



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HI 96857-6000

15 NOV 2022

APVG-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #25 – Army Volunteer Corps (AVC) Program

1. Reference:

- a. Army Regulation 608-1, Army Community Service (ACS), 19 October 2017.
- b. USARHAW, Army Community Service (ACS) Standard Operating Procedure (SOP) for Army Volunteer Corps (AVC) program, 9 June 2021.

2. Applicability. This policy applies to all Volunteer Programs throughout the USARHAW community, to include tenant organizations residing on USARHAW installations.

3. Intent. Volunteers play an essential role in installation programs that impact the readiness of Soldiers, Families, organizations, and the installation. Recognition for volunteer service fosters retention and promotes continued Volunteer Program development.

4. Policy. Volunteerism is a leaders' program. The success of the volunteer program is dependent on leaders assigning Organization Points of Contact (OPOCs), who are designated to oversee, manage, and certify volunteer service hours through the Army Family Web Portal (AFWP) at www.armyfamilywebportal.com.

- a. Commanders at the Company, Battalion, and Brigade level must appoint an OPOC to serve as the Volunteer Manager. This individual will be responsible for managing and overseeing the use of the Volunteer Management Information System (VMIS) for the Unit/Organization. The OPOC will certify volunteer hours, accept applications from new volunteers, create volunteer position descriptions, maintain volunteer files, and provide assistance and support to volunteers. The individual must be paid and employed by the Department of Defense (Active Duty, Civilian, etc.).

- b. An appointment memorandum must be signed by the O5/O6 Commander or civilian equivalent leader. A copy must be provided to the Army Volunteer Corps Coordinator (AVCC) at ACS.

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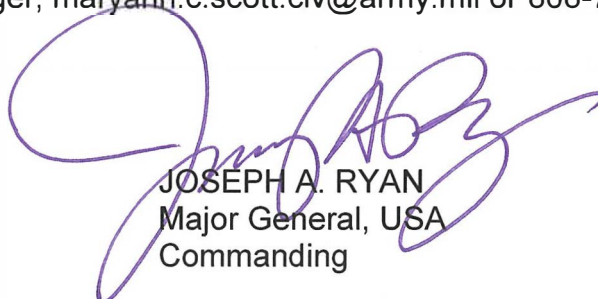
c. The OPOC must complete the OPOC training offered by ACS AVCC to receive a certificate of completion. The training schedule can be found at <https://www.facebook.com/HawaiiACS> or by calling ACS at (808)787-4227. Upon completion of the requirements and submission of documents to the AVCC, the designated OPOC will complete the process by acknowledging the AFWP registration invitation to register as an OPOC.

d. It is the responsibility of the OPOC to ensure all statutory volunteers sign the DD Form 2793 (Volunteer Agreement Form) prior to the start of their volunteer service. A copy of the DD Form 2793 will be maintained by the OPOC. In addition, the OPOC will ensure all volunteers register and create an account in VMIS through the Army Family Web Portal. The OPOC must certify all volunteer hours in VMIS no later than the 15th of each month.

e. Volunteers are responsible for creating an individual account in VMIS, applying and volunteering under an official volunteer position description, and utilizing VMIS to log and track their personal volunteer service hours.

f. Volunteer records are subject to an audit by their organization or the AVCC to validate accuracy and accountability.

5. Proponent. The point of contact for this policy letter is Ms. Mary Ann Scott, Army Volunteer Corps Program Manager, maryann.c.scott.civ@army.mil or 808-787-4227.



JOSEPH A. RYAN
Major General, USA
Commanding

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25th Infantry Division
5th Battlefield Coordination Detachment
8th Theater Sustainment Command
9th Mission Support Command
18th Medical Command
19th Military Police Battalion
94th Army Air and Missile Defense Command
196th Infantry Brigade
311th Theater Signal Command

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402nd Army Field Support Battalion

413th Contracting Support Brigade

500th Military Intelligence Brigade

516th Signal Brigade

599th Transportation Brigade

Desmond Doss Health Clinic

Dental Health Command

Installation Management Command – Pacific

Regional Health Medical Command Pacific

Tripler Army Medical Center

United States Army Corps of Engineers Pacific Ocean Division

United States Army Garrison – Hawaii