



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J1

15 September 2006

MEMORANDUM FOR STATE FAMILY PROGRAM DIRECTORS AND WING FAMILY PROGRAM COORDINATORS OF ALL STATES, GUAM, PUERTO RICO, THE DISTRICT OF COLUMBIA, AND THE VIRGIN ISLANDS

SUBJECT: Acceptance of Volunteer Services in Support of the National Guard Family Program (J1-06-022)

1. References:

- a. United States Code, 18 Mar 04, Title 10, Subtitle A, Part II, Chapter 81 Subsection 1588,
 - b. DoD Instruction 1100.21, 11 Mar 02, Voluntary Services in the Department of Defense.
 - c. DoD Instruction 1000.15, 20 Dec 05, Private Organizations on DoD Installations.
 - d. AR 608-1, 24 Jan 05, Army Community Service Program, Chapter 5.
 - e. AR 210-22, 1 Nov 01, Private Organizations on Army Installations, Chapters 4 & 5.
 - f. AFI 34-262, 27 Jun 02, Services Programs and use Eligibility, Chapter 5.
 - g. AFI 34-223, 11 Aug 03, Private Organization (PO) Program.
 - h. NGR 600-12/ANGR 211-1, 8 Jan 86, National Guard Family Programs, Chapter 5.
2. The purpose of this guidance is to further define the policies provided in the above cited publications as they relate to the acceptance of volunteer services for both the Army and Air National Guard under the auspices of the National Guard Family Program. This guidance outlines the authority to accept volunteer services for Army and Air Guard Family Support Programs and Child Development and Youth Services Programs.
3. This Memorandum only serves as general guidance and only summarizes portions of the references listed in Paragraph 1. The references cited in Paragraph 1 should be consulted and followed when accepting volunteer services.

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4. Volunteer Categories.

a. Statutory Volunteers are those volunteers who serve in an official capacity and seek credit for their volunteer hours in direct support of the National Guard Family Program. Statutory volunteers must have a job description outlining the qualifications for the volunteer position's roles and responsibilities, identification of the position's supervisor, required training to be received, and the estimated number of hours required per month.

(1) At the Company/Squadron/Flight level these positions, at a minimum, include the Family Readiness Group (FRG) Chairperson, Secretary, Treasurer, Community Outreach Specialist, and Child and Youth Coordinator.

(2) At the Battalion/Brigade/Division/Group/Wing level these positions typically include the Senior Command Coordinator.

(3) At the State/Territory level these positions typically include Regional Coordinators, AFTB Master Trainers, GFTB Instructor Trainers, and the Advisory Council Members

b. Gratuitous Volunteers are volunteers who offer to help support meetings, events, and activities without any expectation of compensation and who do not wish to serve in an official capacity. Gratuitous volunteers are not covered by 10 U.S.C. , subsection 1588 and are not afforded the benefits of statutory volunteers. Gratuitous volunteers do not require a formal job description. Some examples of gratuitous volunteers are:

(1) A person who volunteers to set up, tear down, or clean a room in support of a Family Program function or event.

(2) A person who helps with a welcome home ceremony.

c. Volunteers for Private Organizations are not volunteers for the National Guard Family Program. As such, they are subject to the policies and procedures for the Private Organization they represent. These volunteers will be treated as outlined in DoD Instruction 1000.15, Private Organizations on DoD Installations, AR 210-22, Private Organizations on Army Installations and AFI 34-223, Private Organization (PO) Program. Some examples of Private Organizations are:

(1) Salvation Army

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(2) Veterans Service Organizations (VFW, American Legion, AMVETS, etc).

d. Specified Volunteers In accordance with DoDI 1402.5, 19 Jan 93; Volunteers who work within the Child and Youth Programs activities and events are hereby designated as Specified Volunteers. These Specified Volunteers are required to have an annual State Criminal History Repository (SCHR) Check in lieu of the Installation Records Check.

e. To avoid any violation of the Joint Ethics Regulation, a volunteer serving in a decision making role for a Private Organization cannot simultaneously serve as a statutory volunteer for the National Guard Family Program.

5. Acceptance of Statutory Volunteer Services.

a. Before statutory volunteer services can be accepted on behalf of the National Guard Family Program, a volunteer orientation must be provided. This orientation will include, at a minimum; overviews of the national volunteer program, volunteer status, volunteer duties and responsibilities, volunteer reimbursement, and local procedures and practices.

b. Upon completion of the orientation, volunteers (Army/Air Guard) over the age of 18 must complete and sign DD Form 2793, Volunteer Agreement For Appropriated Fund Activities and Nonappropriated Fund Instrumentalities. All volunteers (Army/Air Guard) under the age of 18 must complete the DA Form 5641, Parental Permission.

c. Army Guard volunteers must complete DA Form 4162, Volunteer Service Record.

d. Air Guard volunteers must complete AF IMT 2805, Family Support Center Volunteer Data Card and Service Record.

e. Volunteers who work with children must have a background check IAW DoDI 1402.5, AR 608-1, paragraph 5-9f and AFI 34-249, Youth Programs, paragraph 4-3, 1 June 2000.

6. Requirements and Limitations.

a. Requirements. National Guard Family Program statutory volunteers will:

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(1) Receive a written job description commensurate with the volunteer job they will perform.

(2) Receive supervision to the same extent compensated employees providing similar services receive supervision.

(3) Receive training commensurate to the volunteer services they provide.

(4) Receive evaluations against their job description.

(5) Document their volunteer service hours.

b. Limitations. National Guard Family Program statutory volunteers are not authorized:

(1) To be placed or to serve in a policy making position.

(2) Compensation for their services.

(3) To authorize expenditures of Government funds.

(4) To conduct fundraising activities outside of the immediate organization they are providing volunteer services for, such as the unit Family Readiness Group (FRG).

7. Reimbursement for Incidental Expense. Statutory Volunteers can be reimbursed for incidental expenses. Detailed guidance is found in the annual NGB Family Program Funding Guidance.

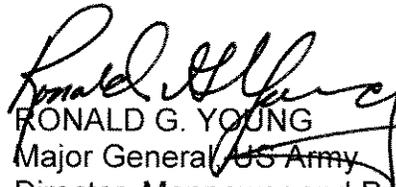
8. Invitational Travel Authorization (ITA). Statutory Volunteers may be placed on an Invitational Travel Authorization when they are acting in a capacity that is related directly to, or in conjunction with, their job description. Detailed guidance regarding ITAs is found in the annual NGB Family Programs Funding Guidance.

9. Volunteer Status. Statutory Volunteers, while providing services IAW referenced publications in paragraph 1 above, are considered to be employees of the Government only when acting within the scope of the services accepted. As such they can be entitled to damages or losses for loss of property, personal injury, or death.

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10. Questions concerning this matter should be addressed to Michael J. Conner, Sr. at (703) 607-5410, DSN 237-5410 or via email at michael.conner@ngb.ang.af.mil.


RONALD G. YOUNG
Major General, US Army
Director, Manpower and Personnel
National Guard Bureau

CF:

All JFHQ - States J1

All ANG Wings DP

NGB-J1 Staff