



US Army Corps
of Engineers

**VOLUNTEER PROGRAM
ACTIVITY AND EXPENSE REPORT**
(ER 1130-2-432)

RCS: DAEN-CWO-72

Division/District/Project

Date

1. Total Number of Volunteers

2. Total Number of Hours Worked

3. Total Incidental Expenses

4. Value of Service

5. Certifying Official (*Type or Print*)

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.