

RM-7 April 2025 Release Change Log

4/15/2025

Chapter – Section	Change	Change in Previous Language
Ch 1	Corrected link	Director’s Order #7: Volunteers-In-Parks
Ch 2 - Definitions	Corrected link	"Volunteer: As defined in 29 CFR 553.101"
Ch 2 - Definitions - Volunteer Service Agreement	Changed "job hazard analysis" to "risk analysis"	"Volunteer service agreement: These documents govern the relationship between the NPS and the volunteer or volunteer group. The volunteer service agreement includes the OF301a form and for volunteer groups the OF301b form, as well as service description, and job hazard analysis risk analysis (see Formalizing the NPS/Volunteer Relationship: Volunteer Service Agreements). This may also be referred to as a “service agreement.”
Ch 3 - Volunteer Managers	Added “safety documentation”	Language: "Establish volunteer records management plan and ensure files contain all pertinent information, such as local policy, needs assessment information, service descriptions, safety documentation , recruiting information and strategies, and required training materials."
Ch 3 - Volunteer Managers	Replaced with "Work with the safety officer and volunteer supervisors to plan for the safety of volunteers following NPS standards."	"Account for the safety and wellness of volunteers and those working with volunteers through the use of NPS best practices"
Ch 3 - Volunteer Partnership Organizations	Removed “cooperating associations”	"A nonprofit organization, such as a cooperating association, authorized philanthropic partner, conservation corps, or partner volunteer organization may, under the appropriate formal agreement (including cooperating association agreement , philanthropic partnership agreement, or federal financial assistance agreement, such as cooperative agreement), manage or assist in managing an NPS volunteer program nationally, regionally, or locally, with oversight conducted by the NPS."
Ch 3 - NPS Provided Food	Corrected link	"Acquisition Policy and Procedures Memorandum 1443.07-03"
Ch 3 - Volunteer Program Management Training	Added "This course is a pre-requisite for the in-person course Building Volunteer Program Management Skills."	"Introductory course: All new volunteer managers are required to take the self- paced Introduction to Volunteer Program Management course in DOI Talent within two months of being assigned volunteer program management duties. All volunteer managers, volunteer supervisors, and other staff supporting the volunteer program will also benefit from this training."
Ch 3 - Volunteer Program Management Training	Removed "requirements"	"Introduction to Volunteer Program Management Requirements "

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Ch 3 - Volunteer Program Management Training	Replaced with "These trainings may include basic volunteer program management overviews, refresher courses, and/or advanced volunteer program management trainings" with "The Building Volunteer Program Management Skills course is designed as a standard training offering that can be planned and led by regions. Regions retain flexibility in catering this curriculum package or offering alternative training options to best meet the needs of their region."	Ongoing training: Each region will provide volunteer program management training annually or partner with other regions to offer training. These trainings may include basic volunteer program management overviews, refresher courses, and/or advanced volunteer program management trainings. The Building Volunteer Program Management Skills course is designed as a standard training offering that can be planned and led by regions. Regions retain flexibility in catering this curriculum package or offering alternative training options to best meet the needs of their region. Volunteer managers are strongly encouraged to attend a regionally hosted training within a year of taking on volunteer program management duties. If they are unable to attend in person, they should contact their Regional VIP Manager to discuss other training opportunities that can be completed locally or virtually. These may include NPS or non-NPS-provided training modules.
Ch 3 - Volunteer Program Management Training	Added "This course is a pre-requisite for the in-person course Building Volunteer Program Management Skills."	"Introductory course: All new volunteer managers are required to take the self- paced Introduction to Volunteer Program Management course in DOI Talent within two months of being assigned volunteer program management duties. All volunteer managers, volunteer supervisors, and other staff supporting the volunteer program will also benefit from this training. This course is a pre-requisite for the in-person course Building Volunteer Program Management Skills. "
Ch 3 - Volunteer Supervisor Training	Added "Training opportunities are listed on the Volunteer Program Training SharePoint site (internal link) and the InsideNPS NPS Supervisory Foundations Program site (internal link)."	"Supervisory training is offered in a variety of formats and from many vendors. Volunteer supervisors are eligible for the WASO-funded New Supervisor Development Program, which fulfills this requirement. Training opportunities are listed on the Volunteer Program Training SharePoint site (internal link) and the InsideNPS NPS Supervisory Foundations Program site (internal link). "
Ch 4 - Recruiting for Diversity, Equity, Inclusion, and Accessibility	Section deleted	"In support of the National Park Service's core values [internal link] and commitment to diversity, equity, inclusion, and accessibility (see Director's Order 16B), the VIP program seeks to actively engage the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of the American people, with particular emphasis on historically excluded communities. The VIP program seeks new and innovative ways to diversify our volunteer base, to create inclusive work environments

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		and service experiences [internal link], and to eliminate barriers to inclusion for all our volunteers. The VIP Program recognizes that the full potential of volunteerism in national parks cannot be achieved unless we welcome and embrace the full spectrum of an increasingly diverse and multi-cultural American public."
Ch 4 - Health and Physical Condition Qualifications	Removed "and job hazard analysis or job safety analysis (JHA or JSA)"	"When formulating the volunteer service description and job hazard analysis or job safety analysis (JHA or JSA) , parks and programs must determine and document the health and physical condition requirements for completing the activities required and at the project location, as well as required qualifications (knowledge, skills, experience, ability), and required training, certifications, or licenses."
Ch 4 - Spectra of Engagement	Deleted section	"The many different types of volunteer positions can be placed somewhere along the spectra of engagement. The spectra places volunteer positions along two axes: length of service and skill level. Length of service refers to the time spent volunteering with the park or program, from micro-volunteering (i.e., crowd-sourced citizen science, drop-in trash pickup), one-time service events that last a few minutes to a few hours, and episodic or occasional volunteering, to short-term volunteers and long-term volunteers that serve over weeks, months, or years. The spectrum of skill refers to the skill level required for the volunteer service, from hands-on volunteering (trash pickups, basic maintenance, events, etc.) to specialized skills-based volunteering (preservation carpenters, medical professionals, paleontologists, dive teams, etc.). Where a volunteer position sits on the spectra informs what sort of credentialing and support may be required for proper job training, mitigating risk, ensuring safety, and providing proper legal protection for the NPS and the volunteer."
Ch 4 - Background Investigations	Corrected link	"Requirements for Homeland Security Presidential Directive 12"
Ch 4 - Basic Qualifications	Removed "gender identity"	"Volunteers are recruited and accepted from the public without regard to race, creed, religion, age, sex, sexual orientation, color, national origin, disability, gender identity , or OPM classification laws, rules, and regulations."
Ch 5 - Contents of a Volunteer Service Agreement	Replaced "job hazard analysis" with "risk analysis"	"Individuals: A completed OF301a, a service description, and a job hazard analysis"

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		Groups: A completed OF301a (leader), OF301b (group members), a service description, and a job hazard analysis risk analysis "
Ch 5 - Contents of a Volunteer Service Agreement	Deleted bullet	"Job hazard analysis or job safety analysis (JHA or JSA) and safety protocols, including driving if required"
Ch 5 - Volunteer Recognition and Award	Replaced "The George and Helen Hartzog Awards for Outstanding Volunteer Service Awards" with "The Excellence in Volunteerism Awards"	"The George and Helen Hartzog Awards for Outstanding Volunteer Service Awards The Excellence in Volunteerism Awards are the official NPS awards for volunteers (see the WASO VIP SharePoint page for additional information and resources for volunteer recognition"
Ch 6 - Safety and Risk Management	Changed "Safety/Risk Management" to "Safety and Risk Management"	"Safety/Risk Management" "Safety and Risk Management"
Ch 6 - Safety and Risk Management	Replaced with new text	<p>"The safety and health of volunteers is always of utmost priority. Volunteers must observe the same safety regulations, policies and procedures and use the same safety equipment and personal protective equipment as paid employees. Failure by the volunteer supervisor to provide adequate supervision or appropriate safety training and personal protective equipment not only violates federal mandates but also increases the risk to the volunteer. It also may increase NPS exposure to potential violation notices of OSHA regulations, violate existing labor-management agreements, escalate the number of worker's compensation claims, and heighten the potential of tort liability for supervisors' acts of omission.</p> <p>Volunteers must not perform work for which they are not qualified or have not been adequately trained, work that they do not feel comfortable doing or do not willingly agree to do, or work that is not part of the service description.</p> <p>Job Hazard/Job Safety Analysis The volunteer supervisor must use a job hazard analysis or job safety analysis (JHA or JSA) for all volunteer work assignments to determine the level of risk and appropriate mitigation; this is called the 'risk analysis' on the OF301a form (i.e., 'risk assessment attached'). The JHA or JSA form is available from the designated safety officer for the park, region or program. The volunteer supervisor is responsible for evaluating the specific job, outlining</p>

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		the potential hazards/injury sources and identifying actions, procedures, and safety equipment to mitigate safety risks to the volunteer. Volunteers will be provided training on the JHA/JSA (s) prior to commencing work in the park or program. When the JHA/JSA indicates the need for specialized operational and/or safety training, the volunteer will not be allowed to perform the job until all training is completed, the supervisor understands the volunteer's work capability, and the volunteer understands the job and its hazards."
Ch 6 - Safety and Risk Management	Replaced "a JHA or JSA" with " risk analysis tools"	"Volunteer supervisors must use a JHA or JSA risk analysis tools for all volunteer work assignments and consult with their safety officer if they question the appropriateness of a volunteer assignment for a specific duty."
CH 6- Safeguarding Children, Youth and Families	Replaced "assessment" with "management process"	"Conducting a safety risk assessment management process and obtaining concurrence from the park or program safety officer"
CH 6 - VIP Insignia	Corrected broken link	"Special Directive 93-07: Use of the NPS Arrowhead Symbol"
Ch 6 - Uniform Wear Standards	Added "Additional resources on how to develop and establish local policy are available on the WASO VIP SharePoint."	"Additional standards may be defined when establishing local policy."
Ch 6 - Equal Employment Opportunity	Removed "(including pregnancy, gender identity, and sexual orientation)"	Sex (including pregnancy, gender identity, and sexual orientation)
Ch 6 - Equal Employment Opportunity	Removed " (including pregnancy and gender identity)"	"The National Park Service (NPS) is committed to providing a workplace free of discrimination and harassment based on race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age, disability, family medical history (including genetic information), status as a parent, marital status, political affiliation, and one that is free from illegal retaliation
Ch 10 - Record Keeping	Replaced "job hazard analysis or job safety analysis (JHA or JSA)" with "risk analysis"	OF301a, service description, and job hazard analysis or job safety analysis (JHA or JSA) risk analysis OF301b (groups), service description, and job hazard analysis or job safety analysis (JHA or JSA) risk analysis

New Safety and Risk Management Text

"As stated in Director's Order 50B, "The National Park Service has a continuing concern about the occupational safety and health of our employees and others who work in the parks as volunteers, contractors, concession employees, or in any other capacity...We hold the safety and health of our employees, concessioner

employees, volunteers, and other Federal, state, and local stakeholders working on lands under NPS jurisdiction to be a core value of the NPS.”

Director’s Order 50B clearly outlines safety duties at the WASO, regional, and unit level. Superintendents, safety officers, volunteer supervisors (see ‘supervisors’) and volunteers (see ‘every NPS employee’) must adhere to the actions outlined in their respective 50B sections.

Occupational Safety and Health Program

The volunteer supervisor must document that they have considered the risks for each volunteer role and mitigated the risk appropriately. A variety of risk management tools may be used to determine the level of risk and appropriate mitigation. The tools include but are not limited to a Green Amber Red (GAR), Severity Probability Exposure (SPE), job hazard analysis (JHA), job safety analysis (JSA), or equivalent approved tool may be used to determine the level of risk and appropriate mitigation. Completing this process meets the ‘risk assessment’ requirement on the OF301a form. Tools, templates, and training are available from the designated safety officer for the park, region or program.

The volunteer supervisor is responsible for evaluating the specific job, outlining the potential hazards/injury sources and identifying actions, procedures, and safety equipment to mitigate safety risks to the volunteer. Failure by the volunteer supervisor to provide adequate supervision or appropriate safety training and personal protective equipment not only violates federal mandates but also increases the risk to the volunteer. It also may increase NPS exposure to potential violation notices of OSHA regulations, violate existing labor-management agreements, escalate the number of worker’s compensation claims, and heighten the potential of tort liability for supervisors’ acts of omission. The supervisor is also responsible for continued communication around safety and risk management, beyond the initial onboarding of the volunteer.

Volunteers must observe the same safety regulations, policies and procedures and use the same safety equipment and personal protective equipment as paid employees. Volunteers will be provided all necessary training prior to commencing work in the park or program. When specialized operational and/or safety training is needed, the volunteer will not be allowed to perform the job until all training is completed, the supervisor understands the volunteer’s work capability, and the volunteer understands the job and its hazards.

Volunteers must not perform work for which they are not qualified or have not been adequately trained, work that they do not feel comfortable doing or do not willingly agree to do, or work that is not part of the service description."