



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

AMIM-LDG-ZA

2 NOV 22

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 07, Installation Volunteer Registration and Documentation

1. References.

- a. AR 215-1, Morale, Welfare & Recreation, 24 September 2010
- b. AR 608-1, Army Community Service, 19 October 2017
- c. DODI 1100.21, Voluntary Services in the Department of Defense, 27 March 2019
- d. USC Title 10, Section 1588, Authority to accept certain voluntary services
- e. USC Title 31, Section 1342, Limitation on Voluntary Services

2. Purpose. To reinforce the importance of the volunteer registration process and documentation of hours within installation activities. Proper registration protects installation activities and volunteers in cases of injuries and/or tort claims. Commanders and directorate staff at all levels will ensure that all volunteers have completed the appropriate paperwork prior to any service being performed.

3. Definitions

a. Statutory Volunteers. Volunteers in installation programs outlined in 10 USC 1588 such as health-care related programs, family programs, religious programs, MWR activities, museums, child development and youth programs, library and education services, housing, etc. No services may be accepted from volunteers beyond the scope of USC Title 10, Section 1588.

b. Private Organization Volunteers. Volunteers participating in organizations that can demonstrate a bona fide contribution to the military community and are authorized to operate on the installation such as Girl Scouts, Boy Scouts, Lion Club, Thrift Shop, Spouses' Club, Armed Services YMCA, USO, etc. Private organization volunteers are not covered under 10 USC 1588 and do not perform services for the agency.

c. **Gratuitous Service Personnel.** Those individuals who provide service to the Army without any expectation of compensation, to include salary, tips, or benefits such as worker's compensation, employee status for purposes of tort claims, or reimbursement of incidental expenses (such as child care) from APF or NAF. Gratuitous Service Personnel are not considered volunteers under 10 USC 1588. Gratuitous services require a written contract and are of extremely limited scope and duration.

d. **Initial Entry Training (IET)/Advanced Individual Training (AIT) Volunteers.** Those Service members in IET/AIT, when the training mission allows, are permitted to perform volunteer services on the installation only. All services' uniforms are authorized for wear while performing these services and will be designated by the unit commander. Service members wishing to volunteer will contact their unit volunteer coordinator.

4. Responsibilities

a. Director, Army Community Service (ACS)

(1) Appoint an employee within ACS as the Installation Additional Duty Volunteer Liaison

(2) Chair the Installation Volunteer Advisory Council.

(3) Plan and execute the Installation's Annual Make a Difference Day in conjunction with the nationwide event.

(4) Plan and execute the Installation's Annual Volunteer Awards Ceremony in the month of April.

(5) Develop installation volunteer program guidance and policy to include SOP.

b. ACS Additional Duty Volunteer Liaison

(1) Track and monitor volunteer registration and ensure documentation of hours for all statutory volunteers working on the installation

(2) Provide assistance to units, agencies, and organizations for training and administering the Organizational Point of Contact (OPOC) access to the Volunteer Management Information System (VMIS).

(3) Develop publicity material such as flyers, brochures, handouts etc. to attract new volunteers and inform the community about volunteer services available to them. Serve as liaison between volunteers, volunteer agencies, organizations and Commanders/Directors.

(4) Coordinate activities and publicity for National Volunteer Week, Make a Difference Day, and other days of service. Establish and maintain a comprehensive and up-to-date resource library for volunteers and volunteer managers.

(5) Consult with OPOC's with volunteer issues.

c. American Red Cross

(1) Assist agencies and organizations in recruiting volunteers and in determining types of training needed. Upon request, conduct periodic organizational assessments to determine volunteer needs.

(2) Interview potential volunteers and make recommendations for placement that best match their interests and abilities with agencies' needs.

(3) Conduct follow-up assessments of referrals to ensure both volunteers and agencies are satisfied.

(4) Track number of registered volunteers and total hours volunteered.

(5) Create and maintain a reference notebook with information on volunteer opportunities on and off the installation.

(6) Deliver briefings on volunteer opportunities at units, organizations, community orientations, spouse functions, family readiness group meetings, etc.

(7) Inform the community of volunteer opportunities through publicity, i.e., the Guidon, local radio, the command channel, community updates, newsletters etc.

(8) When possible, provide training to volunteers and volunteer managers.

d. Commanders and USAG Directors with Volunteers

(1) Designate and appoint an individual within your organization to serve as the OPOC. The OPOC should be at the O-3 or GS-13 or above. The OPOC will meet with the ACS Additional Duty Volunteer Liaison to receive training and permission rights to the organization.

(2) Serve as the organization's accepting official to approve position descriptions and authorize volunteer services. Ensure compliance with restrictions on volunteer activities and prevent Anti-Deficiency violations of 31 U.S.C. 1342

e. Organizational Point of Contact (OPOC)

(1) Prepare written job descriptions for each volunteer position using the template in AR 608-1. The supervisor of the volunteer should write the position description and the accepting official will be the approval authority. A copy of the job description will be provided to the volunteer before he/she commences work and published online at the Volunteer Center at www.myarmyonesource.com.

(2) Assist volunteers in the completion of all documents related to their position as well as inputting hours into VMIS.

(3) Ensure that required background checks are conducted for volunteers in the organization prior to the start of that volunteer's tenure.

(4) Ensure organization's volunteers are properly registered and hours are documented in VMIS.

(5) Maintained volunteer related documentation for possible to inspection.

(6) Ensure registration forms will be completed and signed prior to any work being performed within the activity.

(7) Ensure hours are submitted into VMIS not later than the 10th of the month for the previous month.

(8) Ensure that volunteers are only permitted to perform functions clearly within the scope of 10 USC 1588. Consult with the ACS ADVL should questions arise.

f. Volunteers

(1) Volunteers on Fort Leonard Wood who require assistance in choosing a volunteer opportunity will register at the American Red Cross office, building 470, room 1130.

(2) Complete the online registration in the volunteer center at www.myarmyonesource.com to establish their permanent service record prior to volunteering in any agency.

(3) Sign DD Form 2793 (Volunteer Agreement for Appropriated and Non Appropriated Fund Activities) prior to commencing service as a statutory volunteer.

(4) Submit all related documentation for the appropriate background check, if required for performing duties in the Child Development, Youth Services Programs, or working with computers.

(5) Have a written position description.

(6) Have adequate orientation, training and supervision.

(7) Provide copies of credentials, licenses, etc. if required.

(8) Record volunteer hours on his/her permanent service record at www.mymilitarysource.com and on DA Form 4713, Volunteer Daily Time Record.

(9) Document training and awards as part of their permanent service record.

5. Background checks

a. In the case of statutory volunteers, necessity for a background check is established by the Volunteer Position Description (PD) in accordance with DODI 1402.05, AR 25-2, AR 608-1, AR 608-10, and AR 608-18.

b. Statutory volunteers who work with government computers, children and youth will have a background check that includes Installation Record Check (IRC) and a National Agency Check with Inquiries (NACI).

c. If a statutory volunteer's PD calls for regular contact with children (e.g. youth sports, religious programs) the volunteer is required to have a Child National Agency Check with Inquiries (CNACI). It is the organizations responsibility to ensure this is accomplished.

d. Private organization volunteers are volunteers of that specific private organization and background checks are conducted according to the guidelines established by the private organization.

6. Forms.

a. DA Form 4162, Volunteer Service Record. Provides basic information for the installation database to include name, address, and phone number, and basic demographic information for statistical compilation only. All information is kept confidential. VMIS can automatically produce this form based upon the hours input for each volunteer.

b. DD Form 2793, Volunteer Agreement. Only statutory volunteers will complete and sign a DD Form 2793. The DD Form 2793 will also be signed by an accepting official (as defined in 4.d.(2)) who is responsible for supervising the work of that volunteer and preventing unauthorized services.

c. DA Form 5671, Parental Permission. A parent/guardian signature is required on this form for any statutory volunteer who is unmarried and under the age of 18.

IMLD-LDG-ZA

SUBJECT: Garrison Policy 07, Installation Volunteer Registration and Documentation

7. Benefits. If all required documentation is properly completed and a statutory volunteer is working within the course and scope of the job description, the volunteer is afforded the status and protections of an employee for purposes of workers' compensation and tort claims.

8. This policy supersedes any previous policies and is in effect until superseded or rescinded.

9. The point of contact for this memorandum is the Director, Army Community Service at (573) 596-0212.

ANTHONY F. POLLIO, JR
COL, MI
Commanding

DISTRIBUTION:

All Schools, Brigades
Battalions, Companies,
Detachments, Tenant Units,
Directorates and Staff Office