

# WEST POINT ARMY VOLUNTEER CORPS

Located within Army Community Service

622 Swift Road, West Point NY 10996

<http://www.westpointmwr.com/ACTIVITY/AVC/index.HTM>



## **FREQUENTLY ASKED QUESTIONS** **ABOUT UTILIZING VOLUNTEERS**

### **Is my organization eligible to utilize volunteers?**

*It depends.* Per AR 608-1, paragraph 5-4, volunteers may be recruited and trained to provide voluntary services for the following programs:

- a. Medical, dental, nursing or other health-care related services.
- b. Museums or natural resources.
- c. Programs providing services to members of the Armed Forces and families of such members, to include, but not limited to, family support, child development and youth services, library and education, religious activities, housing referral, employment assistance to spouses of such members, MWR, funeral honors detail, legal assistance services, proctor for administration to secondary school students of the test known as the Armed Services Vocation Aptitude Battery and specific translation or interpretation services as prescribed by 10 USC 1588(a)(7).

There are three primary types of volunteers: 1) statutory volunteers are “Army volunteers”, 2) Gratuitous service volunteers and 3) private organization volunteers, which work with private organizations that support the military community.

**Statutory Volunteers:** Any volunteer that is authorized by federal statute (10 USC 1588) to provide services in certain Army activities such as health-care related programs, FMWR, family programs, museums, religious programs, child development and youth programs, library, housing, legal assistance, education services, etc. *Statutory volunteers are considered to be employees of the Government when acting within the scope of their position description, and are provided certain benefits by law (e.g. compensation for injuries).* ***Per Army Regulation 608-1, all statutory volunteers must register, complete a volunteer agreement (and parental permission form, if applicable), and have a position description PRIOR to starting work.***

Gratuitous Service Volunteers. Under limited circumstances, Army activities may accept gratuitous service from individuals, who provide service to the Army without any expectation of compensation, to include salary, tips, or benefits such as workers' compensation, tort claims, and reimbursements of incidental expenses. Army organizations are REQUIRED to obtain their servicing staff judge advocate approval prior to accepting gratuitous service any individual for any non-MWR activities. (AR 608-1, Section III)

Private Organization Volunteers: Volunteers that serve with private organizations (i.e. West Point Women's Club or the American Red Cross) are not statutory volunteers. Private Organization Volunteers are individuals that participate in organizations that can demonstrate a bona fide contribution to the military community and are authorized to operate on the installation, including: the American Red Cross, Girl Scouts, Boy Scouts, West Point Women's Club, DUSA, and Constitution Island. *Private organization volunteers are not covered under 10 USC 1588.* All liability for incidents/accidents or injury to the volunteer are the responsibility of the private organization. Private organizations may have paperwork for the volunteer to complete, but there is no requirement for a copy of that paperwork to be filed with the AVCC.

**What is the difference between a volunteer and an intern?** An intern must be enrolled in an educational institution and will receive "credit" for his/her time. For specific questions about interns, please contact the Civilian Personnel Advisory Center at (845) 938-3872.

#### **How does a Statutory Volunteer Register?**

1. **The organization/ volunteer supervisor must create a position description**, outlining the duties that are to be performed by the volunteer. It is important that the position description is specific and includes all duties. **Depending on the position and organization, a legal review may be necessary.** If it is a new position, a legal review is highly recommended. Please keep in mind that, by law, volunteers can only support certain programs (outlined in AR 608-1 para 5-4) and per AR 608-1 para 5-9a, "may assist the workforce by performing an apportionment of a required function, but they cannot be used totally or permanently for unfilled positions, to replace paid employees or in lieu of obtaining contracted services for which funding has been provided." In addition, volunteers are prohibited from performing duties that are outlined in a **statement of work (contract)**. Once the position description has been approved by SJA, please forward a copy of the legal review and the position description to the AVCC.
2. Once a volunteer has been "hired," **the Volunteer and organization must complete and sign DD Form 2793, Volunteer Agreement.** This form must be signed by both the Volunteer and the accepting official (person responsible for volunteers within organization). This Volunteer Agreement is linked to a position description. A separate DD2793 form must be completed and signed for each statutory position the volunteer holds. Volunteer Agreements must be signed by an Accepting Official within the organization. (Per AR 608-1, 5-9 "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.” The original must be maintained in the organization files. If duties or position change, the position description must be updated and a new volunteer agreement must be completed.

1. **If the volunteer is under the age of 18, a parent/guardian must complete a [DA Form 5671, Parental Permission Form](#).**
2. **Background Checks** may be performed on volunteers. They must be performed on volunteers working with children and youth, but may be conducted at the organization’s request. Contact the AVCC for details.
3. **Volunteers must in the Department of the Army Volunteer Management Information System (VMIS).** The volunteer must register in VMIS and apply for the position. A *Volunteer Quick Reference* has been created to assist volunteers with this process.
4. **Log hours monthly.** Monthly volunteer hours should be logged by the 15<sup>th</sup> of the following month in VMIS. Volunteers should refer to the *Volunteer Quick Reference* for instructions.

#### **What are the organization’s responsibilities?**

1. **Provide orientation** to outline policies, procedures and providing training and information the volunteer will need to be successful. These may include, but are not limited to, duties, documentation of volunteer hours, line of supervision, confidentiality, safety, etc.
2. **Provide training** needed to perform duties, including pre-job training to learn technical skills, on-the-job training and continuing in-service training.
3. **Provide Supervision** comparable to that provided with respect to paid employees performing similar services. The Supervisor will be a paid employee (civil service or NAF employee), a military member or another volunteer who is also supervised. The supervisor must be directly responsible for the work the volunteer is performing.
4. **Recognize Volunteers.** Volunteers need the same feedback and support systems as paid staff members if their needs for personal growth and job satisfaction are to be met. There are many avenues and methods for informal and formal recognition. The AVCC can provide additional information.
5. **Liaise with the installation Volunteer Coordinator.** All organizations with volunteers are invited to be a part of the Volunteer Advisory Council, participate in training, nominate volunteers for installation-level recognition and have access to resources through the Volunteer Coordinator.

#### **Can a volunteer be issued an ID badge or CAC?**

It is possible to issue an ID badge to a volunteer who does not possess government-issued ID to expedite access to West Point and/or to provide identification to access certain areas of post

(i.e. Central Area). Before requests will be honored, the NEED for an access badge must be validated. A background check will be run on the volunteer and once that comes back, the volunteer can go to the ID Card Section for his/her badge. West Point is part of the pilot program to issue certain volunteers computer access cards (VOLACs), so that they may perform duties that require access to the network. Contact the AVCC for more information about badges and VOLACs.

### **How can I recognize my volunteers?**

There are numerous ways to recognize your volunteers, both informally and formally. Please refer to the West Point Army Volunteer Corps Program SOP and/or contact the AVCC for additional information.

### **REFERENCES:**

AR 608-1, Army Community Service Center, 13 March 2013. *Refer to Chapter 5*  
Title 10, United States Code, Section 1558.  
Title 31, United States Code, Section 1342.  
DODI 1100.21, Voluntary Services in the Department of Defense, 11 March 2002.  
West Point Army Volunteer Corps Program SOP, 1 October 2014.

### **POINT OF CONTACT:**

**Kara Pletcher, West Point Army Volunteer Corps Coordinator**  
[kara.pletcher@usma.edu](mailto:kara.pletcher@usma.edu) or (845) 938-4621.