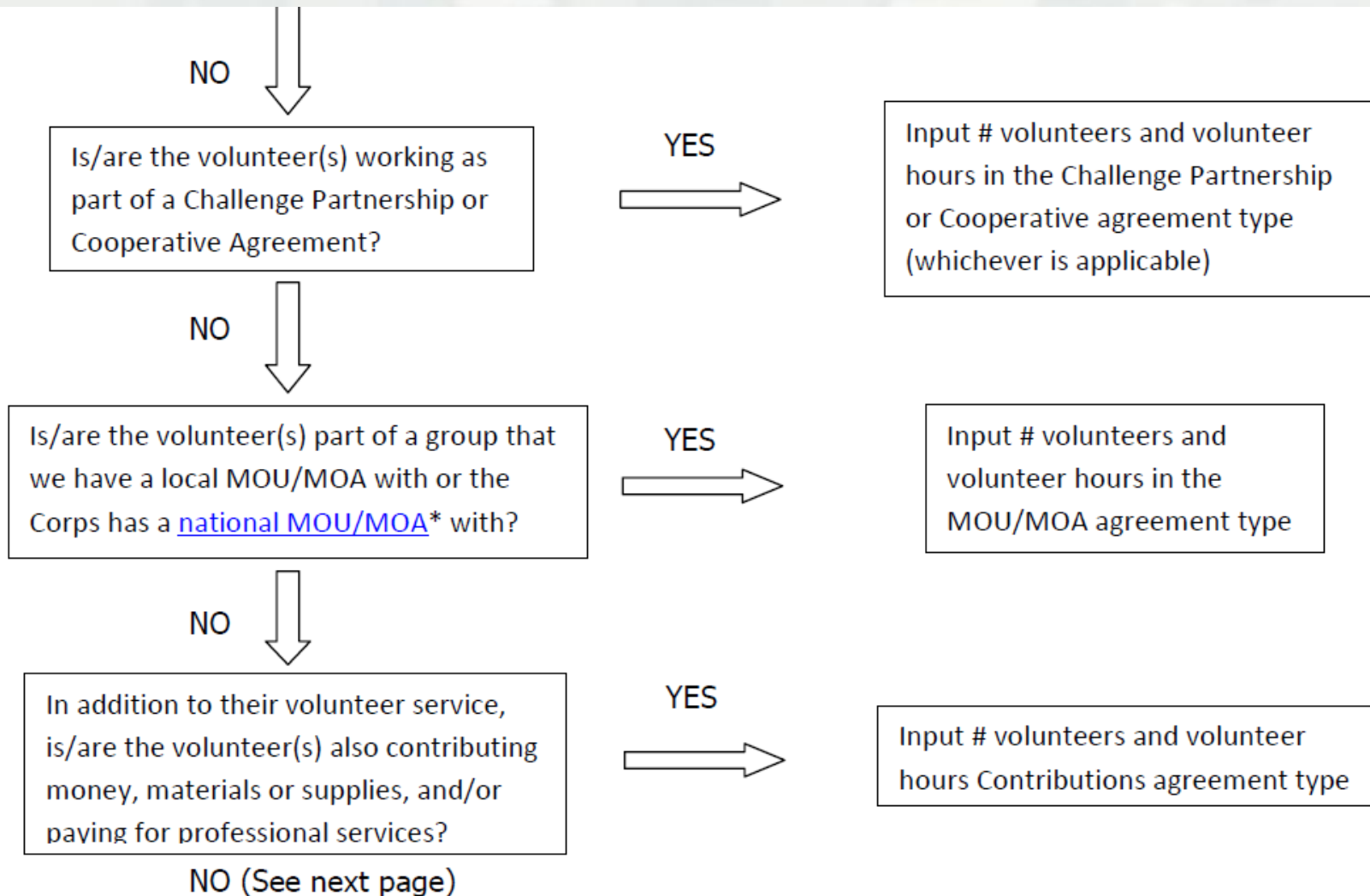
Step 2. Recreation Annual Update- Partnership Update

In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals that volunteer may only be counted in the Annual Project Data Update. Other volunteers that are part of a group which falls under a partnership agreement, should also have their hours counted in the Partnership Update.

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



Volunteer Data Decision Tree (Cont.)



If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Annual Project Data Update section of OMBIL. If you answer Yes to any of the questions above, input the data into the first category with a Yes answer starting from the top down. Some volunteers may fit into multiple categories, but you should input the data in the first applicable category encountered in the flow chart.

Example 1: A volunteer group from IMBA (International Mountain Biking Association) may provide service to the Corps as part of a Challenge Partnerships Agreement, but they are also part of a national MOU. Because the Challenge Partnership agreement is an agreement for a limited, specific period of time and project, the volunteer hours for the particular project in the agreement should be input in the Challenge Partnership category instead of the MOU. If IMBA also volunteers hours not related to the Challenge Partnership Agreement, those additional hours would be input separately in the MOU category.

Example 2: Volunteers from a Cooperating Association, such as the Friends of Raystown Lake provide services for a project that is part of a Handshake Agreement. These hours should be input in the Handshake category instead of the Cooperating Association category, because the Handshake agreement is for a specific project. Additional hours volunteered by Association members such as working in a bookstore, creating interpretive materials, or managing a campground should be captured in the Cooperating Association category if they are not specifically associated with the Handshake project.

Note: Although all Cooperating Associations set up their relationship with the Corps through a Cooperative Agreement, for the purposes of OMBIL, hours donated by members of a Cooperating Association should be input in the Cooperating Association category (or Handshake/Challenge Partnership if applicable to a specific project), not in the Cooperative Agreement category.

*See [NRM Gateway MOU/MOU page](#) for list of national organizations with MOU/MOA and [NRM Gateway Cooperating Association page](#) for list of associations in OMBIL. There is a pick-list of cooperating associations already in OMBIL. If you have a new cooperating association that is not on the list, please contact Heather Burke the get it added to the system.

Volunteer Program Forms

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

Volunteer Application for Natural Resources Agencies		Instructions: Mark <input checked="" type="checkbox"/> in the appropriate boxes, for other items either print or type responses. If extra space is needed use item 18.	
1. Name (Last, First, Middle) _____	2. Age _____	3. Telephone Number (____) ____ - ____	4. Email Address _____
5. Street Address (include apartment no., if any) _____		6. City, State, and Zip Code _____	
7. Which general volunteer work categories are you most interested in?			
<input type="checkbox"/> Archeology	<input type="checkbox"/> Historical/ Preservation	<input type="checkbox"/> Soil/ Watershed	
<input type="checkbox"/> Botany	<input type="checkbox"/> Pest/Disease Control	<input type="checkbox"/> Timber/Fire Prevention	
<input type="checkbox"/> Campground Host	<input type="checkbox"/> Minerals/ Geology	<input type="checkbox"/> Trail/Campground Maintenance	
<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Natural Resources Planning	<input type="checkbox"/> Tour Guide/Interpretation	
<input type="checkbox"/> Computers	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Visitor Information	
<input type="checkbox"/> Conservation Education	<input type="checkbox"/> Range/Livestock	<input type="checkbox"/> Other (Please specify) _____	
<input type="checkbox"/> Fish/Wildlife	<input type="checkbox"/> Research/Librarian		
8. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work?			
<input type="checkbox"/> Backpacking/Camping	<input type="checkbox"/> Heavy Equipment Operation	<input type="checkbox"/> Sign Language	
<input type="checkbox"/> Biology	<input type="checkbox"/> Horses - Care/ Riding	<input type="checkbox"/> Supervision	
<input type="checkbox"/> Boat Operation	<input type="checkbox"/> Landscaping/Reforestation	<input type="checkbox"/> Other Trade skills (Please specify) _____	
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Land Surveying		
<input type="checkbox"/> Clerical/Office Machines	<input type="checkbox"/> Livestock/Ranching	<input type="checkbox"/> Teaching	
<input type="checkbox"/> Computer Programming	<input type="checkbox"/> Map reading	<input type="checkbox"/> Working with People	
<input type="checkbox"/> Drafting/Graphics	<input type="checkbox"/> Mountaineering	<input type="checkbox"/> Writing/Editing	
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Photography	<input type="checkbox"/> Other (Please specify) _____	
<input type="checkbox"/> First Aid Certificate	<input type="checkbox"/> Public Speaking		
<input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> Research/Librarian		
9. Based on boxes checked in items 7 and 8, what particular type of volunteer work would you like to do? (Please describe any specific qualifications, skills, experience, or education that apply) _____			
10. Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, additional information may be required)			
11. a. Have you volunteered before? <input type="checkbox"/> Yes <input type="checkbox"/> No b. If Yes, please briefly describe your volunteer experience. _____			
12. Would you like to supervise other volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13. What are some of your objectives for working as a volunteer? (Optional) _____			
14. Please specify any physical limitations that may influence your volunteer work activities: _____			
15. a. Which months would you be available for volunteer work? <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December			
15b. How many hours per week would you be available for volunteer work? Hours _____			
15c. Which days per week would you be available for volunteer work? <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
16. Specify at least three states or specific locations within a state where you would like to do volunteer work. _____			
17. Specify your lodging needs: <input type="checkbox"/> I will furnish my own lodging (such as tent; camper; own, relative's, or friend's place) <input type="checkbox"/> I will require assistance in finding lodging			
18. If a volunteer assignment is not available at the location specified in item 16, do you want your application forwarded to another location or Federal agency seeking volunteers with your background/interests? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please specify) _____			
19. This is provided for more detailed responses. Please indicate the item numbers to which these responses apply: _____			
Burden Statement			
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.			
The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).			
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.			
Notice to Volunteer			
Volunteers are not considered Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience. By signing this application the volunteer(s) understand(s) s/he may be subject to a reference check, background check, and/or criminal history inquiry.			
Privacy Act Statement			
Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.			
20. Signature (Sign in ink)			20. Date _____

Volunteer Program Forms

OF 301a: Volunteer Agreement (Approved by OMB for all agency use)

Volunteer Services Agreement for Natural Resources Agencies for Individuals or Groups			
<i>Please print when completing this form</i>			
Site Name/Project Leader		Agency	Reimbursement (if any)
Name of Volunteer or Group Leader - Last, First, Middle		Age (If Individual Agreement) <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-55 <input type="checkbox"/> 56 and Older	
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Type	Email Address	Home Phone	Mobile Phone
Street Address		City	State Zip

IF VOLUNTEER IS UNDER AGE 18 - Name of Parent or Legal Guardian	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip
I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform.			
I give my permission for _____ to participate in the specified volunteer activity sponsored by _____ at _____ <i>(Name of Sponsoring Organization, if applicable) (Name of Volunteer Duty Station)</i>			
From _____ to _____ <i>(Date) (Date) (Parent/Guardian Signature) (Date)</i>			

Emergency Contact Name	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

GOVERNMENT OFFICIAL COMPLETES THIS SECTION	
Description of service to be performed. Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.	
Government Vehicle required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License <input type="checkbox"/> International Driver's License
Personal Vehicle to be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.

I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party.

I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.

I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statement I have checked below is true:

I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.

I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to _____
(Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

(Signature of Volunteer) (Date)

The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims and injury compensation to the extent not covered by your volunteer group, if any.

(Signature of Government Representative) (Date)

Termination of Agreement	
Volunteer requests formal evaluation <input type="checkbox"/> Yes <input type="checkbox"/> No	Evaluation Completed _____ <i>(Date)</i>
Agreement terminated on _____ <i>(Date) (Signature of Government Representative)</i>	

Public Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior (USDI) prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).


To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

Privacy Act Statement

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however

Volunteer Program Forms

ENG Form 4882-R: Volunteer Service Record



**US Army Corps
of Engineers**

VOLUNTEER SERVICE RECORD
(ER 1130-2-500)

NAME (Last, First, Middle Initial)

PROJECT/OFFICE

DATE (Year, Month, Day)

PREVIOUS HOURS

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



Volunteer Program Forms

Standard Form 1164: Claim for Reimbursement for Expenditures on Official Business (Volunteer's incidental expenses)

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER					
				3. SCHEDULE NUMBER					
<i>Read the Privacy Act Statement on the back of this form.</i>									
4. CLAIMANT	a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NO.						
	c. MAILING ADDRESS (include ZIP Code)		d. OFFICE TELEPHONE NUMBER						
5. PAID BY									
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)									
DATE	C O D E	Show appropriate code in col. (b):		MILEAGE RATE	AMOUNT CLAIMED				
		A - Local travel	D - Funeral Honors Detail		MILEAGE (f)	FARE OR TOLL (g)	ADD PER- SONS (h)	TIPS AND MISCEL- LANEOUS (i)	
B - Telephone or telegraph, or		E - Specialty Care		NO. OF MILES (e)					
C - Other expenses (itemized)		(Explain expenditures in specific detail.)							
(a)	(b)	(c) FROM	(d) TO	(e)	(f)	(g)	(h)	(i)	

Volunteer Program Forms

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

SF-87

Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
		LAST NAME		NAM		FIRST NAME		MIDDLE INITIAL			
SIGNATURE OF PERSON FINGERPRINTED		O		R		I					
2											
RESIDENCE OF PERSON FINGERPRINTED		SERIAL NO. (OPM USE ONLY) OCA				DATE OF BIRTH		DOB		YEAR	
						MONTH		DAY		12	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		ALIASES AKA		SEX	RACE	HGT.	WGT.	EYES	HAIR
		3				5	6	7	8	9	10
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS								PLACE OF BIRTH POB	
										11	
POSITION TO WHICH APPOINTED		FBI NO. FBI								LEAVE BLANK	
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE)		SOCIAL SECURITY NO. SOC									
		4									

1. NAM

Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.

7. HGT

Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".
Example:
for 5' 11" enter 511

10. HAIR

Must include three letter code:

<u>Color</u>	<u>Code</u>
Bald	BAL
Black	BLK

Volunteer Program Forms

DD Form 2875: System Authorization Access Request (To obtain access to Trusted Associate Sponsorship System)


SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
PRIVACY ACT STATEMENT		
AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.	
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.	
ROUTINE USES:	None.	
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.	
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)
PART I (To be completed by Requestor)		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)		
11. USER SIGNATURE		12. DATE (YYYYMMDD)
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS		
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)

Volunteer Program Forms

ENG Form 4883: Certificate of Appreciation

Print Form E-mail

United States Army
Corps of Engineers



**Certificate
of Appreciation**


Presented to:

[Redacted]

In appreciation and recognition of your
generous contribution.

[Redacted] [Redacted]

ENG FORM 4883, SEP 2012 PREVIOUS EDITIONS ARE OBSOLETE. Proponent CECW-O (EP 1 130-2-500)



Resources: NRM Gateway

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

Volunteer Program

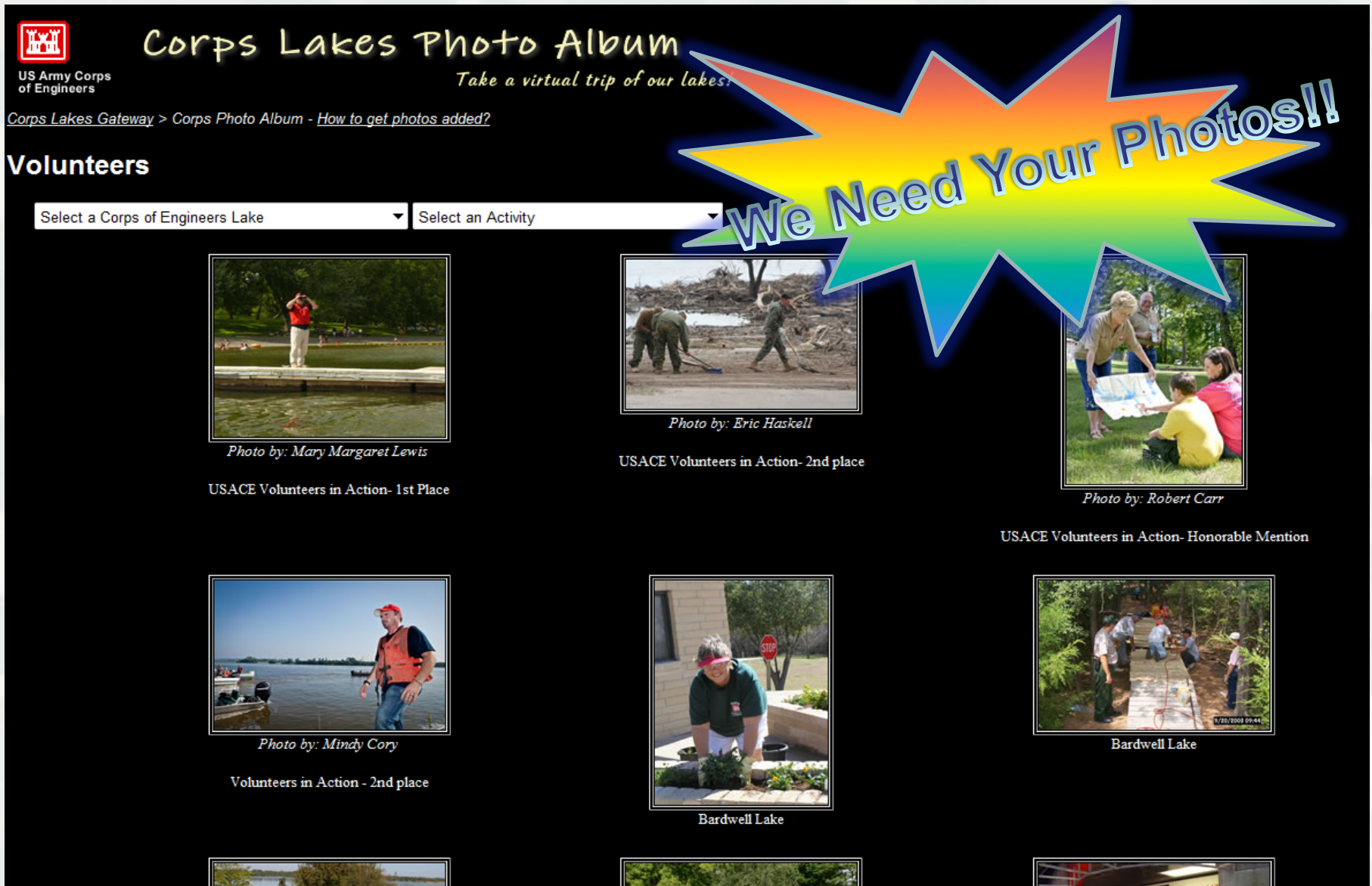
[Headquarters POC](#)

Corps projects offer many volunteer opportunities in recreation and natural resources management. Volunteers can serve as park and campground hosts, staff visitor centers, conduct programs, clean shorelines, restore fish and wildlife habitat, maintain park trails and facilities, and more. Corps personnel can recruit their own volunteers or get help from the [Volunteer Clearinghouse](#), www.corpslakes.us/volunteer, (1-800-VOL-TEER or 1-800-865-8337), a national information center for people interested in volunteering at Corps projects across the country. Corps offices that have upcoming projects or events that volunteers can assist with may use the Volunteer Clearinghouse to [submit their volunteer projects on-line](#).

- [Policy & Procedures](#)
- [Volunteer Forms](#)
- [Program History](#)
- [Training](#)
- [Volunteer Clearinghouse](#)
- [Related Sites](#)
- [National Public Lands Day](#)
- [Take Pride in America](#)
- [News / Current Issues](#)
- [FAQs](#)
- [Good Enough to Share](#)
- [Volunteer Clothing, Posters, and Brochures](#)
- [Volunteer Plans and Handbooks](#)
- [Background Checks/Volunteer Computer Access](#)
- [Division & District POCs](#) 
- [Corps Photo Album for Volunteers](#)

Resources: Corps Lakes Photo Album

<http://corpslakes.usace.army.mil/visitors/album.cfm?Option=Search&Id=0&Activity=Volunteers>



Corps Lakes Photo Album
US Army Corps of Engineers
Take a virtual trip of our lakes!

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

Volunteers

Select a Corps of Engineers Lake Select an Activity


Photo 1: 
Photo by: Mary Margaret Lewis
USACE Volunteers in Action- 1st Place


Photo 2: 
Photo by: Eric Haskell
USACE Volunteers in Action- 2nd place


Photo 3: 
Photo by: Robert Carr
USACE Volunteers in Action- Honorable Mention


Photo 4: 
Photo by: Mindy Cory
Volunteers in Action - 2nd place


Photo 5: 
Bardwell Lake


Photo 6: 
Bardwell Lake


Photo 7: 



Photo 8: 

Photo 9: 

Resources: Volunteer Clearinghouse

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

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

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

US Army Corps of Engineers HEADQUARTERS

Search HQ USACE

HOME > MISSIONS > CIVIL WORKS > RECREATION > VOLUNTEER CLEARINGHOUSE

Volunteer Resources

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

Useful Links

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

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

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

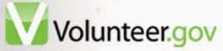
Callers should be ready to provide information about their interests, talents, dates available and locations they may want to volunteer.

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

Volunteer opportunities include:

- Camparound Host

ip Desk Room Schedule Expression Colle...




America's Natural and Cultural Resources Volunteer Portal

WELCOME FEATURED EVENTS CONTACT SEARCH

Featured Opportunities

Participating Agencies



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

Address
Esparola Ranger District, Black Canyon
Campground, Santa Fe, NM 87501

Contact
Jennifer Suiblett jasu@nfs.fed.us
505-753-7331

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

Activities
Campground Host

Record Date
6/4/2012

Difficulty Level
Average


Opportunity Description:

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

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

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

Participating Agencies



Position
Camp Hosting
Greenbrier State Park

Address
21843 National Pike
Boonsboro, MD 21713

Contact
Mary Jo Barilles
mbarilles@dnr.state.md.us
301-791-4656

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

Activities
Campground Host

Record Date
3/2/2012

Difficulty Level
Not Difficult

Opportunity Description:

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

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

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

Find a volunteer opportunity

keyword _____ agency

city _____ state zip _____

[or view our map](#)

USA.gov | Serve.gov | Contact | Help | About Us | Comment | Privacy | Accessibility | FAQ's | Sign In

Resources:

www.Volunteer.gov

ip Desk Room Schedule Expression Colle...



America's Natural and Cultural Resources Volunteer Portal

WELCOME FEATURED EVENTS CONTACT SEARCH

Volunteer Statistics 1 Event

NATION WIDE VOLUNTEER STATS

Volunteer Rate

CALIFORNIA Volunteer Categories

Category	Percentage
General labor	10%
Education	20%
Creative	40%
Other	30%

Find a volunteer opportunity

keyword _____ agency

city _____ state zip _____

[or view our map](#)

We Need Your
Photos/Events Here
Too!!

USA.gov | Serve.gov | Contact | Help | About Us | Comment | Privacy | Accessibility | FAQ's | Sign In

Resources: TASS Applicant and TA User Guides

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



Defense Manpower Data Center (DMDC)

**Trusted Associate Sponsorship System
(TASS)**

Trusted Agent User Guide

(TASS TASM/TA User Guide)

Version 4.00
March 2013

Prepared by:
The Defense Manpower Data Center



Defense Manpower Data Center (DMDC)

**Trusted Associate Sponsorship System
(TASS)**

Applicant User Guide

Version 4.00
March 2013

Prepared by:
Defense Manpower Data Center

Review

- Volunteers can do almost any kind of work for the Corps, such as operating gate houses and collecting fees.
- The only restricted activities for volunteers are policy making and law/regulatory enforcement.
- Volunteers are protected for Worker's Compensation and Tort Claims
- As of March 13, 2013 we can now accept legal alien/permanent residents as volunteers
- Volunteers can be reimbursed for certain expenses and provided clothing and safety gear
- The Corps does not have the authority to purchase gifts or awards for volunteers.

