



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BLISS
1 PERSHING ROAD
FORT BLISS, TX 79916-3803

IMBL-MWA

4 January 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedure (SOP) for the Fort Bliss Army Volunteer Corps Program (AVCP)

1. REFERENCES:

- a. DODI 1100.21 Voluntary Services in the Department of Defense, 26 December 2002.
- b. DODI, 1402.5 Criminal History Background Check on Individuals in Child Care Services, 01 January 1993.
- c. DODI 5400.11, Privacy Program, 1 September 2011.
- d. AR 210-22, Private Organizations on Department of Army Installations, 22 October 2001.
- e. AR 215-1 Military Morale, Welfare, and Recreation Program and Nonappropriated Fund Instrumentalities, 24 September 2010.
- f. AR 385-10, the Army Safety Program, 4 October 2011.
- g. AR 608-1, Army Community Service Center, 19 September 2007, (*RAR 001, 21 December 2010).
- h. AR 608-18, The Army Family Advocacy Program, 30 October 2007, (* RAR 001, 13 September 2011).
- i. AR 672-20, Incentive Awards, 29 January 1999.

2. PURPOSE: To provide overall guidance and direction to staff and volunteers engaged in volunteer efforts.

3. SCOPE: These procedures are applicable to all agencies and private organizations within Fort Bliss, Texas.

- a. All military, civilians, retirees, and Family members who volunteer for agencies, organizations, Family Readiness Groups (FRGs), private organizations (including volunteer administrators), and individuals who volunteer personal time in support of Soldiers and Families of the Fort Bliss community and the AVCP.

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b. Private organizations, as defined in AR 210-22, Private Organizations on Department of the Army Installation, 22 October 2001, (i.e. Red Cross, Boy Scouts of America, Thrift Store, Girl Scouts, Non Commissioned Officers Wives Club, Officers & Civilian Spouses Club, etc) are required to comply unless doing so results in conflict with the organization's regulatory guidance governing volunteers.

4. TYPES OF VOLUNTEERS: The Fort Bliss community has many types of volunteers each having specific guidelines that govern their management.

a. Statutory Volunteers: Individuals who donate their services to the Army, including non-appropriated fund instrumentalities. Statutory volunteers work in medical, dental, nursing or other health-care related services; museums or natural resources; programs to include but not limited to, Family support, child development, and youth services, library and education, religious, housing referral, employment assistance to spouses of such members, retired activities, and funeral honors detail.

b. Volunteers for Private Organizations: Individuals providing service to a private organization are volunteers of that organization and not Army Volunteers. These volunteers are not covered by those benefits from the Army to include workers compensation, tort claims, and reimbursement of incidental expenses from appropriated funds (APF) or non appropriated funds (NAF).

c. Persons Providing Gratuitous Service: Individuals who donate their services to public, private or commercial organizations or contractors for the government. These individuals are not eligible for any benefits from the Army to include workers compensation, tort claims, and reimbursement of incidental expenses from APF or NAF.

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

5. RESPONSIBILITIES:

a. The Fort Bliss Army Volunteer Corps Manager (AVCM) is responsible for developing, coordinating, administering, and implementing the AVCP. Duties and responsibilities include the following:

(1) Establish and administer procedures to provide a comprehensive volunteer program that is beneficial to both the individual and community.

(2) Provide a central point of contact on the installation for management of volunteers, including recruitment, referral, placement, tracking, training, and recognition and maintain volunteer database containing information submitted by the maintaining agency/organization volunteer administrator.

