

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
1400-308 (HR-210) P

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To: All Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: Documentation of Volunteer Service

Section 301 of the Civil Service Reform Act of 1978, authorizes Federal departments and agencies to establish programs designed to provide educationally related work assignments for students in a non-pay status. Student volunteer service under this authority is to be documented via an SF-50, Notification of Personnel Action, as described in the Office of Personnel Management's (OPM) *Operating Manual the Guide to Processing Personnel Actions*, Chapter 33. All other volunteer service is documented in accordance with the agreement signed between OPM and the Bureau of Land Management on September 1, 1983.

For record keeping purposes, student volunteer service is limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student as defined by 5 CFR 308. Students must meet the minimum work age of your state or locality, typically 14 years old, in order to participate in this program. Typical volunteer service under this requirement includes participation in high school and college internship programs or volunteer service as part of an adopt-a-school agreement. Student volunteer service in activities such as a clean-up day, "Take Your Children to Work Day," or trail building events with families, friends, or organizations such as scouting do not meet this requirement. Therefore, official personnel actions and folders are not required to document their service.

You are directed to work with your Volunteer Coordinator to ensure that all student volunteer service, beginning in January 1997 and beyond, performed in accordance with the requirements of 5 CFR 308 is properly documented. Official Personnel Folders are to be established and

maintained in accordance with established record keeping procedures.

If you have any questions regarding this requirement, please contact Melissa Dukes, HR-210. Ms Dukes can be reached at 303-236-6689.

Signed
Linda D. Sedbrook
Director

Authenticated
Darlene Robitaille
Secretary

cc: Mary Tisdale, Environmental Education and Volunteers Group Manager (WO-650)

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