

Volunteer Tracking System Activity Codes & Descriptions July 2016

Activity Code	Includes:
Clerical Servies	All administrative support functions in all Agency Offices (i.e. filing, shredding, collating, mailing, answering phone, etc.)
Conservation Education	Preparation and delivery of conservation education to students, customers, and the general public
Conservation Implementation	Conservation practice implementation, HEL and wetland compliance, structural design and implementation, geologic investigations
Conservation Planning and Technical Consultation	Conservation technical assistance planning, technical consultation, project management and implementation, watershed and area planning, floodplain management studies, flood insurance studies, contract planning (EQIP, CSP, RCPP, ACEP, CRP, WRP & HFRP)
Outreach and Communications	Communication and relations with the public, producers, and partners.
Snow Survey	Any activity associated with Snow Survey
Soil Survey	Any activity associated with Soil Survey
Training	All training delivered and received (program-related and non-program related)
Research and Economic Assistance	Assist in searches and save exerpts from authoritative publications relevant to USDA projects. Order additional publications from government and outside sources. Create research outlines and bibliographies. Assist in clerical and record keeping tasks. Assist in planning and conducting interviews, adminstering surveys, or coordinating focus groups. Assist in entering data received into a database or spreadsheet and conduct statistical analysis of collected data.
Operations Management (Financial & Human Resource)	Contract management, modification, easement acquisition and management, eligibility determinations and application processing, assessment and ranking, supervision, operations management, program management and support, policy development and all financial and HR functions.