

14 FEB 2013

US Army Garrison - Redstone
Redstone Arsenal, Alabama 35898-5000

GARRISON SOP
No. 215-1

ARMY VOLUNTEER CORPS (AVC)
STANDARD OPERATING PROCEDURE (SOP)

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1. PURPOSE. To provide overall guidance and direction to the staff and volunteers engaged in volunteer efforts on Redstone Arsenal.

2. SCOPE.

a. All Soldiers, Civilians, Retirees, Contractors and Family members who volunteer through agencies and organizations on Redstone Arsenal.

b. All agencies and organizations (to include registered private organizations) located on Redstone Arsenal utilizing volunteers in the delivery of their services.

c. Private organizations, as defined in Army Regulation (AR) 210-1, Private Organization on Department of the Army Installations and Official Participation in Private Organizations (i.e., Boy Scouts of America, Girl Scouts of America, Community Women's Club, etc.) are encouraged to comply with this SOP unless doing so results in a conflict with the organization's regulatory guidance governing volunteers. Compliance will result in inclusion in all installation level awards and recognition.

3. RESPONSIBILITIES.

a. The Army Volunteer Corps Coordinator (AVCC) will ensure all regulatory guidelines are implemented throughout all statutory activities and authorized private organizations utilizing volunteers to support the installation mission.

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b. Commanders/Agency Directors will ensure compliance with all regulatory guidelines addressing statutory volunteers.

c. Authorized private organization directors will ensure compliance with all regulatory guidelines addressing Private Organization Volunteers.

4. POLICY.

a. Types of Volunteers:

(1) Statutory Volunteers. Volunteer in installation programs outlined in 10 United States Code (USC) 1588 such as health-care related programs, Family programs, religious programs, Morale, Welfare and Recreation activities, child development and youth programs, library, housing, education services, etc. Statutory volunteers are considered to be employees of the Government only when the volunteer is acting within the scope of the services (position description) accepted, and only for the purposes outlined under 10 USC 1588.

(2) 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. Private Organization Volunteers are not covered under 10 USC 1588.

(3) Gratuitous Service Personnel. Those individuals who provide services to the Army without any expectation of compensation, to include salary, tips, or benefits such as worker's compensation, employee status for purpose of tort claims, or reimbursement of incidental expenses such as child care from appropriated or non-appropriated funds (NAF). Gratuitous service personnel not covered under 10 USC 1588.

(4) Student Interns. Voluntary services may be accepted from students, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experiences for the student. Organizations should contact their local personnel office for applicable Office of Personnel Management guidance on this program. Volunteer student internships do not fall under the Army Volunteer Corps Program.

b. Who May Volunteer:

(1) Volunteer services may be accepted from Civilian personnel from both the military and Civilian communities and military personnel and their Family members. Government agencies may not solicit or accept volunteer services from contractor employees whose company has a contractual relationship with the Government agency organization seeking volunteer services. Contract employees may volunteer in Army programs run by organizations with which they have a contractual relationship. Such volunteer duties must be performed on the contractor's own time.

(2) Federal employees may not volunteer for a program in which they are employed.

(3) Army Volunteers are not authorized to engage in fundraising activities while performing volunteer services.

c. Standards for Accepting Volunteers:

(1) The accepting official is a military member, government employee, Appropriated Funds (AF), or NAF who is the head of the organization (or their designee) where the volunteer provides service.

(2) The organization where the volunteer serves is responsible for ensuring:

(a) All volunteer documentation is complete, i.e. Application for Volunteer Services (appendix 1).

(b) Personnel records are maintained.

(c) Awards and recognition are planned and executed.

(d) Costs of reimbursement expenses and organization award are budgeted.

(e) A representative serves on the Volunteer Council.

d. Volunteers may assist the workforce by performing an apportionment of a required function, but cannot be used to substitute totally or permanently for unfilled positions, to replace paid employees or in lieu of obtaining contracted services for which funding has been provided.

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e. Organizations will not discriminate based on race, creed, religion, age, sex, color, national origin, sexual orientation, marital status, political affiliation, or disability. Volunteers may be subject to background check. Volunteers who work with children and youth must have a background check. They should not have a record of violent offenses, sex offenses, child abuse or neglect, or have engaged in other behaviors that should disqualify them from caring and working with children. The organization accepting the volunteer may contact the Family Advocacy Program Manager or the AVCC to obtain guidance on procedures for obtaining background checks and points of contact at required agencies.

f. All volunteers and accepting officials for APF or NAF activities will sign Volunteer Agreement for APF and NAF Instrumentalities, DD Form 2793 (appendix 2). A copy of the signed volunteer agreement will be given to the volunteer prior to commencement of voluntary services. The DD Form 2793 will be placed in the volunteer's personnel file and forwarded to the AVCC.

g. Parental or guardian permission is required prior to the commencement of volunteer services from unmarried Family members under the age of 18. A Parental Permission form, DA Form 5671 (appendix 3) will be signed when accepting volunteer services from unmarried Family members under age 18 before commencement of work.

h. A written position description will be completed for each volunteer. Position descriptions must include the position and title, first-line supervisor, second-line supervisor (if applicable), description of duties, time, required, qualifications of jobs, training required and provided by the program accepting the volunteer services, and evaluation and feedback by the supervisor. Volunteer agencies may contact Army Volunteer Corps Coordinator for assistance.

i. Each Volunteer will maintain a record of hours in Volunteer Management Information System (VMIS). A hard copy may also be used to track hours, Volunteer Daily Time Record, DA Form 4713 (appendix 4).

j. All organizations having volunteers must ensure volunteer hours are documented in VMIS. A Hard copy of the Volunteer Service Record, DA Form 4162 (appendix 5) must be placed in the volunteer's personnel file.

k. Gratuitous service may be accepted under certain conditions.

(1) Individuals providing gratuitous service will agree in writing to waive any and all claims against the Government that may arise from the performance of their services. Sample agreements (appendix 6) are provided for adults and Family members under the age of 18.

(2) Individuals receive no pay, and the performance of service does not qualify them as an employee of the U.S. Government.

(3) Individuals providing gratuitous service cannot be reimbursed with NAFs or APFs for their incidental expenses incurred as a result of their service.

5 PROCEDURES. The Army Volunteer Corps Coordinator (AVCC) will:

a. Provide a central point on the installation for the management of volunteers to include recruitment, referral, placement, tracking, training, and recognition.

b. Conduct recruitment screening interviews of potential volunteers and refer volunteers for placement with agencies which best match the volunteer's skills, abilities, interests, and the organization's needs.

c. Provide information and training to organizations wishing to establish a volunteer program. Update information and continue education and training to established programs.

d. Administer the Redstone Arsenal Awards and Recognition Program. Process recommendations for awards promptly and monitor preparation of award certificates.

e. Provide continuing information on volunteer opportunities, events, and volunteer contributions through a comprehensive marketing plan.

f. Provide assistance to volunteer managers in their task of volunteer management. Provide guidance on evaluating the volunteer program and individual volunteers to include positive reinforcement, reassignment, or dismissal.

g. Implement a Redstone Arsenal Helping Hands booklet of community volunteer opportunities.

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h. Coordinate and chair the Installation Volunteer Advisory Council (IVAC) meeting at least 4 times a year.

i. The IVAC consist of one or more member from each of the participating volunteer agencies and the installation commander. The commanding general's spouse and command sergeant major's spouse (or his/her designated representative) will be asked to serve as the IVAC advisors.

j. The IVAC will identify volunteer issues in the community, discuss problems and share successful programs. The IVAC meetings may include training for all volunteer managers.

k. The AVCC will serve as the chairperson for the IVAC. The chairperson will serve as a link between volunteers, organizations utilizing volunteer services, and the command.

l. The AVCC will coordinate and execute an annual Installation Volunteer Award Ceremony that will be held during the month of April in celebration of National Volunteer Week. Agency/organizations on the installation who supervise volunteers are encouraged to submit nominations.

6. REFERENCES.

a. AR 340-21, The Army Privacy Policy Program, 5 July 1985.

b. DODD 1400.33, Employment and Volunteer Work of Spouses of Military Personnel, 10 February 1988.

c. DODI 1402.5, Criminal History Background Checks on Individuals in Child Care Services, 19 January 1993.

d. AR 672-20, Decorations, Awards, and Honors; Incentive Awards, 29 January 1999.

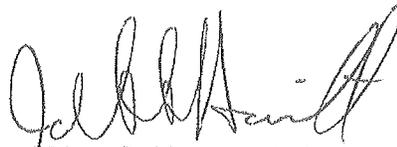
e. DODI 1100.XX, Voluntary Service in DOD, 11 March 2002.

f. Team Redstone Volunteer Program Regulation 608-1, 19 September 2007.

g. Title 10, United States Code, Section 1558, 1 February 2010.

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- h. Title 10, United States Code, Section 1342, 1 February 2010.
- i. AR 215-1, Non-Appropriated Fund Instrumentalities and Morale, Welfare and Recreation Activities, 24 September 2010.
- j. AR 608-1, Army Community Service Center, Rapid Action Revision, 21 December 2010.



JOHN S. HAMILTON
COL, LG
Garrison Commander

APPENDIX 1 – APPLICATION FOR VOLUNTEER SERVICE

APPENDIX 2 – VOLUNTEER AGREEMENT FOR

APPENDIX 3 – PARENTAL PERMISSION

APPENDIX 4 – VOLUNTEER DAILY TIME RECORD

APPENDIX 5 – VOLUNTEER SERVICE RECORD

APPENDIX 6 – GRATUITOUS SERVICE AGREEMENTS

APPENDIX 1 – APPLICATION FOR VOLUNTEER SERVICE

APPLICATION FOR VOLUNTEER SERVICE

Redstone Arsenal Installation Volunteer Corps Office
BLDG. 3338, Redstone Arsenal, AL 35898 (256)-842-6572

PERSONAL INFORMATION

Date Submitted: _____

Name (Last, First, MI): _____

I am 18 years of age or older I am under 18 years of age (Please give date of birth) _____

Check your status: Active Duty Dependant Retired Reserve DOD Civilian

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone (If applicable) _____

E-mail Address: _____

Spouse's Name: _____

Check your spouse's status: Active Duty Dependant Retired Reserve DOD Civilian

If Active Duty or Reserve, please give unit & phone number: _____

If DoD Civilian, please give name of agency: _____

Are there any special considerations that may limit your volunteer preference? No Yes (If yes, explain)

Do you have any special skills, achievements or talents (i.e. languages, computer skills, hobbies, certifications) you would like to share through volunteering? _____

What are you interested in doing? (Check all that apply)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Group Activities | <input type="checkbox"/> Outdoors / Environmental | <input type="checkbox"/> Helping the needy | <input type="checkbox"/> children/youth/elderly |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Special Events | <input type="checkbox"/> Sport / Fitness | <input type="checkbox"/> Music / Dance |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Arts / Crafts | <input type="checkbox"/> Business Operations | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Other _____ | | |

Where would you like to volunteer? (Check all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Outdoor Recreation | <input type="checkbox"/> Army Community Service (ACS) | <input type="checkbox"/> Community Women's Club (CWC) | <input type="checkbox"/> Team Building Program |
| <input type="checkbox"/> School Age Services | <input type="checkbox"/> Library | <input type="checkbox"/> Team Redstone Action Plan Program | <input type="checkbox"/> Morale Support |
| <input type="checkbox"/> Thrift Shop | <input type="checkbox"/> Religious Programs | <input type="checkbox"/> American Red Cross | <input type="checkbox"/> Outdoor Recreation |
| <input type="checkbox"/> Child Development Centers | <input type="checkbox"/> Redstone Golf Course | <input type="checkbox"/> Holiday Events | <input type="checkbox"/> Special Events and Concerts |
| <input type="checkbox"/> Cub Scouts | <input type="checkbox"/> Tax Center/Legal Assistance (SJA) | <input type="checkbox"/> Youth Sports | <input type="checkbox"/> Arts and Crafts Center |
| <input type="checkbox"/> School (Tutoring/Reading/Mentoring) | | | |

How did you find out about this program? _____

DEMOGRAPHIC INFORMATION

Where is your current residence located? RSA HSV City Madison City Madison County

Age: 14-21 22-30 31-40 41-50 51-60 61-70 70-↑

Check all that apply:

- | | | | | |
|------------------------------------|--|--|------------------------------------|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Single & Active Duty | <input type="checkbox"/> Retired/Spouse | <input type="checkbox"/> Army | <input type="checkbox"/> Marines |
| <input type="checkbox"/> Male | <input type="checkbox"/> Married & Active Duty | <input type="checkbox"/> Civilian Employee | <input type="checkbox"/> Air Force | <input type="checkbox"/> National Guard |
| <input type="checkbox"/> Dependant | <input type="checkbox"/> Government Contractor | <input type="checkbox"/> Navy | <input type="checkbox"/> Reserves | <input type="checkbox"/> NASA |

APPENDIX 2 – VOLUNTEER AGREEMENT FOR

VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES

NONAPPROPRIATED FUND INSTRUMENTALITIES

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER (<i>Last, First, Middle Initial</i>)		2. YEAR OF BIRTH
3. INSTALLATION	4. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
5. PROGRAM WHERE SERVICE OCCURS	6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES		

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

9. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

11. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
12.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

13. AMOUNT OF VOLUNTEER TIME DONATED				14. SIGNATURE	15. TERMINATION DATE <i>(YYYYMMDD)</i>
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS		
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>				b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

APPENDIX 3 – PARENTAL PERMISSION

PARENTAL PERMISSION

For use of this form, see AR 608-1; the proponent agency is OACSIM

I, _____ parent guardian, give my permission for

_____ (name of child), to volunteer at

_____ (name of agency/activity) on

_____ (date or days of week) from _____ (time).

I understand that these hours and services are being performed as a volunteer and that the above named volunteer is not, solely because of these services, an employee of the United States Government or any instrumentality thereof (except for certain purposes relating to tort claims and workman's compensation coverage about incidents occurring during the performance of approved volunteer service). The above named volunteer shall receive no present or future salary, wages, or related benefits as payment for these services. Tax deductions cannot be claimed for any expense reimbursed.

TYPED/PRINTED NAME OF PARENT OR GUARDIAN

SIGNATURE OF PARENT/GUARDIAN

DATE (YYYYMMDD)

APPENDIX 4 – VOLUNTEER DAILY TIME RECORD

VOLUNTEER DAILY TIME RECORD

For use of this form, see AR 608-1; the proponent agency is OACSIM

INSTRUCTIONS

Upon resignation, retirement or transfer, the original of this record will be furnished for the personal file of the volunteer and a duplicate will be maintained at the organization for at least three years. In case of transfer, a duplicate record will be furnished to the gaining organization upon request of the volunteer. Upon completion of the calendar year, the annual total will be recorded on DA Form 4162.

NAME

YEAR

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL															
JAN																																															
FEB																																															
MAR																																															
APR																																															
MAY																																															
JUN																																															
JUL																																															
AUG																																															
SEP																																															
OCT																																															
NOV																																															
DEC																																															
TOTAL:																																															

APPENDIX 5 – VOLUNTEER SERVICE RECORD

VOLUNTEER SERVICE RECORD

For use of this form, see AR 608-1; the proponent agency is OACSIM.

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC Section 301, Department Regulations; 10 USC Section 3013, Secretary of the Army; and Army Regulation 608-1, Army Community Service Center.

PRINCIPAL PURPOSE: To record essential background information on volunteers to assist in determining qualifications and task assignments. To maintain record of positions held, hours volunteered, training and awards received.

ROUTINE USES: None. The "Blanket Routine Uses" set forth at the beginning of the Army's Complications of System of Records Notices apply to this system.

DISCLOSURE: Voluntary. However, failure to provide the requested information may exclude you from participating in the Army Community Service Volunteer Program.

INSTRUCTIONS: Upon resignation, retirement or transfer, the original of this record will be furnished for the personal file of the volunteer and a duplicate will be maintained at the organization for at least three years. In case of transfer, a duplicate record will be furnished to the gaining organization upon request of the volunteer.

1. NAME OF VOLUNTEER (<i>Last, First, MI</i>)	2. HOME ADDRESS (<i>Street, City, State and ZIP Code</i>)
3. EMAIL ADDRESS	5. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
4. TELEPHONE NUMBERS a. HOME b. WORK c. FAX	
7a. SPONSOR NAME	6. DATE OF BIRTH (<i>YYYYMMDD</i>)
7a. SPONSOR NAME	7b. SPONSOR UNIT ADDRESS

8. Mark all the demographic data that applies to the volunteer. Family members of service members should indicate the branch of service and status of the sponsor.

- | | | | | |
|---|--------------------------------------|------------------------------------|-------------------------------|---------------------------------|
| <input type="checkbox"/> SERVICE MEMBER | <input type="checkbox"/> ARMY | <input type="checkbox"/> AIR FORCE | <input type="checkbox"/> NAVY | <input type="checkbox"/> MARINE |
| <input type="checkbox"/> CIVILIAN EMPLOYEE
(<i>APF and NAF</i>) | <input type="checkbox"/> OFFICER | <input type="checkbox"/> ENLISTED | | |
| <input type="checkbox"/> ADULT FAMILY MEMBER | <input type="checkbox"/> ACTIVE DUTY | <input type="checkbox"/> RETIRED | | |
| <input type="checkbox"/> YOUTH FAMILY MEMBER
(<i>Under age 18 and unmarried</i>) | <input type="checkbox"/> RESERVE | <input type="checkbox"/> GUARD | | |
| <input type="checkbox"/> CIVILIAN (<i>Not connected with the military</i>) | <input type="checkbox"/> DECEASED | | | |

9. CHILDREN AT HOME <input type="checkbox"/> NONE <input type="checkbox"/> PRESCHOOL <input type="checkbox"/> IN SCHOOL	10. INITIAL COMMITMENT <input type="checkbox"/> ONE DAY EVENT <input type="checkbox"/> ONE MONTH EVENT <input type="checkbox"/> THREE MONTHS
11. EDUCATION <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> COLLEGE <input type="checkbox"/> ADVANCED DEGREE	<input type="checkbox"/> SIX MONTHS <input type="checkbox"/> NINE MONTHS <input type="checkbox"/> OTHER

12. WORK EXPERIENCE

13. VOLUNTEER EXPERIENCE

APPENDIX 6 – GRATUITOUS SERVICE AGREEMENTS

