This document has been
Rescinded and is located
in our Archive files.

For Active files, visit
http://www.osmre.gov/directiv.htm

	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: PER-33 Transmittal Number: 592 Date: JAN 19 1990

Subject: EMPLOYEE VOLUNTEERISM

Approval: [signature] Title: Director

1. **Purpose**. This directive contains the policies and guidelines which govern volunteer activities of Office of Surface Mining Reclamation and Enforcement (OSM) employees. These provisions apply to all OSM employees whether on or off duty, including annual leave, excused absence, or leave without pay. Procedures are established for employees to obtain authorization to perform volunteer activities during official duty hours, and to request excused absence or leave.

2. **Definitions.**

a. Volunteer Activities include a wide variety of efforts or deeds outside of OSM's basic mission or functions and the employee's regularly assigned duties and responsibilities, for which the employee does not receive financial remuneration.

b. Prohibited Activities include those which might result in a conflict, or an apparent conflict, between the voluntary interests of the employee and his/her official OSM duties and responsibilities. The Department of Interior's Standards of Conduct, other Agency regulations, and appropriate laws, rules and regulations on outside activities must be observed regardless of whether the employee is on or off duty. An example of prohibited activities would be an OSM Surface Mining Reclamation Specialist (Inspector) volunteering services to a surface coal mining company.

c. Appropriate Activities include those efforts or interests not prohibited by the above section. Examples of appropriate activities include participation in the Take Pride in America Program, tutoring students, assisting the Special Olympics, helping at shelters or food kitchens, drug or alcohol abuse counseling, Boy/Girl Scout leaders, etc.

3. **Policies and Procedures**

a. Policy. It is the policy of OSM to encourage and enable its employees, to the extent practicable, to volunteer, participate and involve themselves in projects in their local communities, including those sponsored by OSM.

b. Responsibilities.

(1) OSM Director establishes or approves policies and procedures relating to employee volunteerism.

(2) OSM Ethics Counselors advise supervisors and employees, upon request, as to whether the employees' proposed volunteer activities, on or off duty hours, would be prohibited and result in a conflict, or apparent conflict, with their official duties and responsibilities.

(3) Supervisors shall, upon employee request or notification, obtain and share information regarding the propriety of proposed employee volunteer activities, on or off duty time. Employee participation should be encouraged to the extent that performance of their official duties is not adversely affected.

(4) Employees must consult with their supervisor and/or OSM Ethics Counselor prior to donating their services, if volunteer activities may result in a conflict, or apparent conflict, with their official duties. They also must request and obtain advance supervisory approval of leave or excused absence to participate in volunteer activities during their official hours of duty.

c. Procedures.

(1) Prior authorization to perform the voluntary activity must be obtained by the employee if:

(a) there is a possibility that the activity (whether on or off duty) is prohibited, as defined in this directive; or,

(b) the activity would occur during the employee's official duty hours for which the employee plans to request excused absence (ref: Section 3.c.(2)).

(c) To obtain authorization to perform the voluntary service, the employee must submit the following information from the organization receiving the service (on letterhead paper, if available):

1 identification of the OSM employee providing the service;

2 scope of work to be provided;

3 duration, frequency and hours of service, if ongoing; and,

4 name, signature and date of representative of the organization receiving the voluntary service.

(2) Excused Absence (i.e., administrative leave) during official duty hours may be approved by supervisors for up to four (4) hours per pay period for an employee to participate in appropriate volunteer activities. The 4-hour limit is for all volunteer activities, and not for each activity. Approval must be requested in advance by the employee, and approval depends upon the employee's current workload and the needs of the agency. To request excused absence, the employee must submit the following information each pay period:

(a) list of specific hours of service worked, by date;

(b) verification of the above with the name, signature and date of representative of the organization receiving the voluntary service (on letterhead, if available); and,

(c) Application for Leave form (SF-71).

(3) Leave Requests to enable employees to be involved in volunteer activities during their normal hours of duty must be submitted in advance to supervisors for approval.

4. **Reporting Requirements.** As required.

5. **Effect on Other Documents.** None.

6. **References.**

a. 43 CFR 20.735-6; DOI Employee Standards of Conduct.
b. 370 DM 630, Subchapter 11; Excused Absence.
c. PER-12; OSM Leave and Absence Directive.

7. **Effective Date.** Upon issuance.

8. **Contact.** Division of Personnel, Branch of Employee Management Relations, FTS/202 343-1010.

9. **Keywords.** Volunteerism, volunteer.