

**BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
Portland, Oregon**

PERSONNEL LETTER NO. 308-1

DATE: September 26, 2008

SUBJECT: Volunteer Service

PURPOSE

This Personnel Letter -

- Provides BPA policy and procedures pertaining to the acceptance of Volunteer service.
- Identifies the appropriate forms to be completed by volunteers to receive BPA ID badge and computer access.
- Supersedes the revision dated January 24, 2003.

BACKGROUND AND POLICY

Section 1342 of Title 31, United States Code, prohibits agencies from accepting volunteer service except in the following situations: (1) employment in emergencies involving the protection of life or property; (2) employment of assistants to handicapped employees; (3) employment of experts and consultants; and (4) employment of students to further their educational goals (also, Title 5 requires that students voluntary services be performed only with the permission of an institution at which the student is enrolled, and only for the purpose of providing educational experience for the student).

However, BPA has unique authority under Title 16, which grants the BPA Administrator specific authority to accept and use any voluntary and uncompensated services that further BPA's mission and program.

Under BPA's authority, volunteers will not be assigned to perform volunteer services of a critical sensitive or noncritical sensitive nature. Nor will they have access to classified or sensitive materials. Service performed by an individual on a voluntary basis may not be used to displace or replace any employee in BPA's work force and must not contribute to erosion of the position duties of other employees.

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I. DEFINITION

Volunteer

A person that does not meet the definition of employee and who donates his/her service, the primary benefit of which accrues to the performer of the service. Services performed by such an individual include personal services that, if left unperformed, would not require the assignment of an employee to perform them.

Student Volunteer

A person that is enrolled not less than half-time in a high school, trade school, college, university, or any other accredited educational institution. Service performed, with the permission of the institution at which the student is enrolled, is part of a program established for providing educational experience for the student, and is uncompensated.

II. ELIGIBILITY AND STATUS

A. Individuals providing voluntary services are not considered to be a Federal employee but are covered by injury compensation and tort claims laws for the purposes of:

1. The Federal Tort Claims provisions published in 28 U.S.C., 2671 through 2680. BPA General Counsel staff administratively processes claims arising as a result of volunteer participation.
2. Title 5 U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the BPA Workers' Compensation Program Manager for referral to the Office of Workers' Compensation Program, U. S. Department of Labor, for adjudication.

B. Benefits: Student Volunteers are not entitled to benefits, such as travel subsistence expenses, quarters, and any reimbursement or payment in kind. For other volunteer services, reasonable payments may be allowed for necessary travel and other expenses.

C. Minimum Age: Student volunteers should be at least age 16 or in the tenth grade or at an equivalent level of schooling. In situations deemed appropriate by the Human Capital Management (HCM) Customer Service Representative (CSR), students younger than 16 or at a level of schooling below the tenth grade or equivalent may serve. Under no circumstances, however, may a student younger than age 14 serve, regardless of grade in school. Students between grades, for example, during the summer, are considered to be in the grade or class in which they will next be enrolled. Other volunteers must conform to Federal, State, and local laws and standards regarding the employment of minors.

D. Citizenship: Students that are non-citizens may be appointed as volunteers provided that:

- They are lawfully admitted to the United States as permanent residents or otherwise authorized to be employed;
- They complete and submit the Personal Identification Verification forms, which are verified and approved by Security Management.
- The supervisor assumes responsibility during working hours for the physical location and actions of the individual.

E. Other: Volunteer services may also be accepted of participants in vocational rehabilitation programs.

III. WRITTEN AGREEMENTS

BPA requires a written agreement between the supervisor of the organization and the volunteer. In the case of a student volunteer, an agreement must also be negotiated with the educational institution. The written agreement must identify BPA's and the school's responsibilities and the conditions or limitations under which the student will serve. In the case of other volunteer services, the agreement must identify BPA's and the volunteer's responsibilities and the duration of the service. Supervisors may establish agreements appropriate to their needs as long as the requirements of law and BPA policy are met. A sample agreement is attached.

IV. TRAINING

Volunteers may only be trained in procedures and/or systems that are unique to their service and essential to conducting their assigned responsibilities. Training in these areas is usually part of a volunteer's orientation into BPA.

V. RESPONSIBILITIES

A. Supervisors are responsible for:

1. Ensuring all appropriate documentation is completed and provided to the HCM staff. As applicable, this includes completing Eform 5632.08e as the host of a Foreign National student volunteer.
2. Accepting volunteer services from interested individuals.
3. Preparing and signing written service agreements with the volunteer.
4. Providing service agreements to the CSR prior to the volunteer reporting to the work location.
5. Providing to the HCM staff upon conclusion of volunteer service: inclusive dates of service, total hours or day worked, and last date of service by the volunteer.

6. Obtaining appropriate physical and cyber security access approvals.
7. Ensuring that the volunteer's duties are not similar to, or take the place of, hourly positions included in the CPTC bargaining unit. For example, volunteers may not operate equipment determined to be under the jurisdiction of the CPTC.

B. Chief Human Capital Officer, is responsible, through assigned staff, for:

1. Assuring that procedures are in place where all individuals have equal access to participate in volunteer services.
 2. Ensuring that all policy, eligibility, and status requirements are met prior to the volunteer beginning services as set forth in this Personnel Letter. This includes consulting with Labor Relations staff to ensure that the duties are not similar to, or take the place of, hourly positions included in the CPTC bargaining unit.
 3. Preparing a "welcome letter" to be given to the volunteer before service begins. Letters must include the statement that volunteers are not Federal employees under 5 U.S.C. 2105, and thereby are not appointed to a Federal position.
 4. Preparing a "thank you" letter when volunteer service is concluded which contains: inclusive dates of service; total hours or days worked; and guidance on obtaining documentation of volunteer services in the future. A copy of this letter is provided to the customer service representative (CSR).
 5. Providing copies of the "welcome letter" and "thank you" letter to the supervisor.
 6. Advising supervisors on volunteer services program requirements.
 7. Serving as liaison with officials of educational institutions.
 8. Ensuring that required documentation is appropriately documented and records retained in accordance with retention schedules.
 9. Coordinating the appropriate forms with the Personnel Security Office to provide volunteers access to the building(s) and BPA computers. As the volunteer submits all appropriate forms, the originals are to be maintained in Personnel Security Office, with copies to the Official Personnel File. No volunteer will be given access without successful completion of the forms identified in Attachment B.
- C. Labor Relations staff** has final authority in determining whether a volunteer's duties infringe on work performed by the CPTC bargaining unit, and coordinates needed discussions with the CPTC.

VI. DOCUMENTATION

HCM staff is responsible for documenting volunteer service as follows:

- A. All volunteer service will be documented on a “welcome” letter written to the volunteer, before service is to begin, which contains the following information:
 - Name of the volunteer; Bonneville Power Administration and the name of the business unit; position/office title which will be shown as “volunteer” or “student volunteer”; duty location; days/hours of duty; and a statement indicating that volunteer service is not creditable and/or reference of the Tort Claims Act.
- B. Since volunteers are not Federal employees under 5 U.S.C. 2105, and consequently are not appointed to a Federal position, the position title will be shown as “volunteer” or “student volunteer” as the individual does not encumber an official position.
- C. Coordinate with the Personnel Security Office the appropriate paperwork to provide volunteers access to the building(s) and BPA computers. As the volunteer submits all appropriate forms, the originals are to be maintained in the Personnel Security Office, with copies to the volunteer folder maintained by HCM. No volunteer will be given access without successful completion of the forms identified in Attachment B.
- D. When volunteer service is concluded, a “thank you” letter will be prepared and forwarded to the volunteer. The letter will contain the following information:
 - Inclusive dates of service; total hours or days worked; and guidance on obtaining documentation of volunteer service in the future.

Although volunteers are not Federal employees, their service like any other types of volunteer service may be creditable as related experience under examination rating schedules, for meeting qualifications requirements for future Federal employment. In addition, for student volunteers, some participating schools which award course credit for such service may require certification of periods during which students rendered service.

VII. RECORDKEEPING

An Official Personnel Folder cannot be used to maintain volunteer service. The CSR will use the following to maintain records of volunteer service.

- A. HCM will maintain a folder file for all volunteers. The Human Resources Management Information System (HRmis) non-employee data may also be used to record volunteer service. The volunteer folder must include the signed volunteer agreement containing: the name of the volunteer; the name of the employing business unit; duty location; days/hours of duty; at the end of the volunteer period, documentation of inclusive dates of service; and total hours or days worked.
- B. Any other relevant materials will be maintained in the folder by the HCM staff in a central location.
- C. All volunteer service records are safeguarded in locked desks, filing cabinets, a secured room, etc., to prevent loss or destruction of records.

VIII. DISPOSITION

Volunteer service files will be maintained for five years after the completion of the volunteer period. After five years, service files may be destroyed.

IX. REQUESTS FOR DOCUMENTATION OF VOLUNTEER SERVICE

HCM staff is responsible for responding to requests from former volunteers for documentation of volunteer service.

X. REFERENCES

- 16 U.S.C., Chapter 12B, Section 832i, Employment of Personnel
- Bonneville Project Act of 1937, as amended
- 5 U.S.C. 3111, Chapter 31, Acceptance of Volunteer Service
- 5 CFR Part 308, Volunteer Service
- Office of Personnel Management, Operating Manual, The Guide to Processing Personnel Actions, Chapter 33, Documentation of Volunteer Service
- Personnel Letter No. 810-1, Injury Compensation and Occupational Disease Program

Roy B. Fox
Chief Human Capital Officer

Attachments (2)

Attachment A - Sample Volunteer Service Agreement
Attachment B - BPA ID Badge/Computer Access Requirements

**BONNEVILLE POWER ADMINISTRATION
VOLUNTEER SERVICE AGREEMENT
REQUIRED DATA**

I. ASSIGNMENT DATA

- a. Name of Volunteer or Student:
- b. Academic Discipline, if applicable:
- c. Educational Institution:
- d. Academic Level:
- e. Volunteer Program Objective:
- f. Statement of Service to be Performed:
- g. Assignment Location:
- h. Proposed Length of Service:
- i. Proposed Tour of Duty:
- j. Starting Date:
- k. Ending Date:

II. AGREEMENT

I have read the above statement of service to be performed and agree to perform the assignment as described.

I understand that:

I am to receive no pay or other compensation for services rendered;

I hereby agree to waive any and all claims against the Government for salary or wages on account of services performed;

I am not considered to be a Federal employee for any purpose other than for purposes of:

(1) The Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680.

(2) Title 5, U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments.

I am to conduct myself with honesty and integrity in the performance of my volunteer service;

This agreement may be terminated at any time by my educational institution, the Bonneville Power Administration, or myself.

Signature of Volunteer

Date

I certify that the volunteer services to be performed by the volunteer, as outlined in this Volunteer Service Agreement, will not displace any employee or erode the duties of other employees.

Signature of Supervisor

Date

III. EDUCATION INSTITUTION AGREEMENT (if applicable)

I certify that (Name of student) is a student enrolled not less than half time and is in good academic standing. The duties to be performed and scheduled hours of work are approved as appropriate for the course of study or training that he/she is pursuing. The student (will/will not) receive academic credit for the volunteer service.

Signature of Institution

Date

VOLUNTEERS
BPA ID BADGE/COMPUTER ACCESS REQUIREMENTS
September 2008

1. Sponsor to complete and submit the following:

- **PIV Request form (BPA Form 5632.19e)** Section A only. Please indicate type of volunteer on the PIV Form. Form to be submitted to appropriate HCM staff who will then submit it to the Point of Contact (POC) in Personnel Security Office. This will initiate the background investigation process for the volunteer. Information should be checked for accuracy.

NOTE: Since this form contains PII information it must be emailed encrypted with Entrust. If Entrust is unavailable then it must be printed and hand carried, or mailed in a sealed blue BPA envelope, to HCM staff.

- **BPA F 1400.22e** (Non Government Employee Data in HRMIS) – this form initiates the process to have a HRMIS ID generated. This ID is required for computer access and for issuance of BPA Badge. The original form should be sent to Non Government Employee Processing NHR-1 in a sealed Blue BPA Envelope.

2. Volunteer to complete the following:

- **Electronic Security Questionnaire for Investigations Processing (EQIP).**
Upon receipt of the PIV Form, a Personnel Security POC will immediately send (via email) the volunteer instructions on how to access this questionnaire, which must be completed by the volunteer.
- **OF 306** (Declaration for Federal Employment)
 - Entire form to be completed. Volunteer signs as Applicant in 17a
- **I-9** (Employment Eligibility Verification),
 - Volunteer completes Section 1 only
- **BPA F 5632.06e** (Employee Badging Statistical Data)
- **BPA F 5632.07e** (BPA Initial Security Briefing Certificate)
- **Supplemental Notice**
- **4 Fingerprint cards** (only for those outside the Portland area)
 - 2 cards need to be completed at a local Police Department, sealed in the enclosed envelope, and mailed with all other forms.
 - NOTE: Only the enclosed fingerprint cards designated “SF-87” in the upper left corner, is acceptable.

3. Upon completion and approval of EQIP:

The volunteer will be scheduled for a Personal Identity Verification Appointment (PIV) if they live in Portland/Vancouver area. They will need to bring the above forms, for review, to their PIV appointment.

At this time the I-9 will be certified and a photo will be taken for the BPA ID Badge. Fingerprints will be also taken. The badge will be sent to the sponsor listed on the PIV Request once the Advanced Fingerprint Report is approved.

Volunteer should be informed that in addition to the forms above, they must bring the proper forms of identification to their appointment which is:

Valid Driver's License and original Social Security Card

OR

Valid Driver's License and original or certified copy of a birth certificate issued by a state or county

OR

Passport and valid Driver's License

Note: For volunteers that live outside Portland/Vancouver area

- They will be requested to mail the above forms to the Personnel Security Office as soon as possible to:

Bonneville Power Administration
Attn: Personnel Security Office/KT-B1
P.O. Box 3621
Portland, OR 97208-3621

- The I-9 and photo can be completed:
 - In the Personnel Security Office, at Headquarters, on their first day (if stationed at Ross or HQ).
 - By a designated field registrar at the various field sites.

Questions regarding any of the above can be directed to the Personnel Security Office at (503) 230-3638.

Upon completion of volunteer service, the manager will collect the volunteer's badge and mail it to Security Services/KT-B1.