



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE ORDER 11015.3A

From: Commander
To: Distribution List

Subj: CONSERVATION VOLUNTEER PROGRAM

Ref: (a) 10 U.S.C. Section 1588
(b) DODI 1100.21 of 11 Mar 2002
(c) 29 C.F.R. 570.32
(d) MCBO 11240.2C
(e) MCBO P11015.2A w/Ch 2

Encl: (1) Conservation Volunteer Program Parental Consent Form
(2) MCB Form 11015/13 Conservation Volunteer Application
(3) DD Form 2793 Volunteer Agreement

1. Purpose. To provide policy and procedural guidance on accepting and utilizing the services of volunteers in the natural resources management program.

2. Cancellation. MCBO 11015.3.

3. Summary of Revision. Policy changes were made to establish a minimum age limit for the acceptance of volunteers, require the use of a standardized agreement form, and revise verbiage concerning legal protection.

4. Information. Many Americans choose to volunteer their time to assist with natural resources management programs on both private and government lands. Congress gave the Department of Defense, in reference (a), the authority to utilize volunteers in natural resources management programs. The use of volunteers serves to complement the regular natural resources management staff in accomplishing conservation projects, provides volunteers with personally rewarding experiences, and maintains and improves the level and quality of service to Marine Corps Base, Quantico (MCBQ) and the public.

5. Definitions

a. Conservation Volunteer Program (CVP). The CVP is the official MCBQ program that provides for the utilization of voluntary services in accordance with reference (b) to help accomplish projects associated with the natural resources management program.

b. Conservation Volunteer. A conservation volunteer is any person who gives time and talent to advance the mission of the MCBQ natural resources management program, receives neither a salary nor wages for the voluntary service, and has been accepted into the CVP per this Order. A conservation volunteer is not an employee of the United States Government except for the purposes of Chapter 171 of Title 28 of the United States Code relating to tort claims, and Chapter 81 of Title 5 of the United States Code relating to work injuries.

c. Accepting Official. The Head, Natural Resources and Environmental Affairs (NREA) Branch, G-5 (Facilities Division), is the MCBQ official designated to accept the services of conservation volunteers.

d. CVP Program Manager

(1) The Head, Fish, Wildlife and Agronomy Section, NREA Branch, G-5 (Facilities Division) is the CVP program manager responsible for monitoring and supervising daily operations of the CVP.

(2) The CVP program manager develops training programs, identifies appropriate work for volunteers, develops projects and tasks, compiles statistics and reports, maintains volunteer service records, and acts as the CVP liaison between the accepting official and the volunteers.

e. CVP Volunteer Coordinator

(1) A volunteer appointed by the CVP program manager to provide leadership and supervision in the accomplishment of volunteer tasks.

(2) Volunteer coordinators act in an assistance capacity and do not supervise paid government employees. They can supervise other volunteers under the direction of the CVP program manager.

(3) Duties and responsibilities of coordinators are determined by the CVP program manager and include, but are not limited to, logistics planning, record-keeping, recruiting, orientation, training, supervision, and project scheduling.

(4) The number of coordinators is determined by the CVP program manager based on the functional requirements of the program to optimize management's span of control and provide adequate supervisory control over volunteers.

(5) Volunteer coordinators are selected based on their experience in personnel supervision, knowledge of MCBQ terrain

and range safety procedures, knowledge of project subject matter, and dedication to the accomplishment of the natural resources management mission.

f. Volunteer Task Leader

(1) A volunteer appointed to provide direct supervision necessary for the accomplishment of a single task.

(2) Volunteer coordinators appoint task leaders for supervisory needs lasting one day or less. For continuing projects, task leaders will be assigned by the CVP program manager.

(3) The task leader is a responsible individual, trained in the safety requirements of a specific task, and qualified and motivated to perform the assigned duty.

g. Conservation Equipment. Motorboats, motor vehicles, agricultural tractors and implements, bulldozers, chain saws, brush cutters, and other tools and equipment assigned to the NREA Branch for accomplishing the natural resources mission.

6. Policy

a. The acceptance of volunteer services for the CVP is limited to natural and cultural resources management functions under the direction of the accepting official. CVP officials are under no obligation to provide work for CVP applicants.

b. Volunteers will not displace any Marine Corps employees; however, they may be assigned limited and/or segments of work similar to duties performed by MCBQ employees or contractors as long as they do not infringe on that work.

c. Conservation volunteers are recruited and services accepted without regard to age, race, creed, religion, gender, color, national origin, or disability.

d. Volunteers are provided with a work environment equal to that provided for Marine Corps employees performing similar duties.

e. When appropriately licensed and otherwise qualified, volunteers are authorized to operate government vehicles, engineering equipment, and tools provided that such operation is in conjunction with approved official business.

f. Volunteers are not used for policy making or law or regulatory enforcement. They are not used in any assignment for which Marine Corps employees would receive hazardous duty pay.

g. The agreement for volunteer services may be terminated at any time by the accepting official or the volunteer.

h. The accepting official and program manager determine the necessary qualifications for each volunteer assignment.

i. Minimum Age Eligibility. Both Federal and Virginia child labor laws apply to the use of minors as volunteers.

(1) Children under the age of 14 may not participate.

(2) All volunteers between 14-17 years of age, inclusive, must abide by the following conditions:

(a) The written consent form at enclosure (1) has been completed by their parent or guardian;

(b) They are accompanied by their parent or guardian when participating, and are assigned to perform work acceptable for minors; and

(c) They are not permitted to operate conservation equipment, engineering equipment, motor vehicles, machinery, power tools, or perform any of the other occupations described in 29 C.F.R. 570.33.

(3) Per reference (c), the following additional conditions apply to children ages 14 and 15.

(a) Outside school hours;

(b) Not more than 40 hours in any 1 week when school is not in session;

(c) Not more than 18 hours in any 1 week when school is in session;

(d) Not more than 8 hours in any 1 day when school is not in session;

(e) Not more than 3 hours in any 1 day when school is in session;

(f) Between 0700 and 1900 in any 1 day, except during the summer (June 1 through Labor Day) when the evening hour will be 2100.

j. Federal Employees

(1) Are not eligible for CVP participation if the volunteer duties are a continuation of their official duties.

(2) Federal employee participation is clearly voluntary and they must be in a leave or non-duty status during CVP participation.

(3) Families and relatives of MCBQ natural resources management employees are eligible for volunteer service as long as the official who signs the agreement form is not an immediate family member.

k. Conservation Volunteers

(1) Notify CVP supervisors, i.e., the accepting official, the program manager, and volunteer coordinators, of any known physical conditions which would prevent or limit participation in assigned work.

(2) The accepting official may require the volunteer to obtain a medical examination and documentation if there is a question regarding the volunteer's physical ability to perform.

7. Procedures

a. Enrollment in the CVP

(1) Persons interested in becoming conservation volunteers will complete MCB Form 11015/13, Volunteer Application, and DD Form 2793, Volunteer Agreement, as shown at enclosures (2) and (3).

(2) The Forms are available at the Volunteer Office, Building 5-9, and at the NREA Branch office at Building 27007.

(3) MCB Form 11015/13 is used to maintain a list of potential volunteers and to match an applicant's availability, areas of interest and skills with a particular volunteer task. Applicants are enrolled in the CVP when they and the MCBQ accepting official have signed the DD 2793 Volunteer Agreement.

(4) The DD 2793 must be completed prior to a volunteer participating in a work project. A copy of the completed volunteer agreement will be provided to the volunteer per reference (b).

b. Performance

(1) The conservation volunteer performs work as described in the agreement and in any supplemental description of duties.

(2) Work performance is monitored by CVP supervisors. Volunteer agreements may be terminated if a volunteer's

performance is unsatisfactory; however, supervisors will first attempt to determine and correct the cause of unsatisfactory service.

(3) Only the accepting official, or designated representative, may terminate a volunteer agreement. Supervisors, while awaiting the decision of the accepting official, may temporarily suspend the participation of a volunteer if the volunteer's work poses a safety hazard or violates any other standards of government service.

c. Orientation, Training, and Safety

(1) CVP supervisors provide orientation on MCBQ history, mission, natural resources programs, objectives, environmental quality, range safety, and public safety, as appropriate, to each volunteer.

(2) Volunteers will be informed that financial liability and agreement termination could result from willful disregard or negligence in the use or safeguarding of Government equipment or other property.

(3) Volunteers shall receive training in safe practices before and during assigned tasks. The government will provide safety equipment; however, volunteers may use personal safety equipment if it is adequate and they willingly agree to do so.

(4) Before beginning a specific task, a volunteer will be assigned to a supervisor so that the volunteer knows from whom to receive project instruction and to whom to report task accomplishments, injuries, or other pertinent facts.

(5) Any injury incurred while performing volunteer work must be reported to a supervisor so that standard injury documentation, Form CA-1, can be prepared.

(a) In the event of a life-threatening injury, the volunteer is provided first aid and 911 is called for emergency service.

(b) In a non-life-threatening situation, if medical care is required, the volunteer may report to their primary care physician or off-base treatment center.

d. Licenses for Equipment and Vehicle Operation. Conservation volunteers will complete the requirements listed in reference (d) to obtain licenses to operate conservation equipment. Specific requirements will be completed as follows:

(1) On-the-job training is provided by NREA Branch, Facilities Division;

(2) The road/skill test and issuance of the OF-346 for engineer and agricultural equipment is done by the license examiner, Facilities Maintenance Section, Public Works Branch, Facilities Division;

(3) The Medical Certificate, NAVMC Form 10970, is issued by the Occupational Health/Preventive Medicine Branch, Naval Medical Clinic; and

(4) The Basic Motor Vehicle Operators Card is issued by the license examiner, Driver Training Branch, Safety Division. The CVP program manager is responsible for recommending individuals for licensing, and ensuring that licensing requests are limited to only the select group of mature, responsible individuals necessary to augment paid employees in the timely completion of conservation projects.

e. Credit for Volunteer Service

(1) Volunteers record their time in and out at the CVP Office, Building 5-9, each day they participate in CVP projects.

(2) An appropriate supervisor verifies the time.

(3) Any discrepancies are resolved by the CVP program manager.

(4) Time is recorded for the purpose of maintaining records of CVP hours of service, individual hours of service, and amount of effort expended on specific management projects.

(5) An individual's time counts towards nonmonetary awards, but not towards calculations of retirement, leave, or any other federal employment benefits, except for experience.

(6) Volunteers may deduct certain unreimbursed expenses incurred in connection with their volunteer service from their reported income on their Federal Income Tax returns. Volunteers should consult Internal Revenue Service regulations.

f. Awards

(1) The CVP program manager will develop appropriate means to recognize a volunteer's contributions.

(2) Monetary awards are not allowable under any circumstances but nonmonetary awards are acceptable. Authorized

awards include, but are not limited to, the issuance of Conservation Volunteer Cards per Chapter 3 of reference (e), and the issuance of service certificates, plaques, shoulder patches, pins or other insignia to denote continuing service.

(3) The Head, NREA Branch, Facilities Division is authorized to use natural resources program funding to pay the cost of low-cost nonmonetary awards and program identification materials.

g. Housing

(1) The Head, NREA Branch, Facilities Division maintains a small number of campsites at Building 5-9 for use by conservation volunteers who live beyond normal commuting distance to Quantico.

(2) When practical, electricity and water is furnished to these campsites and/or camp areas at no charge. This use of government facilities, campsites or camping areas must not conflict with operational requirements or other official demand for these areas, facilities or services.

h. Incidental Expenses

(1) Volunteers receive no salary and are not paid for incidental expenses for services performed at MCBQ.

(2) CVP supervisors may request invitational travel orders for volunteers.

(a) The expenses of that temporary duty would be covered under the Federal Travel Regulations, and would cover all expenses authorized in the travel orders.

(b) Any documents or forms used to authorize or claim expenses for volunteers must clearly note "Volunteer" after the name.

i. Records. The CVP program manager maintains a file for each volunteer which contains, at a minimum, the volunteer agreement, record of hours worked, accomplishments, training received, record of nonmonetary awards, medical records, if any, copies of any drivers' licenses or equipment operating permits issued, and any other related information.

j. Reports

(1) The program manager provides monthly reports about CVP accomplishments. The NREA Branch command chronology includes this info.

(2) Accomplishments of the CVP are appropriately documented for inclusion in natural resources awards submissions and Public Affairs Office news releases.

8. Legal Protection

a. Volunteers receive the same entitlements as federal employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Federal Tort Claims Act (28 USC, sections 2671-2680) and are considered to be federal employees for only those purposes.

b. It is important volunteers are properly signed up and operating under written descriptions of the duties and kinds of services that they are assigned to do.

c. It is imperative that the specific times and dates of a volunteer's service are recorded. This information is necessary to answer questions about whether volunteers were acting within their assigned duties and whether volunteers were performing service for the government at the time of an incident.

d. If a volunteer requires treatment for a work related injury, the CVP program manager should immediately contact the MCBQ Civilian Human Resources Branch for guidance.

9. Action. The Assistant Chief of Staff, G-5 (Director, Facilities Division), implements the CVP per the policy and procedures established by this Order.

/s/
D. J. CHOIKE

DISTRIBUTION: A

CONSERVATION VOLUNTEER PROGRAM
PARENTAL CONSENT FORM

I _____, give my permission for
Parent)

_____ to volunteer at Marine Corps
(Name of child)

Base, Quantico, Virginia, On _____ from
_____ (Day(s) of Week)
(Times)

I understand that my child will be providing assistance to the Natural Resources and Environmental Affairs Branch to manage training lands and the inherent soil, water, fish, wildlife, vegetation and outdoor recreation resources therein. Volunteers may assist with projects described in the Integrated Natural and Cultural Resources Management Plans and other conservation projects that have been approved by the Head, NREA Branch. I understand that my child will not be allowed to operate motorized equipment or power tools while serving as a volunteer.

I understand that _____ will be performing
(Name of Child)
these as a volunteer and that he or she is not, because of these services, an employee of the United States Government or any instrumentality thereof (except for certain purposes relating to tort claims and workman's compensation coverage concerning incidents occurring during the performance of approved volunteer service) and shall receive no present or future salary, wages, or related benefits as payment for these volunteer services.

(Signature of parent or guardian)

(Date)

CONSERVATION VOLUNTEER APPLICATION Marine Corps Base, Quantico, Virginia		Instructions: Mark "X" on appropriate lines. For other items, either print or type responses. Use item 13 for extra space.	
1. Name: (Last, First, Middle)		2. Date of Birth	
		3. Telephone	
		Home:	
		Office:	
4. E-mail:		Cell:	
5. Street Address:		9. Last 4 digits SSN:	
6. City:		10. Personnel Category: (please check)	
		ACDU Marine:	
7. State:		ACDU Other Services:	
		Retired/Other Military:	
11. Is there a general category of work that you are most interested in? (Please check those that apply)		Civilian:	
Buildings & Grounds		Agricultural	
Waterfowl:		Wildlife/Fisheries:	
Cultural/Historical:		Forestry:	
Computers:		Office/Clerical:	
12. Please check any special skills, experience, education that you have.			
Boat Operation		Agricultural Machinery:	
Chain Saw:		Carpentry/shop tools:	
Drafting/Graphic Arts:		GOV Drivers License:	
Engineering:		Outdoor Recreation:	
Computer Programming:		Horticulture/landscaping:	
13. This space is provided for more detailed responses to describe the kinds of work you would like to perform or education/experience and special qualifications that you have.			
14. List any physical limitations that may influence your volunteer work. (If NONE, so state!)			
Notice to Volunteer			
The purpose of this form is to gather volunteer contact information for communication purposes and background information to match volunteer interests, skills, and abilities with work requirements.			

VOLUNTEER AGREEMENT FOR			
<input type="checkbox"/> APPROPRIATED FUND ACTIVITIES	<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES		
PART I - GENERAL INFORMATION			
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>			2. YEAR OF BIRTH
3. INSTALLATION Marine Corps Base, Quantico, Virginia		4. ORGANIZATION/UNIT WHERE SERVICE OCCURS NREA Branch, G-5 (Facilities Division)	
5. PROGRAM WHERE SERVICE OCCURS Natural and Cultural Resources Management		6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES Conservation Volunteer Program (CVP) volunteers provide assistance to NREA Branch to manage military training lands and the inherent soil, water, fish, wildlife and vegetation resources. Volunteers may assist with projects described in the Integrated Natural Resources Management Plan (INRMP), Integrated Cultural Resources Management Plan (ICRMP), and other conservation projects that have been approved by the Head, NREA Branch.			
PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES			
9. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.			
a. SIGNATURE OF VOLUNTEER			b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)
PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES			
11. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.			
a. SIGNATURE OF VOLUNTEER			b. DATE SIGNED (YYYYMMDD)
12.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)
PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
13. AMOUNT OF VOLUNTEER TIME DONATED			
a. YEARS <i>(2,087 hours= 1 year)</i>	b. WEEKS	c. DAYS	d. HOURS
14. SIGNATURE			15. TERMINATION DATE <i>(YYYYMMDD)</i>
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		c. DATE SIGNED (YYYYMMDD)