

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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Portland, Oregon 97208



In Reply Refer to:

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Instruction Memorandum No. OR-2004-103

Expires: 9/30/2005

To: All Oregon/Washington Employees

From: State Director, Oregon/Washington

Subject: Volunteer Agreements and Background Investigations

Program Area: Volunteer Program

Purpose: This Instruction Memorandum outlines requirements to ensure that volunteers are properly signed up, approved, investigated, provided access to computers and facilities, and terminated.

Policy/Action: The Individual Volunteer Services Agreement, BLM Form 1114-4 (January 2001) and Group Volunteer Services Agreement, BLM Form 1114-4 (January 2001) provide the legal basis for the relationship between BLM and volunteers (and hosted workers). The project/job description, any provision for incidental expense reimbursement, the specific timeframe for planned service, and any other terms should be clearly spelled out.

These forms must be completed and fully executed prior to the volunteer beginning work for BLM. A permanent staff member must sign in section 4 of the form as BLM Project Supervisor. A Field Manager or formal supervisor will sign in section 6 as the designated BLM Official agreeing to accept the volunteer's service.

Prospective volunteers must be informed that a Privacy Act Statement is inadvertently missing on Form 1114-4 and that the law was promulgated after the last printing of the form. This is rectified by providing the volunteer with the following statement: "Requesting your social security number and birth date on this form shall be used only for internal use and shall be safe guarded against illegal or improper use. This information is required for the reimbursement of incidental expenses, only. Furnishing this information is voluntary under the Privacy Act, P.L. 93-579, 5 U.S.C. 301 and 7 CFR 260."

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A copy of the completed form should be given to the individual volunteer or group. Completed forms will then be routed to the State Office or District's Volunteer Coordinator for serializing and filing. Section 8 of the above forms requires signatures of the BLM Official and volunteer upon completion or termination of the agreement. This should be taken care of during the volunteer's check-out process.

Specific office procedures must be followed for a volunteer to obtain access to BLM buildings or facilities. This

includes the approval of a supervisor or manager.

The need for a volunteer's computer access is identified on the "User Login Request" (Form OR-1264-3, March 1998), which is signed by a manager or supervisor and routed to the IRM System Administrator.

In agreeing to be a volunteer, individuals acknowledge that they may be required to undergo a background check, provide requested information, and authorize disclosure of personal information for this purpose. Volunteers placed in non-sensitive positions may be subject to background investigations at the discretion of management. For volunteers to occupy sensitive positions (e.g. campground host, working with children, ones with access to BLM computer systems and facilities, etc.), management will consult the State Office or District Volunteer Coordinator, Law Enforcement Ranger, and Human Resources Office to determine the appropriate type of investigation required for the position.

Occasionally, the BLM has guests for educational, public relations, media-related or other similar reasons. Individual visitors or groups that are not directly assisting the Bureau in the accomplishment of its mission should be authorized under other means than the volunteer program. In such cases, coordination with the Public Affairs Officer and management is critical. The PAO has clear responsibilities in the areas of community relations, cooperative public affairs, media relations, public involvement and environmental education. When the individual or group does not qualify as volunteer(s), the Fleet Management Handbook G-1520-3 should be consulted for established criteria and delegated approving authority for transport of official and unofficial passengers, contractors and subcontractors, or others in government vehicles.

Timeframe: This policy is effective immediately upon issuance.

Budget Impact: None.

Background: A need exists to clarify the Volunteer Program's procedures for properly signing up, approving, investigating, providing access to computers and facilities, and terminating volunteers. A need was also identified to clarify specific employee roles and responsibilities regarding this program. Fleet management policy may also need to be referenced and utilized when the BLM has guests who do not qualify under the auspices of the volunteer program.

Manual/Handbook Sections Affected: BLM Manual Section 1114.

Coordination: Development of this IM was coordinated between the Oregon/Washington State Director's Office and the Division of Communications.

Contact: For assistance, clarification and guidance in implementing this policy, please contact the State Office or your District Office Volunteer Program Coordinator:

- Maya Fuller, State Office, 503-808-6437
- Tara Wilson, Burns Office, 541-573-4519
- Nancy Zepf, Coos Bay Office, 541-751-4313
- Doug Huntington, Eugene Office, 541-683-6415
- Scott Senter, Lakeview Office, 541-885-4107
- Cheryl Stanley, Medford Office, 541-770-2200
- Charlie Moon, Prineville Office, 541-416-6493
- Joe Ross, Roseburg Office, 541-464-3248
- Mick Cronin, Salem Office, 503-375-5612
- Lori Baker, Spokane Office, 509-536-1219
- Debbie Lyons, Vale Office, 541-473-6218

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining

obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Mary J. M. Hartel
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

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