

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. <input type="checkbox"/> INDIVIDUAL		2. <input type="checkbox"/> GROUP	
3. NAME OF AGENCY		4. AGREEMENT #	
5. NAME OF VOLUNTEER (First, Last)		6. U.S. CITIZEN OR PERMANENT RESIDENT <input type="checkbox"/> Yes <input type="checkbox"/> No, list visa type _____	
7. NAME OF GROUP		8. NAME OF GROUP CONTACT (First, Last)	
9. STREET ADDRESS		10. CITY, STATE, ZIP CODE	
11. EMAIL ADDRESS		12. PHONE Home: Mobile:	13. AGE <input type="checkbox"/> Under 15 <input type="checkbox"/> 15 - 18 <input type="checkbox"/> 19 - 25 <input type="checkbox"/> 26 - 35 <input type="checkbox"/> 36 - 54 <input type="checkbox"/> 55 and Older
14. ETHNICITY & RACE (Optional): Please report both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.			
14a. Ethnicity (Select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	14b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander		14c. Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
			14d. Do you have disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMERGENCY CONTACT INFORMATION			
15. NAME (Last, First)		16. PHONE Home: Mobile:	17. EMAIL ADDRESS
18. STREET ADDRESS		19. CITY, STATE, ZIP CODE	
GOVERNMENT OFFICIAL COMPLETES THIS SECTION			
20. AGENCY CONTACT NAME (Last, First)		21. AGENCY CONTACT EMAIL & PHONE	
22. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No Type and Rate of Reimbursement:		23. VOLUNTEER POSITION/GROUP PROJECT TITLE:	
24. Description of service to be performed. Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills required (note certifications if necessary), level of physical activity required, etc. If this is a group agreement, the leader is to provide the group name and attach a complete list of group participants or optional form 301b for each volunteer.			
VOLUNTEER/SERVICE ACTIVITY ABSTRACT			
25. Check all that apply: <input type="checkbox"/> Description of service attached <input type="checkbox"/> List of group participants/optional form 301b attached <input type="checkbox"/> Job Hazard Analysis <input type="checkbox"/> Valid Driver's License Verified (if required)			

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18		
26. PARENT OR LEGAL GUARDIAN (First, Last)	27. PHONE Home: Mobile:	28. EMAIL ADDRESS
29. STREET ADDRESS	30. CITY, STATE, ZIP CODE	
31. I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for _____ to participate in the specified volunteer activity. (NAME OF YOUTH)		
32. Parent/Guardian Signature		Date
VOLUNTEER & GROUP LEADER AFFIRMATION		
33. I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. 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, and certify that the statements I have checked below are true: <input type="checkbox"/> I or group leader know of no medical condition or physical limitation that may adversely affect my or members of the group ability to provide this service. If a group see attached OF301b. <input type="checkbox"/> I or a member of the group have a medical condition or physical limitation that may adversely affect my ability to provide this service and have informed the Government Representative. If a member of a group see attached OF301b. <input type="checkbox"/> I or group member do not consent to being photographed or to the release of my photographic image. If a member of a group see attached OF301b.		
I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group. _____ (NAME OF FEDERAL AGENCY)		
34. Signature of Volunteer or Group Leader		Date
The above-named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by your volunteer group, if any.		
35. Signature of Government Representative		Date
TERMINATION OF AGREEMENT		
36. Agreement Terminated Date:		Total Hours Completed:
37. Signature of Government Representative:		
PUBLIC BURDEN STATEMENT		
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, 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 0596-0080. 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. USDA, DOI, DOC and DOD 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.		
PRIVACY ACT STATEMENT		
Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, 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 data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.		

Volunteer Position Description
Castillo de San Marcos National Monument

Job Title: Colonial Night Watch 2018 Living History & Historic Weapons Interpreter

Name of Volunteer-in-Parks (VIP): _____

Supervisor: Chris Leverett, Historic Weapons Program Manager

Project Duration: November 30-December 1, 2018

Description of Duties: VIP will provide informal interpretation of the lives and experiences of the soldiers and families who lived in St. Augustine and manned the Castillo from the 1740s through the 1780s by presenting cannon and/or musket firing demonstrations while dressed in appropriate period clothing. VIP will interact with visitors and groups in a professional manner. VIP will assist the park staff in monitoring visitor safety and resource protection, which may include marking the safety zone for cannon and musket firing demonstrations. VIP may also present formal interpretive programs to visitors, such as tours and history talks, if he or she wishes. VIP is responsible for logging his or her hours on a sign-in sheet so that accurate records may be kept.

Benefits to VIP:

- Personal enrichment and experience working in a National Monument setting
- Experience in historic weapons, historical interpretation, public speaking, and communicating with visitors from around the world

Goal/Outcome of Job: Enriched visitor experience and education during the Colonial Night Watch event.

Expectations and Qualifications:

- Willingness to interact with the public in a courteous, friendly, and helpful manner.
- Willingness to abide by period clothing standards (see Living History Guide for the Castillo de San Marcos)
- Knowledge of and/or willingness to learn and interpret the history of the Castillo de San Marcos and/or Fort Matanzas as well as the city of St. Augustine. If the VIP is portraying military personnel, this will include military history and weapons appropriate to the various time periods associated with the site(s).
- Physical ability to be out-of-doors while wearing heavy period clothing (often wool) in the extreme weather conditions found in the Florida environment.
- **Willingness to abide by National Park Service directives and Park rules and regulations, including the use of safety equipment, and be directed by assigned park supervisor(s). SAFETY FIRST with Historic Weapons.**

Training: To participate in historic weapons firing demonstrations, volunteers must closely follow National Park Service weapons safety rules and regulations (included in the VIP paperwork packet). Volunteers must also present personally owned weapons to a historic weapons supervisor for inspection at the beginning of the day's activities. Prior to the day's demonstrations, there will be a safety briefing on the safe handling of historic weapons with the National Park Service.

I have read the above Position Description and understand the duties and conduct expected of me as a National Park Service Volunteer-in-Parks (VIP). I understand that I will not receive any compensation for the above work and that VIPs are NOT considered to be Federal employees for any other purpose than tort claims and injury compensation. I understand that should I wish to perform duties above and beyond those described in this form, I need to discuss an updated/edited Position Description with the park VIP Coordinator. I also understand that either the National Park Service or I may cancel this agreement at any time by notifying the other party.

I do hereby volunteer my services as described above to assist the National Park Service in its authorized work.

Signature of Volunteer

Date



National Park Service
U.S. Department of the Interior

Photo Release Form

I hereby grant the National Park Service, or its authorized representatives and contractors, the right to make visual recordings, audio recordings, still images, and/or to otherwise capture material of me and any minor child under my control at the time the material is collected.

I hereby agree that the material will become the property of the National Park Service and will not be returned. As such, I agree that the National Park Service and its assigns have the right to reproduce, prepare derivative works of, distribute or display and use these materials in whole or in part, for government and non-government purposes, in any manner or media (whether now existing or created in the future), in perpetuity, and in all languages throughout the world. Use of this material shall include, but not be limited to, audiovisual programs; museum exhibits; websites; publications; product artwork; and project publicity. Additionally, I waive the right to inspect or approve any use of the material and any right to royalties or other compensation arising or related to the use of the material.

I hereby hold harmless and release and forever discharge the National Park Service from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age or older and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning and impact of this release. I agree to indemnify and hold the Government harmless for any and all losses, claims, expenses, suits, costs, demands and damages or liabilities on account of personal injury, death, or property damages of any nature whatsoever and by whomsoever made, arising out of the activities associated with the project in which I am taking part.

Printed Name: _____

Signature: _____ Date: _____

If the person signing is under age 18, there must be consent by a parent or guardian, as follows: I hereby certify that I am the parent or guardian of _____, named above, and do hereby give consent without reservation to the foregoing on behalf of this person.

Guardian Printed Name: _____

Guardian Signature: _____ Date: _____

Privacy Act Statement: This information is provided to comply with the Privacy Act (PL 93-579), 5 U.S.C. 301 and 7 CFR 260 authorizing acceptance of the information requested on this form. The data you furnish will be used only to provide the National Park Service with contact information pertaining to this release form.

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.



Historic Black Powder Weapons Safety Regulations

By their nature, any time weapons are used – with or without black powder – there is an increased risk of injury. Park staff and living historians are acutely aware of this and share both the concern and the responsibility for safe practices. Many living history groups hold their members to high safety standards, and the NPS depends upon a strong, consistently demonstrated commitment to safety for any person or group involved in a park event. Ultimately, though, it is the National Park Service that is responsible for the safety of an event.

All firing demonstrations will be done according to National Park Service Historic Weapons safety regulations, under the direct supervision of a certified NPS Historic Weapons Safety Officer, who will have the final say on the conduct of all historic weapons firing demonstrations. Safety is our primary concern and our common goal.

Before an individual or outside group can participate in a living history event involving historic black powder weapons at Castillo de San Marcos & Fort Matanzas National Monuments, all participants must be instructed on the below listed regulations and sign and return the last page of this Historic Weapons Firing Agreement.

Weapons Safety, the Public, and You

To ensure the safety of participants and our visitors, a high degree of firearm discipline is expected of each and every participant.

- All weapons will remain under physical control of its owner at all times.
- No weapon is to be left unattended.
- Visitors may **NOT** handle or touch a loaded weapon.
- Visitors may touch an unloaded weapon so long as the owner maintains physical control of it. **DO NOT HAND YOUR WEAPON TO VISITORS.**
- Participants under the age of 16 may not handle weapons (firearms or edged weapons).
- **NEVER** point your weapon (firearm or edged weapon) at anyone, at any time.
- Soldiers on sentry duty may fix bayonets but must keep the musket in a vertical position and the bearer must maintain control of the weapon.
- Soldiers will **NOT** walk/march with bayonet attached to musket.
- Soldiers will **NOT** walk/march with a loaded musket.
- Soldiers will **NOT** fire muskets with bayonets attached.

Acceptable Weapon Types

Only reproduction firearms may be used at the park. *The use of original firearms is prohibited.*

Permitted reproduction small arms:

- Flintlock muskets
- Flintlock blunderbusses
- Matchlocks
- Percussion-cap weapons (*only for special events planned in advance*)
 - o 1853 British Enfield rifled musket
 - o 1861 Springfield rifled musket



Prohibited reproduction small arms:

- Flintlock pistols (*cannot be fired but may be used for interpretive purposes only*)
- Revolvers (*cannot be fired but may be used for interpretive purposes only*)

Edged Weapons

- Edged weapons (swords, bayonets, knives, hatchets, spontoons, halberds etc.) may be drawn and brandished in a safe and prudent manner, when the bearer and the weapon are behind a barrier in a secure area out of the reach of visitors (i.e. officers carrying swords during the tactical demonstration, or infantrymen in a bayonet demonstration).
- At no time may participants engage in simulated combat with real or simulated edged weapons.
- When amongst visitors (not behind a barrier) swords, knives, bayonets, etc. may not be fully drawn. They may be partially drawn enough to expose some of the blade for visual inspection for interpretive purposes, but no visitor may touch the blade.

Appropriate Drill Manuals

Appropriate drill manuals will be used by all participants handling/demonstrating historic weapons in the park. The acceptable manuals are those listed below that have been modified to meet NPS safety standards:

- 1728 Spanish Infantry Drill
- Spanish 1735 Garrison Cannon Drill
- Von Steuben's
- 1762 British Drill
- Hardee's Rifle and Light Infantry Tactics

Ammunition

Unless prior arrangements have been made with the park's Historic Weapons Program Manager, ***do not bring any black powder with you into the park.*** If such arrangements have been made, the following criteria will apply:

All black powder brought into NPS areas by outside individuals or groups must be 1) in the form of prepared musket cartridges, 2) inspected by NPS personnel, and 3) under NPS control when not in use during a demonstration. Bulk or loose black powder is absolutely prohibited. Cannon cartridges and powder will always be provided by the NPS.

- Musket cartridge construction will be of sturdy paper only. Use of staples or tape is prohibited.
- Maximum charges
 - o 18th century muskets: 125 grains FFG (2F)
 - o 19th century muskets: 60 grains FFG (2F)
- The use of FFFG (3F) powder is prohibited for anything other than cannon primers
- The use of FFFFFG (4F) powder is prohibited for all NPS events.
- Unused cartridges will be collected after each demonstration.
- Powder contained in powder horns is strictly prohibited.
- Participants under age 16 will not handle powder.



Inspections

All small arms used in firing demonstrations will be inspected by the NPS upon arrival to ensure serviceability of the weapon, and then inspected again just prior to and immediately after every firing demonstration to ensure the weapon is clear. **Weapons that fail inspection may not be carried. The owner must return the weapon to his/her vehicle or it will be secured by the NPS and returned at the end of the event.**

All weapons must meet the following standards to pass inspection:

1. Secured flash guard and hammer stall (flintlocks)
2. No cracks or splits in the stock
3. Furniture and barrel fit securely to stock
4. No missing stock pins or screws
5. Lock works smoothly
6. Half-cock position works properly
7. Flint is secured by leather or lead (flintlocks)
8. Steel and spring are in good condition (flintlocks)
9. Barrel free from visible dents or cracks
10. No excessive rust or corrosion on the barrel, lock, or touch hole
11. No fouling in the barrel or on the lock
12. No carbon buildup inside or around the cone (percussion cap)
13. Clean vent

Testing Flint and Steel

With a flintlock, it is common to test the flint and steel before firing, either for interpretive purposes (showing the visitors how it works) or to ensure that everything is in working condition before firing. **Testing for sparks and preparing flint/steel for a demonstration may only take place under the following conditions:**

1. First “ping” the ramrod in the barrel to make sure the weapon is not loaded.
2. Point the muzzle downrange (only in the demonstration area) or straight up.
3. Never spark-test the weapon or knap the flint inside a casemate unless the lock mechanism has been removed from the stock/barrel.
4. **Never** point the muzzle in a direction that would cause harm to anyone if were to accidentally go off. This includes enclosed spaces such as the interior of the casemates.

Firing Procedures

- All firing demonstrations taking place on park property will be done under the direct supervision of a certified NPS Historic Weapons Safety Officer.
- For protection from flash burns, all demonstrators firing black powder firearms will wear natural fiber, long-sleeved outer garments or full uniforms as appropriate to their historical impression.
- **Hearing protection must be worn during demonstration by all who are firing historic weapons. No exceptions.**



- Cannon crew members must wear proper hand protection, e.g. welder gauntlets. Thumb stalls are acceptable for the Right Rear position.
- Safety glasses are optional
- When firing muskets, **if you are not loading the paper cartridge, DO NOT use the ramrod.** Without the paper, the ramrod could create sparks when scraped against the barrel.
- Range safety standards will be observed at all times. Firing will commence or cease at the discretion of the supervising NPS Historic Weapons Safety Officer.

Misfire Procedures - Flintlocks

Failure to Spark

1. Call out “misfire” and hold the musket in the firing position for **10 seconds** to make sure there is no hang fire.
2. Return to the priming position.
3. Check priming and flint. Wipe down the steel. If knapping or otherwise working with the flint, attach the hammer stall and dump priming.
4. Re-prime if necessary
5. Return to the shoulder position and continue the firing procedure when ordered to do so by your company officer.

Flash in the Pan

1. Call out “misfire” and hold the musket in the firing position for **10 seconds** to make sure there is no hang fire.
2. Return to the priming position
3. Half-cock the piece, and reattach the hammer stall.
4. Pick out the touch-hole, wipe off the steel and flint and re-prime.
5. Return to the shoulder position and continue the firing procedure when ordered to do so by your company officer.

Misfire Procedures – Percussion Caps

1. Call out “misfire” and hold the musket in the firing position for **10 seconds** to make sure there is no hang fire.
2. Return to the priming position.
3. Half-cock the piece.
4. Pick out the cone using a vent pick.
5. Re-prime.
6. Return to the shoulder position and continue the firing procedure when ordered to do so by your company officer.

If, after following these procedures, the weapon still misfires, you may retry ONLY TWO more times. If the weapon still will not fire, remove primer and turn it over to the Historic Weapons Safety Officer.

Misfire Procedures – Cannons

Demonstration is over. Volunteers will step away from the cannon and let the Historic Weapons Safety Officer follow necessary procedures to make the weapon safe.



National Park Service
U.S. Department of the Interior

Castillo de San Marcos and Fort Matanzas
National Monuments

Historic Black Powder Weapons Firing Agreement

Before an individual may participate in a living history event involving historic black powder weapons at Castillo de San Marcos & Fort Matanzas National Monuments, he/she must be instructed on the above regulations and sign this Historic Weapons Firing Agreement, which includes a copy of the Historic Black Powder Weapons Safety Regulations. This agreement must be signed and returned to the event Historic Weapons Safety Officer by mail, fax, or in person prior to participation. Participants must also complete a Volunteer Service Agreement so that they will be covered in case of injury while volunteering for the parks. **You may not participate in any events, with or without historic weapons, on NPS property without a completed Volunteer Service Agreement.** You will also receive a Position Description for the specific job/event in which you are participating to give you a more complete idea of the duties, benefits, goals, and expectations associated with the position.

Mail the completed agreement to:

Historic Weapons Supervisor
1 South Castillo Drive
St. Augustine, FL 32084

Or fax to: (904) 471-7605

I have read the above Historic Black Powder Weapons Safety Regulations and understand the conduct expected of me while participating in historic weapons demonstrations as a National Park Service Volunteer-in-Parks (VIP). I agree to comply with all NPS Historic Black Powder Weapons Safety Regulations and understand that should I fail to do so, I may be prohibited from participating in any future demonstrations.

Participant Name: _____

Participant Signature: _____ Date: _____

Signature of Historic Weapons Supervisor

_____ Date: _____