

**U.S. DEPARTMENT OF THE INTERIOR  
WASHINGTON, D.C. 20240**

PERSONNEL BULLETIN NO. (308)

SUBJECT: Departmental Policy on Recording Noncreditable Service and Maintaining Records for Volunteers in the Federal Service

This bulletin establishes the Department of the Interior's policy on recording noncreditable service and maintaining records for volunteers in the federal service.

By memorandum dated November 2, 2000, the Associate Director, Office of Merit Systems Oversight and Effectiveness, Office of Personnel Management (OPM) directed agencies to set their own procedures for documenting volunteer service. This directive eliminated the following requirements:

1. Preparation of a Standard Form (SF) 50 when hiring a volunteer,
2. Creation of an Official Personnel Folder (OPF) for each volunteer,
3. Tracking and recording the days or hours each volunteer served,
4. Preparation of a Standard Form (SF) 50 when separating a volunteer,
5. Transferring volunteers' OPF's to the National Personnel Record Center after the volunteer completes his or her service.

OPM policy requires that agency procedures clearly tell volunteers that their volunteer service is not creditable for leave or other employee benefits.

The Department of the Interior policy requires bureaus to provide the following information to volunteers in writing:

1. At the time of appointment:
  - a. Name of employing agency and bureau and duty location;
  - b. The statutory authority under which the volunteer service is accepted;
  - c. Position title with a brief description of assigned tasks;
  - d. Days and hours the volunteer is expected to serve; and
  - e. One of the following statements:

- Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and laws related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits. (Use this statement for student volunteers appointed under 5 U.S.C. 3111)

OR

- Volunteer Service is not creditable for leave or any other employee benefits. (Use this statement for volunteers appointed under other statutory authority)

2. At the time of separation, volunteers will be provided instructions on how to obtain documentation of their service. Bureau instructions will inform volunteers that documentation of their service will be retained by the bureau for a period of three years following the end of their service or from the ending date of their last incident of volunteer service, in cases where there has not been a break in volunteer service of three years or longer.

Bureaus will collect copies of the above notices of appointment and separation and retain them for three years following the ending date of the volunteer service or the ending date of the last incident of the volunteer's service in cases where there has not been a break in service of three years or longer. Following this retention period, bureaus may dispose of volunteer records in accordance with bureau policy.

Bureaus will not use the Official Personnel Folder, Standard Form (SF) 66, to retain volunteer service documents.

A system of records notice under the Privacy Act is not required. The Office of Personnel Management's Government-wide systems of records notice for OPM/GOVT-1 will continue to cover volunteer service records for purposes of the Privacy Act.

The Department point of contact on this policy is Jim Tingwald, (202) 208-6755, mail stop; 5221 MIB, email: [Jim\\_Tingwald@ios.doi.gov](mailto:Jim_Tingwald@ios.doi.gov).

Carolyn Cohen  
Director, Personnel Policy