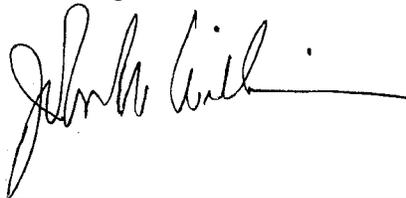


For: FSA, RMA, and FAS Employees

Volunteer Programs

Approved by: Deputy Administrator, Management



1 Overview

A Background

Section 1526 of the Food and Agricultural Act of 1981, 7 U.S.C. 2272, permits the establishment of programs to use volunteers in carrying out programs of, or supported by, the Department. 5 U.S.C. 3111 and 5 CFR Part 308 grant agencies the authority to establish programs designed to provide educationally related work assignments for students in nonpay status.

B Purpose

This notice provides FFAS Volunteer Programs guidance.

C Contact

If there are questions about this notice, contact the following.

IF office is...	THEN contact...
FSA Service Center	FSA State Office, Administrative Officer.
FSA State Office	Vera Byers, KCAO, HRD FSA State Office Program Manager at 816-926-1710.
FSA National Office, FAS, or RMA	C. Mondina Jolley, HRD National Volunteer Program Manager at 202-418-8992.

Disposal Date	Distribution
July 1, 2005	All FAS, FSA, and RMA Employees; State Offices relay to County Offices

2 Definitions and Requirements

A Definitions of Volunteer

Student Volunteer is an individual who is enrolled not less than half-time in high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution who, with the permission of the institution at which enrolled, voluntarily performs services as part of an agency program established for providing educational experience.

Volunteer is an individual, group, or organization who sponsors individual's services without compensation, and who performs those services in furtherance of the programs of the Agency.

B Authorization

Agencies are authorized to recruit, train, and accept, without regard to Civil Service classification laws, rules, or regulations, individuals to serve without compensation. Volunteers may be used at the Federal, State, and county operations levels. Individuals considered selecting officials may authorize or accept volunteer services. Volunteers may assist in any Agency program, but shall not represent the Agency in any matter or proceeding, or obligate any government funds. Volunteers may use government equipment at the discretion of the supervisor.

C Requirements

- Service under this program must be without compensation from the Agency and may not be used to displace any employee of the Agency, nor may it be used to perform any work which is inherently a government function as defined by OMB Circular A-76. Student volunteer service, in particular, may **not** be used to staff a position that is a normal part of the workforce.
- Individuals providing voluntary service under this program are not Federal employees, except for the purpose of Chapter 81 of Title 5, U.S.C. (relating to Worker Compensation Program), and Sections 2671 through 2680 of Title 28 United States Code (relating to tort claims).

2 Definitions and Requirements (Continued)

C Requirements (Continued)

- Volunteers must be 16 years of age or older. All Federal, State, and local laws and standards about employment of minors shall be adhered to in using volunteer service. To **not** be in compliance with DOL regulations may lead to a finding that an employer is indulging in oppressive child labor. Some pertinent parts of these regulations are found in 29 CFR Part 570, specifically:

(7) subpart E provides special conditions for apprentices plus other exceptions along with a detailed explanation of prohibitions about occupations and situations that are particularly hazardous for 16-18 year olds, such as the operation of motor vehicles, being an outside helper, logging and mill operations, the operation of power-driven woodworking machines, exposure to radiation or radioactive substances, other power-driven machinery, excavation and agriculture [i.e., farm bin inspection].

(8) 570.123 discusses the agricultural exception as it relates to the term “outside of school hours.” It makes the application of this term dependent on the school's hours and not on a student's schedule.

Agencies are expected to maintain and become familiar with these regulations as they apply to workers who are under 18 years of age.

- Volunteers are subject to acceptability for contract employment under the Volunteer Program, and the ethical requirements of 5 CFR 735.203 and 5 CFR 2635.101(a) and (b).
- Incidental expenses, such as transportation and meals may be paid by the Agency when these expenses are related to the performance of work for the Agency.

3 Information About Voluntary Service

A Student Volunteers

Students submitting a resume may be enrolled in the volunteer program for purposes of providing educational experiences for the student, with the permission of the institution where the student is enrolled.

In addition, the school and the Agency must enter into a written agreement that outlines the condition or limitations of the student's volunteer assignment.

AD-2022 (Exhibit 1) contains the following information:

- name of student
- student's academic status and major
- period of assignment
- brief description of the assignment.

Participants shall be enrolled not less than half-time at an educational institution.

The Agency will provide attendance and performance records to the institution for the experience to be properly credited.

Assignments should be made according to the academic aims of the student and the institution whenever possible.

B Volunteers

Individual volunteers submitting a resume are eligible to begin service upon completion of AD-2023 (Exhibit 2). Volunteers sponsored by a group or organization submitting resumes are eligible to begin service upon completion of AD-2024 (Exhibit 3).

C Other Volunteers

FFAS or other Federal, State or local employees may serve as volunteers. However, their activities must always be clearly voluntary, and beyond what they are hired, elected, or appointed to do. Service under this program must be without compensation, and may not be used to displace an employee of the Agency.

3 Information About Voluntary Service (Continued)

D Recognition of Volunteers

Officials authorized to accept volunteers may recognize the contributions made by volunteers. Cash awards may not be given, but certificates of accomplishment or similar forms of recognition are appropriate.

E Separations

Appointments in the volunteer program may be terminated at any time by the Agency, volunteer, or the sponsoring group or organization.

F Documentation

Voluntary service must be documented and the files are permanent records to be retained indefinitely at the location where the volunteer is assigned to respond to employment verification inquiries or obtain other information about the volunteer.

Documents required are:

- statement of services or duties to be performed
- AD's 2022, AD 2023, or AD-2024
- resume prepared by the volunteer
- OF-306 or FSA-675 as applicable.

Attendance records must be maintained by the requesting office. The record should be accurately maintained so that it can be used to provide information when required. Record attendance on AD-2025 (Exhibit 4).

G Equal Opportunity

USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Example of AD-2022, Student Volunteer Program Service Agreement

This form is available electronically.

Form Approved – OMB No. 0560-0232

AD-2022
(04-29-04)

U.S. DEPARTMENT OF AGRICULTURE
Farm and Foreign Agriculture Service

STUDENT VOLUNTEER PROGRAM SERVICE AGREEMENT

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is 5 U.S.C. 3111. The information will be used to establish programs designed to provide educationally-related work assignments for students in non-pay status. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in your application not being processed to participate in this program. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001, 15 USC 714m, and 31 USC 3729, may be applicable to the information provided.

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 0560-0232. 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. **RETURN THIS COMPLETED FORM TO THE APPROPRIATE AGENCY.**

Student Volunteer is an individual who is enrolled not less than half-time in high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution who, with the permission of the institution at which enrolled, voluntarily performs services as part of an agency program established for providing educational experience.

1. Name of Student		2. Social Security No.	
3. Telephone Number (Including Area Code)		4. Date of Birth (MM-DD-YYYY)	
5. Home Address (Including Zip Code)			
6. Name of Educational Institution			
6a. Authorized Signature	6b. Title	6c. Date	
7. Student's Academic Status		8. Student's Major	
9. Enter a check for applicable Agency			
FAS <input type="checkbox"/>		FSA <input type="checkbox"/>	RMA <input type="checkbox"/>

This Agreement is for the purpose of setting conditions for the acceptance of students in a nonpay status for educationally-related work assignments in compliance with the provision of 5 USC 3111.

The following conditions apply to this Agreement:

- Participant must be a student who is enrolled not less than half-time at the institution.
- Volunteer service is with the permission of the institution in which the student is enrolled.
- Service under this Agreement will not be compensated by the Agency.
- Volunteer service should be in accordance with appropriate Federal, State, and local regulations, regarding employment of minors.
- Students will not be used to displace any employee.
- Students are not considered to be Federal employees for any purpose other than the following:
 - a. Compensation for injuries sustained during the performance of work assignments, in accordance with the provisions of 5 USC Chapter 81.
 - b. Federal Tort Claims provisions of 28 USC 2671 through 2680.
- The Agency agrees to provide attendance and performance records to the institution as reasonably required in order for the experience to be properly credited.
- The Institution agrees to refer the students without regard to race, creed, color, age, sex, physical handicap, or other non-merit factors.
- The Agency agrees to endeavor to make the assignment beneficial to the academic aims of the student and the institution.

Example of AD-2022, Student Volunteer Program Service Agreement (Continued)

AD-2022 (04-29-04)		Page 2 of 2	
10. I UNDERSTAND AND AGREE TO THE CONDITIONS OF MY SERVICE DESCRIBED ABOVE:			
A. Student Signature		B. Date (MM-DD-YYYY)	
C. If under 18 years of age, Parent/guardian signature		D. Date (MM-DD-YYYY)	
11. TO BE COMPLETED BY RESPONSIBLE AGENCY OFFICIAL:			
A. Location (Address)			
B. Brief description of duties			
C. Effective Date (MM-DD-YYYY)		D. Fiscal Year	
12A. Selecting Official signature		12B. Date (MM-DD-YYYY)	
13. TERMINATION OF AGREEMENT			
13A. AGREEMENT TERMINATED ON (Month, Day, Year)	13B. SIGNATURE OF RESPONSIBLE OFFICIAL	13C. SIGNATURE OF VOLUNTEER/STUDENT	

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its 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, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Example of AD-2023, Individual Volunteer Program Service Agreement

This form is available electronically.
AD-2023
 (04-28-04)

Form Approved – OMB No. 0560-0232

U.S. DEPARTMENT OF AGRICULTURE
 Farm and Foreign Agriculture Service

INDIVIDUAL VOLUNTEER PROGRAM SERVICE AGREEMENT

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is 7 U.S.C. 2272 (Sec. 1526) Food and Agriculture Act, of 1981. The information will be used to inform volunteers of the nature of appointment with respect to service credit for leave or other employee benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in your application not being processed to participate in this program. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001, 15 USC 714m, and 31 USC 3729, may be applicable to the information provided.

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 0560-0232. 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. **RETURN THIS COMPLETED FORM TO THE APPROPRIATE AGENCY.**

Volunteer is an individual, group, or organization who sponsors individual's services without compensation, and who performs those services in furtherance of the programs of the Agency.

1. Name of Volunteer		2. Social Security No.	
3. Home Address (Including Zip Code):			
4. Telephone Number (Including Area Code):		5. Date of Birth (MM-DD-YYYY)	
6. Enter a check for applicable Agency FAS <input type="checkbox"/> FSA <input type="checkbox"/> RMA <input type="checkbox"/>			

I understand that my services are on a volunteer basis without compensation or reimbursement for any incidental expenses. I am permitted access to the worksite only during my approved duty hours. I am not considered a Federal employee except for the purposes of the Federal Employees Compensation Act and the Federal Tort Claims Act and will not be eligible for health insurance, life insurance, retirement or any other benefits. My service may not be credited for the civil service retirement purposes if I am later employed by the government, though the work may count as experience for qualifications purposes.

I understand that permission must be given by my supervisor before I operate any government equipment or motor vehicle or handle any property, that it may be used for approved, official purposes only, and that I may be held responsible for any unreasonable damage. I am not authorized to represent the agency in any matter or proceeding nor expend government funds. Any inventions made during the assignment must be submitted to your agency for a determination of rights. Prior approval must be obtained prior to publishing the results of any work, study or research.

Further, I understand that I serve under the supervision of a Federal official and that my services may be terminated at any time.

7. I UNDERSTAND AND AGREE TO THE CONDITIONS OF MY SERVICE DESCRIBED ABOVE:			
7A. Signature of Volunteer		7B. Date (MM-DD-YYYY)	
8. TO BE COMPLETED BY RESPONSIBLE OFFICIAL:			
8A. Location (Address)			
8B. Brief description of duties:			
8C. Effective Date (MM-DD-YYYY)		8D. Fiscal Year	
8E. Responsible official signature		8F. Title	8G. Date (MM-DD-YYYY)
9. TERMINATION OF AGREEMENT			
9A. AGREEMENT TERMINATED ON (Month, Day, Year)	9B. SIGNATURE OF RESPONSIBLE OFFICIAL	9B. SIGNATURE OF VOLUNTEER/STUDENT	

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its 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, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Example of AD-2024, Sponsored Volunteer Program Service Agreement

This form is available electronically.
AD-2024
 (04-28-04)

U.S. DEPARTMENT OF AGRICULTURE
 Farm and Foreign Agricultural Service

Form Approved - OMB No. 0560-0232

SPONSORED VOLUNTEER PROGRAM SERVICE AGREEMENT

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is 7 U.S.C. 2272 (Sec. 1526) Food and Agriculture Act of 1981. The information will be used to inform volunteers of the nature of appointment with respect to service credit for leave or other employee benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in your application not being processed to participate in this program. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

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 0560-0232. 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. **RETURN THIS COMPLETED FORM TO THE APPROPRIATE AGENCY.**

If the volunteer is sponsored by a group or organization, that group or organization must complete this agreement before volunteer begins services.

1. NAME OF SPONSOR/ORGANIZATION (Print)	
2. ADDRESS (Street, City, State, Zip Code)	3. TELEPHONE NUMBER (Include Area Code)
4. DUTY STATION (Address)	5. SELECT AGENCY WORK IS TO BE PERFORMED (Choose only one) <input type="checkbox"/> FAS <input type="checkbox"/> FSA <input type="checkbox"/> RMA Complete a separate form for each Agency.
6. DESCRIPTION OF WORK TO BE PERFORMED:	

- 7. The above-described work will be contribute to what is identified in Item 6. Except as provided below, the work performed by the participants will not confer on them or on our employees or officers the status of federal employees.
- 8. We will provide the Agency with a listing of participants and hours of days contributed to accomplish the work in Item 6 above.
- 9. We will obtain parental or guardian consent for each individual under 18 years of age and will comply with child labor laws.
- 10. _____ is hereby designated to serve as our liaison with the Agency identified in Item 5 in day-to-day operations under this agreement.
- 11. We understand that the Agency identified in Item 5 or we, may cancel this agreement at any time by notifying the other party.

12A. SIGNATURE OF SPONSOR/ORGANIZATION	12B. DATE (MM-DD-YYYY)
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- 13. Agency identified in Item 5 acceptance of services described below:**
- A. Provide such materials, equipment, and facilities as are available and needed in performing the work described above.
 - B. Incidental expenses, such as transportation and meals may be paid by the Agency when these expenses are related to the performance of work for the Agency.
 - C. Consider sponsored participants as federal employees for the purpose of tort claims and compensation for work injuries, to the extent not covered by the sponsor. Authorization by Pub. L. 97-98.
 - D. Authorize sponsored participants to operate federal motor vehicles when necessary provided the individual holds a valid state driver's license.

14A. SIGNATURE (Agency)	14B. TITLE	14C. UNIT	14D. DATE (MM-DD-YYYY)
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Example of AD-2024, Sponsored Volunteer Program Service Agreement (Continued)

AD-2024 (Page 2 of 4) (04-28-04)

16. REMARKS

17. The Sponsor/Organization desire to make available the volunteer services of the following person(s) to assist with the Agency identified in Item 6.

A. Volunteer 1:

(1) Name of Volunteer (First, Middle, Last)	(2) Home Address	(3) Date of Birth (MM-DD-YYYY)	(4) SSN.	(5) Telephone No. (Area Code)
(6) Duties to Perform				
(7) Effective Date (MM-DD-YYYY)			(8) Fiscal Year	

B. Volunteer 2:

(1) Name of Volunteer (First, Middle, Last)	(2) Home Address	(3) Date of Birth (MM-DD-YYYY)	(4) SSN.	(5) Telephone No. (Area Code)
(6) Duties to Perform				
(7) Effective Date (MM-DD-YYYY)			(8) Fiscal Year	

Example of AD-2024, Sponsored Volunteer Program Service Agreement (Continued)

AD-2024 (Page 3 of 4) (04-28-04)

C. Volunteer 3:				
(1) Name of Volunteer (First, Middle, Last)	(2) Home Address	(3) Date of Birth (MM-DD-YYYY)	(4) SSN.	(5) Telephone No. (Area Code)
(6) Duties to Perform				
(7) Effective Date (MM-DD-YYYY)		(8) Fiscal Year		
D. Volunteer 4:				
(1) Name of Volunteer (First, Middle, Last)	(2) Home Address	(3) Date of Birth (MM-DD-YYYY)	(4) SSN.	(5) Telephone No. (Area Code)
(6) Duties to Perform				
(7) Effective Date (MM-DD-YYYY)		(8) Fiscal Year		
E. Volunteer 5:				
(1) Name of Volunteer (First, Middle, Last)	(2) Home Address	(3) Date of Birth (MM-DD-YYYY)	(4) SSN.	(5) Telephone No. (Area Code)
(6) Duties to Perform				
(7) Effective Date (MM-DD-YYYY)		(8) Fiscal Year		
F. Volunteer 6:				
(1) Name of Volunteer (First, Middle, Last)	(2) Home Address	(3) Date of Birth (MM-DD-YYYY)	(4) SSN.	(5) Telephone No. (Area Code)
(6) Duties to Perform				
(7) Effective Date (MM-DD-YYYY)		(8) Fiscal Year		

Example of AD-2024, Sponsored Volunteer Program Service Agreement (Continued)

AD-2024 (Page 4 of 4) (04-28-04)				
G. Volunteer 7:				
(1) Name of Volunteer (<i>First, Middle, Last</i>)	(2) Home Address	(3) Date of Birth (<i>MM-DD-YYYY</i>)	(4) SSN.	(5) Telephone No. (<i>Area Code</i>)
(6) Duties to Perform				
(7) Effective Date (<i>MM-DD-YYYY</i>)		(8) Fiscal Year		
H. Volunteer 8:				
(1) Name of Volunteer (<i>First, Middle, Last</i>)	(2) Home Address	(3) Date of Birth (<i>MM-DD-YYYY</i>)	(4) SSN.	(5) Telephone No. (<i>Area Code</i>)
(6) Duties to Perform				
(7) Effective Date (<i>MM-DD-YYYY</i>)		(8) Fiscal Year		
I. Volunteer 9:				
(1) Name of Volunteer (<i>First, Middle, Last</i>)	(2) Home Address	(3) Date of Birth (<i>MM-DD-YYYY</i>)	(4) SSN.	(5) Telephone No. (<i>Area Code</i>)
(6) Duties to Perform				
(7) Effective Date (<i>MM-DD-YYYY</i>)		(8) Fiscal Year		
18. TERMINATION OF AGREEMENT				
18A. AGREEMENT TERMINATED ON (<i>Month, Day, Year</i>)	18B. SIGNATURE OF RESPONSIBLE OFFICIAL	18C. SIGNATURE OF VOLUNTEER/STUDENT		

Example of AD-2025, Volunteer Attendance Record (Continued)

AD-2025 (Page 2 of 2) (04-28-04)

6. To be completed by responsible Agency official:	
6A. Responsible official signature	6B. Date Signed (MM-DD-YYYY)
6C. Name of requesting office	6D. Check Applicable Agency: <input type="checkbox"/> FSA <input type="checkbox"/> FAS <input type="checkbox"/> RMA

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