



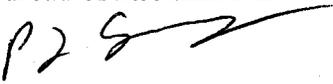
United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

FEB 25 2003

Memorandum

To: Director, National Park Service
Director, Bureau of Land Management
Director, Fish and Wildlife Service
Director, U.S. Geological Survey
Commissioner, Bureau of Reclamation

From: P. Lynn Scarlett 
Assistant Secretary – Policy, Management and Budget

Subject: Expanding Interior's Volunteer Programs and Use of Volunteer.gov/gov

As you know, Interior has a highly active and effective volunteer program. The work of our 70,000 employees is complemented by the efforts of over 200,000 volunteers contributing in excess of \$100 million in value each year. Our volunteer programs provide vital assistance in helping us achieve our mission responsibilities, and they also help us build bridges to the communities we serve. I would like your assistance in expanding our volunteer programs and making our volunteer opportunities more accessible to the public as one way of achieving the Secretary's Four C's vision of conservation through cooperation, consultation, and communication.

In responding to the President's call to expand volunteerism, we are pursuing several opportunities to expand the Department's programs. One major component of enhancing our volunteer programs is the Volunteer.gov/gov website (www.volunteer.gov/gov). This service, managed by Interior, was launched last summer as part of the President's USA Freedom Corps network. The site provides a single point of access to volunteer opportunities from public sector agencies. Public users of this website can search for volunteer opportunities by activity, by State, or by agency. Applications for volunteer positions can be submitted on-line. Agency users of the website can recruit volunteers, screen volunteer applications on-line, and get information on the supply and demand for various types of volunteer opportunities. It is an excellent web-enabled workforce planning tool that can be used easily by local bureau managers with a minimum of bureaucracy and training. This innovative E-Government project offers one-stop shopping for the public and helps us reduce the time spent by our paid staff in fielding routine inquiries about volunteer opportunities and redundant investments in multiple volunteer recruitment systems.

We are not yet using the Volunteer.gov/gov site to its full potential. Only about 400 Interior volunteer opportunities are currently listed in Volunteer.gov/gov. I ask your help

in tripling our inventory of volunteer opportunities available to the public on this site prior to March 14. I realize I am asking for a quick turnaround on your part. But because we recruit many of our summer volunteers during the winter-spring months, we need to take advantage of the time available to us and update our inventory as soon as possible.

In addition to the need to expand our volunteer programs, we must ensure that we are managing our volunteer programs in an effective manner. We have started a process to develop common definitions and measures related to our volunteer programs as a part of our new Government Performance and Results Act strategic performance plan. As we expand our volunteerism efforts, we also need to review our commitment to our volunteer programs. I encourage you to examine the resources that are committed to oversight and promotion of your programs. An investment in volunteer programs should have a handsome return.

Thank you for your attention to this important initiative. Please contact Scott Cameron, Deputy Assistant Secretary for Performance and Management, at 202-208-1738 if you need additional information. Please provide Scott with the contact information for your full-time volunteer coordinator and your plan for increasing use of Volunteer.gov/gov.