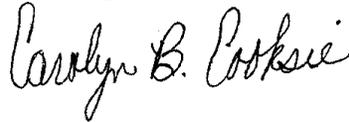


For: FFAS Employees

President’s Volunteer Service Awards and Call to Service Award

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Secretary of Agriculture has invited USDA employees to submit nominations for the President’s Volunteer Service Awards and the Call to Service Award. The President’s Council on Service and Civic Participation (PCSCP) created the President’s Volunteer Service Award program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service. Recognizing and honoring volunteers:

- sets a standard for service to others
- encourages a sustained commitment to civic participation
- inspires others to make volunteering a central part of their lives.

The President’s Volunteer Service Award recognizes those who have achieved a certain standard, measured by the number of hours served over a 12-month period or cumulative hours served over the course of a lifetime. USDA will highlight extraordinary volunteers by honoring their efforts at a special presentation during the annual Secretary’s Honor Awards ceremony.

B Purpose

This notice informs employees of the opportunity to submit nominations for the President’s Volunteer Service Awards and the Call to Service Award. All nominations must be received in HRD by **5 p.m. e.t. on April 13, 2012.**

Disposal Date	Distribution
June 1, 2012	All FAS, FSA, and RMA employees; State Offices relay to County Offices

Notice PM-2853

2 Award Information

A Eligibility

All USDA employees are eligible for the award based on their hours of volunteer service to a qualifying organization.

B Qualifying Organization/Activity

To be recognized, volunteer service activities must meet national or community needs in the area of youth achievement, parks and open space, health communities, and public safety and emergency response. Activities must be unpaid and may **not** include court-ordered or disciplinary-related community service.

The majority of faith-based volunteer activities are considered acceptable service for the President's Volunteer Service Award including, but not limited to, volunteering to teach Sunday School; volunteering at Vacation Bible School; painting and cleaning at a church, mosque, or synagogue; collecting canned food; mentoring children after school; and volunteering at a shelter. Activities that take place during a normal worship service such as ushering, participation in the choir, or other activities practiced during worship hours are considered outside the President's Volunteer Service Award guidelines.

Activities associated with influencing legislation or elections to a public office, engaging in protests, engaging in union activities, and participating in events that are likely to include political advocacy are **not** considered acceptable service for purposes of these awards.

C Criteria

For a:

- Bronze Presidential Volunteer Service Award, the employee must have served a minimum of 100 hours and a maximum of 249 hours of service to a qualifying organization over the 12-month period beginning July 1, 2010, and ending June 30, 2011
- Silver Presidential Volunteer Service Award, the employee must have served a minimum of 250 hours and a maximum of 499 hours of service to a qualifying organization over the 12-month period beginning July 1, 2010, and ending June 30, 2011
- Gold Presidential Volunteer Service Award, the employee must have served 500 hours or more of service to a qualifying organization over the 12-month period beginning July 1, 2010, and ending June 30, 2011
- President's Call to Service Award, the employee must have served 4,000 hours or more of service to a qualifying organization over the employee's lifetime.

2 Award Information (Continued)

D Certification

All applicants will be required to certify that they have, in fact, served the number of hours for which they are claiming credit.

E Recognition

Each award recipient will receive an official President's Volunteer Service Award pin, a personalized certificate of achievement, a note of congratulations from the President of the United States, and a letter from PCSCP. The top 5 applicants, based on their number of hours of service in both the Call to Service and Gold Presidential Volunteer Service Award category, will be recognized at the Secretary's Honor Awards Ceremony. One person, in each of the bronze and silver award categories will be randomly selected to receive their awards at the Secretary's Honor Awards Ceremony in recognition of their efforts and those of their colleagues in that award category.

3 Nomination Submissions and Contact Information

A Submitting Nominations

Each nomination will consist of the application form (Exhibit 1) that may be scanned after completion and submitted to Kedra Watts, HRD, Benefits and Performance Management Section by either of the following:

- e-mail at kedra.watts@wdc.usda.gov
- FAX at 202-205-9140.

Note: Nominations **must** be received in HRD by **5 p.m. e.t.** on **April 13, 2012**. **No late submissions will be accepted.**

B Contact Information

If there are questions or additional information is needed, contact Kedra Watts by either of the following:

- e-mail at kedra.watts@wdc.usda.gov
- telephone at 202-401-0678.

President's Volunteer Service and Call to Service Award Application Form



Presidential Volunteers Service Award Application Form

Employee Name: _____
(First, Last)

Agency: _____
(e.g., ARS, AMS, FSA)

Agency Address: _____

Office Telephone Number: _____

Volunteer Record:

Please identify the qualifying organization, activity performed, date, and hours.

Please attach additional sheets, as necessary.

Qualifying Organization! Activity (i.e., Girl Scout Council of The Nation's Capital)	Date	Hours
Total Hours		

Certification:

I hereby certify that the information contained in this application is accurate and, based upon my service record, am eligible for the following award:

Call to Service Award (4,000 hours or more of volunteer service over a lifetime.)

Silver Presidential Volunteer Service Award (A minimum of 250 hours and a maximum of 499 hours of service to a qualifying organization over the 12-month period beginning July 1,2010 and ending June 30, 2011.)

Bronze Presidential Volunteer Service Award (A minimum of 100 hours and a maximum of 249 hours of service to a qualifying organization over the 12-month period beginning July 1,2010 and ending June 30, 2011.)

Gold Presidential Volunteer Service Award (500 hours or more of service to qualifying organization over the 12-month period beginning July 1, 2010 and ending June 30, 2011.)

 Applicant's Signature

 Date