

# OF-301 Forms: 2021 Revisions

## What changed from previous OF-301 versions to the current version?

### OF-301 (Volunteer Service Application)

- Header: Added new OMB control number and expiration date
- Instructions: “public lands officials” changed to “federal land and water management agencies” to be inclusive of all agencies which use these forms
- Instructions: Clarified that applications are submitted locally, not centrally
- Box 1: Removed request for middle name
- Box 2: Updated to date of birth rather than age (to interface with Volunteer.gov data collection)
- Box 5 – 8: Separated out City, State, and ZIP into separate fields for easier data reporting
- Box 11: Added language (to interface with volunteer.gov data collection)
- Box 13: . Removed ‘if no, additional information may be required’ and updated language to align with same question on OF-301a
- Box 20: Took out language (‘such as tent; camper; own, relative’s, or friend’s place’) flagged as confusing
- Box 21: Clarified that advancing applications is not guaranteed
- Box 22: Removed language flagged as confusing (‘other internet’)
- Burden Statement & Privacy Act Statement: Updated to include Department of Interior information and links, to specify this is a voluntary form, and to list Department of Commerce and Department of Defense

### OF-301a (Volunteer Service Agreement)

- Header: Added new OMB control number and expiration date
- Box 1: Clarified agreements are individual or group, removed additional box that previously separated these options
- Box 3: Clarified Volunteer or group leader complete form with their information, removed separate box
- Box 5 – 8: Separated out City, State, and ZIP into separate fields for easier data reporting
- Box 9: Updated to date of birth rather than age (to interface with Volunteer.gov data collection)
- Box 12: Updated to “Demographics” as title, instead of ‘ethnicity and race’ since those titles are already listed and since ‘ethnicity and race’ does not encompass 12c/veterans and 12d/disability.
- Box 12a: Updated to Hispanic, Latino, or Spanish Origin, to match Census language
- Box 12c: Updated to include Active Duty military
- Box 21: Moved Agreement # to “Government Official Completes this Section” area of form
- Box 27: Added “Background Investigation Required” and “Medical Clearance required,” updated “Job Hazard Analysis” to “Risk Assessment” and added an “Other” box
- Box 35: Re-worded the boxes to check to make the forms easier to fill for volunteers and verify by volunteer coordinators in the field (checking “I know of no medical condition...” and “I

consent to being photographed...” indicates that the volunteer has no restrictions – so volunteer coordinators know to look for two checks, and to follow up with the volunteers as appropriate if both boxes are not checked). Separated boxes out so volunteers are clearly checking next to each statement.

- Burden Statement & Privacy Act Statement: Updated to include Department of Interior information and links, to specify this is a voluntary form, and to list Department of Commerce and Department of Defense

#### OF-301b (Volunteer Sign-up Form for Groups)

- Header: Added new OMB control number and expiration date
- Changed language in introduction to “federal land and water management agency” to be inclusive of all agencies using these forms
- Updated the instructions to clarify the relationship between the OF-301b and the OF-301a form, to clarify that signing indicates cognizance of the position being performed, and to clarify group leader responsibilities
- Removed Group Contact info (as it is redundant of the information collected on the OF-301a)
- Added Volunteer Age as a data field for volunteers to fill out
- Moved Volunteer signature next to check boxes to make the flow easier for volunteers as they are filling out form
- Revised check boxes to match what is on OF-301a form
- Burden Statement & Privacy Act Statement: Updated to include Department of Interior information and links, to specify this is a voluntary form, and to list Department of Commerce and Department of Defense