



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

January 9, 2012

IOWA BULLETIN NO. IA360-12-11

SUBJECT: PER – VOLUNTEERING

**PURPOSE:** To provide volunteering activities guidelines to be used during a National Service Day for all USDA employees.

**EXPIRATION DATE:** September 30, 2013

All USDA employees received notice on December 28, 2011, that Secretary Vilsack will recognize and celebrate Martin Luther King's birthday by declaring January 12, 2012, as a National Service Day for all USDA employees. In his notice he encourages all USDA employees to spend time during the afternoon of January 12, 2012, volunteering in their communities.

Please be aware of the following policy related to USDA employees' volunteering activities:

USDA - Departmental Regulation 4060-630-002, states:

**VOLUNTEER ACTIVITIES**

An employee may be granted administrative leave for short periods of time to participate in volunteer activities that are:

- a. Mission-related;
- b. Officially sponsored or sanctioned by the employing Agency/Staff Office; or
- c. Deemed to enhance the professional development and/or skills of the employee in his or her current position.

Agencies/Staff Offices are encouraged to support their employees' volunteer efforts that do not meet the criteria set forth above by ensuring that all employees are aware of the various work scheduling and leave flexibilities available to them and by allowing them the flexibility to adjust their schedules to accommodate the volunteer activity if possible.

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NRCS employees must use the above criteria in determining the appropriateness of any volunteer activity they choose to participate in. All Iowa NRCS employees whose duty station is outside the State Office must have their volunteer activity approved by their assistant state conservationist for field operations. For those employees working in the Iowa State Office, please obtain approval from your supervisor and/or principle staff member. Approval and participation will be documented on the attached form and provided to your timekeeper.

If you have any questions concerning this volunteer opportunity please contact the Human Resources staff at 515-284-4587.

/s/ Richard Sims  
State Conservationist

Attachment