

**DRAFT**

**GUIDELINES FOR THE  
VOLUNTEER UTILIZATION INITIATIVE  
AND THE  
CAPS PROGRAM AND PEST DETECTION  
SURVEYS**

**December 18,2003**

# DRAFT

## GUIDELINES FOR THE VOLUNTEER UTILIZATION INITIATIVE AND THE CAPS PROGRAM AND PEST DETECTION SURVEYS

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# DRAFT

## GUIDELINES FOR THE VOLUNTEER UTILIZATION INITIATIVE AND THE CAPS PROGRAM AND PEST DETECTION SURVEYS

### I. Introduction

The world of agriculture and ecosystems are changing rapidly. Increasing pressure is being applied to United States agricultural and natural resources interests through increased trade with foreign countries, increased domestic and international travel, new and varied interests in exotic plants, and by the threat of bioterrorism. These increasing pressures are making more and more demands on the CAPS Program and its finite resources. One way to augment the CAPS Program is through the use of volunteers. The use of volunteers within the US Department of Agriculture is addressed in Title 7, Chapter 55, Sec. 2272 and detailed in Departmental Regulation DR 4230-1. The Department requires a *Volunteer Agreement and Service Record* (HRO Form 126a) be submitted to the Servicing Personnel Staffing Assistant in Minneapolis, MN for each volunteer.

Enlisting the volunteer services of individuals and members of non-traditional organizations to be additional eyes and ears for the CAPS Program's pest detection programs would be a valuable tool, with many additional benefits. Examples of non-traditional organizations are nature clubs, garden clubs, and universities. Many government and non-government agencies already have successful volunteer programs. A few examples of volunteer groups are the Master Gardeners for the Cooperative State Research, Education, Extension Service (CSREES), Volunteers-in-Parks for the National Park Service, the Senior, Youth, and Volunteer Programs, and the Passport in Time Program of the U.S. Forest Service, the Earth Team Volunteers of the Natural Resources Conservation Service and "Take Pride in America."

From September 2001 through September 2002 approximately 59 million people did volunteer work in the U.S. and spent a median of 52 hours during the year doing it. By drawing upon even a small part of this force, the Agency could inform, train and utilize individuals from non-traditional groups and coupled with well-informed stakeholders, achieve better acceptance and support of pest detection activities. It is anticipated, according to the Safeguarding Review, that a well-developed pest detection public information campaign would achieve some level of public participation in reporting of new species.

These guidelines are an attempt to provide the State Survey Committees, Pest Survey Specialists, and State Plant Health Directors with general guidance for initiating volunteer survey programs at the local level. The guidebook is not intended to be a manual to fit all situations. Decisions should be made at the local level by

the State Survey Committee concerning the selection of survey target pests, which volunteer groups or individuals to involve in a program, and how and when to implement a volunteer program.

These guidelines provide lists of example target pests, some suggested volunteer groups, and sample documentation for implementing a volunteer program. The sample documents are not official government documents but are designed to provide a better understanding between the volunteer and the CAPS representative as to what is expected of the volunteer. The lists and documents are only suggestions and should be modified locally to meet the needs of the program.

These guidelines are intended to be a simple overview of actions required to implement a small local volunteer program. As field experience is gained utilizing volunteers, the State Survey Committees will be able to expand their programs as local situations dictate. The possibilities for volunteer participation are only limited by imagination, the interest and effort expended in making it work, and matching the volunteer's interests with the right activity.

A critical element to consider, when drafting a plan that uses volunteers, is how volunteers will be utilized. Since the volunteer is unpaid and what she/he contributes to the program would not be done without their contribution, there should be considerable flexibility allowing the volunteer to be a major planner in her/his activities within the framework of the CAPS Program pest detection needs. This involvement will provide a feeling of pride and ownership of the project, provide motivation to the volunteer, and increase the effectiveness of the CAPS Program. It is important for volunteers to understand that negative survey data is just as important to the program as positive data.

The Volunteer Utilization Initiative is only one part of an outreach program to encourage the involvement of non-traditional stakeholders in the early detection and reporting of exotic plant pests and weeds. In order to effectively establish and maintain a cadre of volunteers, the use of volunteers **MUST BE STRONGLY SUPPORTED FROM THE TOP DOWN AND BUILT FROM THE BOTTOM UP.**

## **II. Goal of the Volunteer Survey Program**

The goal of Pest Detection and Management Programs is to develop an outreach program, as described in the *Safeguarding Review*, which will enable a cadre of volunteers to conduct various survey and pest detection activities, under the guidance and training of PPQ and State cooperators, and to quickly provide information on possible new exotic pest detections to the CAPS Program personnel through agreed upon channels.

The volunteer survey program should expand CAPS efforts to detect exotic plant pests and invasive weeds of concern before they become firmly established in the United States. This can be accomplished by developing a cadre of volunteers to be additional eyes and ears for PPQ in the fight against the introduction of exotic plant pests and weeds. This effort will enhance the present CAPS Pest Detection Program by looking in places where the present program is unable because of limited resources.

### III. Actions Required to Implement a Volunteer Survey Program

1. During the State CAPS Committee's planning process, the committee develops the program plan for the following survey year. Once the initial CAPS plan is complete, the Committee then reviews the plan and develops a list of plant pests species or survey gaps (CAPS survey needs), which are of interest to the CAPS Program, but are not covered by the proposed survey plan.
2. The CAPS Committee determines from the survey needs identified in number 1 above, which local groups or individuals may be interested, willing, and able perform the survey activities needed to fill those needs. To the extent possible, the CAPS Committee and the Pest Survey Specialists match CAPS needs with interests of the individual volunteers or groups.
3. Once the decision is made to implement a volunteer program in the field, have the information and request for volunteers posted on the Volunteer.Gov website <http://www.volunteer.gov> and "Take Pride in America" website <http://www.takepride.gov>. Many Public Radio Stations will broadcast public service announcements, such as requests for volunteers, for free
4. The Pest Survey Specialist or other CAPS representatives contact the identified local groups or individuals through personal contacts or a general meeting to describe the proposed program and recruit volunteers.
5. The Pest Survey Specialist or other CAPS representative plans and conducts a workshop to introduce the volunteers to the Agency, its policies and expectations, and provide the necessary training to perform the volunteer's expected tasks.
6. The Pest Survey Specialist or other CAPS representative works with the volunteers to develop a survey program and a schedule which will integrate the volunteer activities into the overall CAPS Program.
7. The Pest Survey Specialist or other CAPS representative develops an activities schedule and provides the volunteers with the necessary identification aids, materials, and instructions needed to initiate their survey and pest detection activities. At this stage, it is important to emphasize, to the volunteers, that negative survey data is just as important to the survey program as positive data.
8. Initiate the survey.

9. Periodically during the survey, the Pest Survey Specialist or CAPS representative will meet with the volunteers to provide feedback, critique the program to date, and make any necessary adjustments.
10. At the end of the survey season, the Pest Survey Specialist or CAPS representative conducts a critique of the entire volunteer survey program with the volunteers, shares the program's achievements with the volunteers, and provides some appropriate form of recognition of their contributions.

#### **IV. Possible Areas Where Volunteers Could be Utilized to Enhance the CAPS Program.**

Before initiating a wide area volunteer program, a trial or pilot program should be conducted. To begin the trial, the scope of the volunteer program should be limited to a survey for pests on the CAPS Pest List, PPQ Program Pests, or one or two specific pests which are established in the state but not known to occur in the participating county. Looking for an established pest not known to occur in the county prior to this survey, will increase the likelihood the volunteer will find a pest of interest, which would be a new county record, and provide the volunteer with some job satisfaction and encouragement.

The final decision of target survey pests for the volunteer survey program should be Determined by the State CAPS Committee and the Pest Survey Specialist. To limit the need for intensive training or extensive skills, target survey pests should be selected for their ease of detection and field identification either by their size or by significant and identifiable damage done to the host.

The initial attempt at involving volunteers should probably be limited to no more than 4 states and maybe only one or two counties of each of those states. For the initial trial, the selected states should be states where a Plant Survey Specialist is stationed. The states should be in 4 locations some distance removed from each other to provide the Agency information on how the volunteer program will work in varied locations or situations. Working with one or two groups initially would be best so it will be easier to adjust the program, while in progress, and to overcome unforeseen problems. Initial trials should be limited to public land and/or property which is personally owned by the volunteer. This will temporarily resolve any concerns over right-of-entry on private lands by volunteers.

#### **V. Suggested Survey Pests**

Below is a list of suggested target survey pests that might be considered for volunteer survey activities. This is only a suggested list of pests of PPQ interest, that are easily seen and do not require an excessive amount of knowledge, training, or equipment to identify. There are many more pests of interest to various states and PPQ. The selection of pests for which volunteers will survey is the decision of the State CAPS Committee and the Pest Survey Specialist. Target pests should

be those which are easily surveyed for on public lands such as parks, public rights of way, grounds of public buildings, etc. where volunteers could visually inspect while pursuing their normal daily activities.

Examples of possible volunteer surveys target pests, which have already been introduced into the U.S., are:

Giant Hogweed	Tropical Soda Apple
Emerald Ash Borer	Purple Loosestrife
Barberry	Gypsy moth
Imported Fire Ant	Witchweed

Other exotic pests and weeds of concern to the individual State CAPS Committees could also be identified as target pests for volunteer surveys.

## **VI. Suggested Groups That May be Interested in Volunteer CAPS Survey Work**

This is a short list suggesting groups whose members may be interested in volunteering to conduct CAPS survey activities. The list is not all inclusive. The State CAPS Committee and the Pest Survey Specialist should identify local groups in their state that could provide volunteers. The groups or individuals with interest in volunteering for CAPS survey activities will vary from state to state.

### **1. Master Gardeners**

Master Gardeners are university-trained volunteers for the Cooperative Extension Service. These volunteers serve as educators in their communities. The volunteers receive extensive horticultural training, and in return, they help Cooperative Extension by providing the public with information. These volunteers teach gardening classes, write horticultural articles, operate Master Gardener demonstration gardens testing new vegetable varieties, and some operate home pages on the World Wide Web. (See <http://mastergardeners.com>)

### **2. The National Alliance of Independent Crop Consultants (NAICC)**

The NAICC represents independent crop consultants/contract researchers. Members provide recommendations and/or technical data for a fee that is itemized and billed to clients. NAICC members receive no compensation from client's purchases of products based on their recommendations and data.

It may be possible to recruit retired members of NAICC. A retired member is an individual who is no longer active in crop consulting and/or research, and previously held Voting



Membership in the Alliance for at least 3 years. Retirees are listed in the NAICC 's Directory of Members.

(See [www.naicc.org](http://www.naicc.org))

3. Society of American Foresters.

The Society is a nonprofit group of professional foresters dedicated to ensuring the continued health and use of forest ecosystems and the present and future availability of forest resources to benefit society. The Society is headquartered in Bethesda, MD.

(See [www.safenet.org/who/index.html](http://www.safenet.org/who/index.html) or [www.safenet.org/who/council.cfm](http://www.safenet.org/who/council.cfm))

4. Nonprofit Tree Planting Organizations

Many states have one or more of these organizations whose primary purpose is tree planting and care in the areas where they live. These groups can be located through a State Urban Forestry Coordinator.

(See [www.fs.fed.us/spf/coop/ucf\\_contact\\_org.htm](http://www.fs.fed.us/spf/coop/ucf_contact_org.htm))

5. The Society of Municipal Arborists

The Society members are practicing municipal arborists, city foresters, city arborists, shade tree commissions, tree wardens, consultants, and county, state, and federal employees assisting municipalities with arboricultural needs. Members are also noncommercial people in fields related to arboriculture such as landscape architects, scientists, and arboretum managers.

Some of the objectives of the Society are to promote public awareness of the beautification of urban areas through proper arboriculture practices and to initiate and support scientific investigation of problems concerned with municipal arboriculture. (See [www.urban-forestry.com](http://www.urban-forestry.com))

6. Other Possible Groups and Contacts

The Nature Conservancy <http://nature.org/>

Local Garden Clubs

Future Farmers of America (FFA) <http://www.ffa.org>

New England Wildflower Society <http://www.newfs.org>

Izaak Walton League of America <http://www.iwla.org>

The Student Conservation Assoc. Inc. [www.theSCA.org](http://www.theSCA.org)

Boy and Girl Scouts of America <http://www.scouting.org> and <http://www.girlscouts.org>

4-H Club Members <http://www.fourhcouncil.edu>

University Forestry Clubs

Some URL's for lists of groups active in conservation and/or volunteer programs

<http://conservationlandnetwork.org/conserve.html>

<http://www.americanlands.org/forestweb/groups.htm>

<http://www.takepride.gov/partner/more1.html>

Most states already have a State Volunteer Coordinator. The names and contact information for State Volunteer Coordinators may be found at <http://www.takepride.gov>

## **VII. PPQ Expectations for Members of Private Organizations and Private Individuals Participating in the Volunteer Program.**

1. Observe and survey local crop production areas, including personally owned gardens and public garden areas, local environs, and public lands, such as parks and grounds around public buildings, for exotic plant pests, unexplained plant damage or mortality, and never before observed exotic or unusual plants (weeds).
2. Interact with gardeners, crop producers, and property owners in the local area and be alert to any new or unusual plant pest problems they might be encountering,
3. With PPQ direction, plan and conduct pest survey activities. These activities include, but are not necessarily limited to, placing and servicing various trapping devices in the survey area according to a schedule determined by PPQ and conducting visual surveys .
4. Record and report the presence or absence of target survey pests in assigned survey area; submit for identification, exotic plant pest or weed specimens found during the survey using PPQ approved procedures, time frames, report forms, and shipping materials.
5. Make a commitment to the program, the required scheduled activities, and agreed upon procedures for at least one growing season but preferably 3 years for specific pest surveys.

**NOTE: Also see sections on USDA and APHIS Documents for Volunteer Utilization and Sample Volunteer Program Documents for Volunteer Agreements for Service.**

### **VIII. PPQ expectations for professionals such as Crop Consultants and Field Scouts**

1. During the course of conducting their professional duties or on their own time, observe local crop production areas and environs for plant pests not observed before, unexplained plant damage or mortality, and never before observed exotic or unusual plants (weeds).
2. Interact with other consultants, scouts, and growers in the local area and be alert to any new or unusual crop pest problems they might be encountering.
3. Record and report the presence or absence of specific pests or symptoms for a particular survey area. Submit exotic plant pest specimens using agreed upon procedures, time frames, report forms, and shipping materials.
4. Make a commitment to the program, the required scheduled activities, and agreed upon procedures for at least one growing season but preferably 3 years for specific pests.

### **IX. Suggested Training Needs, Equipment, and Identification Aids Required in Order for Volunteers to be Effective.**

This list should be amended by the CAPS Representative as local programs require.

1. Training needs:
  - a. A mandatory introduction to and an overview of PPQ's mission, specifically the CAPS and Pest Detection Program, and their missions and goals.
  - b. A thorough understanding of the chain of command and a clear understanding of the volunteer responsibilities and commitment.
  - c. Copy of the Volunteer Position Description, Code of Conduct for Volunteers, and Agency - Volunteer Agreement.
  - d. Trap placement and maintenance instruction as well as training in proper bait handling techniques.
  - e. Safety training concerning trap installation and the handling of survey equipment and materials.
  - f. Instructions for handling pest specimens and preparing them for identification and shipment.

- g. A list of CAPS contacts with addresses and phone numbers.
- h. A basic introduction and identification skills training for target survey pest of the volunteer survey program pests of interest.
- i. Visual Survey instructions for Asian Longhorned Beetle and Emerald Ash Borer. These can be found in the ***National Exotic Woodborer/bark Beetle Survey Plan for 2004.***
- j. Professional training for program managers and supervisors in the skills of recruiting and utilizing volunteers.

## 2. Equipment Needs

- a. All trapping supplies and components needed for any specific trapping activities planned.
- b. GPS/PDA units for placing and locating traps, determining visual observation site locations, and recording data.
- c. All the necessary forms required for documenting specimen collection and submission.
- d. All materials needed for preparing and shipping specimens for identification including postage paid envelopes or shipping number and appropriate addresses.
- e. Hand lens.

## 3. Identification Aids (Need involvement of LPA and Program Manager)

- a. Fact sheets, including pictures and identification aids, of all the target pests for which the volunteer will survey.

## 4. Incidental Expenses

Incidental expenses may be paid as mentioned on HRO Form 126a (Volunteer Agreement and Service Record).

**X. Attached USDA and APHIS Documents for Volunteer Utilization**

1. Departmental Regulation DR 4230-1 (Volunteer Programs)
2. MRP, HRO Aug. 14, 1997 Memo (New Documentation for Volunteers)
3. HRO Form 126a (Volunteer Agreement and Service Record)
4. Individual Volunteer Sign-In Record

U.S. Department of Agriculture

Washington, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		Number: DR 4230-1
SUBJECT: Volunteer Programs	DATE: June 5, 1997	
	OPI: Office of Human Resources Management	

### 1 PURPOSE

This regulation establishes guidelines for acceptance of volunteer services under these authorities and sets a requirement for agencies to publish their own guidelines before using this authority.

### 2 BACKGROUND

Section 1526 of the Food and Agricultural Act of 1981 [7 U.S.C. 2272] permits the Secretary of Agriculture to establish a program to use volunteers in carrying out programs of the Department. 5 U.S.C 3111 [as effected by Part 308 of Title 5, Code of Federal Regulations (referred to as 5 CFR)] grants agencies the authority to establish programs designed to provide educationally related work assignments for students in nonpay status.

### 3 CANCELLATION

Departmental Regulation No. 4230-1, dated July 15, 1983, is hereby superseded.

### 4 DEFINITIONS

Oppressive Child Labor: "...[Employment of a minor in an occupation for which he does not meet the minimum age standards of the [Fair Labor Standards Act]..." [29 CFR 570.1(b)].

Student Volunteer: An individual who is enrolled not less than half-time in a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution who, with the permission of the institution at which enrolled, voluntarily performs services as part of an agency program established for the purpose of providing educational experience. [Paraphrased from 5 CFR 308.101].

Volunteer under 7 U.S.C. 2272: An individual who offers his or her services without compensation, and who performs those services in furtherance of the programs of USDA agencies. [7 U.S.C. 2272].

## 5 POLICY

Agencies are authorized to advertise volunteer opportunities to the general public, and to train and accept without regard to Civil Service classification laws, rules or regulations the services of individuals to serve without compensation.

## 6 PROGRAM RESPONSIBILITY

Before using a volunteer, agencies or Mission Areas will establish guidelines for their use. Agencies should designate a coordinator who will be responsible for issuing agency guidelines, monitoring the volunteer program, and serving as the agency contact. At the Headquarters level, the personnel office will have final authority over matters relating to the appropriateness of assignments and who may serve as a volunteer (including the conditions under which they may perform work).

## 7 PROVISIONS

- a Volunteers are not federal employees for any purpose except for the purposes of Chapter 81 of 5 U.S.C. (relating to compensation and injury), and Sections 2672 through 2680 of 28 U.S.C. (relating to tort claims).
- b Volunteer service, in general, may not displace any USDA employee nor may it be used to perform any work which is inherently a government function as defined by OMB Circular A-76. Student volunteer service, in particular, may not be used to staff a position which is a normal part of the work force.
- c Volunteers must be at least 14 years of age. Supervisors must adhere to appropriate Federal, State or local laws and standards regarding employment of minors. Where there is conflict, the most stringent of these is for application. This includes abiding by Office of Personnel Management regulations at 5 CFR, Part 308 and Department of Labor (DOL) regulations at 29 CFR, Part 570 which place restrictions on the employment of those under 18 years of age. The concept of employment in the DOL regulations extends to suffering or permitting minors to work. The DOL regulations also set a general age limit of 16 for the employment of minors with exceptions listed therein. To not be in compliance with the DOL regulations may lead to a finding that an employer is indulging in oppressive child labor. Some pertinent parts of these regulations found at Part 570 are:
  - (1) 570.1 contains definitions.
  - (2) 570.2 discusses the minimum age standards
  - (3) Subpart C (which starts at 570.31) covers the employment of minors between 14 and 16 years of age.
  - (4) 570.33 sets forth those occupations not covered by Subpart C.
  - (5) 570.35 discusses the periods and conditions under which 14-16 year olds may work.
  - (6) 570.35a provides some exemptions for work covered by work-experience and career exploration programs.

- (7) Subpart E provides special conditions for apprentices plus other exceptions along with a detailed explanation of prohibitions relating to occupations and situations that are particularly hazardous for 16-18 year olds, such as the operation of motor vehicles, being an outside helper, logging and mill operations, the operation of power-driven woodworking machines, exposure to radiation or radioactive substances, other power-driven machinery, excavation and agriculture.
- (8) 570.123 discusses the agricultural exception and it relates to the term "outside of school hours." It makes the application of this term dependent on the school's hours and not on a student's schedule.

Agencies are expected to maintain and become familiar with these regulations as they apply to workers who are under 18 years of age.

- d They are subject to the requirements of Executive Order 10450, as amended, relating to security, and the ethical requirements of 5 CFR 735.203 and 5 CFR 2635.101(a) and (b).
- e Voluntary service must be documented and retained as required by Office of Personnel Management letter dated April 18, 1996.

## 8 EQUAL OPPORTUNITY

Volunteer opportunities must be made available to all interested persons without regard to race, color, creed, age (except as provided by Paragraph 6c above), sex, disabling condition, or any nonmerit factor.





United States  
Department of  
Agriculture

AUG 14 1997

Marketing and  
Regulatory  
Programs

**SUBJECT: New Documentation Procedure for Volunteers**

Animal and Plant  
Health Inspection  
Service

**TO: Marketing and Regulatory Program Administrative Offices**

Human Resources  
Operations  
1000 North Sixth Street  
St. Paul, MN 55403

The Office of Personnel Management (OPM) has approved the USDA's expedited procedure to document volunteer service, including student volunteers.

This procedure requires the use of the enclosed forms, Volunteer Agreement and Service Record, and Individual Volunteer Sign-In Record. An SF-52, Request for Personnel Action, is no longer required to document volunteer service. Please note that the original Volunteer Agreement and Service Record is to be sent to Human Resources Operations (HRO) when a volunteer begins working, and that the Individual Volunteer Sign-In Record is to be sent to HRO when the volunteer terminates. These two forms will be the only documentation in the official records for the volunteer, and there will be no SF-50B, Notification of Personnel Action, produced.

In addition, an Office of Personnel Management information sheet on volunteer service is enclosed for general reference. If you have questions on volunteer service, please contact your servicing Personnel Staffing Specialist or Assistant.

Mary Wintch  
Chief, Human Resources Operations  
MRP Human Resources

Enclosures:  
HRO Form 126a  
HRO Form 126b  
Volunteer Service Information



APHIS - Protecting American Agriculture

An Equal Opportunity Employer



United States Department of Agriculture

Marketing and Regulatory Programs

Animal and Plant Health Inspection Service

Human Resources Operations

Butler Square, 5th floor 100 North Sixth Street Minneapolis, MN 55403

VOLUNTEER AGREEMENT AND SERVICE RECORD

This agreement covers the acceptance of volunteer services under Civil Service Regulation 308.103.5 Code of Federal Regulations, and Title 7, U.S. Code, Section 2272. It also serves as a record of such services.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

I understand that my services are on a volunteer basis without compensation. I am permitted access to the worksite only during my approved duty hours. I am not considered a Federal employee except for the purposes of the Federal Employees' Compensation Act and the Federal Tort Claims Act and will not be eligible for health insurance, life insurance, retirement or any other benefits. My service may not be credited for civil service retirement purposes if I am later employed by the government, though the work may count as experience for qualification purposes.

I understand that permission must be given by my supervisor before I operate any government equipment or motor vehicle or handle any property, that it may be used for approved, official purposes only, and that I may be held responsible for any unreasonable damage. I am not authorized to represent the agency in any matter or proceeding, nor expend government funds. Any inventions made during the assignment must be submitted to the agency for a determination of rights. Prior approval must be obtained prior to publishing the results of any work, study, or research.

Further, I understand that I serve under the supervision of a Federal official and that my services may be terminated at any time.

I understand and agree to the conditions of my service described above:

Signature \_\_\_\_\_ Date \_\_\_\_\_

If under 18 years of age, Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by responsible official:

Program/Location \_\_\_\_\_

Duties \_\_\_\_\_

Beginning date \_\_\_\_\_ Hours/week \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

UNIFORMS:

Uniforms may be furnished at the discretion of the authorized line official.

INCIDENTAL EXPENSES:

Volunteers receive no salary from USDA, but each volunteer's incidental expenses for such items as transportation, lodging, and subsistence may be covered; costs of non-monetary awards and low-cost program identification materials may also be covered. The executed agreement is the authorizing instrument for all incidental volunteer expenses that the Agency agrees to pay or reimburse. Volunteers may be able to deduct certain unreimbursed expenses incurred in connection with their volunteer service from their reported income on Federal income tax returns. Information on this subject is available from the Internal Revenue Service taxpayer assistance offices.

Distribution: 1 copy to volunteer, 1 copy to supervisor Forward original to: Servicing Personnel Staffing Assistant

USDA, APHIS, HRO Butler Square, Fifth Floor 100 North Sixth Street Minneapolis, MN 55403





**XI. Attached Sample Volunteer Program Documents**

1. Sample CAPS Volunteer Position Description
2. Sample Agency-Volunteer Agreement of Service
3. Sample Code of Conduct for Volunteers
4. Sample Volunteer Identification Card
5. Sample Volunteer Exit Interview

# SAMPLE

## CAPS VOLUNTEER POSITION DESCRIPTION

Title/ Position Volunteer Cooperative Agricultural Pest Survey (CAPS)  
Program Cooperator

### Introduction

Historically, CAPS has been a combined effort by Federal and State agricultural organizations to collect and manage data on plant pests, weeds, and biological control agents. Survey targets have included weeds, nematodes, plant diseases, insects, snails, and other invertebrates. The U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine (USDA-APHIS-PPQ) has provided national and regional coordination and funding to supplement and enhance state pest survey and detection programs.

The volunteer serves as cooperator and active participant with the PPQ CAPS Program, assisting in surveys for exotic plant pests and noxious weeds in the United States. The incumbent will conduct basic survey activities such as placing, servicing and monitoring agricultural pest traps, visual observations, and recording and reporting results.

### Major Duties

Under the guidance of a CAPS Program representative (PPQ Pest Survey Specialist, PPQ State Plant Health Director, or State Survey Coordinator) the volunteer will conduct survey activities such as placing traps for agricultural or environmental pests, servicing the traps, monitoring traps, preparing specimens for shipment, conducting visual surveys, and completing survey result reports.

1. With direction from the CAPS representative, develops survey plans for her/his area of responsibility and obtain the necessary materials and instructions, from the CAPS representative, to conduct the survey.
2. In accordance with the CAPS approved trapping plan, places and monitors or services the traps on an approved schedule.
3. The volunteer will collect the trapped pests, record pertinent data for each trap or pest as instructed by the CAPS representative. Depending upon skills and knowledge, the volunteer may conduct some basic pest screenings and preparation of specimens for shipment.
4. The volunteer will conduct visual surveys with guidance from a CAPS representative. Visual surveys include observing trees, shrubs, crops, and other plants on public lands looking for specific insect or disease symptoms and damage, or noxious weeds.

**Position Qualification Requirements**

1. A basic knowledge in subjects such as entomology, plant pathology, nematology, weed science, or horticulture as evidenced by academic training or experience.
2. An ability to understand and execute somewhat complicated written and verbal instructions.
3. Basic computer skills including the use of e-mail, the Internet and basic word processing software.
4. The ability to operate a Global Positioning System (GPS) or possess the aptitude to learn.
5. The physical ability to move around in garden areas, crop land, forested areas, and other areas of rough terrain during hot and inclement weather for several hours at a time.

**Supervisory Guidance**

The volunteer is under the guidance of a CAPS representative. The representative May be the PPQ Pest Survey Specialists, the PPQ State Plant Health Director, or the State Survey Coordinator.

**Timeframe**

Length of commitment expected: \_\_\_\_\_

Estimated total hours: \_\_\_\_\_

**CAPS Contact :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: This is a sample volunteer position description. It is expected that the State Survey Committee, Pest Survey Specialist, or State Plant Health Director will amend or modify this sample, as necessary, to meet local needs and conditions.**

# SAMPLE

## AGENCY - VOLUNTEER AGREEMENT OF SERVICE

Plant Protection and Quarantine (**The Agency**) agrees to accept the volunteer services of:

\_\_\_\_\_ (Volunteer's Full Name) beginning on  
\_\_\_\_\_ (Month, Day, Year) and ending,  
\_\_\_\_\_ (Month, Day, Year).

It is mutually and expressly understood that the volunteer services shall be donated, and the above named volunteer is not entitled nor expects any present or future salary, wages, or other benefits for these voluntary services.

The Agency will do the following:

1. Provide guidance to the volunteer for the conduct of her/his activities including performance feedback.
2. Provide the volunteer with a copy of PPQ's Mission Statement, a copy of the CAPS Guidebook, a Code of Conduct, and a Volunteer Position Description.
3. Provide all relevant information or training and materials necessary for the satisfactory performance of the volunteer's activities.
4. Provide appropriate form of identification, if needed, to conduct the required activities for volunteer participation.
5. Treat the volunteer with respect and as a full partner in achieving the Agency's mission.

=====

I, \_\_\_\_\_ (**Volunteer's Full Name**) agree to do the following while performing my volunteer duties for PPQ.

1. Maintain the confidentiality of all proprietary or privileged information to which I am exposed while serving as a volunteer, whether this information involves a single staff, volunteer, or other person or involves overall Agency business.

- 2. I will not represent myself as other than a volunteer with PPQ.
- 3. Carry out the agreed upon activities and responsibilities according to instructions, in a safe manner, and to the best of my ability.
- 4. Treat CAPS representatives, other volunteers, and the public with respect and, act as a member of the team responsible for accomplishing the Agency mission.
- 5. To the best of my ability, meet all of the time commitments agreed to as a volunteer and provide as much advanced notice as possible when I am unable to meet them.
- 6. Present a good image to PPQ clients and the community by dressing appropriately for the conditions and performance of my activities.

=====

We the undersigned agree to the terms stated in this document:

Volunteer: \_\_\_\_\_ PPQ Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This sample is in addition to the required Volunteer Agreement and Service Record (HRO Form 126a). The sample Agency - Volunteer Agreement of Service is more detailed in what the Agency will provide to the volunteer and what the volunteer agrees to provide to the Agency. It is expected that the State Survey Committee, Pest Survey Specialist, or State Plant Health Director will amend or modify this sample, as necessary, to meet local needs and conditions.**



# SAMPLE

## CODE OF CONDUCT FOR VOLUNTEERS

- If your friends or relatives have any kind of dealing with USDA, you cannot use your volunteer position to try to intercede on their behalf and help them.
- You cannot use your volunteer position to endorse any specific product, service, or company, or for personal gain.
- You cannot use non-public information (information you receive in the course of your job that is not available to the general public) for financial gain of yourself or others.
- Government property may only be used for government purposes. This includes government buildings and real estate property, telephones, typewriters, computers (including software and hardware), equipment, supplies, copiers, government vehicles, and government-issued credit or charge cards when authorized by PPQ official.
- Provided it does not interfere with government business, a volunteer may, on occasion, use the government telephone for local calls to check on children with a baby sitter or to make a long-distance call with a personal calling card.
- Maintain the confidentiality of all proprietary or privileged information to which she/he is exposed while serving as a volunteer, whether this information involves a single staff, volunteer, or other person or involves overall Agency business.
- Present a good image to the Agency's clients and the community by dressing appropriately for the conditions and performance of my activities and conducting myself in an appropriate manner.

**NOTE: This is a sample Code of Conduct for Volunteers. It is expected that the State Survey Committee, Pest Survey Specialist, or State Plant Health Director will amend or modify this sample, as necessary, to meet local needs and conditions.**

# SAMPLE

## VOLUNTEER IDENTIFICATION CARD

Volunteer participant in the  
Cooperative Agricultural Pest Survey (CAPS) Program  
of  
Plant Protection and Quarantine, Animal and Plant Health Inspection Service  
an Agency of the  
U.S. Department of Agriculture

The following named individual \_\_\_\_\_ is a volunteer participating in an agricultural pest survey project for the CAPS Program.

The individual is trained in trapping and/or visual survey techniques for pests of specific interest to the CAPS Program.

Certifying Signature \_\_\_\_\_ Title \_\_\_\_\_

Date Issued \_\_\_\_\_ Certification Expiration Date \_\_\_\_\_

In case of emergency related to your Volunteer duties with PPQ, contact your supervisor.

Supervisors name \_\_\_\_\_

at \_\_\_\_\_ or ---after duty hours---

at \_\_\_\_\_. If unavailable, contact

Name \_\_\_\_\_

at \_\_\_\_\_ or ---after duty hours---

at \_\_\_\_\_

**NOTE: This is a sample Volunteer Identification Card. It is expected that the State Survey Committee, Pest Survey Specialist, or State Plant Health Director will amend or modify this sample, as necessary, to meet local needs and conditions.**

**POSSIBLE WORDING FOR BACK SIDE OF ID CARD  
VOLUNTEER RIGHTS AND RESPONSIBILITIES**

**As a volunteer, you have a right to:**

- **Be given suitable assignments after informed consideration of your preferences, skills, experience, and training and receive a clear description of your duties.**
- **Receive training appropriate to your project assignment, and to an orientation to PPQ and the CAPS Program and their responsibilities.**
- **Have your time used effectively and efficiently; and receive supportive guidance and supervision, and fair and regular evaluation.**
- **Be invited to participate as a co-worker and have your suggestions considered by someone who can do something about them.**
- **Expect PPQ will keep any commitments to you in your volunteer agreement.**
- **Be held accountable for your actions as a Volunteer, and be acknowledged for your contributions and accomplishments.**

**As a Volunteer, you have the responsibility to:**

- **Be responsible in your offer of service, and keep your agreements with PPQ**
- **Accept the guidance and decisions of your supervisor.**
- **Serve the public well and represent PPQ in an appropriate manner.**
- **Inform your supervisor if PPQ is not keeping any of its commitments to you.**
- **Work within the bounds of your duties as set forth in your Volunteer Agreement. You will advise your supervisor if you think these should be revised because of change in your circumstance or for any other reason.**

# SAMPLE

## VOLUNTEER EXIT INTERVIEW

NAME: \_\_\_\_\_ (Optional)

Was your volunteer experience rewarding? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend this volunteer program to others? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations to improve the volunteer program and make it more efficient.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you receive the Agency Orientation and training necessary to understand your role and perform your duties? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you provided the necessary equipment and supplies to accomplish your duties?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, did the Agency live up the terms of the Agency - Volunteer Agreement?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other suggestions or comments wish to express?

Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Thank you for the time and effort you expended during the survey season. The results of your work will make the CAPS generated data more meaningful.

**NOTE: This is a sample volunteer exit interview. It is expected that the State Survey Committee, Pest Survey Specialist, or State Plant Health Director will amend or modify this sample, as necessary, to meet local needs and conditions.**