



**UNITED STATES MARINE CORPS**

MARINE CORPS BASE

PSC Box 20004

Camp Lejeune, North Carolina 28542-0004

BO 11015.4A

BEMD

**JUL 08 2004**

BASE ORDER 11015.4A

From: Commanding General

To: Distribution List

Subj: CONSERVATION VOLUNTEER PROGRAM

Ref: (a) Public Law 101-189, Section 1634 (Section 1588  
(a), Title 10, United States Code)  
(b) MCO 11240.66  
(c) BO P5560.2K  
(d) BO 1710.20P

Encl: (1) Volunteer Application for Marine Corps Base, Camp  
Lejeune Form 11015/4  
(2) Marine Corps Base, Camp Lejeune Volunteer  
Agreement, MCBCL Form 11015/4A

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

2. Cancellation. BO 11015.4.

3. Summary of Revision. This Order has been reformatted. It contains a substantial number of changes and must be completely reviewed.

4. Information. Many Americans choose to volunteer their time to assist with natural resources management programs on both private and government lands. Congress has given many federal agencies, including the Department of Defense in reference (a), the authorization to utilize volunteers in natural resources management programs. The use of volunteers can serve to complement the regular natural resources management staff in accomplishing conservation projects, can provide volunteers with experiences that are personally rewarding and challenging, and can help maintain and improve the level and quality of service to Marine Corps Base, Camp Lejeune (MCBCL) and to the public.

5. Definitions

a. Conservation Volunteer. A Conservation Volunteer is any person who gives time and talent to advance the mission of the

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MCBCL natural and cultural resources management program and who receives no salary or wages for the voluntary service. As a Conservation Volunteer, an individual 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.

b. Voluntary Service. Voluntary service is that official government business which is conducted by volunteers under the direction of a paid government employee.

c. Conservation Volunteer Program (CVP). The CVP is the official MCBCL program that provides for the utilization of voluntary services to help accomplish the objectives of the natural resources management program.

d. CVP Manager. The CVP Manager, Environmental Conservation Branch, Environmental Management Division (EMD), is the MCBCL official who provides general oversight of the Conservation Volunteer Program. The CVP Manager is appointed by the ECON Branch Head. The CVP Manager is authorized to accept volunteers into the program and is authorized to terminate volunteers from the CVP.

e. CVP Coordinator. The CVP Coordinator is an Environmental Conservation Branch staff member or contractor appointed by the CVP Manager to support the management of the volunteer program. The CVP Coordinator is designated as an accepting official authorized to accept the services of conservation volunteers. Duties and responsibilities of the coordinator will be determined by the program manager and will include, but are not limited to, the following: monitoring and daily supervision of CVP operations, logistics planning, record-keeping, providing written descriptions of assigned tasks, recruiting, orientation, training, project scheduling, identifying work that is appropriate for volunteers, developing projects and tasks, compiling statistics and reports, and maintaining volunteer service records. Upon approval by the CVP Manager, the CVP Coordinator may delegate the above duties, as appropriate, to a CVP Task Leader.

f. CVP Task Leader. A CVP Task Leader is a Conservation Volunteer appointed to provide direct supervision necessary for the accomplishment of a single task. The task may be one-time or recurring. The CVP Coordinator may appoint CVP Task Leaders

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for supervisory needs lasting one day or less. For continuing projects, CVP Task Leaders may be recommended by the CVP Coordinator and will be appointed by the CVP Manager. The CVP Manager must be satisfied that the CVP Task Leader is a responsible individual trained in the safety requirements of a specific task, and that the individual is qualified and motivated to perform the assigned duty. For the assigned task, the CVP Task Leader may be assigned duties to assist the CVP Coordinator in his/her administrative duties. Upon approval by the CVP Manager, the CVP Task Leader may be authorized to accept Conservation Volunteers into the CVP.

g. Conservation Equipment. Motorboats, motor vehicles, small agricultural tractors and implements, chain saws, brush cutters, and other tools and equipment specifically assigned to the Environmental Conservation Branch (ECON-EMD) for use in accomplishing the natural and cultural resources mission. Conservation Volunteers may also use their personally owned vehicles and equipment upon approval from the CVP Manager.

## 6. Policy

a. The acceptance of volunteer services for the CVP will be 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. Conservation Volunteers will not displace any Marine Corps authorized employees. However, they may be assigned limited and/or segments of work similar to duties currently performed by MCBCL employees or contractors as long as they do not infringe on that work.

c. Conservation Volunteers will be recruited and service accepted without regard to race, creed, religion, sex, color, national origin, or handicap.

d. Conservation Volunteers will be provided with a work environment that is, in all respects, equal to that provided for Marine Corps employees performing similar duties.

e. Conservation Volunteers may not handle public funds.

f. When appropriately licensed and otherwise qualified, Conservation Volunteers are authorized to operate government vehicles, engineering equipment, and tools provided that such

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operation is in conjunction with approved official business. Child labor laws apply; no one under the age of 18 will operate motorized equipment.

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

h. The CVP Program Manager or the Conservation Volunteer may terminate volunteer service at any time.

i. Almost anyone is eligible to be a Conservation Volunteer. Recreational participation in programs described in reference (d) will not be a pre-requisite for becoming a Conservation Volunteer. The CVP Coordinator and CVP Task Leader shall determine the necessary qualifications for each volunteer assignment. Children under the age of 18 years may be volunteers provided they have the written consent of their parent or guardian, and provided that the work they are allowed to perform is acceptable for minors. Both Federal and North Carolina child labor laws apply to the use of minors as volunteers. MCBCL employees shall not be eligible for CVP participation if the volunteer duties would be a continuation of their official duties. Participation by a Federal employee must always be clearly voluntary. Families and relatives of MCBCL natural and cultural resources management employees are eligible for volunteer service as long as the official who signs the agreement form is not an immediate family member.

j. Conservation Volunteers must notify CVP Task Leaders and the CVP Coordinator of any known physical conditions that would prevent or limit participation in assigned work. The accepting official may require the volunteer to obtain a medical examination to determine the volunteer's physical ability to perform specified tasks.

## 7. Procedures

a. Enrollment in the CVP. Persons interested in becoming conservation volunteers will complete the Volunteer Application, as shown in enclosure (1). This form is available at the Environmental Conservation Branch and the Game Enforcement Office, Parachute Tower Road. This form will be used to maintain a list of potential conservation volunteers and to match an applicant's availability, areas of interest and skills agreement must be completed prior to a volunteer participating in a work project.

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with a particular task. Applicants will actually be enrolled in the CVP when they and the MCBCL accepting official have signed the Volunteer Agreement, as shown in enclosure (2). This

b. Legal Protection. Conservation Volunteers receive the same entitlements as federal employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Tort Claims Act (28 USC, sections 2671-2680) and are considered to be federal employees for those purposes only. Because volunteers are eligible for these coverages, it is important that they are properly signed up and are operating with clearly written descriptions of the duties and kinds of services that they have been assigned to do. It is imperative also 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.

(1) Federal Employees Compensation Act. Conservation Volunteers are entitled to the same medical care as other federal employees who may be injured while on the job. Conservation Volunteers do not receive compensation for lost wages as a result of injuries. The following procedures should be followed in the event of an injury:

(a) In the event of a life-threatening injury, the victim will be provided appropriate first aid and 911 will be called for emergency service.

(b) In a non-life-threatening situation, the Conservation Volunteer shall return to the Game Enforcement Office and report the accident to a CVP Task Leader or the CVP Coordinator. If medical care is required, an Occupational Health Permit (MCBCL 5100/3) will be issued and the volunteer will report to the Naval Hospital Emergency Room. Between the hours of 0800 and 1600, the Conservation Volunteer will report to the Occupational Health Clinic, Building 65. On Weekends and holidays, treatment will be rendered at Naval Hospital Emergency Room.

(c) If a Conservation Volunteer desires to file a claim for compensation or seek treatment from a private physician, the program manager is responsible for helping the volunteer complete the following forms: CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation

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of Pay/Compensation; and CA-16, Request for Examination and/or Treatment. Additional forms may be needed depending upon the injury; the program manager will contact the Human Resources Office for further guidance on a case-by-case basis.

(2) Federal Tort Claims Act. This act provides a means whereby damages may be awarded as a result of claims against MCBCL for the injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of MCBCL acting within the scope of his or her employment under circumstances where MCBCL, if a private person, would be liable to the claimant per the law of the place where the act or omission occurred. Since Conservation Volunteers are considered employees for the purposes of this Act, they are offered the protection of the Act if they are within the scope of their assigned responsibilities.

c. Performance. The Conservation Volunteer shall perform work as described in the agreement and in any supplemental description of duties. All work performed by Conservation Volunteers shall be monitored by CVP Task Leaders. Volunteer agreements may be terminated if a Conservation Volunteer's performance is unsatisfactory; however, CVP Task Leaders will first attempt to determine and correct the cause of the unsatisfactory service. Only the CVP Manager, or a designated representative, may terminate a volunteer agreement. CVP Task Leaders, while awaiting the decision of the CVP Program Manager, may temporarily suspend the participation of a Conservation Volunteer if the volunteer's work poses a safety hazard or violates any other standards of government service.

d. Orientation, Training, and Safety

(1) Each accepted volunteer will be provided orientation on MCBCL history, mission, natural resources programs, objectives, environmental quality, range safety, and public safety, as appropriate.

(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.

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(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.

e. Licenses for Equipment and Vehicle Operation.

Conservation volunteers will complete the requirements listed in references (b) and (c) to obtain licenses to operate conservation equipment. Specific requirements will be completed as follows:

(1) On-the-job training will be provided by the Environmental Conservation Branch.

(2) The road/skill test and issuance of the OF-346 for engineer and agricultural equipment will be done by the license examiner, Maintenance Division, Installations and Environment Department.

(3) The Medical Certificate, NAVMC Form 10970, will be issued by the Occupational Health/Preventive Medicine Branch, Naval Medical Clinic.

(4) The Driver Improvement Card will be issued by the license examiner, Driver Training Branch, Safety Division. The CVP Coordinator and CVP Task Leaders are responsible for recommending individuals for licensing, and will ensure 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.

f. Credit for Volunteer Service. Conservation Volunteers will record their time in and out at the CVP Office for each day that they participate in CVP projects. Volunteer time will be verified by an appropriate CVP Task Leader, with any discrepancies to be resolved by the CVP Manager. 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. An individual's time may count towards non-monetary awards but does not count towards calculations of retirement, leave, or any other federal employment benefit except for experience. License and sponsoring requirements in reference (d) will not be affected by volunteer service. Volunteers may be able to 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.

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g. Awards. Consideration shall be given to developing the appropriate means to recognize a volunteer's contributions. Monetary awards may not be given under any circumstances but non-monetary awards may be given. Authorized awards include, but are not limited to the issuance of service certificates, shoulder patches, pins or other insignia to denote continuing service. The Head, Environmental Conservation Branch is authorized to use program funding to pay the cost of low-cost non-monetary awards and program identification materials.

h. Incidental Expenses. Volunteers receive no salary and will not be paid incidental expenses for services performed at MCBCL. CVP officials may request invitational travel orders for volunteers. The expenses of that temporary duty would be covered under the Federal Travel Regulations, and would cover all expenses authorized in the travel orders. Any documents or forms used to authorize or claim expenses for volunteers must clearly note "Volunteer" after the name.

i. Records. The CVP Coordinator will maintain a file for each volunteer which will contain, at a minimum, the volunteer agreement, record of hours worked, accomplishments, training received, record of non-monetary awards, medical records, if any, copies of any drivers licenses or equipment operating permits issued, and any other related information.

j. Reports. The CVP Manager will provide reports about CVP accomplishments on an as needed basis. Accomplishments of the CVP will be appropriately documented for inclusion in natural resources awards submissions and Public Affairs Office news releases.

8. Action. Assistant Chief of Staff Installations and Environment has overall responsibility for this Order. The Head, Environmental Conservation Branch, Environmental Management Division will implement the CVP per the policy and procedures established by this Order.

  
W. A. MEIER  
Chief of Staff

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