

Spouse Sponsorship

Subject Matter Expert:
Directorate of Human Resources
Best Practice:
USAREUR Band & Chorus

REGULATORY REQUIREMENTS

Regulatory Requirements

- OPOD 43-12, 3.B.2.C: "Develop a spouse sponsorship program to ensure that each spouse will be offered a volunteer spouse sponsor."
- OPOD 43-12, 3.B.2.M: "Ensure soldiers and DA Civilians complete all required fields in EASIGATE to include...spouse's e-mail address..."
- USAG R-P TASP SOP, 4g(3)(a): "Ensure USCs maintain an effective Spouse Sponsorship Program offering every inbound Spouse the opportunity to have a Spouse Sponsor assigned."

Regulatory Requirements

- Spouse sponsorship is managed by the unit in the same manner as Soldier/Civilian sponsorship
- Spouse sponsorship is NOT an FRG function
 - The FRG may be used to market and recruit for volunteers

Regulatory Requirements

- Spouses must be true volunteers
 - Spouses can not be coerced to perform any duties, per DoD 1400.33
 - "No DoD official shall use the preferences or requirements of a DoD Component to influence, or attempt to influence, the employment, educational, or volunteer service decisions of a spouse."
- Volunteer Spouse Sponsors must become 'official' statutory volunteers of the organization
 - Must sign DD Form 2793: Volunteer Agreement
 - *Legal binding document giving Worker's Comp rights and protection from legal action!*
 - Should sign Job Description

TRAINING REQUIREMENTS

Training Requirements

- Spouse sponsors are required to attend ACS training prior to performing duties
- Spouses may attend any training session provided by ACS
 - All training curriculum is identical

Training Requirements

- Reporting
 - USCs should report the number of spouses trained each month to the Installation TASP Liaison
 - USCs should also annotate how many trained spouses actually volunteer to become 'official' spouse sponsors
- Ratios
 - Units should work toward a pool of volunteer spouses equaling 10% of the unit's command sponsored spouses (USAG R-P TASP SOP, 4g(4)(a))

LOCAL TRAINING OPPORTUNITIES

Local Training

- Monthly in family-friendly location for spouses-only
 - Held in the Yellow Ribbon Room on Pulaski Barracks
 - Young children welcome
 - Scheduled during the school day, when school is in session
 - Refer to the ACS calendar for specific dates and times
 - www.facebook.com/RheinlandPfalzACS
- Twice a month for Soldiers, Civilians & Spouses
 - 2nd & 4th Tuesdays of month from 1530-1630
 - Held at the Landstuhl Learning Center
 - Preregister with ACS to ensure unit sign-in roster
 - Units limited to reserving 15 training slots
 - Roster scanned back to unit as confirmation of training
 - Documentation of training is a unit responsibility

**BEST PRACTICE:
USAREUR BAND & CHORUS**

Spouse Sponsorship

Conclusion

Questions?



VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES **NONAPPROPRIATED FUND INSTRUMENTALITIES**

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i> √		2. YEAR OF BIRTH
3. INSTALLATION Name of Kaserne or Post where unit is located.	4. ORGANIZATION/UNIT WHERE SERVICE OCCURS Unit Name	
5. PROGRAM WHERE SERVICE OCCURS Spouse Sponsorship Program	6. ANTICIPATED DAYS OF WEEK varies	7. ANTICIPATED HOURS varies
8. DESCRIPTION OF VOLUNTEER SERVICES The Spouse to Spouse Sponsorship program will connect in-coming Spouses with information and resources before they arrive. Sponsorship will be provided to all in-coming Spouses upon request. Duties may include, but are not limited to: Answer questions and assist in settling in to the Rheinland-Pfalz area; provide a positive, friendly welcome to in-coming spouses; provide information and referral services as well as assistance with problem resolution stemming from a permanent change of station (PCS); create a positive image of USAG Rheinland-Pfalz, the unit and the surrounding area; ensure newly arrived spouses understand the resources available to them. (see attached job description for additional information)		

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

9. CERTIFICATION

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.

a. SIGNATURE OF VOLUNTEER √		b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i> Sponsorship Coord. or Company Cmdr/1SGT	b. SIGNATURE √	c. DATE SIGNED (YYYYMMDD)

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

11. CERTIFICATION

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.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
12.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

13. AMOUNT OF VOLUNTEER TIME DONATED				14. SIGNATURE	15. TERMINATION DATE (YYYYMMDD)
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS		
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>				b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

Volunteer Position

Spouse Sponsor Volunteer

Position Type	Ongoing position
Duties	<p>The Spouse to Spouse Sponsorship program will connect new Spouses with information and resources before they arrive. Sponsorship will be provided to all incoming Spouses upon request. The program will answer questions and assist in settling into the new duty location. By connecting the new Spouse to the Spouse already here in the community, it will help eliminate some of the stress and make for a smooth transition. The sponsor volunteer must provide a positive, friendly welcome to in-coming spouses. Provide information and referral services as well as assistance with problem resolution stemming from a permanent change of station (PCS). Create a positive image of USAG Rheinland-Pfalz and the surrounding area. Ensure newly arrived spouses understand the resources available to them.</p> <p>Spouse volunteers are NOT required to purchase or provide tangible welcome items to new comers, in fact it is discouraged.</p> <ul style="list-style-type: none">- Volunteers cannot make policy decisions, but may make recommendations to policies.- Volunteers can not authorize fund expenditures, but may submit budget requests and recommendations.
Credential or License Required	No
Qualifications	<ul style="list-style-type: none">- Positive outlook on USAG Rheinland-Pfalz and the military and its mission.- Caring and willing attitude to help newly arriving spouses get a head start in their new community.- Display basic knowledge of community (on/off base) resources and German culture.- Upbeat and motivated. <p>Use of a personal vehicle is allowed. Valid driver's license and driver screening required. When a privately owned vehicle is used, proof of insurance is required.</p>
Training	<ul style="list-style-type: none">- ACS Sponsorship Training (annual requirement).- Initial training will be provided by the unit on-the-job.- If needed, additional training will be provided on an as-needed basis.- NOTE: Accomplished training should be recorded by the supervisor and/or volunteer on their Volunteer Service Record (VSR) in the Volunteer Management Information System (VMIS).
Orientation	<ul style="list-style-type: none">- Spouse sponsor must sign a DD Form 2793 (Volunteer Agreement) prior to any duties being performed. The volunteer agreement will remain on file with the unit.- On-the-job with Unit Sponsorship Coordinator and unit command team.

Spouse Sponsor Volunteer

Time Required Sponsorship can begin up to 60 days in advance of the newcomer's arrival. Sponsorship can last approximately 15-30 days after arrival of the in-coming spouse.

Evaluation

- A sponsorship evaluation form will be completed by the sponsor spouse at the end of the sponsorship period to record their experience.
- Ongoing communication will provide the volunteer an opportunity to express their opinions on performance.
- A formal evaluation will be conducted at least annually or as needed, based on the volunteer's performance.

Benefits

- Positive contribution to the reception and integration of new spouses into the community.
- Increased knowledge and involvement in installation and community activities/events.
- Eligible for awards and recognition at the local and national level.
- Training opportunities to improve communication and organizational skills.
- Personal satisfaction.

Address Unit's Official Mailing Address:

Contact Person Unit Sponsorship Coordinator
Name:
Civilian phone:

Installation Sponsorship Liaison Office:
0631-3406-7333 (Kaiserslautern)
06783-6-7574 (Baumholder)

Community Army Volunteer Corps Program Manager Tianne Travis
0631-3406-4064
DSN 493-4064
Tianne.D.Travis.civ@mail.mil

Volunteer Printed Name: _____

Date: _____

Volunteer Signature: _____