

## 2023 Guidance for Volunteers and Friends

### Volunteers/Friends Guidance

Applies to: Service volunteers, Friends (Board Members, members, and employees)

Discussion: We value our relationships with volunteers and Friends and they are key to helping the Service accomplish our mission. However, in the event of a lapse in appropriations:

- 150 FW 1.9 specifically states that “Volunteers **must not displace an employee** in a position that is part of the program/station’s approved organizational chart”
- Visitor Centers and other government buildings will be closed.
- With only a small number of Service employees on site, we cannot guarantee proper supervision, scheduling, and management of volunteer/Friends activities.
- We cannot incur additional expenses to the government (e.g., utilities, equipment).

In the event of a lapse of appropriations, **on-site volunteer and Friends activities will be suspended.**

### FAQs for Volunteers/Friends

Can volunteers and Friends continue to serve during a shutdown?

- In the field? No
- In FWS offices? No
- Elsewhere? Maybe, if properly supervised and with safety precautions. Any off-site volunteer duties must be documented in the volunteer’s job description and attached to their Volunteer Services Agreement.

Can volunteers and Friends use government furnished computers, networks, or other equipment?

No, access to government computers, networks, and equipment will not be available.

Can volunteers remain in government quarters (including RV sites?)

Yes, volunteers can remain in government quarters, including RV sites.

Can Friends members/employees continue to work in FWS facilities (office, store).

No, FWS facilities will be closed.

Can Friends-funded interns/fellows continue to work in FWS facilities?

If the work of Friends-funded interns is normally directed by FWS employees (e.g. removing invasives), they can continue to work under the Intern/fellow guidance.

If the work of Friends- funded interns is normally directed by Friends member or employees, they cannot continue to perform work on site or in FWS facilities.

Can Friends members/employees have access to FWS networks?

No, there will be no access to FWS networks.

Can Friends groups set up an outside store if a Visitor Center is closed?

No, Friends groups cannot set up sales areas outside or in alternate locations on FWS lands.

Can Friends groups continue to hold a Friends sponsored event on Service lands?

No, Friends may not hold events on Service lands when there is a lapse of appropriations.