

Material Transmitted:

HHS Instruction 930-2, Accepting Volunteer Service for Use in Providing Health Care

Material Superseded:

HHS Instruction 930-2 (all)

Background:

This Instruction has been streamlined in accordance with National Performance Review recommendations, and in support of HHS administrative initiatives calling for more streamlined rules and greater delegations of authority. Otherwise, there are no major changes.

Any reference to "OPDIV" in this Instruction now includes AHCPR, ATSDR, CDC, FDA, HRSA, IHS, NIH, SAMHSA, the Office of the Secretary, the Program Support Center, HCFA, ACF, and AOA.

This issuance is effective immediately. Implementation under this issuance must be carried out in accordance with applicable laws and bargaining agreements.

Filing Instructions:

Remove superseded material and file new material. Post receipt of this transmittal to the HHS Check List of Transmittals and file this transmittal in sequential order after the check list.

John J. Callahan  
Assistant Secretary for  
Management and Budget

HHS PERSONNEL INSTRUCTION 930-2  
ACCEPTING VOLUNTEER SERVICE FOR USE IN PROVIDING HEALTH CARE

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Exhibit 930-2-B, Delegations of Authority

930-2-00 PURPOSE AND AUTHORITY

This Instruction states policies and requirements for programs using volunteer services in operating a health care facility or in providing health care. Volunteer service programs for these purposes are authorized by 42 U.S. Code 217(b) and 45 CFR, Part 57.

930-2-10 COVERAGE

This Instruction applies to the acceptance and use of volunteer services for providing health care in all Departmental health care facilities.

930-2-20 REFERENCES

- A. 42 U.S. Code 217(b) (law- volunteer services for health care)
- B. 45 CFR, Part 57 (regulations - volunteer services)

930-02-30 VOLUNTEER SERVICE PROGRAMS

A. Establishing Volunteer Service Programs

1. The officials identified in Exhibit 930-2-B or subordinates to whom redelegations has been made may establish volunteer service programs for use in providing health care.

2. Volunteers may be used to supplement, but not to take the place of, personnel hired through the usual employment procedures.
3. Volunteer service programs must be conducted under the supervision and control of Department officials.
4. The services of volunteers may be accepted only in accordance with the provisions of an established volunteer service program.
5. Volunteer service program agreements will ordinarily be established with voluntary organizations whose members then serve as volunteers. Agreements also may be made with individuals when the Department's needs require it. Paid employees of an organization may serve as volunteers only if their services are (a) outside the scheduled work hours and functions of their assignments as employees of the organization, and (b) offered to meet needs under a volunteer service agreement.

**B. Volunteer Service Program Agreement**

A volunteer service program agreement must be prepared for each volunteer service program.

This agreement must include:

1. A description of the services to be provided by volunteers;
2. The source of volunteers (i.e., a voluntary organization or an individual);
3. How the volunteer service program will be administered;
4. Plans for providing appropriate recognition to volunteers; and
5. Records of volunteer service to be maintained.

**C. Selection of Volunteers**

1. Initial selection of volunteers who are members of voluntary organizations is the responsibility of that organization. Final selection and placement of volunteers who are members of organizations, and of individual volunteers, are the responsibility of Department officials.
2. Department officials may require evidence of satisfactory medical condition of volunteers.

3. Volunteers are not subject to the investigative requirements of Executive Order 10450, "Security Requirements for Government Employment. @ However, the same tests as to character, reputation, and fitness applicable to regular Federal employees should be considered in accepting volunteers.
4. Although they are not government employees, volunteers are covered by the Standards of Conduct provisions of Executive Order 11222.
5. State and local government standards for minors should be followed in accepting volunteer services from persons under 18 years of age.
6. Volunteers are not required to be U.S. citizens.

**D. Compensation, Authorization for Service, and Termination**

1. Volunteer service programs must be on a ~~without compensation~~ basis. This precludes monetary payments or any other form of compensation by the Department not authorized in this Instruction.
2. Volunteers will be authorized to serve by a letter of authorization (Exhibit 930-2-A) signed by an authorized Department official. Two copies of the letter will be sent to the volunteer, who keeps the original and returns the signed copy to the Department official.
3. Volunteer service arrangements may be terminated at any time by either party to the agreement.

**930-2-40 RECORDS TO BE MAINTAINED**

- A. An official Personnel Folder (OPF) (SF 66) must be maintained for each volunteer and volunteer appointments and terminations must be documented on an SF 50.
- B. The copy of the letter of authorization signed by the volunteer must be placed in the OPF along with any other documentation prescribed in the volunteer service program agreement.

**930-2-50 SERVICES AND BENEFITS AVAILABLE TO VOLUNTEERS**

In addition to the services and benefits extended to volunteers under 45 CFR, Part 57, volunteers may also receive the following services and benefits:

A. Meals

Meals may be provided to volunteers without charge when the scheduled assignment extends over an established meal period.

**B. Quarters**

In case of emergency or when necessitated by the special nature of the volunteer assignment, quarters may be furnished temporarily at no charge to volunteers.

**C. Medical Treatment and Examinations**

1. Physical examinations, if considered by the official accepting volunteer services to be necessary for the protection of volunteers or patients, may be administered in Department facilities without charge to the individual. If the services of a private physician are used, however, the cost of the examination must be paid by the volunteer.
2. Emergency outpatient treatment for injuries sustained while performing assigned volunteer services will be provided to volunteers. Volunteers may also be provided temporary care and treatment in Department facilities under the same circumstances and to the same extent such care and treatment is available to paid employees.

**930-2-60 AWARDS AND RECOGNITION**

Officials responsible for administering volunteer service programs are also responsible for developing an appropriate plan to recognize the contribution made by volunteers. Cash awards may not be given, but certificates of service or similar forms of recognition are recommended.

Dear \_\_\_\_\_:

Having met the requirements for serving under the volunteer service program of the (name of organization), you are hereby authorized to serve without compensation as a volunteer at (name and location of health care facility). Your acceptance of the opportunity to serve on such a basis means that you waive all claim to pay for services rendered.

While serving as a volunteer, you are bound by the Department's regulations concerning Standards of Conduct and Conflict of Interest.

(Include paragraph about arrangements, as appropriate.)

Your interest in the health needs of the people we serve is deeply appreciated, and we are grateful for the assistance you are willing to provide in meeting these needs.

Please sign the enclosed copy of this letter in the space provided below and return it to us in the enclosed envelope.

Sincerely yours,

\_\_\_\_\_  
(Signature)  
(Name and title of official  
authorized to accept volunteer service.)

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I accept the opportunity to provide volunteer service as offered above and agree to the conditions stated. I understand that this agreement may be terminated at any time either by me or an official of the Department of Health and Human Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TO: OPDIV Heads  
STAFFDIV Heads

FROM: Assistant Secretary for  
Management and Budget

SUBJECT: Delegations of Authority to Establish Volunteer Service Programs and Accept  
Volunteer Services for Use in Providing Health Care

A. Authority Delegated:

1. I hereby delegate to the Heads of Operating Divisions the authority to:

Establish volunteer service programs and accept volunteer services, under 42 U.S. Code 217(b), for use in the operation of a health care facility or the provision of health care. Requirements and instructions for exercising this authority are found in HHS Instruction 930-2, Accepting Volunteer Services for Use in Providing Health Care.

2. This authority may be redelegated with further redelegations authorized.

B. Authority Superseded: This delegation supersedes the delegation memorandum of April 6, 1984, entitled ~~A~~Delegation of Authority to Establish Volunteer Service Programs and Accept Volunteer Services for Use in Providing Health Care, @from the former Assistant Secretary for Personnel administration. Existing redelegations made under that memorandum will continue in effect until new redelegations are made under the authority of this memorandum.

C. Effective Date: This delegation is effective on the date of signature.

John J. Callahan