



OFFICE OF THE DIRECTOR

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-1000  
APR 24 2006

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER  
DIRECTOR

A handwritten signature in blue ink, appearing to be "LMS", written over the printed name of Linda M. Springer.

Subject: Participation of Federal Employees in Volunteer Activities

In proclaiming April 23-29, 2006 as National Volunteer Week, the President has called on all Americans to recognize and celebrate the important work that volunteers do everyday throughout our country (<http://www.whitehouse.gov/news/releases/2006/04/20060420-8.html>). In this spirit, I encourage you to ensure that all employees are aware of the resources available to identify volunteer opportunities and the various work scheduling and leave flexibilities available to enable them to participate in volunteer activities.

Federal employees have a strong tradition of giving generously through contributions to the Combined Federal Campaign and through volunteering their time to help those in need. These acts of kindness are most evident during times of disasters and emergencies, but also occur each and every day within our communities. Volunteers who provide their valuable time to enhance the quality of life within our communities are the backbone of the American social system. The President recognizes the importance of these acts and enthusiastically encourages the American public to volunteer within their communities.

In 2002, the President created the USA Freedom Corps to encourage and assist people who wish to volunteer for charitable purposes. Employees can find information on volunteer opportunities by visiting the USA Freedom Corps Volunteer Network at [www.volunteer.gov](http://www.volunteer.gov). The network allows individuals to search among more than 75,000 organizations, according to interest and geographic location, to find volunteer opportunities locally, across the country, and around the world.

In addition, The President's Council on Service and Civic Participation created the President's Volunteer Service Award to recognize Americans who contribute a significant amount of time to volunteer service. Federal agencies can also support expanded volunteer service by joining the thousands of organizations working to deliver the President's Volunteer Service Award to deserving volunteers during National Volunteer Week. Information on The President's Volunteer Service Award can be found at <http://www.presidentialserviceawards.gov>.

Information on policies and practices for granting employees annual leave, leave without pay, credit hours under flexible work schedules, and compensatory time off where appropriate to perform community service can be found at <http://www.opm.gov/oca/leave/html/Volunteer2.asp>.