

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7040

MEDDAC MEMORANDUM
No. 930-5

27 February 2008

Service Organizations
AMERICAN RED CROSS VOLUNTEERS

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1. **HISTORY:** This issue publishes a revision of this publication.

2. **PURPOSE:** The purpose of this memorandum is to prescribe policies, responsibilities, and administrative procedures for managing Red Cross Volunteers at Raymond W. Bliss Army Health Center (RWBAHC).

3. **SCOPE:** The specific policies and procedures contained herein are applicable only to U.S. Army Medical Department Activity (MEDDAC), Arizona personnel.

4. **REFERENCES:**
 - 4.1 AR 40-5, Preventive Medicine
 - 4.2 AR 40-68, Clinical Quality Management
 - 4.3 AR 608-1, Army Community Service Center
 - 4.4 AR 930-5, American Red Cross Service Program and Army Utilization

5. **GENERAL:** The American Red Cross augments RWBAHC medical and non-medical staff in their mission to provide total patient care in peacetime, wartime contingencies, or any national emergencies. American Red Cross Volunteers are the only authorized volunteers at RWBAHC. The American Red Cross handles the applications and in coordination with the section supervisor conducts interviews and placement of volunteers. The following are definition of terms.

*This memorandum supersedes MEDDAC Memo 930-5, dtd 1 Nov 04

5.1 Red Cross Volunteer - unpaid staff that provides gratuitous service for and with the approval of RWBAHC through the American Red Cross, Southern Arizona Chapter, Sierra Vista Service Unit. A volunteer is not entitled to present or future salary, wages, or related benefits as payment for these services.

5.2 Competency Assessment File (CAF) - a folder created and maintained by the section supervisor that contains documentation relating to general education and skills training for all personnel and area specific orientation.

5.3 Newcomer's Orientation - a Health Center program for providing initial training and information relevant to the staff member assigned to RWBAHC. This includes an introduction to the philosophy, goals, policies, procedures, physical facilities, and services at RWBAHC.

6. RESPONSIBILITIES:

6.1 Chief, Personnel

6.1.1 Provide initial in-processing paperwork.

6.1.2 Maintains a listing of active volunteers at RWBAHC.

6.2 NCOIC or Section Supervisor

6.2.1 Ensures volunteers have completed inprocessing.

6.2.2 Initiate and maintain CAF.

6.2.3 Maintain a listing of active volunteers in their section.

6.2.4 Develop written job descriptions for volunteers in their section.

6.2.5 Maintain Gratuitous Service Agreement on file in their section for each volunteer assigned. See Appendix A

6.2.6 Input volunteer hours into DMHRSi.

6.2.7 Report hours to the American Red Cross, Southern Chapter, Sierra Vista service unit at svcross@c2i2.com

6.3 Red Cross Volunteer

6.3.1 Complete required in-processing to include newcomer's orientation, hospitality training and any additional section specific training within 30 days of initial service to RWBAHC.

6.3.2 Sign Gratuitous Service Agreement or sign Gratuitous Service Parental Permission Agreement for volunteer services from unmarried family members under age 18 in accordance with Army Regulation 608-1. See Annex A

6.3.4 Notify American Red Cross (Sierra Vista Unit) of placement at RWBAHC.

7. PROCEDURES:

7.1 All volunteers at RWBAHC will be referred from the American Red Cross, Southern Arizona, Sierra Vista Unit office.

7.2 Volunteers will report to the Civilian Personnel Office for in-processing paperwork.

7.3 Immunization screenings will be conducted by Occupational Health to ensure adequate up-to-date immunization records; however, it is the responsibility of the volunteer to complete the necessary immunizations through their health care provider before actively volunteering.

7.4 Criminal History Background checks are required for volunteers who work within the pharmacy or work directly with patients under the age of 18. Costs for the background checks will be paid for with funds from RWBAHC.

7.5 The following must be completed prior to volunteer activity.

7.5.1 Report to Occupational Health for screening and additional screening in accordance with AR 40-5, Preventive Medicine.

7.5.2 Report to Resource Management Division for DMHRSi processing.

7.5.3 Complete Newcomer's Orientation. All Red Cross Volunteers' require the same orientation procedures as required for staff members, including orientation to the MTF/section and formal initial and annual competency assessment.

7.5.4 Report to Information Management to complete information security requirements and access to information systems as applicable.

7.5.5 Report to Security for ID badge.

7.5.6 Report to Safety Officer.

The proponent of this memorandum is Chief, Mobilization, Education, Training, and Security (METS) Division, USA Medical Department Activity (USA MEDDAC) Fort Huachuca. Users are invited to send comments to Commander, USA MEDDAC, ATTN: MCXJ-METS, Raymond W. Bliss Army Health Center, Fort Huachuca, AZ 85613.

FOR THE COMMANDER:

OFFICIAL:

GREGORY S. SWANSON

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Information Management Officer

DISTRIBUTION: E

APPENDIX A

Sample gratuitous service agreement
GRATUITOUS SERVICE AGREEMENT

I desire to volunteer my services to (Organization or Unit) Fort Huachuca, AZ. I expressly agree that my services will be performed without pay and that I will not, solely because of these services, be considered an employee of the U.S. Government or any instrumentality thereof. I expressly agree that I will neither expect nor demand any present or future salary, wage, or related benefits as payment for gratuitous service. I agree to participate in whatever training may be required in order to perform the gratuitous work for which I am providing.

(Signature)

(Typed or printed name and signature of individual providing gratuitous service and date)

(Signature)

(Typed or printed name and signature of accepting official and date)

Sample of gratuitous service agreement
GRATUITOUS SERVICE PARENTAL PERMISSION AGREEMENT

I, (Parent/Guardian Name), parent, give my permission for my child, (Child Name), to provide gratuitous service at the (Organization or Unit) during (Date, Time).

I understand that the service will be performed without pay and that she (or he) will not, solely because of the service, be considered an employee of the U.S. Government or any instrumentality thereof. I expressly agree that I will neither expect nor demand to receive any present or future salary, wages, or related benefits on my child's behalf as payment for any gratuitous service.

(Signature of parent or guardian and date)

(Typed or printed name and signature or accepting official)