

Effective 30 April 2000

Decorations, Awards, and Honors

United States Army Recruiting Command Volunteer Service Award

For the Commander:

JAMES M. PALMERO
Colonel, General Staff
Chief of Staff

Official:

BRUCE W. MORRIS
Assistant Chief of Staff, G-6

History. This UPDATE printing publishes a new Change 1, which is effective 31 December 2004. The strikethrough and underscore method has been used to highlight changes.

Summary. This regulation outlines the policies and procedures for the United States Army Recruiting Command Volunteer Service Award.

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1. Purpose

This regulation establishes policy and procedures for nominating and awarding the United States Army Recruiting Command (USAREC) Volunteer Service Award (VSA) for outstanding volunteer service, an award beyond the authority of recruiting brigades (Rctg Bdes).

2. References

- a. Related publication. AR 608-1 (Army Community Service ~~Program Center~~).
- b. Related forms.
 - (1) DA Form 4162 (~~Army Community Service (ACS) Volunteer Service Record~~).
 - (2) ~~DA Form 4712 (Volunteer Agreement for Appropriated Fund Activities)~~.
 - (3) DA Form 4713 (~~Army Community Service (ACS) Volunteer Daily Time Record~~).
 - (4) DD Form 2793 (Volunteer Agreement).

3. Explanation of abbreviations

- a. CG—Commanding General
- b. DA—Department of the Army
- c. HQ USAREC—Headquarters, United States Army Recruiting Command

Applicability. This regulation is applicable to all elements of this command.

Proponent and exception authority. The proponent of this regulation is the ~~Director for Personnel~~ Assistant Chief of Staff, G-1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this

- d. Rctg Bde—recruiting brigade
- e. Rctg Bn—recruiting battalion
- f. USAREC—United States Army Recruiting Command
- g. VSA—Volunteer Service Award

4. Responsibilities

- a. Headquarters, United States Army Recruiting Command (HQ USAREC).
 - (1) The Commanding General (CG) at his or her discretion, may present this award to any exceptional volunteer.
 - (2) Members of the Command Group and directors may nominate volunteers for this award.
 - (3) The CG will approve and sign the award.
 - (4) Whenever possible, the CG or his or her designee will personally present this award to the awardee during a scheduled visit.
 - b. Subordinate commanders.
 - (1) Rctg Bde commanders will establish procedures to manage nominations and arrange award presentation ceremonies, as appropriate.
 - (2) Unit commanders at all levels, volunteer managers, soldier and family assistance program managers, family support group leaders, and others designated by the CG may recommend volunteers for this award.

5. Policy

a. The USAREC VSA is a prestigious award intended to recognize volunteers whose service contributes substantially to the mission accomplishment of a USAREC activity, command, or staff agency, and the welfare of the Army

regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the ~~Director for Personnel~~ Assistant Chief of Staff, G-1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCPER-HR-SF, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE and online at <http://apps.usarec.army.mil/im/RMP-ASB/Services/Forms/Pubs.htm#regulations>.

family. The two types of awards are the Gold VSA (suggested hours 500 plus) and the Silver VSA (suggested hours 250 to ~~300~~ 499 hours).

b. Commanders should nominate volunteers who meet the eligibility criteria. Nominations for this award should be forwarded after considering the presentation of Rctg Bde level awards such as the Military Outstanding Volunteer Service Medal (for military volunteers) or Rctg Bde level civilian volunteer awards.

c. This award consists of a gold or silver lapel pin and a citation certificate.

d. The USAREC VSA is not part of the Department of the Army (DA) Awards Program. It will not be used in lieu of awards for commendation, meritorious service, routine departure, or as an interim award while awaiting DA awards.

e. The USAREC VSA, when awarded for volunteer service to USAREC family programs, serves as the award leading to possible further consideration of awards for the DA level Army Community Service Emma Baird Award. In addition, volunteers may be nominated for the following DA awards listed in descending order of merit (see fig 1).

(1) Outstanding Civilian Service Award. This award must be submitted to HQ USAREC, ATTN: RCPER-HR-SF, 1307 3rd Avenue, Fort Knox, KY 40121-2725, no later than 8 weeks prior to presentation for United States Army Training and Doctrine Command approval.

(2) DA Commander's Award for Public Service. It is appropriate that the volunteer receive the DA Certificate of Appreciation for Patriotic Service prior to this award.

(3) DA Certificate of Appreciation for Patri-

otic Civilian Service. This award is presented to those individuals who have made significant public service contributions but to a lesser degree than that required for the DA Commander's Award for Public Service.

6. Criteria

a. All military, family members, and civilian volunteers who have distinguished themselves by outstanding volunteer service contributing to the mission of the Army and to the welfare of the Army family are eligible. Nominees for the USAREC VSA must be a bona fide volunteer (in accordance with AR 608-1).

b. DA Form 4162 (~~Army Community Service (ACS)~~ Volunteer Service Record) (see fig 2), ~~DA Form 4712 (Volunteer Agreement for Appropriated Fund Activities)~~ DD Form 2793 (Volunteer Agreement) (see fig 3), and volunteer job description must be on file. Documented volunteer hours must be recorded on DA Form 4713 (~~Army Community Service (ACS)~~ Volunteer Daily Time Record) (see fig 4) with a schedule for periodic performance review.

c. A volunteer must contribute between 250 to ~~300~~ 499 volunteer hours in order to be eligible for the Silver USAREC VSA and 500 hours or more to be eligible for the Gold USAREC VSA. In addition, volunteers must have accomplished one of the following:

(1) Provided distinguished volunteer service. Distinguished service includes, but is not limited to, significant number of years of volunteer service, both in USAREC and in previous commands, with a substantial number of hours contributed, demonstration of leadership, and significant impact of volunteer service in the command.

(2) Made a measurable contribution to the accomplishment of the mission and the welfare of Soldiers and families as a family support group leader, Army family team building master trainer or instructor, or relocation assistance program volunteer.

(3) Initiated, established, maintained, or revitalized a program or service that greatly enhanced the quality of life for USAREC Soldiers and families.

(4) Provided leadership, advocacy, and models of military community involvement that are recognized as exemplary throughout the applicable command and whose leadership has resulted in improved quality of life services and programs.

d. Nominations for this award should be forwarded in progression following issuance of all applicable Rctg Bde and/or recruiting battalion (Rctg Bn) commander awards. If a commander feels that an individual has distinguished himself or herself in an exceptionally meritorious manner and has not received subordinate commanders' awards, a nomination may be submitted.

7. Nomination

a. Nomination for this award should be forwarded by memorandum to HQ USAREC, ATTN: RCPER-HR-SF (see fig 5). In addition,

a proposed citation of no more than six typed lines, each nine inches in length, and a justification must be submitted (see fig 6). The justification should clearly specify the exceptional volunteer contribution that warrants HQ USAREC recognition, document that the volunteer meets the eligibility criteria, and be forwarded under the signature of the Rctg Bde commander.

b. Nominations for this award will reflect installation, National Guard or Army Reserve unit, USAREC subordinate command, or civic awards the nominee has previously received.

c. All nominations will be reviewed by a board consisting of the USAREC Command Sergeant Major, Chaplain, ~~Director for Personnel~~ Assistant Chief of Staff, G-1, and the Chief of the Soldier and Family Assistance Branch or their representatives. A minimum of 45 days is required to process award certificates. The CG is the approval authority.

8. Award presentation

a. Unit commanders will arrange appropriate presentation ceremonies.

b. Whenever possible, the CG will present the award on a regularly scheduled trip to the unit. When this is not possible, a designee will be named by the CG to present the award for him or her.

c. The award may be presented individually or during volunteer recognition activities. Presentation ceremonies should be appropriate for the prestigious nature of this award.

d. Appropriate publicity should accompany the presentation of this award to a local recipient. Maximum use of the Hometown News Release Program should be incorporated into planning. Copies of articles and/or features from local publicity should be forwarded to HQ USAREC, ATTN: RCPER-HR-SF.

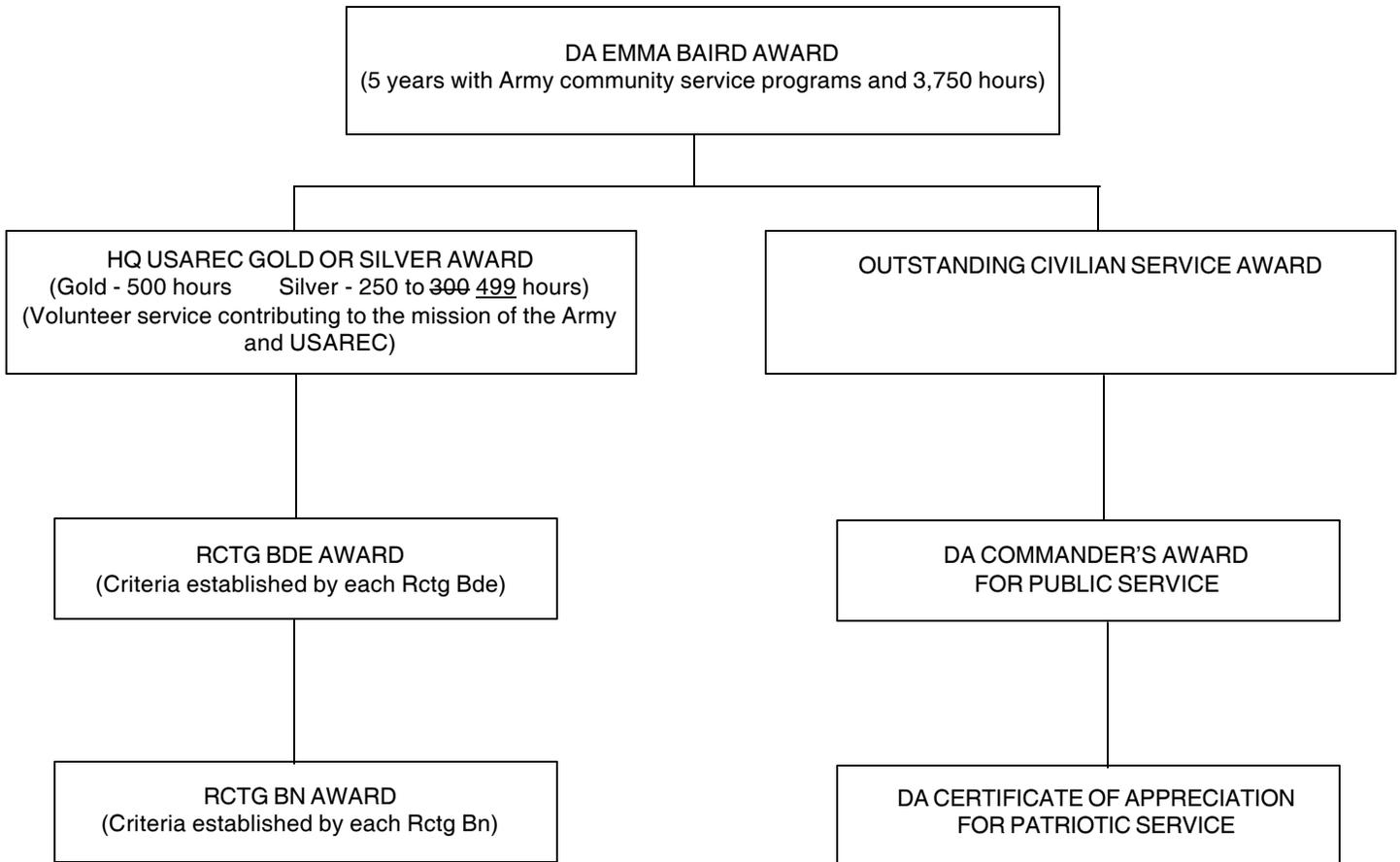


Figure 1. Volunteer awards

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 (Last, First, MI) Doe, Jane M.	2. HOME ADDRESS (Street, City, State and ZIP Code) 4327-B Any Street Fort Knox, KY 40121
3. EMAIL ADDRESS Jane.Doe@yahoo.com	
4. TELEPHONE NUMBERS a. HOME (111) 222-3333 b. WORK (111) 222-4444 c. FAX (111) 222-5555	5. SEX <input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE
	6. DATE OF BIRTH (YYYYMMDD) 19700102
7a. SPONSOR NAME John S. Doe	7b. SPONSOR UNIT ADDRESS Nashville Rctg Bn Nashville, TN

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 checked="" 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 checked="" type="checkbox"/> ADULT FAMILY MEMBER	<input checked="" 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 checked="" type="checkbox"/> IN SCHOOL	10. INITIAL COMMITMENT <input checked="" type="checkbox"/> ONE DAY EVENT <input type="checkbox"/> ONE MONTH EVENT <input type="checkbox"/> THREE MONTHS <input type="checkbox"/> SIX MONTHS <input type="checkbox"/> NINE MONTHS <input type="checkbox"/> OTHER
11. EDUCATION <input checked="" type="checkbox"/> HIGH SCHOOL <input checked="" type="checkbox"/> COLLEGE <input type="checkbox"/> ADVANCED DEGREE	

12. WORK EXPERIENCE

School Teacher - 3 years
 Red Cross Case Manager - 1 year
 Department Store Manager - 6 months

13. VOLUNTEER EXPERIENCE

AFTB Master Trainer, FRG Leader, Youth Services Coach, Girl Scouts

Figure 2. Sample of a completed DA Form 4162

14. SPECIAL SKILLS, INTEREST, HOBBIES														
Certified Red Cross Swim Instructor, Web Page Design, Spanish														
15. POSITIONS HELD														
START DATE (YYYYMMDD)		TYPE OF POSITION										END DATE (YYYYMMDD)		
20000120		Family Readiness Group Leader - Fort Bragg										20020230		
20020501		Family Readiness Group Leader - Nashville Rctg Bn										20040101		
16. AWARDS AND SPECIAL RECOGNITION														
DATE (YYYYMMDD)		TYPE OF AWARD/SPECIAL RECOGNITION										PRESENTED AT		
20001120		Commander's Award for Public Service										Fort Bragg		
20031001		USAREC Spouse Appreciation Certificate										Nashville		
20040304		VSA Silver										Nashville		
17. TRAINING														
DATE (YYYYMMDD)		TYPE OF TRAINING										HOURS COMPLETED		
20000512		AFTB Instructor Course										12		
20021104		AFTB Master Trainer Course										40		
18. VOLUNTEER ANNUAL HOUR RECORD														
YEAR	2000	2001	2002	2003										
HOURS	97	289	265	342										
19a. SIGNATURE												19b. DATE (YYYYMMDD)		

Figure 2. Sample of a completed DA Form 4162 (Continued)

VOLUNTEER AGREEMENT FOR											
<input checked="" type="checkbox"/>	APPROPRIATED FUND ACTIVITIES		<input type="checkbox"/>								
NONAPPROPRIATED FUND INSTRUMENTALITIES											
PRIVACY ACT STATEMENT											
<p>AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of voluntary service.</p> <p>ROUTINE USE(S): None.</p> <p>DISCLOSURE: Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.</p>											
PART I - GENERAL INFORMATION											
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i> Doe, Jane	2. SSN 000-00-0000	3. DATE OF BIRTH <i>(YYYYMMDD)</i> 19970101									
4. INSTALLATION USAREC	5. ORGANIZATION/UNIT WHERE SERVICE OCCURS Nashville Rctg Bn										
6. PROGRAM WHERE SERVICE OCCURS Soldier and Family Assistance	7. ANTICIPATED DAYS OF WEEK 3	8. ANTICIPATED HOURS 15									
9. DESCRIPTION OF VOLUNTEER SERVICES AFTB Instructor FRG Leader											
PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES											
10. CERTIFICATION <p>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.</p>											
a. SIGNATURE OF VOLUNTEER /s/		b. DATE SIGNED <i>(YYYYMMDD)</i> 20040103									
11.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i> Smith, Deb	b. SIGNATURE /s/	c. DATE SIGNED <i>(YYYYMMDD)</i> 20040103									
PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES											
12. CERTIFICATION <p>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.</p>											
a. SIGNATURE OF VOLUNTEER /s/		b. DATE SIGNED <i>(YYYYMMDD)</i> 20040103									
13.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i> Smith, Deb	b. SIGNATURE /s/	c. DATE SIGNED <i>(YYYYMMDD)</i> 20040103									
PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR											
14. AMOUNT OF VOLUNTEER TIME DONATED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">a. YEARS <i>(2,087 hours = 1 year)</i></td> <td style="width: 25%;">b. WEEKS</td> <td style="width: 25%;">c. DAYS</td> <td style="width: 25%;">d. HOURS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		a. YEARS <i>(2,087 hours = 1 year)</i>	b. WEEKS	c. DAYS	d. HOURS					15. SIGNATURE 	
a. YEARS <i>(2,087 hours = 1 year)</i>	b. WEEKS	c. DAYS	d. HOURS								
17.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>		b. SIGNATURE 									
		c. DATE SIGNED <i>(YYYYMMDD)</i> 									

DD FORM 2793, FEB 2002

PREVIOUS EDITION IS OBSOLETE.

Exception to Standard Form 50 granted by Office of Personnel Management (OPM) waiver.

Figure 3. Sample of a completed DD Form 2793

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 Jane Doe	YEAR 2004
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	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:

Figure 4. Sample of a completed DA Form 4713

USAREC Volunteer Service Award Nomination for (Individual's Name)

I. Volunteer Agencies/Activities (Inclusive dates)

Army Family Team Building Instructor. Served as the spark which ignited the Army family Team Building Program in the (name of unit) Recruiting Battalion. Her accomplishments in seeking out teaching sites, recruiting instructors from the battalion, nearby Reserve Component units, and instructing quality classes were instrumental in setting the standard for the battalion and the entire brigade. She spearheaded the team which wrote the six subcourses designed for introducing USAREC terms and operations to newly assigned spouses of the command--a project which was emulated by other MACOMs and MUSARCs to welcome their families. Her work in leading the team which taught, recorded, duplicated, and distributed video tapes of Army family team building classes enabled spouses of remotely stationed recruiters to have unprecedented access to training through the battalion's remote library system.

Family Support Group Volunteer. Provided fund raising expertise to the (name of unit) Family Support Group (FSG) which enabled the FSG to hold three highly successful fund raisers, which not only took care of the FSG's immediate operating needs for 3 years, but also resulted in the donation of funds to both the Army Emergency Relief and American Red Cross for disaster relief during the (name of specific disaster) disasters.

Girl Scouts Volunteer. She was the Troop (enter troop number) Magazine Manager. She instructed scouts in the process of sales and completing the required paperwork following through to the successful completion of each sales events. She went on to volunteer her services to the (name of specific council) Girl Scout Council on fund raising events, which not only resulted in improved fund flow, but drew favorable attention to the USAREC families involved in Girl Scouts in the area.

School Volunteer. She gave the teachers much needed breaks by supervising the students of (name of specific school) Elementary School during recess. She ensured that the children were both safe and secure and worked with small groups of students who needed extra help and attention. She volunteered time with the school as the Computer Lady who taught introductory computer skills to children in the school.

II. Other Volunteer Service Awards Received

July 1991 -- Eye of the Storm Award from the American Red Cross for volunteer service during Operation Desert Shield/Desert Storm

March 1993 -- Volunteer of the Month, nominated by the Fort Sill Officer's Wives Club

September 1995 -- 2d Brigade Volunteer of the Year Award

Figure 5. Sample VSA nomination

**Proposed Citation
for
(Enter Individual's Name)**

For outstanding service to the United States Army Recruiting Command from (enter inclusive dates). (Enter name) enthusiasm, interpersonal skills, and dedication have enabled her to improve the quality of life of those around her. She served as an example, inspiring family members of her unit, nearby Reserve Component units, and the civilian community to get involved and "Be All They Can Be." (Enter name) many contributions have indeed brought great credit on her, the United States Army Recruiting Command, and the United States Army.

Figure 6. Sample of a proposed citation