

Request for Personnel Action (RPA) for Hiring Volunteer

The following provides guidance and information on the appropriate documentation needed to initiate a volunteer recruitment action. Agencies must document service performed without compensation by persons who do not receive a Federal appointment and are required to inform volunteers of the nature of their appointments.

- The department will prepare a Request for Personnel Action (RPA) for the recruitment action. See Section 3 for sample forms and guidance.
 - Indicate the Not to Exceed (NTE) date of no more than one (1) year on Block 1- “Action Requested” of the RPA.
 - The RPA must be signed and dated by the immediate supervisor and authorized by the appropriate Chair, Department/Activity Head, or higher level official in the chain of command.
 - The RPA must be submitted at least seven (7) working days prior to entrance on duty (EOD) to provide sufficient time to coordinate the action with the appropriate USU departments (i.e. Security, Environmental Health & Occupational Safety, and the Learning Resources Center).
 - CHR, Staffing & Classification Division, will coordinate the entrance on duty date (EOD). All RPAs received must be signed and dated. RPAs with incomplete or inaccurate information will be returned to the originator.
- The following completed documents are required and must accompany the RPA:
 - Form DD-2793 (Volunteer Agreement), Parts I and II, <http://www.usuhs.mil/chr/doc/DD-2793.pdf>. See Section 3, Forms and Guidance.
 - A copy of the volunteer’s resume/cv.
- Submit the completed RPA, DD-2793, and resume/cv to CHR.

FOR MINORS

- If the volunteer is a minor (17 or younger), the following additional documents will be required and must accompany the RPA:

- Work Permit Application along with proof of age document. See Section 3, Forms and Guidance. The CHR must receive the individual's work permit before employment begins.
- Permission from the school the volunteer is presently attending. Permission from the school is only required during the school year. If required, the letter must be on school's letterhead.
- Parental Permission Statement (signed and dated). See Section 3, Forms and Guidance.
- USUHS Form 6050- Work Assignment for a Minor. See Section 3, Forms and Guidance.
- **If the volunteer is below 16 years of age**, an exception to the age requirement must be approved by Environmental Health & Occupational Safety (EHS). See Section 3, Forms and Guidance.
- **Minors working in Laboratories:** Minors younger than 16 will not be allowed to work in "posted" laboratories. Minors between the ages of 16 and 18 may be allowed to work in "posted" laboratories with the permission of the USUHS Radiation Safety Officer (RSO), 301-295-3390. See Section 3, Forms and Guidance.

EXTENDING VOLUNTEER APPOINTMENTS

- The department will prepare an RPA to request an "Extension of Appointment" and indicate the new Not to Exceed (NTE) date. The NTE date may not be more than one year.
- The RPA must state the reason/rationale for extension in Part D, Remarks by the requesting office.
- The RPA must be signed and dated by the immediate supervisor and authorized by the appropriate Chair, Department/Activity Head, or higher level official in the chain of command.
- Submit the RPA (Request for Extension) to CHR at least 30 days prior to the expiration of the original appointment.

IN-PROCESSING PROCEDURES

- Volunteers will report to Civilian Human Resources (CHR), Building A, room A1022.

- CHR will in-process volunteer personnel only on Mondays (10:00 to 11:00 A.M.) and Wednesdays (9:00 to 10:00 A.M.). All EODs must be coordinated with CHR at least 7 working days prior to the effective date.
- Volunteers are required to provide one the following valid forms of identification during in-processing. Expired documents will not be accepted.
 - U.S. Citizens: Birth Certificate, U.S. Passport, or Social Security Card with a valid Driver's License or State ID.
 - Non-U.S. Citizens: Permanent Resident Card (green card), Employment Authorization Card or VISA authorizing permission to work in the U.S.
- Volunteers will receive a CHR check-in sheet for reporting to the departments listed below:
 - USUHS/AFRRI Security Office
 - USUHS Environmental Health & Occupational Safety Office (EHS)
- Volunteers must return the check-in sheet to the CHR. Failure to return the form will relieve USUHS of any responsibility for the volunteer.

OUT-PROCESSING PROCEDURES

- All Volunteers must out-process through CHR at least 3 work days prior to the end of their service.
- The supervisor of the volunteer employee must complete Part IV of Form DD-2793 (Volunteer Agreement) at the end of the volunteer employee's service and return the form to CHR.

ADDITIONAL INFORMATION CONCERNING VOLUNTEER EMPLOYMENT

- Volunteers may not supervise paid employees or military personnel.
- Volunteers may not be used to displace paid employees, or in lieu of filling authorized paid personnel positions.
- Volunteers are considered employees of the Federal government only for the following purposes:
 - Concerning compensation for the disability or death of an employee resulting from personal injury sustained while in the performance of his/her duty.

- Regarding the maintenance of records on individuals that are contained in a Privacy Act system of records.
- Criminal laws relating to conflicts of interest (18 U.S., Chapter 11).
- Defense of certain suits arising out of alleged legal malpractice under Title 10 U.S.C. 1054
- The CHR will retain volunteer records for three (3) years following the termination of volunteer service.
- Any questions regarding volunteer appointments should be addressed to the CHR, Staffing and Classification Division, at (301) 295-3412.