United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

IN REPLY REFER TO:

DIRECTOR'S ORDER NO. 198

Subject: Legacy Associate Program

Sec. 1 What is the purpose of this Order? This Order:

a. Establishes the Legacy Associate Program, and

b. Describes the policy and procedures for the program.

Sec. 2 What is the Legacy Associate Program? The Legacy Associate Program is a program for retired Service employees to volunteer their expertise, knowledge, creativity, and time to the work of the Service. These volunteers can make valuable contributions to the Service by:

a. Providing institutional memory,

b. Mentoring employees and students,

c. Beginning, continuing, and completing projects,

d. Providing expertise,

e. Counseling managers on issues ranging from technical issues of habitat and wildlife management to working with local partners and community relations,

f. Reaching out to community groups about Service activities, and

g. Helping children and families learn about and respect nature.

Sec. 3 Who may participate in the Legacy Associate Program? All retired Service employees who want to continue to make professional contributions and support the mission of the Service may participate.

Sec. 4 How do Associates benefit from participation in the program? Legacy Associates benefit from the program by:

a. Actively using their skills after retirement,

b. Being exposed to opportunities for ongoing training, and

c. Receiving recognition of their participation. Associates receive a certificate from the Regional Director and a unique pin and hat.

Sec. 4 How is the Legacy Associate Program different from the Service's Volunteer program?

a. The Legacy Associate Program includes challenges and recognition specifically tailored to former Service employees who:

(1) We recognize for their scientific, professional, or technical expertise, and

(2) Have demonstrated the continuing ability to carry out the Service mission.

b. Legacy Associate Program volunteers also have institutional knowledge that makes them more likely to be involved in complex, mission-specific projects than traditional volunteers.

c. Retirees may still serve as regular volunteers if they are not interested in the Legacy Associate Program.

Sec. 5 How does a retiree apply for the Legacy Associate Program? You may apply to the Legacy Associate Program by:

a. Completing the Individual Volunteer Services Agreement Form 3-2148 (an annual agreement), and

b. Sending it to the appropriate Project Leader or Division Chief. The Project Leader/Division Chief sends all applications to the appropriate Regional panel (see section 6).

Sec. 6 Who approves applications?

a. Assistant and Regional Directors (AD/RD) must appoint a panel to review applications in their areas of responsibility and provide recommendations to the AD/RD. The panels must convene to review applications at least twice a year. The National Conservation Training Center (NCTC) Director may approve applications for NCTC.

b. After receiving a recommendation from the panel, the AD/RD (or NCTC Director) may approve the retiree's participation in the program. The AD/RD may delegate this authority to Division Chiefs or Assistant Regional Directors.

Sec. 7 How long does a Legacy Associate appointment last? Participation in the program lasts for a maximum of 2 years.

a. After 2 years, Legacy Associates must reapply for the program.

b. The Legacy Associate must include a brief description (one- to two-page report) of the activities and accomplishments from the previous term as part of their application to continue in the program.

c. Once re-accepted, the Legacy Associate and his/her supervisor must meet to discuss past progress, the Service's needs, and the Associate's volunteer role and contribution.

Sec. 8 Are there any special requirements for Legacy Associates? The special requirements of Legacy Associates vary depending on the project or work, the type of equipment the Associate will access, and the materials he/she will use.

a. Following are a few examples of requirements that they may need to meet:

(1) A background investigation if:

(a) It has been more than 2 years since the employee retired, and

(b) He/she will need access to Service computer networks.

If a Legacy Associate retired more than 2 years before the appointment, and his/her appointment will last less than 180-calendar days, the Associate may receive a less stringent and costly investigation.

(2) For Legacy Associates to use any computers, they must annually:

(a) Review the Service Information Technology (IT) Appropriate Use Policy, and

(b) Complete mandatory on-line training courses, which include, but may not be limited to:

- Federal Information Systems Security Awareness,
- Records Management Awareness, and
- Orientation to the Privacy Act.

(3) To use Government Information Systems the Legacy Associate and his/her supervisor must read and sign the following forms:

(a) Automated Information System Statement of Responsibility (SOR) (FWS Form 3-2212),

(b) Password Control Document (FWS Form 3-2211), and

(c) Nondisclosure Agreement (NDA) (FWS Form 3-2235).

b. The Associate must follow ethics rules and sign a written agreement to abide by the ethics rules.

Sec. 9 What type of support is available for Legacy Associates? A Legacy Associate may need technical or administrative support and reimbursement for buying equipment, information, space, or services. If so, the Associate asks the Service manager. That person makes decisions and keeps the documentation concerning requests for support.

Sec. 10 What safety and health policies apply to Legacy Associates? All Departmental and Service safety and health policies apply to Legacy Associates, including worker's compensation coverage.

Sec. 11 Are their any limitations on eligibility for the Legacy Associate Program? Yes.

a. A Legacy Associate may not be in a contract with or seeking to contract with the Service. The public could perceive this as providing the Associate with an unfair advantage.

b. For security reasons, a Legacy Associate must use a Government computer when working on Service projects.

Sec. 12 When is this Order effective? This Order is effective immediately. It remains in effect until we incorporate it into Part 150 of the Service Manual or until we amend, supersede, or revoke it, whichever comes first. If we do not incorporate it into the Service Manual, amend, supersede, or revoke it, the Order will expire 18 months from the date of signature.

H Dale Hall

Director

Date: December 24, 2008