



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

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy 07, Installation Volunteer Registration and Documentation

1. References.

- a. AR 215-1 (Morale, Welfare & Recreation)
- b. AR 608-1 (Army Community Service Center)
- c. DODI 1100.21 (Voluntary Services in the Department of Defense)
- d. USC Title 10, Section 1588 (Authority to accept certain 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 must 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.

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 American Red Cross, Girl Scouts, Boy Scouts, Thrift Shop, Spouses' Club, Armed Services YMCA, USO, etc. Private organization volunteers are NOT covered under 10 USC 1588.

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.

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d. Initial Entry Training (IET)/Advanced Individual Training (AIT) Volunteers. Those Soldiers in IET/AIT, when 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. Soldier's wishing to volunteer will contact their unit volunteer coordinator.

#### 4. Procedures.

a. The Army Volunteer Corps Coordinator (AVCC) is responsible for tracking volunteer registration and documentation of hours for all statutory volunteers working on Fort Leonard Wood and is the command's designated point of contact for administering the volunteer program on Fort Leonard Wood. The AVCC provides training and guidance to agencies and commanders concerning installation volunteer policy.

b. Per applicable statutes and regulations, Commanders, Directors, and Volunteer Coordinators must ensure all volunteers complete the appropriate paperwork prior to starting work. To assist with the process, an individual within the Organizational Point of Contact (OPOC) can be designated by the Commander/Director to follow through with all requirements.

c. The Organizational Point of Contact (OPOC) must ensure volunteers are properly registered, hours are documented, and information is submitted in a timely manner to the AVCC office. Originals should be kept within the activity and are subject to inspection. Registration forms must be completed and signed prior to any work being performed within the activity. Hours must be submitted to the AVCC office not later than the 10th of the month for the previous month.

d. Position Description. Each volunteer must have a job description outlining the duties and responsibilities of the position. This job description must be attached to the DD Form 2793. A written position description will be completed in Volunteer Management Information System (VMIS) for each volunteer and will include the position and title, first-line supervisor, second-line supervisor (if applicable), description of duties, time required, qualifications of the job, training required and provided by the program accepting the voluntary services, and evaluation and feedback by the supervisor.

e. Daily time record. Each volunteer will maintain a record of hours worked in Volunteer Management Information System. Credit hours earned will be entered for the appropriate day and month that the volunteer worked. Monthly totals will be automatically totaled in Volunteer Management Information System. A hard copy of entered data will be printed as DA Form 4713 (Volunteer Daily Time Record) and

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placed in the volunteer's personnel file. If the volunteer cannot record hours then the Organizational Point of Contact will assist the volunteer to record their hours.

f. Service record. All organizations having volunteers must ensure volunteer hours worked are documented in VMIS by the volunteer or the OPOC. These organizations volunteers or OPOC must document jobs performed, training and recognition of hours in VMIS. The program will automatically place this information on DA Form 4162 (Volunteer Service Record) which should be printed and placed in the volunteer's personnel file.

#### 5. Applicable Forms.

a. The DA Form 4162, Volunteer Service Record. Provides basic information for the installation database to include name, address, and phone number. Provides basic demographic information for statistical compilation only. All information is kept confidential. All youth volunteers under the age of 18 must be registered and obtain proof of parental permission.

b. The DD Form 2793, Volunteer Agreement. Only statutory volunteers must complete and sign a DD Form 2793. The DD Form 2793 must also be signed by an "Accepting Official" who is responsible for supervising the work of that volunteer. The "Accepting Official" cannot be another volunteer or contract employee.

c. The 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 (i.e., a "youth" volunteer)

6. Benefits. If the paperwork is completed properly 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 claims and tort claims.

#### 7. Standards for Acceptance of Voluntary Service.

a. Accepting official. The accepting official is a Military member or Government employee (APF and NAF) who is the head of the organization (or their designee) where the volunteer provides service.

b. Organization responsibilities. The organization where the volunteer serves is responsible for ensuring—

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- 1) All volunteer documentation is complete.
- 2) Personnel records are maintained.
- 3) Awards and recognition are planned and executed.
- 4) Costs of reimbursable expenses and organization awards are budgeted.
- 5) A representative serves on the Volunteer Advisory Council.
- 6) The Volunteer Management Information System on the Army OneSource Web site is utilized to register volunteers, to record volunteer positions, awards, training, and hours.
8. This policy supersedes any previous policies and is in effect until superseded or rescinded.
9. The point of contact for this memorandum is Army Community Service at (573) 596-0212.

  
TRACY L. LANIER  
COL, LG  
Commanding

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