

Applying for Knowledge Transfer (Mentoring) Program

Volunteer Expectations

- Served as a supervisor in USDA Forest Service
- Member of NAFSR (first year is free to new members)
- Willing to share your supervisory experience, tips, lessons learned, and best practices with new supervisors
- Available mid-October 2026 to mid-April 2027
- Meet with a new supervisor twice a month for 1 hour by phone or video
- Attend a 1-hour program orientation session in early October
- Provide feedback at the end of the program

1

Process

1. Create/Login to [Login.gov](#) (this is used for many platforms now)
2. Create profile for [Volunteer.gov](#) (if you haven't previously)
3. Apply for Knowledge Transfer Program through [Volunteer.gov](#), and wait for "tentative approval"
4. Complete Volunteer Agreement Form (in [Volunteer.gov](#)) and Matching Form (link in [Volunteer.gov](#) to a Microsoft Forms form)
5. Attend Onboarding Training
6. Respond to Mentee email

Instructions

The process can be confusing for some. We have tried to create some notes on the process to support NAFSR members. If you need help at any point in the process, please contact Paula Swingley (paula.swingley@usda.gov).

2

Navigate to

<https://www.volunteer.gov/s/volopprecord?listing=a09SJ00000PIR4zYAH>

The screenshot shows the Volunteer.gov website. At the top, there is a navigation bar with the Volunteer.gov logo, links for Home and More, a search bar for volunteer opportunities, and a button to sign in with Login.gov. Below the navigation bar, there is a description of the opportunity: "on a regular basis over the course of several months, using suggested topics and discussion guides to support each session. Volunteers will be expected to attend a 1 hour virtual orientation session." A large blue button labeled "Apply Now" is prominently displayed. To the right of the button, there is a list of details about the opportunity: Required Days (Monday, Tuesday, Wednesday, Thursday, Friday), Hours Available (3 hours per month), Lodging Available for Opportunity (No), Training Required (Yes), Background Check Required (No), and Reference Check Required (No).

Volunteer.gov Home More

Search volunteer opportunities SIGN IN WITH LOGIN.GOV

on a regular basis over the course of several months, using suggested topics and discussion guides to support each session. Volunteers will be expected to attend a 1 hour virtual orientation session.

Apply Now

Required Days
Monday, Tuesday, Wednesday, Thursday, Friday

Hours Available
3 hours per month

Lodging Available for Opportunity
No

Training Required
Yes

Background Check Required
No

Reference Check Required
No

Volunteer Opportunity

3

Click Apply Now.

This screenshot is identical to the one above, but with an orange circle highlighting the "Apply Now" button to indicate the next step in the process.

Volunteer.gov Home More

Search volunteer opportunities SIGN IN WITH LOGIN.GOV

on a regular basis over the course of several months, using suggested topics and discussion guides to support each session. Volunteers will be expected to attend a 1 hour virtual orientation session.

Apply Now

Required Days
Monday, Tuesday, Wednesday, Thursday, Friday

Hours Available
3 hours per month

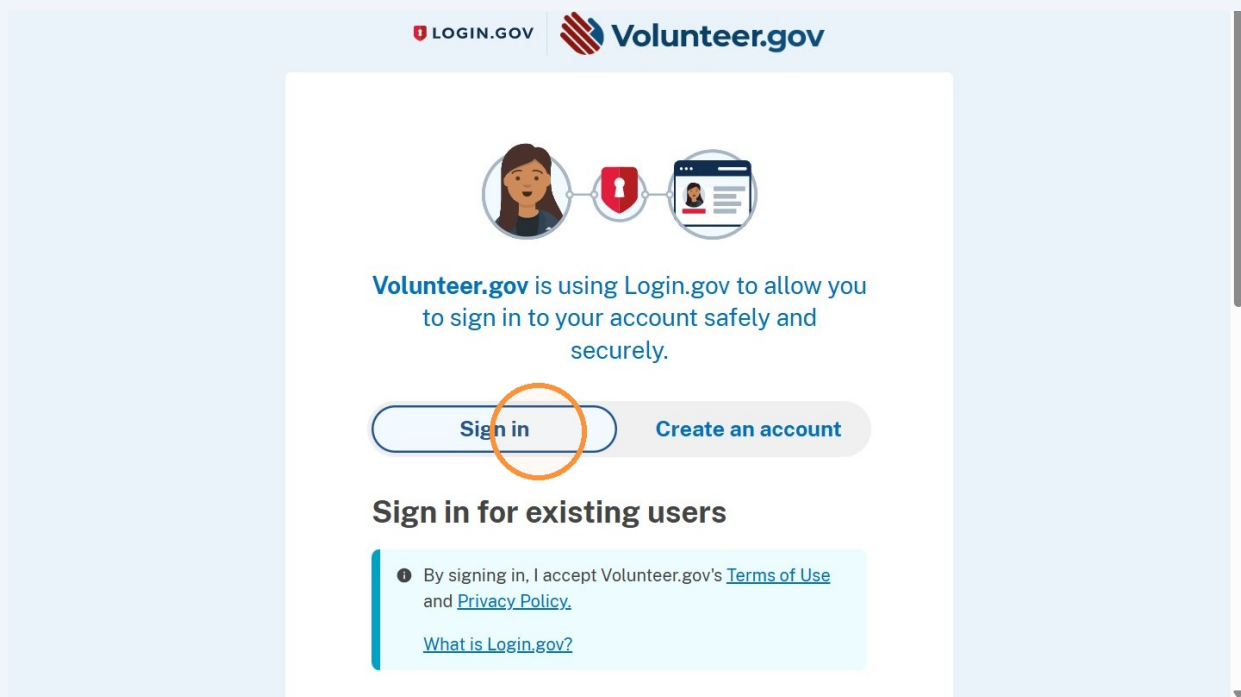
Lodging Available for Opportunity
No

Training Required
Yes

Background Check Required
No

Reference Check Required
No

- 4 Click "Sign in" or "Create an account" if you do not already have one.



- 5 Click "This is my first time logging in to [Volunteer.gov](#)" Unless you have an existing [Volunteer.gov](#) account from a previous opportunity.



Account Setup

- 6 Enter information in the required fields and click "Submit."

Volunteer.gov

Create a Volunteer.gov Account

We need more information to finish setting up your account.
Once you click submit, you will be logged in and ready to start applying for volunteer opportunities.

* First Name

* Last Name

* Date of Birth

* Email

Submit

By signing in, I accept Volunteer.gov's [Terms of Use](#) and [Privacy Policy](#).

Already have a Volunteer.gov account? [Connect your accounts](#).

[Privacy Act Statement](#) | [Login.gov Help](#)

7

Once you are logged into your [Volunteer.gov](https://www.volunteer.gov) account, apply to the Knowledge Transfer Program. You must have the direct link to this opportunity. You will not be able to search for it – it is “hidden”. Only people with the direct link can find it.

<https://www.volunteer.gov/s/volopprecord?listing=a09SJ00000PIR4zYAH>

The screenshot shows the Volunteer.gov website. The header includes the logo and navigation links: Home, Discover Opportunities, My Profile, Login.gov FAQ, and Help Center. A search bar is located on the right. The main content area features a large image of a Smokey Bear statue with a sign that reads "Smokey Bear Zone". Overlaid on this image is a green box with the text "Knowledge Transfer Program" and "Forest Service - Washington Office". To the right of the image, a "POSITION DETAIL QUICK LOOK:" section provides key information:

- Address:** 201 14th Street Southwest, Washington, District of Columbia 20024
- Type:** Virtual Position
- Dates:** 10/15/2026 - 4/14/2027
- Point of Contact:** Paula Swingley, paula.swingley@usda.gov

8

Click "Apply Now"

The screenshot shows the application details for the Knowledge Transfer Program. The header includes the logo and navigation links: Home, More, and a search bar. The main content area is divided into two columns. The left column contains a detailed description of the program, and the right column lists the application details. At the bottom of the left column, a blue button labeled "Apply Now" is circled in orange.

The Knowledge Transfer Program will facilitate connection and the transfer of institutional knowledge between retired NAFSR members and current Forest Service employees. The pilot program will begin in Fall 2026 and will focus on supervisory skills. New Supervisor Training (NST) is mandatory for all newly hired or newly promoted permanent, full-time supervisors. NST instructors provide training on the technical aspects of supervision, including attendance and leave management, conflict management, conduct, team building, hiring practices, onboarding, performance management, and employee development and mentoring/coaching. This supervision-focused knowledge transfer pilot will enable a former/retired Forest Service supervisor to share best practices and key considerations on these topics with a newly appointed supervisor. Each pair will meet virtually on a regular basis over the course of several months, using suggested topics and discussion guides to support each session. Volunteers will be expected to attend a 1 hour virtual orientation session.

Business Operations and Administrative Support

- Dates:** 10/15/2026 - 4/14/2027
- Required Days:** Monday, Tuesday, Wednesday, Thursday, Friday
- Hours Available:** 3 hours per month
- Lodging Available for Opportunity:** No
- Training Required:** Yes
- Background Check Required:** No

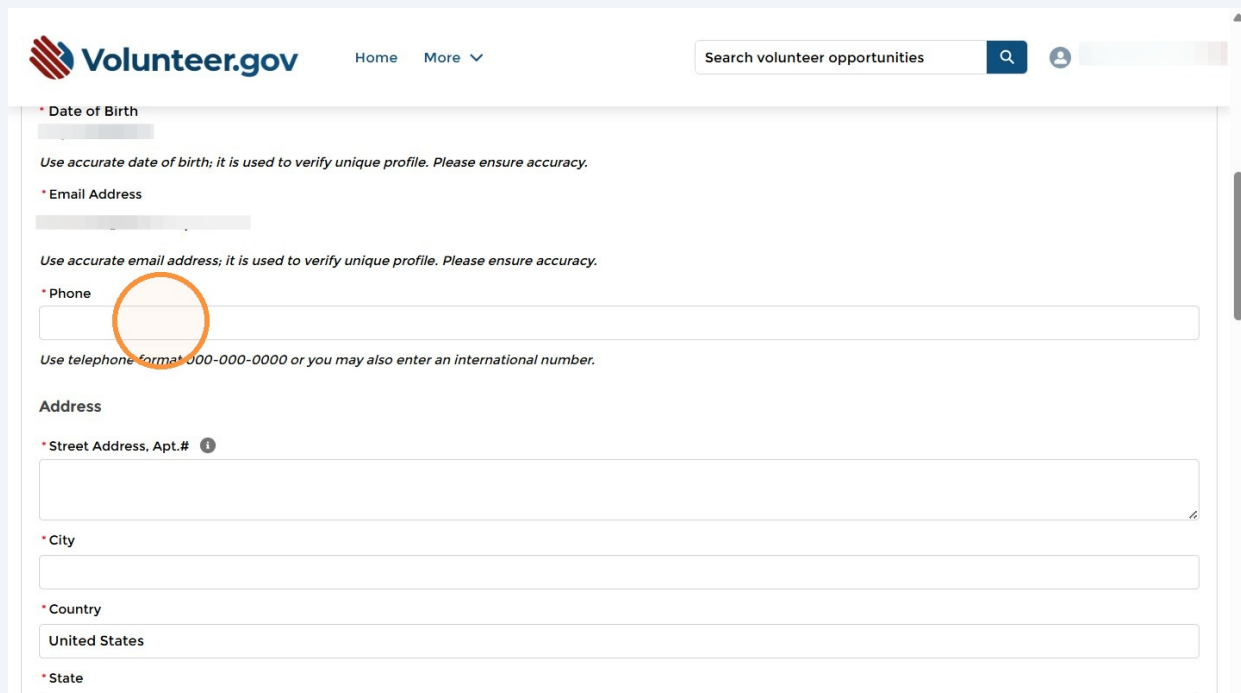
Application Details

9

Complete the Volunteer Application – Personal Information Information You Will Need

- Name
- Date of Birth
- Phone Number
- Address
- Citizenship Information
- Demographic Information (optional)
- Emergency Contact

*These field have been asked on the federal volunteer agreement form for a long time. Forest Service does not get to pick and choose.



The screenshot shows the Volunteer.gov website interface. At the top, there is a navigation bar with the Volunteer.gov logo, links for 'Home' and 'More', a search bar with the placeholder text 'Search volunteer opportunities', and a user profile icon. Below the navigation bar, the form is titled 'Date of Birth' with a red asterisk. There is a text input field for the date of birth, followed by a note: 'Use accurate date of birth; it is used to verify unique profile. Please ensure accuracy.' Below this is the 'Email Address' section, also with a red asterisk, followed by a text input field and a note: 'Use accurate email address; it is used to verify unique profile. Please ensure accuracy.' The 'Phone' section follows, with a red asterisk and a text input field. A note below the phone field states: 'Use telephone format 000-000-0000 or you may also enter an international number.' The 'Address' section is next, with a red asterisk and a sub-label 'Street Address, Apt.#' followed by a text input field. Below the street address field is the 'City' field, followed by the 'Country' field (which has 'United States' selected) and the 'State' field.

10 Click Next.

The screenshot shows the volunteer.gov registration form. The form includes the following fields:

- * Emergency Contact Street Address, Apt.#
- * Emergency Contact Country (United States)
- * Emergency Contact City
- * Emergency Contact State
- * Emergency Contact Zip Code

A "Next" button is located at the bottom right of the form, circled in orange. Below the form is a "Privacy Act Statement" link. At the bottom of the page, there is a section titled "FIND OPPORTUNITIES BY EACH PARTNER" with logos for various organizations.

Knowledge, Skills, Abilities, and Availability

11

Complete the Volunteer Application – Knowledge, Skills, Abilities, and Availability Again, this process is building your volunteer profile at large (not necessarily specifically tailored to this Knowledge Transfer Program). We will get most of the information we need about you specific to this opportunity through the Microsoft Form (in phase 2 of the application process). You do not need to fill in the “other” field if you don’t want.

*These default fields are asked on the federal volunteer agreement form. Forest Service does not get to pick and choose if they are relevant or not.

Volunteer.gov Home More ▾ Search volunteer opportunities 🔍

Step 2 of 2: Knowledge, Skills, Abilities, and Availability

Education

* Education 1 Level ⓘ

* Education 1 Institution ⓘ

* Education 1 Field of Study/Major

Add Another Education Entry ☐ No

Skills and Abilities

* What qualifications, skills, or experiences do you have that you would like to use as a volunteer? Check all that apply

☐ Backpacking/Camping

☐ Biology

12 Click Submit.

The screenshot shows the Volunteer.gov application form. At the top, there is a search bar and navigation links. Below the search bar, there is a list of months with checkboxes: April, May, June, July, August, September, October, November, and December. The 'Total Available Hours in a Month' field is set to 5. At the bottom right, the 'Submit' button is circled in orange. Below the form, there is a 'Privacy Act Statement' link. At the bottom, there is a section titled 'FIND OPPORTUNITIES BY EACH PARTNER' with logos for USA.gov, National Park Service, U.S. Forest Service, U.S. Coast Guard, and USGS. The footer contains links for Privacy, Accessibility, Vulnerability Disclosure Policy, About, Partners, Help Center, and Contact.

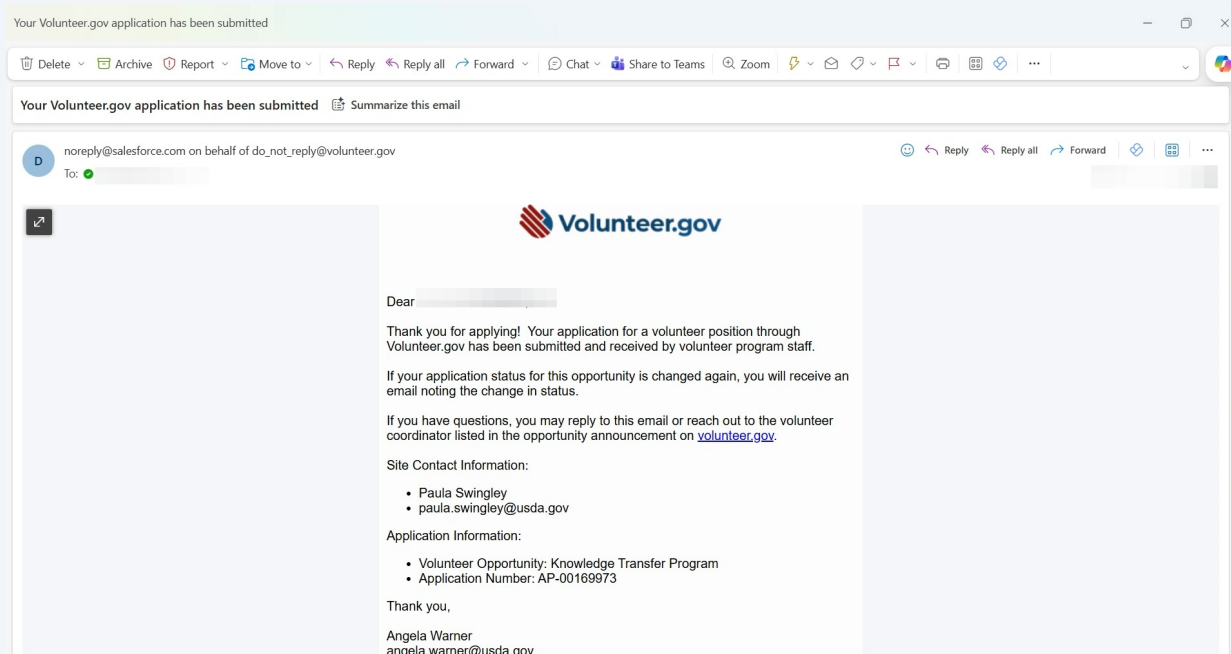
13 Select the "Submit Application and update profile" option and click "Next".

The screenshot shows the Volunteer.gov application form. At the top, there is a search bar and navigation links. Below the search bar, there is a section titled 'Months Available: May;June;July;August*'. Below this, there is an 'Acknowledgment' section with a paragraph of text. Below the text, there is a button labeled 'Submit Application and update profile'. At the bottom right, the 'Next' button is circled in orange. Below the form, there is a 'Privacy Act Statement' link. At the bottom, there is a section titled 'FIND OPPORTUNITIES BY EACH PARTNER' with logos for USA.gov, National Park Service, U.S. Forest Service, U.S. Coast Guard, and USGS. The footer contains links for Privacy, Accessibility, Vulnerability Disclosure Policy, About, Partners, Help Center, and Contact.

14

Successful submission of application!

You will get an email confirming your application has been submitted. A Forest Service employee will need to "tentatively approve" your application for you to see the next steps, this may take a day or two.

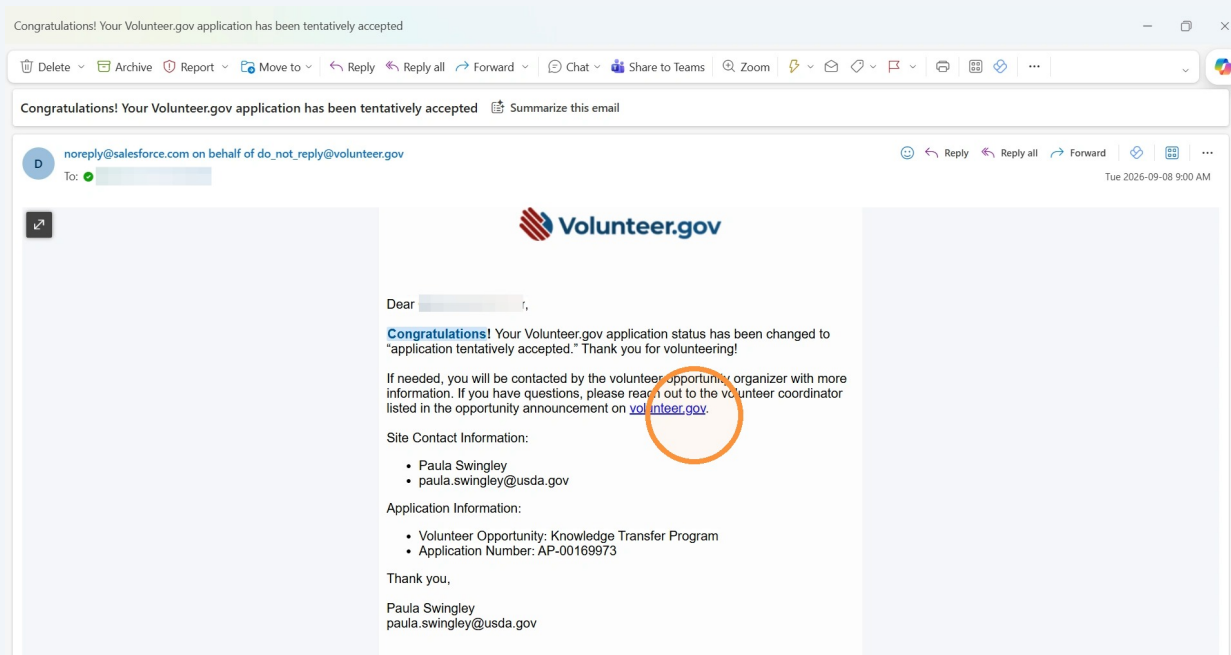


15

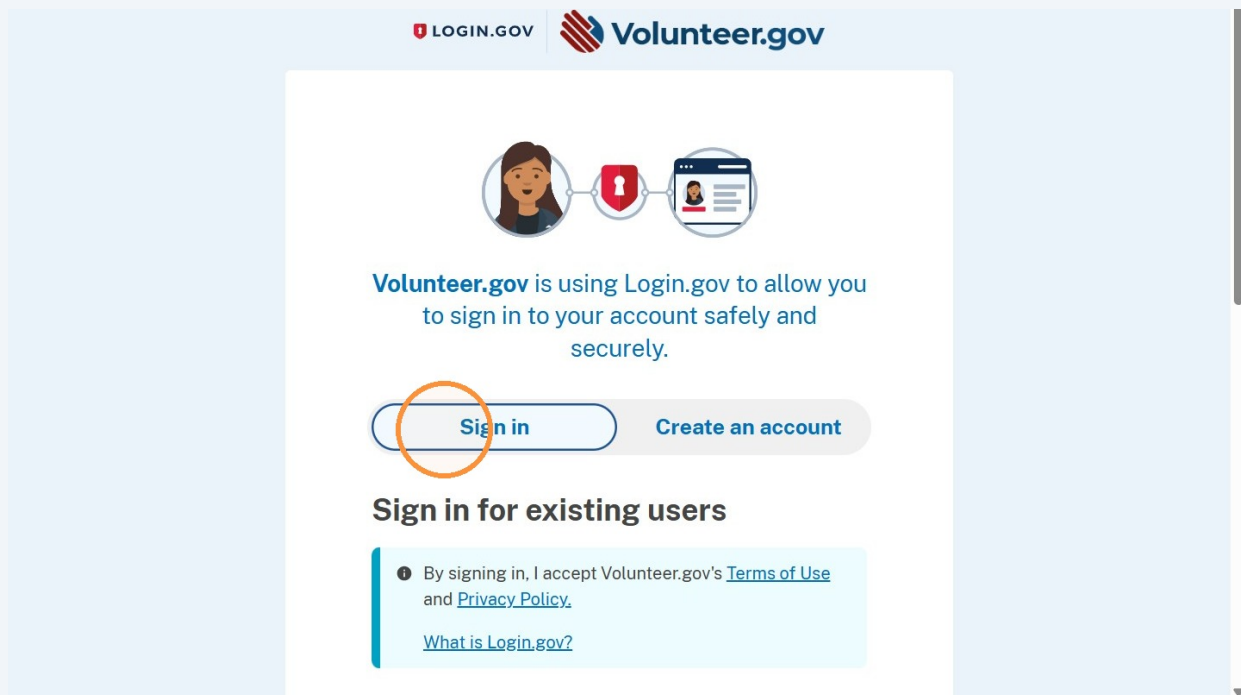
You will get an email from [volunteer.gov](\"http://volunteer.gov\")

"Congratulations! Your Volunteer.gov application has been tentatively accepted"

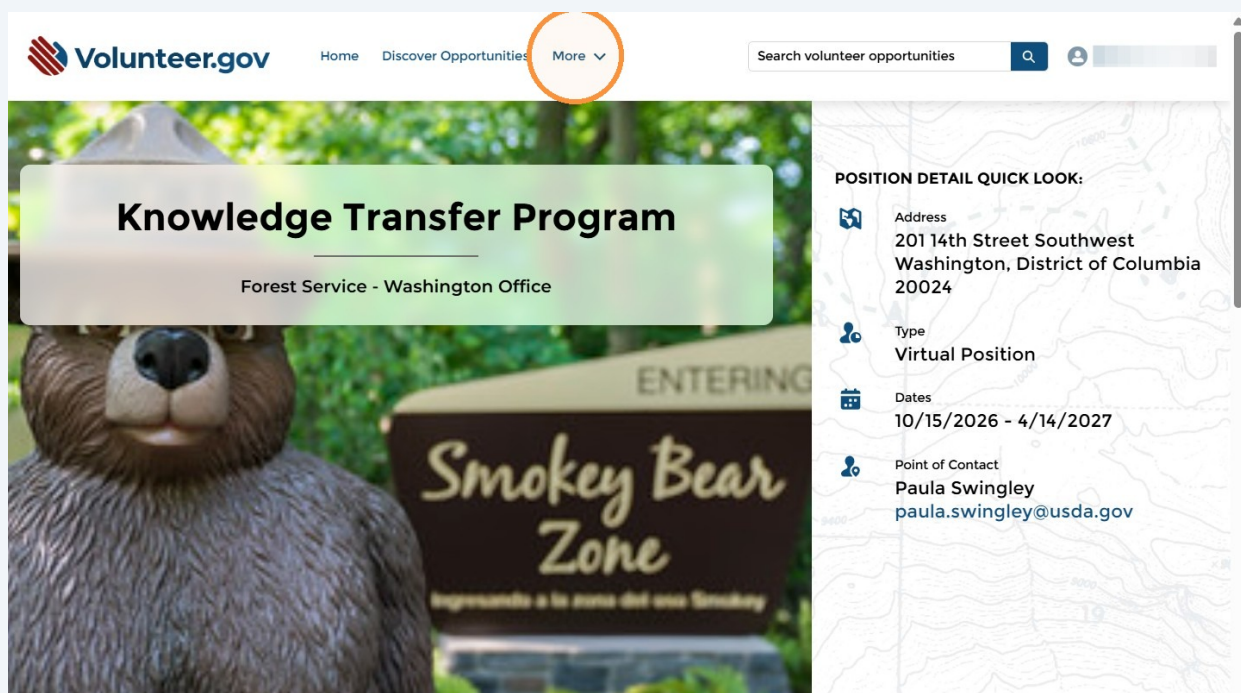
From this email, you will be able to move forward and complete two additional tasks that have been assigned.



- 16 Return to your [Volunteer.gov](https://www.volunteer.gov) profile. Click "Sign in"



- 17 Click "More"



18 Click "My Profile"

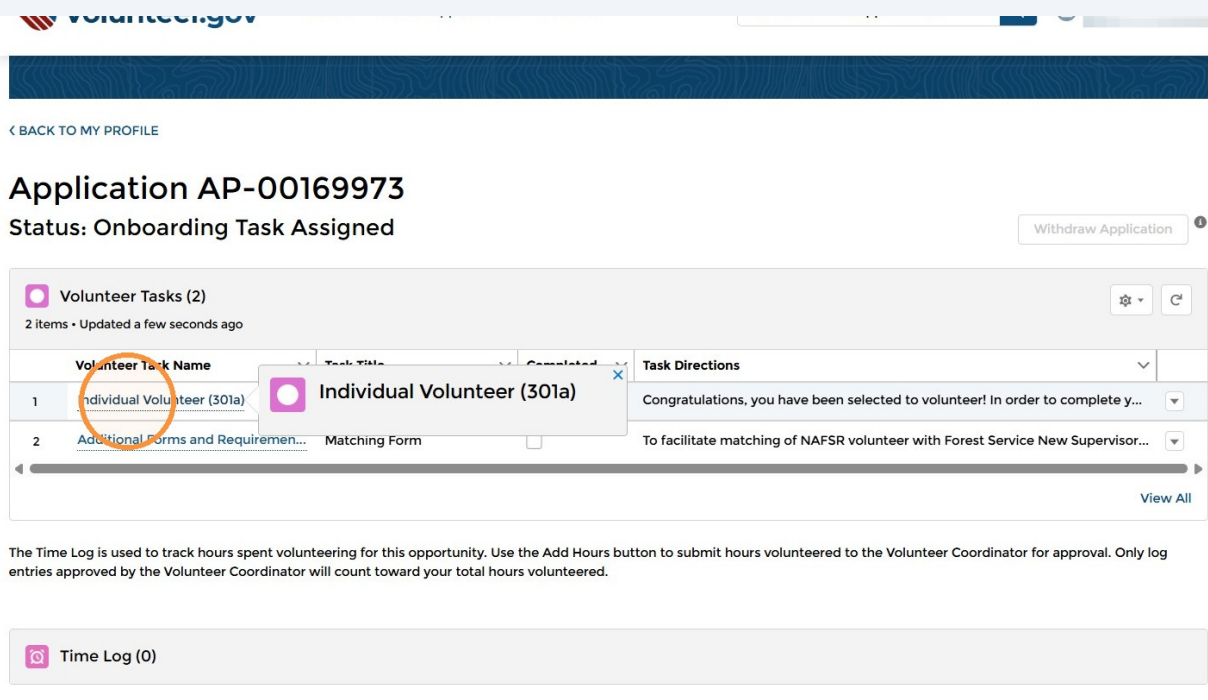
The screenshot shows the Volunteer.gov homepage. The navigation bar includes 'Home', 'Discover Opportunities', and 'More'. A search bar is on the right. A dropdown menu is open under 'Discover Opportunities', with 'My Profile' circled in orange. The main content area features a large image of a Smokey Bear statue with the text 'Knowledge Transfer Program' and 'Forest Service - Washington Office'. On the right, a 'POSITION DETAIL QUICK LOOK' sidebar displays information about a virtual position, including the address (201 14th Street Southwest, Washington, District of Columbia 20024), dates (10/15/2026 - 4/14/2027), and point of contact (Paula Swingley, paula.swingley@usda.gov).

19 Click the Application Number "AP-00169973"

The screenshot shows the 'My Opportunities' page on Volunteer.gov. At the top, there is an 'Update My Information' button. Below the heading 'My Opportunities', there is a paragraph: 'Keep track of volunteer opportunities you've applied to here. Haven't applied to anything yet? Browse the latest opportunities in [Discover Opportunities](#) and find something that sparks your passion.' followed by 'Contact the Volunteer Coordinator to learn more about your application status.' Below this is a section titled 'OPEN OPPORTUNITIES' containing a table with columns: Application Number, Volunteer Opportunity Link, Volunteer Opportunity Site, Application Status, Total Hours, and Outstanding Hours & Tasks. The first row of the table has the application number 'AP-00169973' circled in orange. Below the table, there is a 'Showing 10' dropdown and 'Page 1 of 1'. At the bottom, there is a section titled 'CLOSED/CANCELED OPPORTUNITIES' with a similar table structure.

Application Number	Volunteer Opportunity Link	Volunteer Opportunity Site	Application Status	Total Hours	Outstanding Hours & Tasks
1 AP-00169973	Knowledge Transfer Program	Washington Office	Onboarding Task Assigned	0	

20 Click "Individual Volunteer (301a)"



[Volunteer.gov](#)

[BACK TO MY PROFILE](#)

Application AP-00169973

Status: Onboarding Task Assigned [Withdraw Application](#)

Volunteer Tasks (2)
2 items • Updated a few seconds ago

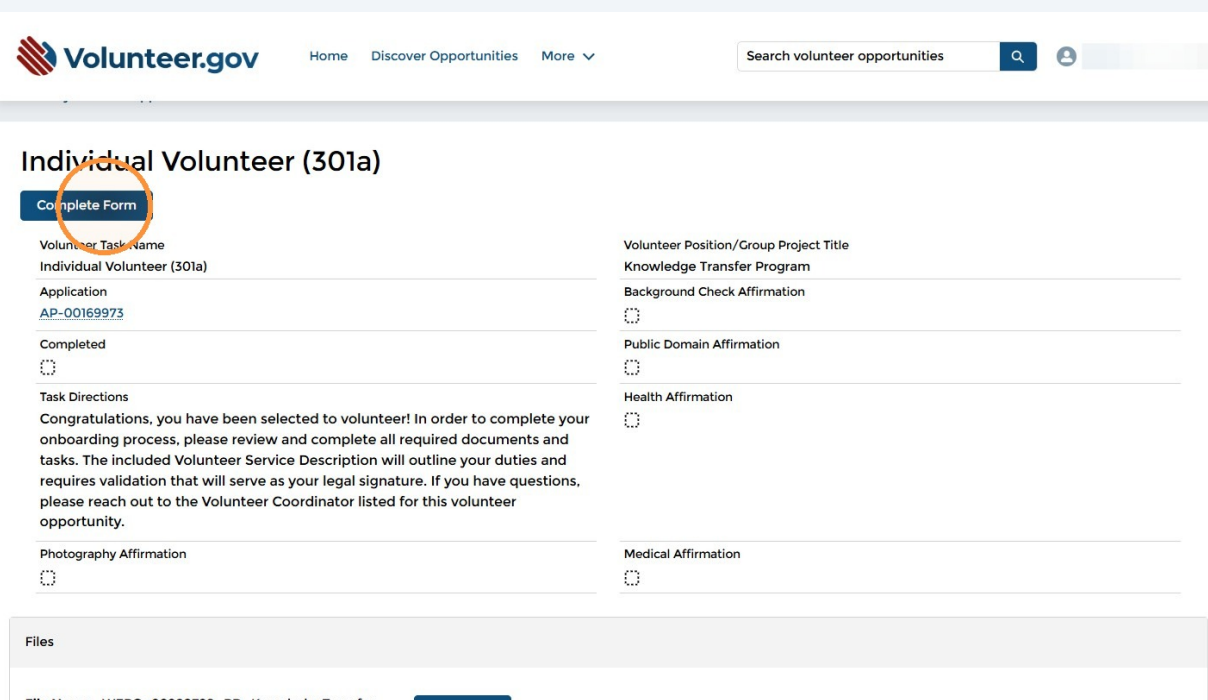
Volunteer Task Name	Task Title	Completed	Task Directions
1 Individual Volunteer (301a)	Individual Volunteer (301a)	☒	Congratulations, you have been selected to volunteer! In order to complete y...
2 Additional Forms and Requiremen...	Matching Form	☐	To facilitate matching of NAFSR volunteer with Forest Service New Supervisor...

[View All](#)

The Time Log is used to track hours spent volunteering for this opportunity. Use the Add Hours button to submit hours volunteered to the Volunteer Coordinator for approval. Only log entries approved by the Volunteer Coordinator will count toward your total hours volunteered.

Time Log (0)

21 Click "Complete Form"



[Volunteer.gov](#) [Home](#) [Discover Opportunities](#) [More](#)

Search volunteer opportunities

Individual Volunteer (301a)

[Complete Form](#)

Volunteer Task Name
Individual Volunteer (301a)

Application
[AP-00169973](#)

Completed
☐

Task Directions
Congratulations, you have been selected to volunteer! In order to complete your onboarding process, please review and complete all required documents and tasks. The included Volunteer Service Description will outline your duties and requires validation that will serve as your legal signature. If you have questions, please reach out to the Volunteer Coordinator listed for this volunteer opportunity.

Photography Affirmation
☐

Volunteer Position/Group Project Title
Knowledge Transfer Program

Background Check Affirmation
☐

Public Domain Affirmation
☐

Health Affirmation
☐

Medical Affirmation
☐

Files

File Name: WFSR_00169973_00_KnowledgeTransfer...

22 Click "Next"

marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information should contact the volunteer program to which they are applying. If you would like to file a Section 508-related complaint, please contact the DOI Section 508 Program via email at section508@ios.doi.gov or phone (202) 208-1530.

PRIVACY ACT STATEMENT

Collection and use is covered by Privacy Act System of Records INTERIOR/DOI-05 Interior Volunteer Services File System (which may be viewed at <https://www.doi.gov/privacy/doi-notices>) and OPM/ GOVT-1 General Personnel Records (which may be viewed at <https://www.opm.gov/information-management/privacy-policy/#url=SORNs>) and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The information is used to identify persons interested in participating in a government volunteer program, managing the volunteer program, including tort claims and injury compensation. Records or information contained in this system may be disclosed outside the agencies participating in this program as a routine use pursuant to 5 U.S.C. 552a(b)(3). Completing this form is voluntary, but failure to provide the information will prevent program participation.

Do you need to make updates to your volunteer agreement form? Information that is outdated or incorrect should be updated.

* Please select:

No

Next

FIND OPPORTUNITIES BY EACH PARTNER

[usa.gov](#) [Privacy](#) [Accessibility](#) [Vulnerability Disclosure Policy](#) [About](#) [Partners](#) [Help Center](#) [Contact](#)

23 Click "Download"

 [Home](#) [Discover Opportunities](#) [More](#) 

Description of Service

✓ Description of Service Risk Assessment Affirmations Final Review

Download the file before continuing on to the next screen.

File Name - WEPO_20260728_PD_KnowledgeTransfer Download

Previous Next

FIND OPPORTUNITIES BY EACH PARTNER

[usa.gov](#) [Privacy](#) [Accessibility](#) [Vulnerability Disclosure Policy](#) [About](#) [Partners](#) [Help Center](#) [Contact](#)

24 Click "Next"

Volunteer.gov Home Discover Opportunities More ▾ Search volunteer opportunities

Description of Service

Download the file before continuing on to the next screen.

File Name - WEPO_20260728_PD_KnowledgeTransfer [Download](#)

[Previous](#) [Next](#)

FIND OPPORTUNITIES BY EACH PARTNER

usa.gov Privacy Accessibility Vulnerability Disclosure Policy About Partners Help Center Contact

25 Click "Next"

Volunteer.gov Home Discover Opportunities More ▾ Search volunteer opportunities

Risk Assessment

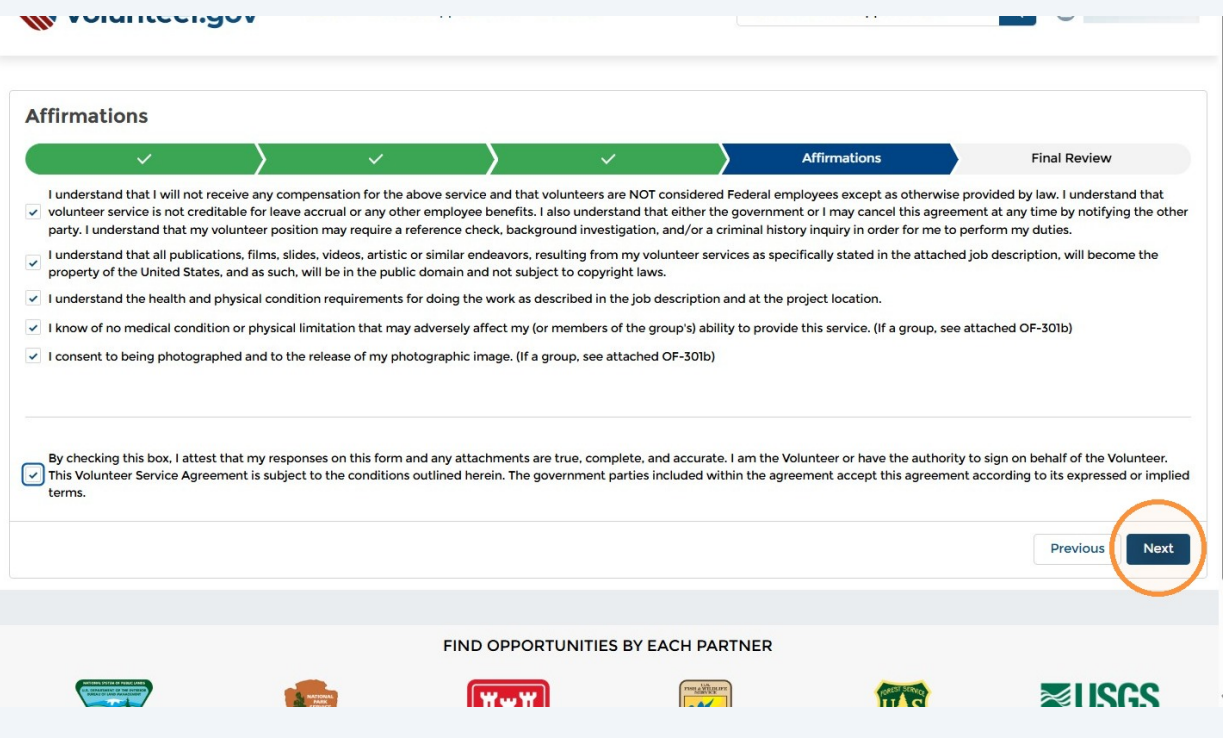
A Risk Assessment file does not exist for this 301A form. Click "Next" to continue to the next screen.

[Previous](#) [Next](#)

FIND OPPORTUNITIES BY EACH PARTNER

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26 Read and mark off the Affirmations. Then click "Next"



Affirmations

✓ ✓ ✓ Affirmations Final Review

☒ I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees except as otherwise provided by law. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party. I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.

☒ I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

☒ I understand the health and physical condition requirements for doing the work as described in the job description and at the project location.

☒ I know of no medical condition or physical limitation that may adversely affect my (or members of the group's) ability to provide this service. (If a group, see attached OF-301b)

☒ I consent to being photographed and to the release of my photographic image. (If a group, see attached OF-301b)

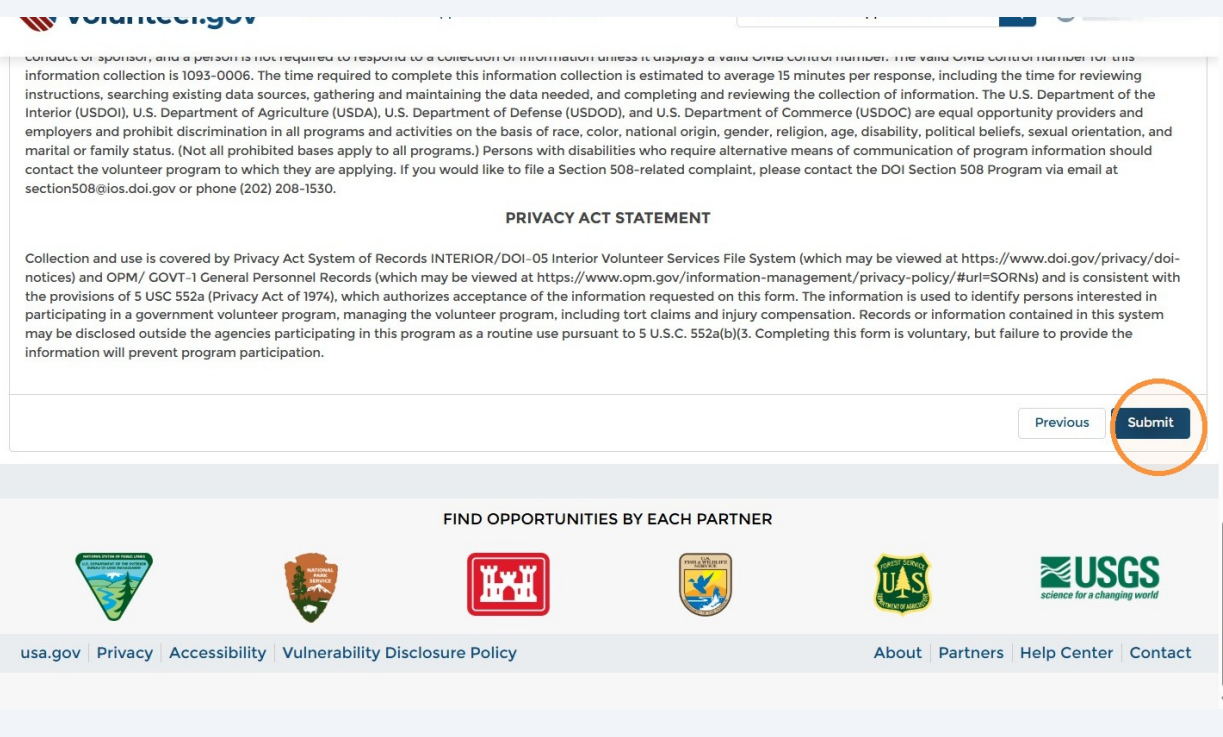
☒ By checking this box, I attest that my responses on this form and any attachments are true, complete, and accurate. I am the Volunteer or have the authority to sign on behalf of the Volunteer. This Volunteer Service Agreement is subject to the conditions outlined herein. The government parties included within the agreement accept this agreement according to its expressed or implied terms.

Previous **Next**

FIND OPPORTUNITIES BY EACH PARTNER

27 Click "Submit"



conduct of operation, and a person is not required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB Control Number for this information collection is 1093-0006. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of the Interior (USDOI), U.S. Department of Agriculture (USDA), U.S. Department of Defense (USDOD), and U.S. Department of Commerce (USDOC) are equal opportunity providers and employers and prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information should contact the volunteer program to which they are applying. If you would like to file a Section 508-related complaint, please contact the DOI Section 508 Program via email at section508@ios.doi.gov or phone (202) 208-1530.

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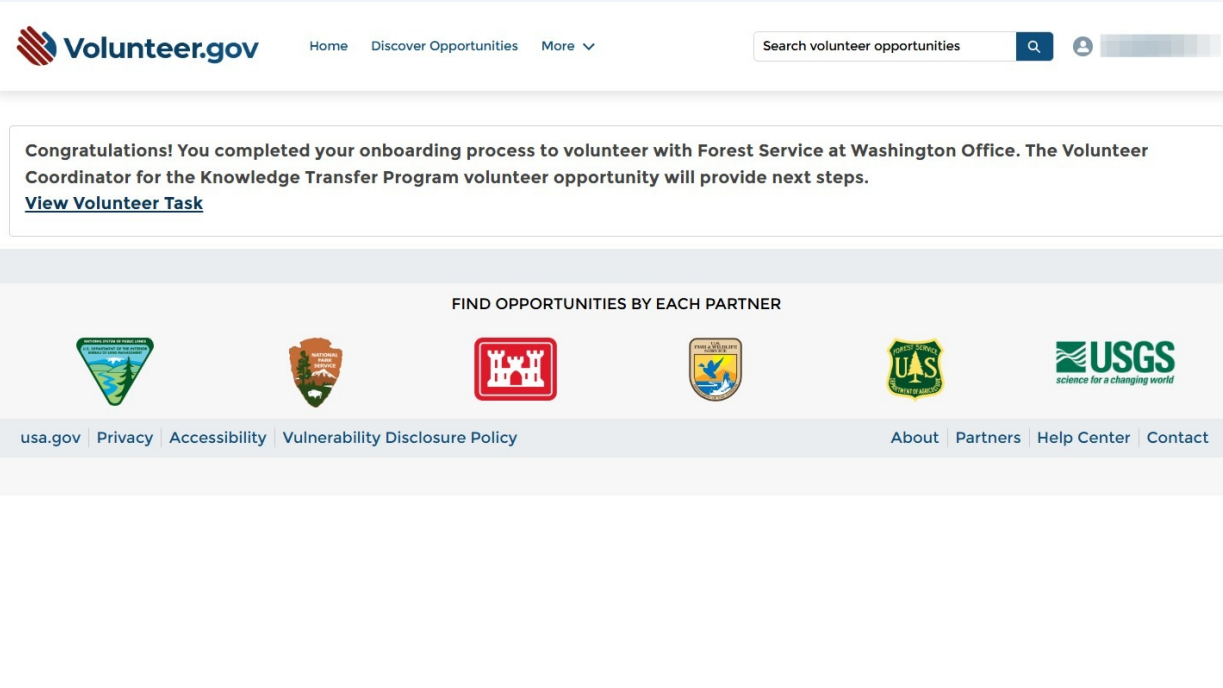
Previous **Submit**

FIND OPPORTUNITIES BY EACH PARTNER

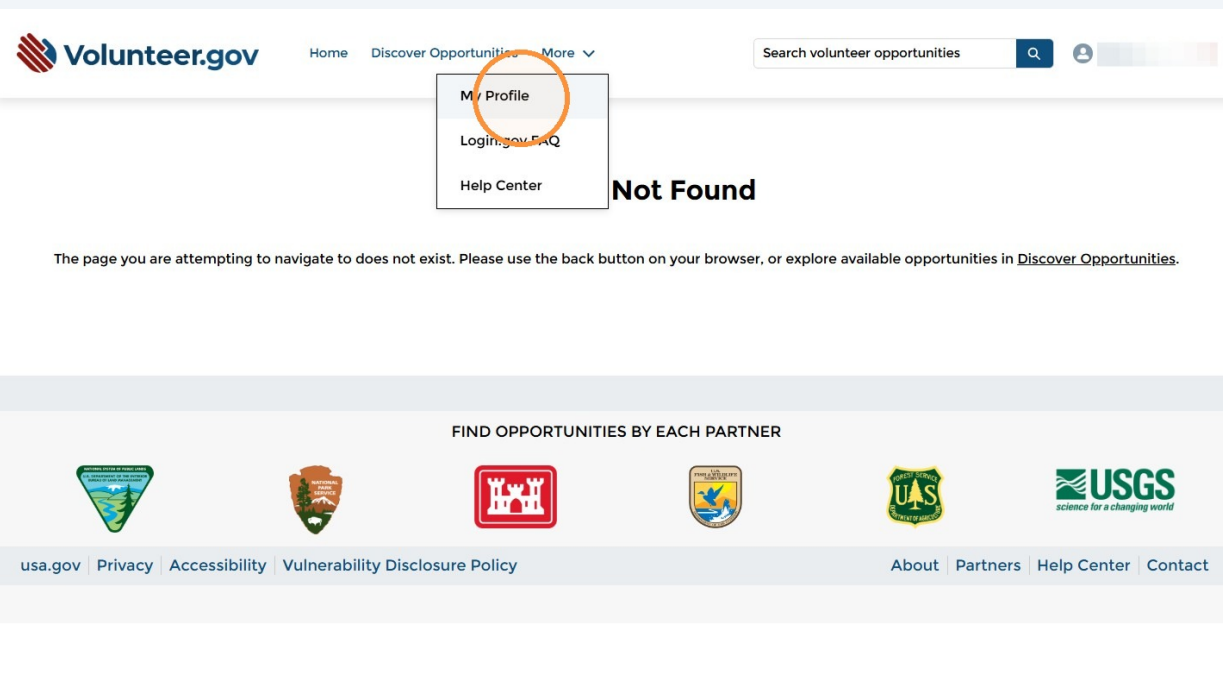
     

[usa.gov](#) | [Privacy](#) | [Accessibility](#) | [Vulnerability Disclosure Policy](#) | [About](#) | [Partners](#) | [Help Center](#) | [Contact](#)

28 Once you reach this page, the first assigned task is complete.



29 Click "My Profile" to return to the assigned tasks.



30 Click the Application Number, "AP-00169973"

My Opportunities

Keep track of volunteer opportunities you've applied to here. Haven't applied to anything yet? Browse the latest opportunities in [Discover Opportunities](#) and find something that sparks your passion.

Contact the Volunteer Coordinator to learn more about your application status.

OPEN OPPORTUNITIES

	Application Number	Volunteer Opportunity Link	Volunteer Opportunity Site	Application Status	Total Hours	Outstanding Hours & Tasks
1	AP-00169973	Knowledge Transfer Program	Washington Office	Onboarding Task Assigned	0	

Showing 10 Page 1 of 1 [Prev](#) [Next](#)

CLOSED/CANCELED OPPORTUNITIES

	Application Number	Volunteer Opportunity Link	Volunteer Opportunity Site	Volunteer Opportunity Status	Total Hours	Outstanding Hours & Tasks
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31 Click "Additional Forms and Requirements"

[BACK TO MY PROFILE](#)

Application AP-00169973

Status: Onboarding Task Assigned [Withdraw Application](#)

Volunteer Tasks (2)

2 items • Updated a few seconds ago

	Volunteer Task Name	Task Title	Completed	Task Directions
1	Individual Volunteer (501a)			Congratulations, you have been selected to volunteer! In order to complete y...
2	Additional Forms and Requirements			State matching of NAFSR volunteer with Forest Service New Supervisor...

[View All](#)

The Time Log is used to track hours spent volunteering for this opportunity. Use the Add Hours button to submit hours volunteered to the Volunteer Coordinator for approval. Only log entries approved by the Volunteer Coordinator will count toward your total hours volunteered.

Time Log (0)

32 Click "NAFSR Matching Form"

My Profile > Application > Volunteer Task

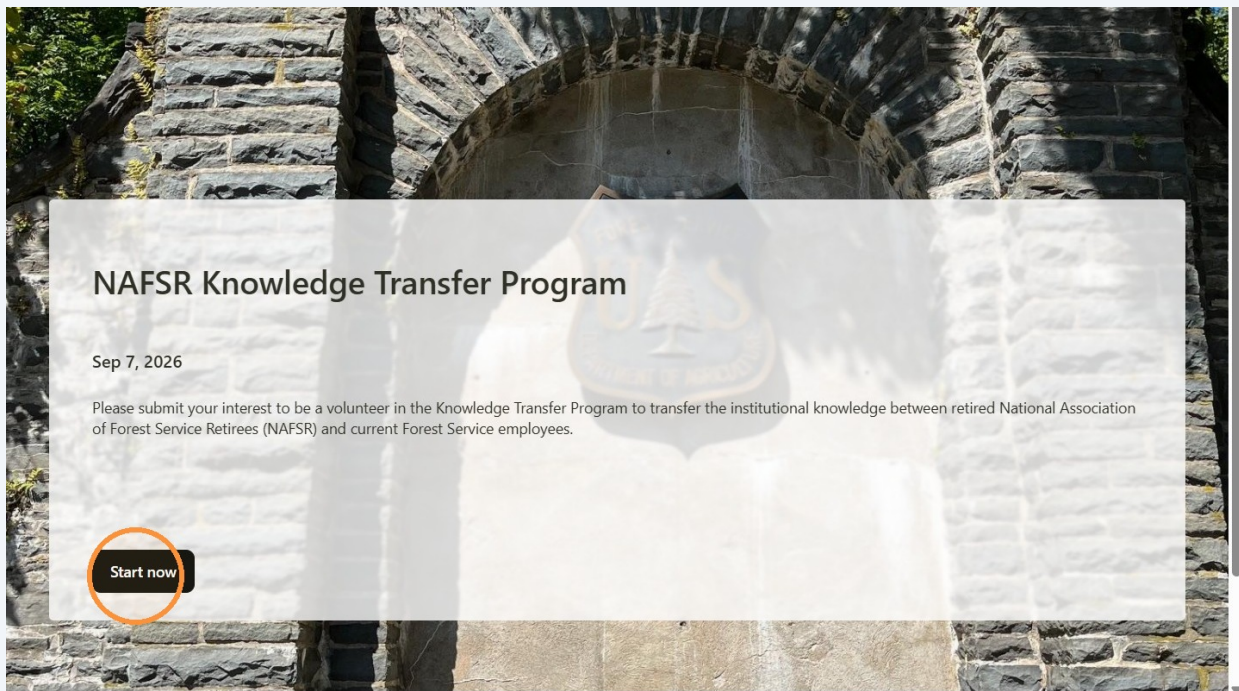
Additional Forms and Requirements

Volunteer Task Name	Volunteer Position/Group Project Title
Additional Forms and Requirements	
Application AP-00169973	Background Check Affirmation ☐
Completed ☐	Public Domain Affirmation ☐
Secondary Title Matching Form	Health Affirmation ☐
Task Directions To facilitate matching of NAFSR volunteer with Forest Service New Supervisor, please fill out the NAFSR Matching Form .	
Photography Affirmation ☐	
Medical Affirmation ☐	

FIND OPPORTUNITIES BY EACH PARTNER

NAFSR Knowledge Transfer Program Questionnaire

33 Complete the NAFSR Knowledge Transfer Program form.



34 Click Submit.

A screenshot of a web form for the NAFSR Knowledge Transfer Program. The background is a stone archway with a large, faint NAFSR logo in the center. The form contains two questions: "8. If you answered 'Yes' on Question 7 please specify which region/station/state/organization you prefer in the space below. Also, please note that matching to your request may not be possible." and "9. For this pilot program our mentees will be a diverse set of new supervisors with varying GS levels. As a NAFSR volunteer it is expected that you are willing and able to mentor a new supervisor at any GS level. If we are able to match GS levels to your preference please indicate your preferred GS level below." Below question 8 is a text input field with the placeholder "Enter your answer". Below question 9 are three radio button options: "I have no preference to what GS level I mentor", "I prefer to only mentor GS 12 and above", and "I prefer to only mentor GS 11 and below". A black button with the text "Submit" is circled in orange. At the bottom left, there is a Microsoft 365 logo.

35

In volunteer.gov, this step is not one that automatically checks off as done and you can not check it off yourself. It's okay, a Forest Service employee will check it off once they see you've completed the form.

You're done! The next step is completing the onboarding training and being matched; a Forest Service employee will be in touch with information on the training date offerings and the name and contact information of your mentee(s)! Thank you for volunteering.