

REGULAR VOLUNTEERS**Non-Student**

7 U.S.C. 2272 permits the Secretary of Agriculture to establish procedure to use volunteers in carrying out programs of the Department. The MRP Volunteer Program provides the participant with work experience and the opportunity to explore career options as well as to develop personal and professional skills.

Criteria for Participation

The volunteer--

- ♦ must be at least 14 years of age.
- ♦ recognize that the services performed will not be compensated by the agency; and
- ♦ must be willing to sign a volunteer service agreement outlining the responsibilities of each party.

Volunteer Status

- ♦ Volunteers are not considered to be a Federal employee for any reason other than for the following purposes:
 - the Federal Tort Claims provisions in 28 U.S.C., 2671 through 2680; and
 - title 5.U.S.C. Chapter 81, relative to compensation for injury during the performance of volunteer assignments.
- ♦ Volunteers are neither covered by nor entitled to:
 - annual or sick leave;
 - life or health insurance;
 - retirement benefits;
- ♦ Service under this program may be terminated at any time for any reason deemed appropriate by either party.

Incidental Expenses

Volunteers do not receive a salary from USDA, but each volunteer serving under the authority of 7 USC 2272 may have incidental expenses paid such as transportation, lodging, and subsistence. The supervisory program official's signature on the agreement signifies endorsement of the volunteer assignment and confirms consent to payment of any incidental expenses that the volunteer assignment might require. Contact the Administrative Office or Resource Management Office for assistance with administering incidental expense claims associated with the volunteer assignment.

Application Procedure

To participate in this program, the following documents must be submitted:

- ♦ Cover letter describing the individual's interests including an explanation of what they might want to do as a volunteer with USDA, Marketing and Regulatory Programs. The letter should also include approximate dates that the individual will be available for volunteer service.
- ♦ Current Resume
- ♦ If selected for participation in the program, the volunteer must complete a volunteer service agreement.

Please note: All of the above information **must** be submitted to the Volunteer Service Program Coordinator (VSPC) **Judy Craney** @ judy.e.craney@usda.gov, at a minimum of 3 business days **prior** to onboarding the volunteer, for review and approval of volunteer service.