

**US ARMY CORPS OF ENGINEERS
VOLUNTEER PROGRAM ACTIVITY AND EXPENSE REPORT**

For use of this form, see ER 1130-2-500; the proponent agency is CECW-O

RCS: DAEN-CWO-72

DIVISION/DISTRICT/PROJECT

DATE (YYYYMMDD)

1. TOTAL NUMBER OF VOLUNTEERS

2. TOTAL NUMBER OF HOURS WORKED

3. TOTAL INCIDENTAL EXPENSES

4. VALUE OF SERVICE

5a. CERTIFYING OFFICIAL (*Type or Print*)

5b. SIGNATURE

INSTRUCTIONS FOR COMPLETION OF REPORT:

1. Enter total number of all volunteers.
2. Enter total number of hours worked.
3. Enter total amount of incidental expenses granted to volunteers.
4. To determine value of service:

A. PERSONNEL

- (1) Select classification from categories below which best describes services performed.
- (2) Use GS or local WG rate to compute hourly value (do not calculate or include overhead rates).
- (3) Approval for variation may be authorized by district coordinators.

SERVICE CLASSIFICATION

MAINTENANCE = Minimum Wage or WG-3
 STUDENT/CLERICAL = GS-3 or GS-5
 CONSULTANT = GS-11 or GS-13

- B. EQUIPMENT:** Use local rental rate to determine value of volunteered equipment.
- C. MATERIAL/SUPPLIES:** Use actual or replacement cost for materials/supplies volunteered.
- D. TOTAL:** Sum of Personnel, Equipment, Materials/Supplies.

5. Volunteer coordinator should certify report.

6. VOLUNTEER DETAILED DESCRIPTION