

## How to Enter Volunteer Data in OMBIL

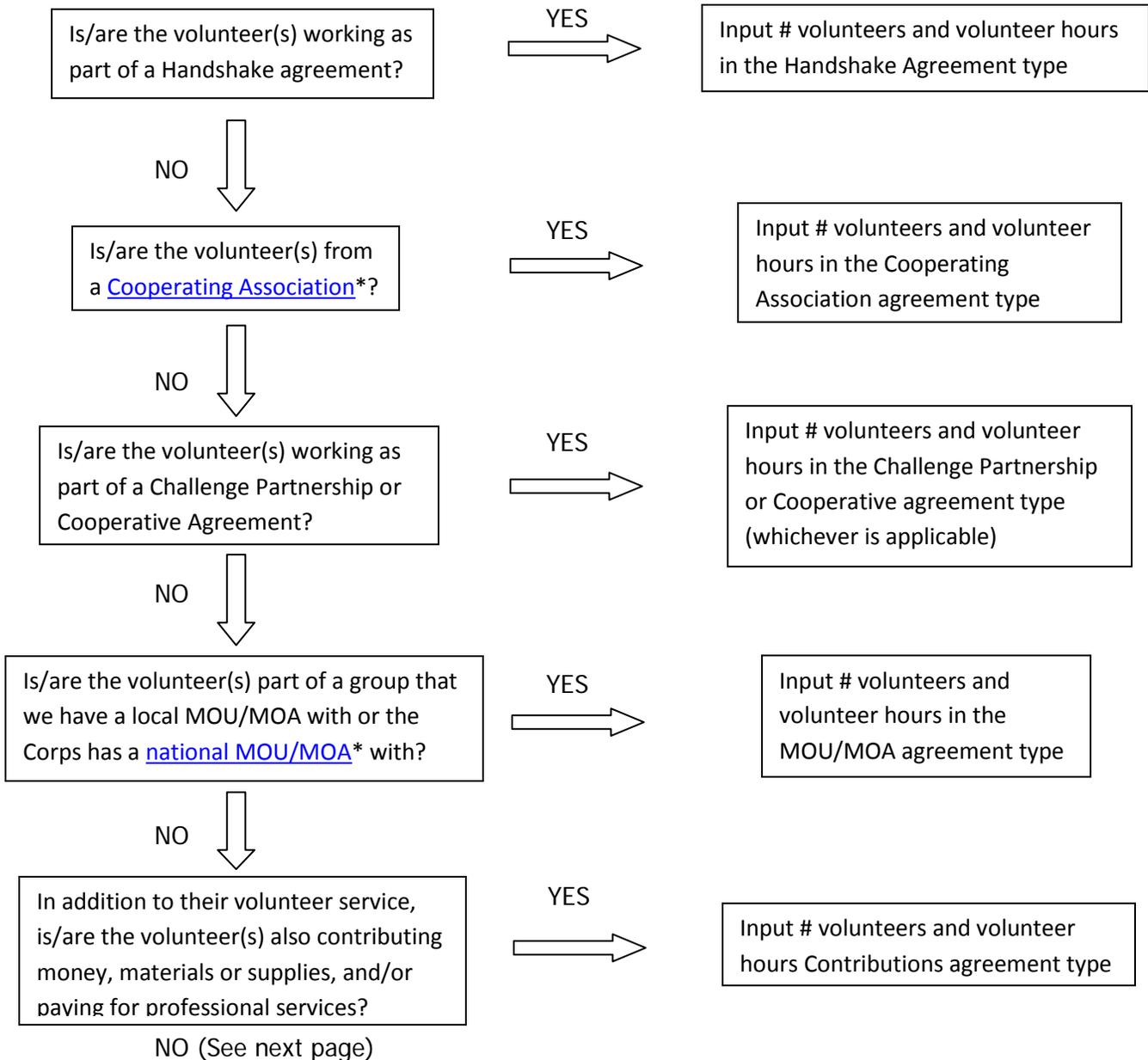
### Step 1. Recreation Annual Update- Annual Project Data Update

Enter ALL volunteer hours in this section of OMBIL. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to all volunteers for the FY.

### Step 2. Recreation Annual Update- Partnership Update

In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals that volunteer may only be counted in the Annual Project Data Update. Other volunteers that are part of a group which falls under a partnership agreement, should also have their hours counted in the Partnership Update.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Partnership Update section of OMBIL.



If you answer No to all of the questions above, the data for these volunteers will ONLY be input in the Annual Project Data Update section of OMBIL. If you answer Yes to any of the questions above, input the data into the first category with a Yes answer starting from the top down. Some volunteers may fit into multiple categories, but you should input the data in the first applicable category encountered in the flow chart.

Example 1: A volunteer group from IMBA (International Mountain Biking Association) may provide service to the Corps as part of a Challenge Partnerships Agreement, but they are also part of a national MOU. Because the Challenge Partnership agreement is an agreement for a limited, specific period of time and project, the volunteer hours for the particular project in the agreement should be input in the Challenge Partnership category instead of the MOU. If IMBA also volunteers hours not related to the Challenge Partnership Agreement, those additional hours would be input separately in the MOU category.

Example 2: Volunteers from a Cooperating Association, such as the Friends of Raystown Lake provide services for a project that is part of a Handshake Agreement. These hours should be input in the Handshake category instead of the Cooperating Association category, because the Handshake agreement is for a specific project. Additional hours volunteered by Association members such as working in a bookstore, creating interpretive materials, or managing a campground should be captured in the Cooperating Association category if they are not specifically associated with the Handshake project.

Note: Although all Cooperating Associations set up their relationship with the Corps through a Cooperative Agreement, for the purposes of OMBIL, hours donated by members of a Cooperating Association should be input in the Cooperating Association category (or Handshake/Challenge Partnership if applicable to a specific project), not in the Cooperative Agreement category.

\*See [NRM Gateway MOU/MOU page](#) for list of national organizations with MOU/MOA and [NRM Gateway Cooperating Association page](#) for list of associations in OMBIL. There is a pick-list of cooperating associations already in OMBIL. If you have a new cooperating association that is not on the list, please contact Heather Burke to get it added to the system.

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Action Edit Query Record Field Help Window

OMBIL SWITCHBOARD

HAT  
01 ADMIN REC HAT

DIVISION  
SOUTHWESTERN DIVISION

DISTRICT  
FORT WORTH

PROJECT SITE  
BARDWELL LAKE

PROJECT SITE AREA  
BARDWELL LAKE

FACILITY  
BARDWELL DAM

Available Forms & Reports

Data Input Forms  Reports

REC - ANNUAL UPDATE

**10g Test System**  
\*\* LEGEND HELP IS AVAILABLE USING THE "HELP" MENU OPTION\*\*

Business Function

COMMON  
 ENVIRONMENTAL COMPLIANCE  
 FLOOD RISK MANAGEMENT  
 HYDROPOWER  
 RECREATION  
 ENVIRONMENT - STEWARDSHIP  
 NAVIGATION  
 WATER SUPPLY

Launch  
Refresh  
Help

Select the Project Site, if it's not already the default

Make sure the Recreation Button is highlighted

Select the REC - ANNUAL UPDATE FORM

Click on Launch

You begin from the Switchboard, where you first select your Project, then check the Recreation button, then select the REC – ANNUAL UPDATE (Wizard) and click the Launch button.

Select a form or report to launch

Record: 1/1

<OSC>

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Action Edit Query Record Field Help Window

ANNUAL UPDATE

Project Site  
BARDWELL LAKE

Fiscal Year  
2011

## Annual Update

Step	Launch Form	Status	Progress	% Complete	Start Date
Step 1:	Annual Project Data Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 2:	Corps Managed Recreation Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 3:	Interpretive Contacts Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 4:	Special Events Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 5:	Facilities Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 6:	Partnerships Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 7:	Law Enforcement Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 8:	Leases/Licenses Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA

No Corps Managed Recreation Areas

No Partnership Agreements

No Law Enforcement Agreements

No Leases/Licenses Agreements

FRM-40401: No changes to save.  
Record: 1/1 ... <OSC>

From the Overarching Wizard, click on the Annual Project Data Update button to begin the update process.

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Action Edit Query Record Field Help Window

ANNUAL PROJECT DATA UPDATE

Project Site: BARDWELL LAKE Fiscal Year: 2011 Get Report

Screen	Status	Completed of Fields			Percent Complete
Signs and Boundaries	Not Started	0	Of 3	For	.00
Volunteer Summary	Not Started	0	Of 4	For	.00
Plans Summary	Not Started	0	Of 4	For	.00
Title 18 Summary	Not Started	0	Of 4	For	.00
Passport Summary	Not Started	0	Of 2	For	.00
Public Roads Summary	Not Started	0	Of 6	For	.00
Service Roads Summary	Not Started	0	Of 6	For	.00
Personnel - Rangers and NRM	Not Started	0	Of 6	For	.00
Personnel - Admin and Maint.	Not Started	0	Of 6	For	.00
Personnel - Project Managers and FTE	Not Started	0	Of 4	For	.00
Personnel - Educational Backgrounds	Not Started	0	Of 4	For	.00
Shoreline Management - First Page	Not Started	0	Of 7	For	.00
Shoreline Management - Second Page	Not Started	0	Of 6	For	.00

Start Previous Next Finish Back

When you start the update process for the first time in any given year, your only option is to click “Start” which will take you to the first data entry screen – Signs and Boundaries. Click “Start”:

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Action Edit Query Record Field Help Window

ANNUAL PROJECT DATA UPDATE

Project Site: BARDWELL LAKE      Fiscal Year: 2011      Get Report

Volunteer Information	FY2010	FY2011
Volunteers	100	<input type="text"/>
Volunteer Hours Service	7000	<input type="text"/>
Value Of Services	145950	<input type="text"/>
Volunteer Hourly Rate	20.85	20.85
Incidental Expenses	500	<input type="text"/>

Start      Previous      Next      Finish      Back

In this screen, you will notice that there are two datafields that are grayed out in the FY11 column. This means that the user (you) cannot change them. The Volunteer Hourly rate is determined by an outside source and entered into the program by the OMBIL contractor so that everyone across the country is using the same standard. Once you enter the number of Volunteer Hours, the system will automatically calculate the Value of Services and place that value in the datafield.

Enter the number of persons performing volunteer work at the project in natural resources management, administration, maintenance, navigation, hydropower, etc.

Record: 1/1

<OSC>

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Action Edit Query Record Field Help Window

ANNUAL PROJECT DATA UPDATE

Project Site: BARDWELL LAKE Fiscal Year: 2011 Get Report

Volunteer Information	FY2010	FY2011
Volunteers	100	150
Volunteer Hours Service	7000	2000
Value Of Services	145950	23700
Volunteer Hourly Rate	20.85	20.85
Incidental Expenses	500	200

Start Previous **Next** Finish Back



Once the data is entered for the update year (FY11 in this example) Click "Next".

Enter the amount of incidental expenses (out-of-the-pocket expenses) reimbursed by the government to volunteers.

Record: 1/1

<OSC>

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Action Edit Query Record Field Help Window

ANNUAL UPDATE

Project Site  
BARDWELL LAKE

Fiscal Year  
2011

## Annual Update

Step	Launch Form	Status	Progress	% Complete	Start Date
Step 1:	Annual Project Data Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 2:	Corps Managed Recreation Update	Not Started	<input type="checkbox"/> No Corps Managed Recreation Areas	.00% Complete	23-MA
Step 3:	Interpretive Contacts Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 4:	Special Events Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 5:	Facilities Update	Not Started	<input type="checkbox"/>	.00% Complete	23-MA
Step 6:	Partnerships Update	Not Started	<input type="checkbox"/> No Partnership Agreements	.00% Complete	23-MA
Step 7:	Law Enforcement Update	Not Started	<input type="checkbox"/> No Law Enforcement Agreements	.00% Complete	23-MA
Step 8:	Leases/Licenses Update	Not Started	<input type="checkbox"/> No Leases/Licenses Agreements	.00% Complete	23-MA

FRM-40401: No changes to save.  
Record: 1/1 ... <OSC>

From the Overarching Wizard, click on the Partnerships Update button to begin the update process.

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Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type: ALL TYPES Organization: ALL ORGANIZATIONS Organization Type: ALL TYPES

Show Selected Create New Annual Data

Project Site: BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description	Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develop, operate and maintai	<input type="checkbox"/>	View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDIN	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	<input type="checkbox"/>	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	<input checked="" type="checkbox"/>	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	<input type="checkbox"/>	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNEF	31-AUG-2010	Test of Sysytem	<input type="checkbox"/>	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	<input type="checkbox"/>	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDIN	31-AUG-2010	Maintain Fitness trail	<input type="checkbox"/>	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	<input type="checkbox"/>	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	<input type="checkbox"/>	View/Edit
					<input type="checkbox"/>	View/Edit

Display of the status of the agreement, checked if terminated.

Record: 1/9 <OSC>

This will take you back into the Partnership wizard and at this point we are ready to begin the update of the Annual Data, so click on the "Annual Data" button.











