



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
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WASHINGTON, D.C. 20314-1000

CECW-CO

AUG 12 2016

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

SUBJECT: Implementation Guidance for Section 1047 (d) Services of Volunteers, of  
the Water Resources and Reform Development Act (WRRDA) of 2014, Public Law  
113-121

1. Purpose. The purpose of this memorandum is to provide implementation guidance for Section 1047(d) of WRRDA 2014. Section 1047(d), "Services of Volunteers," amends Chapter IV of title I of Public Law 98-63 (33 U.S.C § 569c) to expand the definition of "incidental expenses" to include expenses relating to uniforms, transportation, lodging, and the subsistence of volunteers. Copies of WRRDA 2014 Section 1047 (d) and P.L. 98-63 are enclosed.

2. References.

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

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

c. U.S. Army Corps of Engineers Engineer Regulation (ER) & Engineer Pamphlet (EP) 1130-2-500, Chapter 10, The Corps of Engineers Volunteer Program, as revised 13 March 2013.

d. Homeland Security Presidential Directive 12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors.

3. This memorandum supersedes and replaces the ER and EP Chapter 10 in Ref. 2.c. No other chapters of ER & EP 1130-2-500 are affected by this policy memorandum and all other chapters remain in effect. These policy changes to the Volunteer Program are effective immediately and will be incorporated in the referenced ER and EP when they are revised.

4. Applicability. This memorandum applies to all USACE commands having responsibilities for civil works functions.

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5. District Commanders may 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 USACE activity, except policy making or law/regulatory enforcement, as authorized under 33 U.S.C. § 569c. This guidance is not applicable to the use of civilian prison labor from the Federal Bureau of Prisons, or from state or county correctional systems.

6. Policy. It is USACE policy that:

a. Voluntary service is official government business, having some value to the USACE, conducted by volunteers under the supervision of a paid USACE staff member.

b. Volunteers will not be used to displace any personnel of the USACE. They may, however, perform duties which once were, or are presently, performed by USACE personnel or contractors. In other words, voluntary service may supplement existing staff and include work that would not otherwise be accomplished because of funding or personnel limitations.

c. USACE elements will utilize volunteers wherever it is feasible, cost-effective, mutually-beneficial, secure and safe, and will employ the procedures for the use of volunteers and all necessary forms available on the Natural Resources Management Gateway. Commanders must ensure the safety and security of USACE personnel and volunteers.

d. Voluntary service may be accepted from individuals or from members of organized groups. Volunteers will be recruited and service accepted without regard to race, creed, religion, age, sex, color, national origin, sexual orientation, marital status, political affiliation or disability.

e. District Commanders may delegate authority to accept the services of volunteers to the district volunteer coordinator, operations project managers, project volunteer coordinators, and other permanent USACE employees through a delegation memorandum.

(1) MSC (Division) offices will be responsible for the coordination of volunteer programs within their MSC. The MSC coordinators will monitor and evaluate volunteer programs within their division, provide assistance to district counterparts, and act as a liaison between the districts and HQUSACE.

(2) District offices will be responsible for administering the volunteer program and assigning a district volunteer coordinator. The district coordinator will be

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responsible for managing the district program according to this policy to ensure that it meets the needs of the USACE and the volunteers. The district coordinator will assist in assessing needs and identifying work that can be done by volunteers, advise volunteer supervisors in the proper use of volunteers, assist in recruiting efforts, develop and submit reports to MSC offices, handle inquiries regarding the program, and keep the district and project staff current on ideas and procedures for utilizing volunteers.

(3) Operations Project Managers and Natural Resource Managers are responsible for administering the volunteer program at the project level; designating project volunteer coordinator(s); appointing additional team members, as necessary, to administer and supervise volunteers; accounting for program assets; accepting the services of volunteers; and observing this policy while those services are performed.

(4) The project volunteer coordinator ensures that volunteer service agreements and, if applicable, parental consent are obtained, and that each volunteer or group of volunteers are assigned to USACE personnel who are responsible for the work performed. The volunteer coordinator, either directly or through a volunteer supervisor, will ensure that the volunteer is properly oriented and trained, and that his/her qualifications are adequate and documented for the work assigned. Volunteers are not required to complete the same mandatory training that USACE employees must annually complete, unless necessary for the volunteer position, such as Defensive Driving or Boat Operator License training to operate a government vehicle or vessel.

f. A successful volunteer program should match USACE needs to the volunteer talents available. The major steps in this process are:

(1) Assess overall needs. Define the tasks that need to be done at the individual project or office, as identified in the Operations Management Plan (OMP).

(2) Evaluate costs and benefits. This program is not "free." It will require staff time, administrative support, and supplies for tasks undertaken. Evaluate risks associated with volunteer service against benefits. Regulate the size of the program to match individual organizational capability.

(3) Refine position descriptions. The volunteer coordinator will develop position descriptions, including a brief statement of the volunteer's role, duties, minimum qualifications, and desired experience. Existing information and the Natural Resources Management (NRM) Gateway may provide examples.

(4) Recruit and select. Advertise the volunteer program through the USACE Volunteer Clearinghouse ([www.corpslakes.us/volunteer](http://www.corpslakes.us/volunteer)), which will also list the

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positions on the Volunteer.gov website ([www.volunteer.gov](http://www.volunteer.gov)), public service announcements, news releases, personal contact, and brochures. Screen all applicants and identify the talents that are available. Match the volunteer applicants with the tasks identified, conduct an interview, check references, complete background screening as necessary, and finish the acceptance process, including a volunteer service agreement.

(5) Complete paperwork and process to obtain Volunteer Logical Access Credential (VOLAC) cards for volunteers requiring use of USACE computers and networks.

(6) Provide orientation and training. Provide initial orientation to the USACE and site missions and follow-up training commensurate with the type of job, length of proposed service and the requirements for safety in accordance with Engineer Manual (EM) 385-1-1. Orientation is valuable to volunteers to show how their job impacts the overall missions and goals. Volunteers should be introduced to other Corps staff to ensure a smooth transition into the work environment.

(7) Provide supervision. Identify supervisory channels for the volunteer and clearly describe the work to be accomplished. Supervisors should assign tasks and follow up on assignment completion.

(8) Keep records. The supervisor/coordinator will, at a minimum, maintain records of the hours worked, tasks performed, training provided, and incidental expenses reimbursed for each volunteer.

(9) Develop a volunteer plan. Such a plan should be included as an appendix to the project Operations Management Plan (OMP). Samples of district and project volunteer plans can be found on the NRM Gateway Volunteer Program page.

g. Volunteers must be qualified to perform the work assigned. Additionally, they must be physically able to do the work. If a volunteer becomes unable to perform the agreed-upon tasks at any point during their service, the volunteer coordinator may terminate the agreement or find a more suitable position for the volunteer. The volunteer coordinators may request the volunteer to complete a Standard Form (SF) 256, Self-Identification of Handicap, or obtain a medical examination if there is a question regarding the volunteer's ability to perform assigned work. In special circumstances, the cost of medical examinations may be considered incidental expenses of the volunteer. These circumstances should reflect the need for a medical examination and the value of the voluntary services that the USACE would receive. The District Resource Management Office must approve the medical examination to ensure the expenditure is permissible.

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h. Volunteer Coordinators may also accept volunteers, with the following conditions.

(1) Individuals from the private sector or state and local government agencies, whose employers are facilitating the donation of their employees' services to the Corps while still keeping them on their payroll (hosted workers), may be volunteers, provided the services they render are truly voluntary. For an individual's services to be truly voluntary, the individuals must be allowed to independently choose whether they want to volunteer. In other words, their employers cannot mandate or otherwise direct them to render their services to USACE. Additionally, the services performed by the individuals cannot be a direct extension of their employment duties or provide a direct benefit to their employer. For example, National Guard units that desire to perform training exercises that benefit USACE properties cannot be considered "volunteers" for purposes of 33 U.S.C. § 569c.

(2) Off-duty USACE personnel (i.e., in their personal capacities) and their families may be volunteers; however, USACE personnel will not be accepted as volunteers at any USACE installation for a program in which they are employed.

(3) 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. All child labor restrictions must be observed. 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.

(4) Volunteer service may be accepted from legal aliens (permanent residents) or foreign exchange students. Non-U.S. citizens must present their J-1 or F-1 Visa (or passport if they are in the U.S. 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. Examples of acceptable documentation forms are provided in Appendix E of ER 1130-2-500.

i. Persons who have 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. Persons awaiting trial or under indictment for any of the listed crimes will not be utilized as a volunteer until the case has been resolved in the person's favor through the legal process.

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j. Volunteer coordinators will practice due diligence in screening volunteer candidates to assure the safety and security of USACE employees, contractors, and the public. Volunteer coordinators will work with their District Security Office to obtain background/security checks and ensure proper procedures are followed. If the volunteer service extends for more than one year, a new background/security check must be performed each year. USACE staff at USACE projects and offices may share background/security checks for volunteers who serve at multiple locations. Background security checks will be required for any individual volunteering in one or more of the following scenarios, and will be effective for a maximum period of one year.

(1) Individuals who volunteer for more than 180 days in a calendar year.

(2) Volunteer positions that require wearing the USACE volunteer uniform clothing/name tag who work independently of USACE personnel.

(3) Volunteer positions that involve regular contact with children under 18 years of age without a parent or guardian present, or which do not require the volunteer to work under constant line of sight supervision (LOSS) by USACE personnel who have been screened in accordance with Army Directive 2014-23.

(4) Volunteer positions that require access to government files and records.

(5) Volunteer positions that require the collection or handling of fees.

k. Volunteers who will have access to a USACE networked computer also require to have background/security checks, and are subject to all applicable Federal regulations, local policies, ACE-IT, and AR 25-2 requirements. In compliance with Homeland Security Presidential Directive 12 (HSPD-12), volunteers who require access to Federally-controlled, networked computer systems must be provided with a Volunteer Logical Access Credential (VOLAC) card after being registered in the Defense Enrollment Eligibility Reporting System (DEERS) through the Trusted Associate Sponsorship System (TASS), receiving a favorable National Agency Check with Inquiries (NACI), and receiving a favorable FBI National Criminal History Check (fingerprinting). NACI background checks are valid for a lifetime as long as a two-year break in service does not occur at any point. Only U.S. citizens are eligible for a VOLAC card and access to Federally-controlled computer systems. The volunteer coordinator will work with CPAC or the Security Office in requesting support from the Personnel Security Investigation – Center of Excellence (PSI-CoE) for the submission of the proper investigation to meet this requirement. Fingerprints may be obtained by the Security Office or by local law enforcement officials on the SF 87 or FD-258 fingerprint cards and submitted to the Security Office. Volunteers who only use stand-alone

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government computers that are not connected to a Department of Defense network do not require a VOLAC.

l. All information received as a result of a background/security check will be held in confidence and handled according to DoD Directive 5400.11, DoD Privacy Program.

m. The existence of a criminal conviction does not automatically disqualify an applicant from being a volunteer, unless the conviction is for a crime listed in section 6.i. above. Required components of a background/security check include, at a minimum:

(1) Social security verification to help eliminate the possibility of false names/information.

(2) Address trace to verify volunteer's current address and determine the jurisdiction(s) in which to conduct the background screening.

(3) State or county criminal history checks to capture all misdemeanor and felony convictions within the jurisdiction(s) identified in the address trace.

(4) Sex offender registry to search all 50 states for known sex offenders.

n. Background/security checks for volunteers who will have regular contact with children under 18 years of age, and who will not work under constant LOSS by USACE personnel, must comply with Army Directive 2014-23.

o. Background/security checks may be conducted, but will not be required, for any of the following:

(1) Individuals who volunteer for one-time events.

(2) Individuals who volunteer for less than 180 days and do not meet any of the scenarios described in subparagraph 6.j., above.

(3) Volunteers who only work under LOSS by USACE personnel.

p. Volunteers may be authorized to sell permits and collect fees from the public at campgrounds, day-use facilities, visitor centers, administration offices and other locations where fee collection is normally performed as a government function. The volunteer coordinator will ensure volunteers sign a statement on the volunteer agreement that states the person accepts the risk and liability of handling government funds. The volunteer coordinator will also ensure that volunteers are properly trained

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and provided a security awareness briefing prior to assignment of fee collection responsibilities in accordance with ER/EP 1130-2-550 Chapter 9.

(1) Volunteers are agents of the Army and are protected under 31 U.S.C. §3527. This statute states that: "Except in subsection (b), the Comptroller General may relieve a present or former accountable official or agent of the agency responsible for the physical loss or deficiency of public money, vouchers, checks, securities, or records, or may authorize reimbursement from an appropriation or fund available for the activity in which the loss or deficiency occurred for the amount of the loss or deficiency paid by the official or agent as restitution, when—(1) the head of the agency decides that—(A) the official or agent was carrying out official duties when the loss or deficiency occurred, or the loss or deficiency occurred because of an act or failure to act by a subordinate of the official or agent, and (B) the loss or deficiency was not the result of fault or negligence by the official or agent; (2) the loss or deficiency was not the result of an illegal or incorrect payment; and (3) the Comptroller General agrees with the decision of the head of the agency." Volunteers may be required to prove non-negligence for any loss in order to gain relief under the above statute.

q. Volunteers may be authorized by the volunteer coordinator to operate, for official use, government-owned or leased vehicles, vessels, machinery or other specialized equipment if deemed appropriate and beneficial. Volunteers must have the proper training, license, and/or experience in accordance with USACE operator permit policies, before operating a government-owned or leased vehicle, vessel, or equipment. Government authorization policies apply to volunteers. Volunteers are liable for damages to government property if the volunteer's negligence or willful misconduct is the proximate cause of the loss, damage or destruction of the government property. Standard procedures used to investigate and/or adjudicate incidents involving USACE employees should be used, when appropriate, to investigate and/or adjudicate similar incidents arising from voluntary services provided under 33 U.S.C. § 569c. For volunteer positions that require the use of government vehicles, vessels, machinery or other specialized equipment, the requirement should be stated on the volunteer agreement and acknowledged by the volunteer.

r. Volunteers may produce products, such as educational or interpretive materials, for the USACE at off-site locations.

s. Personal safety equipment will be provided by the government, in accordance with EM 385-1-1, or purchased by the volunteer and considered reimbursable incidental expenses of the volunteer, if authorized in advance by the volunteer coordinator. Volunteers performing duties for which federal employees would be provided immunizations, may be provided the same immunizations paid for or reimbursed by the

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government. Injuries to volunteers will be reported in the same manner as those involving USACE personnel. Volunteers will not be used in work assignments in which USACE personnel would receive hazardous duty pay.

t. Volunteers receive the same benefits and protection as Federal employees under the Federal Employees Compensation Act (5 U.S.C., Chapter 81) and the Tort Claims Act (28 U.S.C., Chapter 171) and are considered to be Federal employees only for those purposes. Volunteers are offered this protection for personal liability, provided they are acting within the scope of their responsibilities. Volunteers are entitled to first aid and medical treatment for on-the-job injuries, as well as hospital care when necessary. When travel for receiving medical care is necessary, transportation may be furnished or the volunteer's travel expenses reimbursed. If death results from an on-the-job injury, burial and funeral expenses may be paid. However, burial and funeral payments (to include the amounts of such payments), as well as other possible compensations are regulated by the Office of Worker Compensation Programs. Volunteers do not receive compensation for lost wages. Volunteers should be encouraged to sign an OF-301a (Volunteer Services Agreement – Natural & Cultural Resources) or OF-301b (Volunteer Sign-up Form for Groups), as appropriate, to acknowledge their understanding of the scope of benefits and protections afforded to them as volunteers. If the volunteers are part of a group, the "group leader" should sign the OF-301a and individual volunteers over the age of 18 should complete the OF-301b. Individual volunteers under the age of 18 must have their parent or guardian complete the OF-301a.

u. Volunteers are not typically considered to be part of USACE covered population for Employee Assistance Program Services or Critical Incident Stress Management. On a case by case basis, Federal Occupational Health may offer courtesy services to volunteers in the event of an emergency, including traumatic, distressing events during the volunteer's duties.

v. Volunteers who are members of an organization serving under a partnership agreement (such as a Cooperating Association Agreement) that requires the organization to provide liability coverage for their volunteers should still be encouraged to sign an OF 301a or OF301b, as appropriate. If the volunteers choose to sign an agreement, the "group leader" should sign an OF 301a and individual volunteers over the age of 18 should complete the OF 301b. Individual volunteers under the age of 18 must have their parent or guardian complete the OF 301a.

w. Volunteers may be reimbursed for actual out-of-pocket expenses they incur in performing voluntary service when approved in advance and identified on the individual's Volunteer Services Agreement. Reimbursement should be handled on a

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case-by-case basis. Reimbursement of incidental expenses is not to be understood as salary and is not mandatory. Such expenses might include, but are not limited to, expenses relating to uniforms, transportation, lodging costs, subsistence meals during duty hours, and personal safety equipment.

(1) Reimbursement for transportation expenses to and from the volunteer's place of residence may be authorized if within a reasonable commuting distance from the work site. The rate that volunteers may be reimbursed for privately owned vehicle mileage will not exceed the amount identified under the Joint Travel Regulations (JTR). It is recommended, when possible, 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 receiving reimbursement for travel may sign up for direct deposit in the same manner as employees.

(2) Long distance travel expenses may be reimbursed in cases where it can be shown that the services of the volunteer will be of exceptional value to the USACE. Such long distance travel must be accomplished under one of the authorities in Appendix E of the Joint Travel Regulation (JTR) that authorizes the issuance of Invitation Travel Orders, and may be approved at the district level. The rate that volunteers may be reimbursed for long distance travel will not exceed the amount identified under the JTR for Government employees under similar circumstances. Transportation may include any mode recognized by the JTR, including, but not limited to, personal vehicle, public transportation, trains, and airplanes.

(3) Food and beverages may be provided to volunteers only when such subsistence is incidental to the actual 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 and documented appropriately (i.e. email, Memorandum for Record (MFR), or by telephone). Volunteers may be reimbursed for meals during the period of volunteer work. Reimbursement will not exceed the GSA schedule for government per diem.

(4) Claims for reimbursement of a volunteer's incidental expenses should be submitted on Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, and payment made by Visa check or check from USACE Finance Center in Millington, or through direct deposit. The District Resource Management Office should be consulted, as procedures vary between locations.

x. Volunteers may be provided modest lodging at civil works projects where their voluntary service occurs and not be required to pay a user fee. Districts may use

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appropriated funds sparingly to rent, purchase, or, when authorized by statute, construct, modest volunteer lodging accommodations. Permissible lodging may include, but is not limited to mobile homes, recreational vehicles, campers, cabins, hotel rooms, apartments, former government housing, or campsites. Pursuant to the authority granted under 16 U.S.C. § 460d to construct, maintain and operate public park and recreation facilities, USACE may construct limited lodging accommodations for volunteers. However, such accommodations must be directly related to the operation and maintenance of USACE recreational facilities and must be comparable to lodging accommodations provided by USACE for public use at the project (e.g., campsites expressly designated for volunteer use). USACE policy on the use of government housing is provided in Chapter 13 of ER 1130-2-500. If volunteers are housed in government provided quarters, they will not normally be charged for such occupancy. Such accommodations should be noted on the Volunteer Services Agreement.

y. Clothing items may be provided if essential to a volunteer's specified duties, such as in cases where clothing items are needed for safety reasons, or when volunteers must be easily identifiable to USACE employees or the public. Proper volunteer identification substantially contributes to the volunteer's ability to safely and effectively perform official duties in support of the USACE Civil Works program.

(1) Official USACE volunteer uniform clothing items must be purchased from the USACE uniform contract provider. Items such as vests, polo shirts, sweatshirt jackets, ball caps, nameplates, and volunteer patches are available from the USACE vendor in specifically authorized colors, and may be changed periodically if beneficial for promoting a positive image for the USACE. These items are recommended for volunteers who provide an on-going service in public positions including, but not limited to, park hosts, visitor center staff, and program presenters. Local purchase of similar items to the contract, but in different colors, is not authorized.

(2) Several different items and multiple quantities of the same item may be provided and worn by the same individual to allow for a variation of duties, weather, clear identification, and to allow the individual to maintain a neat and clean appearance each day.

(3) For volunteers performing maintenance duties, volunteer T-shirts may be ordered from a local vendor with the USACE logo and the word "Volunteer." T-shirt colors must be similar to those offered under the uniform clothing contract, with the exception of safety colored shirts and reflective materials for visibility.

(4) Volunteers are not authorized to wear the USACE Natural Resources Management (NRM) uniform patch or any other item of the official NRM Class A-B-C Park Manager/Ranger uniform.

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z. Projects are encouraged to show appreciation for volunteer services received. Some types of recognition include informal recognition, verbal expression of appreciation by USACE staff, increased responsibilities, involvement in program planning, and opportunity to train others, letters of recommendation with accomplishments identified, or publicity and pictures in public media. Volunteers may be issued a certificate of appreciation to acknowledge their service. Other items, such as celebration meals, appreciation gifts, or cash awards, are not authorized for purchase with appropriated funds for volunteers. Outstanding volunteers may be nominated for the USACE National Volunteer Awards through an annual nomination process. Volunteers are also eligible to earn an "America the Beautiful" Volunteer Pass upon completion of the specified hours of service under the America the Beautiful Program. Volunteers may be eligible for Department of Defense Public Service Awards, which are listed in Army Regulation AR 608-1, Army Community Service, Appendix I. Volunteer coordinators/supervisors may also nominate their volunteers for special awards of appreciation by sources outside USACE. Special Act Awards are not authorized for volunteers.

aa. Accurate records regarding the number of volunteers, the number of volunteer hours donated, and reimbursed incidental expenses, will be maintained by the project and reported annually in the Operations and Maintenance Business Information Link (OMBIL). Districts or MSC offices may require more frequent reports.

(1) For the purpose of determining the value of volunteer services, the USACE has agreed with the other federal agencies, including the National Park Service, Bureau of Reclamation, Bureau of Indian Affairs, US Fish and Wildlife Service, Bureau of Land Management, US Geological Survey, US Forest Service, Natural Resources Conservation Service, National Oceanic and Atmospheric Administration, and the Office of Surface Mining Reclamation and Enforcement, to use the Independent Sector's hourly rate as set by the Bureau of Labor Statistics each spring. This rate will be used to calculate the value of service per hour automatically in OMBIL, regardless of age or activity. No cost of living or other adjustments of any kind will be made to this rate. The rate is posted on the Volunteer Program FAQs page of the NRM Gateway.

(2) The OF 301, Volunteer Service Application - Natural & Cultural Resources, will be provided to all people who request information about the volunteer program. It is designed to gather pertinent information on a potential volunteer's background and areas of interest and skills. It can be used to screen applicants, to develop a file of potential volunteers or to refer volunteers to other projects or agencies. OF 301 can be obtained from the NRM Gateway Volunteer Program page.

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(3) The OF 301a, Volunteer Service Agreement - Natural & Cultural Resources, will be used for Individual/Group Voluntary Services at USACE civil works projects, regardless of mission. This form is the official document that legally enrolls an individual in the program and provides him or her with federal protection in case of injury or tort claim. It must be completed and signed prior to commencement of work by both the volunteer or organized group representative and the accepting official for all volunteers, even for work projects of only a few hours duration. This form is to be used when working with individual volunteers or groups. A complete, detailed description of the duties, conditions, and responsibilities must also be attached to the OF 301a. This is important in case questions arise on whether the volunteer was acting within the scope of his/her assigned responsibilities. Finally, a job hazard analysis or activity hazard analysis must be attached to the OF 301a. The OF 301a can be modified at any time by mutual consent, but it must accurately reflect the duties of the volunteers at all times. The acceptance/termination line at the bottom of the form serves two purposes. It provides the accepting official with a means of officially terminating an agreement, if appropriate, and it provides a legal record of when an agreement was terminated in case of a law suit or injury claim. A copy of the agreement, along with any revisions or amendments, should be given to the volunteer for his/her records. The original should be retained by the accepting official for a three-year period following its termination in a secured file cabinet or electronically secured folder. These files for inactive volunteers are retained to protect against possible law suits or injury claims. Volunteers under the age of 18 must have a parent or guardian complete the "Parental Consent" portion of the form. This requirement also applies to volunteers of organized groups.

(4) The OF 301b, Volunteer Sign-up Form for Groups, will be used to list all adult volunteers associated with an organized group. It is not a stand-alone document, and must be attached to the OF 301a form that describes the volunteers' duties.

(5) The ENG Form 4882-R, Volunteer Service Record, may be used to record information regarding the service of individual volunteers and to compile information for OMBIL. Other forms or electronic means that include hours contributed, dates worked, and tasks accomplished may be used. This information may be needed to establish the validity of a Tort claim or Worker's Compensation claim that arises from the volunteer's service.

(6) The Standard Form 87, Fingerprint Card, is used when conducting background checks for volunteers who require access to Federally-controlled computer systems.

(7) Reproducible copies of all required forms are available on the Natural Resources Management Gateway

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bb. Volunteer agreements remain in effect until terminated, but should be reviewed periodically and amended or rewritten for accuracy as projects, requirements, reimbursements, and other elements of a volunteer's service may change. The agreement for volunteer services may be terminated at any time by the volunteer coordinator or the volunteer.

7. Point of Contact. Ms. Heather Burke, National Partnership Program Manager, at (503) 808-4313.



JAMES C. DALTON, P.E.  
Director of Civil Works

Encl

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**ENCLOSURE 1**  
**WRRDA 2014 Section 1047 and P.L. 98-63**

**WRRDA 2014**

**SEC. 1047. SPECIAL USE PERMITS.**

(d) **SERVICES OF VOLUNTEERS.**—Chapter IV of title I of Public Law 98-63 (33 U.S.C. 569c) is amended in the first sentence by inserting “, including expenses relating to uniforms, transportation, lodging, and the subsistence of those volunteers,” after “incidental expenses”.

**P.L. 98-63**

**§ 569c. Services of volunteers**

The United States Army Chief of Engineers may accept the services of volunteers and provide for their incidental expenses to carry out any activity of the Army Corps of Engineers except policy-making or law or regulatory enforcement. Such volunteers shall not be employees of the United States Government except for the purposes of (1) chapter 171 of title 28, relating to tort claims, and (2) chapter 81 of title 5, relating to compensation for work injuries.

(Pub. L. 98-63, title I, §101, July 30, 1983, 97 Stat. 312.)