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## UNITED STATES DEPARTMENT OF AGRICULTURE MARKETING AND REGULATORY PROGRAMS

# VOLUNTEER TIME AND ATTENDANCE RECORD

OMB Approved

0579-0477 EXP. Date 02/2027

## **PRIVACY ACT STATEMENT:**

Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of The Privacy Act of 1974, 5 U.S.C 552a, which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA for the purposes of tort claims and injury compensation. Furnishing this data is voluntary; however, if this form is incomplete, enrollment in the program cannot proceed.

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## NAME OF VOLUNTEER

DATE	TIME IN	TIME OUT	TOTAL HOURS	LOCATION
				TOTAL HOURS
SIGNATURE OF VOLUNTEER				DATE
TO BE COMPLETED BY PROGRAM OFFICIAL				
SIGNATURE OF FEDERAL EMPLOYEE SUPERVISORY PROGRAM OFFICIAL				DATE

## Return completed form by email to MRP.Volunteer.Program@usda.gov