

Headquarters, Employer Support of the Guard and Reserve INSTRUCTION

NUMBER 1250.10
August 23, 2011

Operations

SUBJECT: Volunteer Management

References: See Enclosure 1.

1. PURPOSE. This Instruction provides guidance on recruiting and processing qualified volunteers for Employer Support of the Guard and Reserve (ESGR) State Committees (SC).

2. APPLICABILITY. This Instruction applies to Headquarters ESGR and State/Territory/District of Columbia Committees (hereafter referred to collectively as SC).

3. DEFINITIONS. See glossary.

4. RESPONSIBILITIES.

a. Title 10 U.S.C. 1588(c)(8) (Reference (a)) provides authority for the Secretary of Defense to accept voluntary services to support ESGR programs. Department of Defense (DoD) Instruction 1100.21 (Reference (b)) further implements this authority by establishing DoD policies, responsibilities, and procedures for acceptance and use of volunteer services.

b. ESGR Strategic Plan (Reference (c)) identifies the requirement to increase the volunteer base in order to build ESGR capacity to develop employer support.

5. VOLUNTEER GUIDELINES.

a. The services of ESGR volunteers are accepted under section 1588 of Title 10, United States Code (10 U.S.C. § 1588). That Federal statute considers ESGR volunteers, while they are serving in the capacity as a volunteer, to be employees of the Federal Government for specific purposes under certain provisions of law, one of which is the Federal Law relating to compensation for work-related injuries. Therefore, while ESGR volunteers are performing authorized duties in volunteer status, they have the same rights and benefits as paid employees of the Federal Government. This also pertains to claims against the Government for damage or injuries caused by the volunteer. 10 U.S.C. sect. 1588(d)(1)(A), (B) & (d)(3).

b. The volunteer must be "within the scope" of his/her authorized voluntary services to be deemed an employee for these purposes.

c. It does not matter whether the volunteer is on orders or not, so long as the service being provided is authorized by and for ESGR. When there are no orders, someone with proper authority to do so at ESGR should be able to certify that the services provided are authorized.

d. That "someone with proper authority" cannot be a contractor.

e. The Regional Deputy Directors (RDDs) have approval authority for Requests for Orders when volunteers are participating in ESGR approved events, i.e., there is an approved event request signed by the ESGR Director, Resources or Deputy Executive Director.

f. State Chairs are delegated the authority to approve local area travel (within their area of responsibility and no per diem or lodging involved) in support of the SC ESGR mission.

g. Also, the statute notes (in other provisions) that volunteers are subject to the requirements of the Privacy Act with regard to record keeping, protecting privacy and the like.

h. Finally, the statute makes applicable to ESGR volunteers the criminal provisions of the United States Code dealing with conflicts of interest. All ESGR volunteers are expected to comply with the Federal laws and implementing Federal regulations governing ethics, including the Office of Government Ethics (OGE) regulations and the Joint Ethics Regulation (JER – References (d) and (e)). ESGR will provide Chairs and other volunteers as necessary with initial and annual refresher training on ethics.

6. RECRUITING PROCESS.

a. Identify candidates to fill positions or perform functions within the SC.

(1) Every effort should be made by the SC to build and manage a team of volunteers diverse in experience, skills, race, gender, ethnic origin, and age.

(2) Candidates should be recruited from diverse occupational backgrounds. Consideration should be given to candidates with military backgrounds, as well as community leaders, business owners, and managers.

(3) Candidates should be energetic, reliable, and forward thinking. The ability to adapt to changes relating to the ESGR mission and strategic plan should also be considered.

b. Expectations and required commitments should be clearly articulated when recruiting new volunteers.

7. VOLUNTEER ID CARDS

a. The following is set as policy for administering the ESGR Volunteer ID Card program.

(1) State Chairs may authorize ESGR Volunteers to obtain a DoD Identification (ID) card (DD form 2765) to identify themselves as DoD volunteers and to aid in base access. Chairs must weigh the need for the cards with the responsibility and privileges that the card carries. ESGR volunteers (including retirees and RC members) who already have DoD ID cards will not receive another.

(2) In accordance with DoD Policy (DODI 1000.13), ESGR can approve ID cards for a maximum of 3 years. Volunteers must re-apply every three years.

(3) The Contractor Verification System (CVS) will be used to enter volunteer applicants into the Defense Eligibility Enrollment Reporting System (DEERS) and to re-validate the need for a card every 6 months. Trusted Agents (TAs) will accomplish this task.

(4) Minimum requirements for an active volunteer to be considered for an ESGR ID card: **United States Citizenship, Social Security Number, working email address.**

b. The following is the process for obtaining an ID card.

(1) State Chairs will complete and sign the ESGR ID Application form. In the case of State Chair who requires an ESGR ID card, the ESGR Executive Director, Deputy Executive Director or Director of Operations will sign the application form.

(2) Full Time Staff (FTS) will forward the application to the RDD/ARDD or local TA, and copy the volunteer.

(3) The volunteer or FTS must contact the TA in order to provide their SSN.

(a) Once step c. is completed, the TA will enter the volunteer information/data into the CVS.

i. A user name and temporary password will be generated. The TA must manually email this information and the log on link to the applicant. The applicant has 7 days to log on to the CVS site to initiate the application. If the volunteer does not meet this timeline, the application will be suspended and the TA must initiate a new record.

ii. Once logged on, a new 14 character password must be created before the volunteer can complete their portion of the application.

- iii. Once the volunteer logs on and application is complete, the TA is notified via email to validate the application.
 - iv. Once validated by the TA, another automated email is sent to the volunteer indicating the process is complete. At this point, the volunteer may go to their local ID card issuing facility to obtain their ID card. The volunteer has 90 days from final approval to obtain their ID card before the application expires and the process must be started again.
 - v. ID cards can be obtained from any RAPIDS site. Volunteers are required to present two forms of picture identification to the RAPIDS operator before an ESGR ID card will be processed. You can find your local ID card processing center by using the following link: www.dmdc.osd.mil/rsl/
- (b) ID cards are revalidated every 6 months. The TA is sent an automated email requesting revalidation. The TA will contact the cognizant FTS to verify the volunteer is still active and requires an ID card.
- c. The following is the process for accountability and revocation of Volunteer ID cards.
- (1) State Chairs are responsible for assuring accountability of all ID cards issued.
 - (a) State Committees will be provided a tracking spreadsheet to administer this program at the local level. Once a volunteer is no longer affiliated with ESGR, the FTS will notify the TA so the ID card can be revoked through CVS.
 - (b) FTS may also recommend revocation in the case of administrative necessity (resignation, for example).
 - (c) If a volunteer's ID card is revoked, that member must return their ID card to the State Chair or FTS for destruction. In turn, the FTS is to report destruction of the card to the TA.

8. VOLUNTEER PROCESSING.

a. Prior to beginning any training, volunteer service or reimbursement for any volunteer services, volunteers must complete the following:

- (1) Designated State Super User accepts initial request to become an ESGR volunteer from the candidate.

(2) Candidate downloads and completes the following forms at <http://www.esgr.org/>, “Volunteer”, and “Become a Volunteer”. The four forms to be completed are on the left hand side of the web page.

- (a) Volunteer Application Form (Enclosure 2).
- (b) Volunteer Agreement Form -DD Form 2793 (Enclosure 3).
- (c) Privacy Act Statement Release Form (Enclosure 4).
- (d) Direct Deposit Authorization Form FMS 2231 (Enclosure 5).

(3) Designated State Super User will complete blocks 12a through 12c of the DD Form 2793, and ensure all four forms are completed. Once completed, e-mail or fax, The Volunteer Agreement (Form 2793) and the Privacy Act Statement Release Form to the RDD. The designated State Super User may not establish an ESGRNet account for the candidate until the forms are completed.

(4) The designated State Super User will advise the candidate to register on the President’s Service Award website to track their volunteer hours. See Enclosure 6 for the website address and procedures.

b. The fulfillment contractor will mail a “New Volunteer Kit” to the SC for presentation after the volunteer is entered into ESGRNet. The kit contains a Welcome Letter, an ESGR hat, and various ESGR fact sheets and pamphlets giving the volunteer a general overview of the ESGR mission.

9. MENTORING.

a. The State Chair or his/her designated representative should assign mentors to new volunteers. Mentors will be responsible for educating new volunteers on the ESGR mission and specifics of the job or projects to which new volunteers will be assigned.

b. Mentors will be an active volunteer of the Committee and will provide “one-on-one” training and guidance. The Committee Training Director (CTD) will ensure all required training is completed.

c. The initial assignment of new volunteers should be to the primary ESGR mission areas set forth by the current ESGR Strategic Plan. These areas include Employer Outreach, Military Outreach and Ombudsman support. Descriptions of these area positions are outlined in Enclosure 7; full position descriptions are in ESGR 1250.02 (Reference (f)). Volunteers not assigned to one of these areas will be assigned to a “general” category.

d. To ensure motivation and job satisfaction, volunteers should be assigned to a specific project that draws on their capabilities and contacts and be given proactive, measurable outcomes. Projects that may require volunteers with special skills include: writing articles for Committee newsletters, coordinating a Reserve unit “Employer Day”, or organizing civilian employer orientations.

10. TRAINING.

a. New Volunteer Training should begin soon after a new volunteer is processed. The training program is generally described in Reference (g).

b. The CTD will ensure that every new volunteer is educated on basic ESGR programs as well as position training in one of the four categories: Employer Outreach, Military Outreach, Ombudsman or the general category of Committee Volunteer.

c. Basic Uniform Services Employment and Reemployment Rights Act (USERRA) training is required for every ESGR volunteer. The USERRA 101 online is a sufficient tool for basic USERRA training. Those who wish to receive more comprehensive USERRA training should contact their Chair or Ombudsman Director.

d. Additional venues for training will be incorporated as needed and include SC meetings, Regional Leadership/Training Conferences, and Volunteer Management Training.

11. RECOGNITION. Volunteers who have been active contributors to the ESGR mission should be considered for an ESGR award or certificate. Please refer to Enclosure 8 for further information.

12. DISCIPLINE.

a. A volunteer may be dismissed if it is found that he or she has violated any DoD or ESGR directive or policy outlined in DoD/ESGR guidance.

b. Depending on the severity and nature of the violation, the State Chair may elect to either counsel the volunteer or dismiss the individual from the Committee.

c. The National Chairman or Executive Director may also counsel or remove any volunteer from a SC for a violation or an action that reflects poorly on ESGR.

13. RETIREMENT.

a. The State Chair will review volunteer rolls at least annually to motivate or retire volunteers who appear to be inactive.

b. Volunteer status may be changed at any time by State Chairs. The designated State Super User will make changes to a volunteer’s profile in ESGRNet. Volunteer status is defined in three separate categories:

(1) “Active” status includes any ESGR volunteer who regularly engages in ESGR activities.

(2) “Inactive Alumni” status includes any formerly “Active” volunteer who may reengage in future ESGR activities.

(3) “Inactive Remove” status includes any formerly “Active” volunteer who most likely will not reengage in future ESGR activities.

14. CONTRACT PERSONNEL AS VOLUNTEERS.

a. Contract personnel will not serve as ESGR volunteers in any capacity, because to do so would likely create an actual conflict of interest between them, their employer, and the government, and even if an actual conflict of interest would not be created, doing so would certainly create the appearance of a conflict of interest.

b. Contract personnel may not perform ESGR work as volunteers in addition to the tasks outlined on their Performance Work Statement. The DoD cannot accept work voluntarily performed by a contractor even if it is in the best interest of the government. The government is entitled to what the contract calls for, no more and no less. If a bona fide need exists for something not called for by the contract, the contract should be modified accordingly.

c. As ESGR is fundamentally a volunteer organization, contract personnel should not be performing tasks instead of the volunteers. Their services are required to support the volunteers, and it is inappropriate to allow them to fill committee roles instead of the volunteers.

15. ETHICS. By law, ESGR volunteers are considered Federal employees for specified purposes, including certain conflicts of interest laws. These laws prohibit:

a. Holding financial interests that conflict with the conscientious performance of duty.

b. Engaging in financial transactions using nonpublic Government information or allowing improper use of such information to further any private interest.

c. Soliciting or accepting any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by DoD, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

d. Using public office for private gain.

16. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the ESGR Web site at <https://www.esgrnet.com/Library/library.asp?area=ESGRInstruction>.

17. EFFECTIVE DATE. This Instruction is effective immediately.

Ronald G. Young
Executive Director

Enclosures

1. References
 2. Volunteer Application Form
 3. DD Form 2793, Volunteer Agreement Form
 4. Privacy Act Statement Release Form
 5. FMS 2231, Direct Deposit Authorization Form
 6. Sample - Tracking Volunteer Hours
 7. Volunteer Position Descriptions in the Core ESGR Mission Areas
 8. Volunteer Awards and Recognition
 9. Summary of Changes
- Glossary

TABLE OF CONTENTS

REFERENCES8

VOLUNTEER APPLICATION FORM.....11

VOLUNTEER AGREEMENT, DD FORM 2793.....12

PRIVACY ACT STATEMENT RELEASE FORM13

DIRECT DEPOSIT AUTHORIZATION FORM, FMS 223115

SAMPLE - TRACKING VOLUNTEER HOURS16

VOLUNTEER POSITION DESCRIPTIONS IN THE CORE ESGR MISSION AREAS.....21

VOLUNTEER AWARDS AND RECOGNITION23

SUMMARY OF CHANGES33

GLOSSARY35

ENCLOSURE 1

REFERENCES

- (a) Title 10 U.S.C. 1588(c)(8), Authority to accept certain voluntary services
- (b) Department of Defense (DoD) Instruction 1100.21, Voluntary Services in the Department of Defense, dated March 11, 2002 (Change 1, dated December 26, 2002)
- (c) Employer Support of the Guard and Reserve (ESGR) Strategic Plan FY2011-FY2015, April 26, 2010
- (d) Joint Ethics Regulation (JER), DODD 5500.7, November 29, 2007
- (e) Title 5, Code of Federal Regulations, Part 2634 (5 C.F.R. Part 2635), 'Standards of Ethical Conduct for Employees of the Executive Branch'
- (f) ESGR Instruction 1250.02, ESGR Structure and Operating Procedures, August 11, 2010
- (g) ESGR Instruction 1250.12, Volunteer Training, October 1, 2008
- (h) ESGR Instruction 1250.31, Outreach Program, October 1, 2008
- (i) ESGR Instruction 1250.32, Ombudsman Services, October 1, 2008
- (j) Department of Defense (DoD) Memorandum 00560-11, DoD Level Awards to Civilians and Military Personnel and the Joint Meritorious Unit Awards, dated January 21, 2011

ENCLOSURE 2



Volunteer Application

Information provided on this form is subject to the provisions of the Privacy Act of 1974



A. PART 1: PERSONAL INFORMATION			
NAME (LAST, FIRST MIDDLE INITIAL)	PREFIX (MR, DR, ETC)	SUFFIX (JR, III, ETC)	SSN
	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DOB
HOME ADDRESS		HOME E-MAIL	
		HOME TELEPHONE	
		FAX	
BUSINESS ADDRESS (If applicable)		BUSINESS E-MAIL	
		BUSINESS TELEPHONE	
		BUSINESS FAX	
PREFERRED MAILING ADDRESS <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS		PREFERRED MAILING ADDRESS <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS	
		MOBILE TELEPHONE	

B. PART 2: BACKGROUND INFORMATION	
CIVILIAN BACKGROUND (Briefly describe civilian experience: Field of Work, Positions Held, etc.)	
MILITARY BACKGROUND (If applicable) (Military experience is NOT a prerequisite for Committee membership)	SERVICE AFFILIATION:
	CURRENT STATUS (Ret, AD, Drilling, etc.)
	YEAR OF RETIREMENT (If applicable)
SPECIALIZED SKILLS (Please describe any special skills which might be useful to the Committee: Public Speaking, Mediation Training, Marketing, Event Planning, etc.)	
INTEREST AREA Is there a specific area of ESGR activities that interests you (e.g., Employer Outreach, Military Outreach, Ombudsman Support)? If so, please specify.	INVOLVEMENT How many hours per month (or week) are you able to volunteer at the present time?

C. PART 3: COMMITTEE USE ONLY	
REQUIRED FORMS DD2793 VOLUNTEER FORM <input type="checkbox"/> FMS 2231 DIRECT DEPOSIT FORM <input type="checkbox"/> PRIVACY ACT FORM <input type="checkbox"/>	
INITIAL COMMITTEE ASSIGNMENT (i.e., Ombud, Employer Outreach, General, etc.)	DATE APPOINTED (Month/Year)
REMARKS	
SIGNATURE OF ESGR COMMITTEE CHAIR (or Designated Representative)	DATE SIGNED
FORWARD TO ESGR DD2793 VOLUNTEER FORM (ORIG) <input type="checkbox"/> FMS 2231 DIRECT DEPOSIT FORM (ORIG) <input type="checkbox"/> PRIVACY ACT FORM (COPY) <input type="checkbox"/> VOLUNTEER APPLICATION FORM (COPY) <input type="checkbox"/>	ESGRnet ACCOUNT ESTABLISHED <input type="checkbox"/> NOTE: COMMITTEES ARE NOT AUTHORIZED TO ESTABLISH ESGRnet ACCOUNTS FOR ANY VOLUNTEER UNTIL ALL FOUR (4) FORMS AT LEFT ARE COMPLETED AND FORWARDED TO ESGR.

ENCLOSURE 3

VOLUNTEER AGREEMENT

VOLUNTEER AGREEMENT FOR			
<input type="checkbox"/> APPROPRIATED FUND ACTIVITIES		<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES	
PART I - GENERAL INFORMATION			
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>			2. YEAR OF BIRTH
3. INSTALLATION		4. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
5. PROGRAM WHERE SERVICE OCCURS		6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES			
PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES			
9. 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			b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)	
PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES			
11. 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			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
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	
15. TERMINATION DATE <i>(YYYYMMDD)</i>			16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>
b. SIGNATURE			

ENCLOSURE 4

PRIVACY ACT STATEMENT RELEASE FORM
For use by all ESGR Committee Volunteers

To comply with Privacy Act requirements, we must have each person's written permission before we provide your contact information, including email addresses and telephone numbers, to ESGR Committee volunteers through the secure web site (ESGRNet) or to the public through the public website (www.esgr.mil).

For all volunteers, we must have the following statement filled out, signed and the original document returned via U.S. mail.

Authority: 5 USC 301 and DoD Directive 1250.1. (Employer Support of the Guard and Reserve).

Principle Purpose:

To obtain contact information about you for purposes of providing such information to ESGR Committee Volunteers and others so that you may be contacted incident to, and in furtherance of, ESGR-related volunteer activity. Contact information will be posted to a non-public (secure) (ESGRNet) and/or public website (www.esgr.mil). Such posting will be made only with your express consent.

Routine Use of Information:

Contact information is disclosed to Federal, State, and local agencies; other organizational entities; and individuals outside the Department of Defense solely for purposes of conducting ESGR-related business.

Disclosure:

Voluntary. However, failure to provide contact information will preclude other ESGR volunteers and others from identifying and contacting you. This will impact your ability to effectively serve as an ESGR volunteer unless alternate means of contact are established.

PRIVACY ACT STATEMENT RELEASE FORM

For use by All ESGR Committee Members

In order to meet privacy act requirements in providing contact information, including email addresses and telephone numbers, to ESGR Committee members through the secure web site (ESGRNet) or to the public through the public web site (esgr.org), we must have each person's written permission.

For all members, we must have the following statement filled out, signed and the original document returned via U.S. mail.

Authority:

5 USC 301 and DoD Directive 1250.1. (National Committee for Employer Support of the Guard and Reserve)

Principle Purpose:

To obtain contact information about you for purposes of providing such information to ESGR Committee Members and others so that you may be contacted incident to, and in furtherance of, ESGR-related volunteer activity. Contact information will be posted to a non-public (secure) (ESGRNet) and/or public website (www.esgr.org). Such posting will be made only with your express consent.

Routine Use of Information:

Contact information is disclosed to Federal, State, and local agencies; other organizational entities; and individuals outside the Department of Defense solely for purposes of conducting ESGR-related business.

Disclosure:

Voluntary. However, failure to provide contact information will preclude ESGR members and others from identifying and contacting you. This will impact on your ability to effectively serve as an ESGR member unless and alternate means of contact is established.

ESGR COMMITTEE MEMBER

STATE OR TERRITORY: _____

COMMITTEE POSITION: _____

FULL NAME: _____

SSN: _____

Please provide one or all of the applicable modes of contact for ESGR-related business:

Phone (Please Specify home or business) _____

Fax: _____

E-mail Address: _____

Please indicate your agreement by signing the following:

I grant permission to the National ESGR to publish my contact information on the Secure web site (ESGRNET)

Signature: _____ Date: _____

In addition, if you are either the State Chair, Executive Director, Ombudsman Coordinator, Public Affairs Coordinator, Unit Liaison Coordinator, or Employer Relations Coordinator please indicate your agreement by signing the following:

I grant permission to the National ESGR to publish the above information on the ESGR web site (www.esgr.com)

Signature: _____ Date: _____

Please mail this **original** document to:
Volunteer Coordinator
National ESGR 1555 Wilson Blvd, Suite 319 Arlington, VA 22209

ENCLOSURE 5



(Please go to ESGR.com for a copy of entire form and instructions.
Go to "ESGR Volunteers" and click "Online Forms")

1. EMPLOYEE INFORMATION (SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER <input style="width: 150px;" type="text"/> EMPLOYEE NAME (as on payroll records) <input style="width: 350px;" type="text"/> (Last, First, Initials) TELEPHONE NUMBER (WORK) <input style="width: 100px;" type="text"/> (HOME) <input style="width: 100px;" type="text"/>			
2. TYPE OF ACCOUNT <input type="checkbox"/> Checking <input type="checkbox"/> Savings TYPE OF PAYMENT <input type="checkbox"/> Net Pay <input type="checkbox"/> Travel <input type="checkbox"/> Other Federal employment related payments	3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments) A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form. ROUTING TRANSIT NUMBER <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit ACCOUNT NUMBER <input style="width: 250px;" type="text"/> ACCOUNT TITLE <input style="width: 400px;" type="text"/> (Account Holder's Name) FINANCIAL INSTITUTION NAME <input style="width: 400px;" type="text"/>		
4. ALLOTMENT INFORMATION Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.			
TYPE OF ALLOTMENT (Check One) <input type="checkbox"/> Savings (whole dollar amounts only) <input type="checkbox"/> Discretionary or Third Party	TYPE OF ACCOUNT (Check One) <input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	ACTION (Check One) <input type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE	AMOUNT (Check One) <input type="checkbox"/> INCREASE TO: <input type="checkbox"/> DECREASE TO: New Total \$ <input style="width: 100px;" type="text"/>
ALLOTTEE NAME (person/company who will receive allotment) <input style="width: 350px;" type="text"/> ALLOTTEE'S ROUTING NUMBER <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit ALLOTTEE'S ACCOUNT NUMBER <input style="width: 250px;" type="text"/> ALLOTTEE'S ACCOUNT TITLE <input style="width: 350px;" type="text"/> (Account Holder's Name) FINANCIAL INSTITUTION NAME <input style="width: 350px;" type="text"/>			
5. AUTHORIZATION <div style="display: flex; justify-content: space-between;"> * <input style="width: 500px;" type="text"/> EMPLOYEE'S SIGNATURE <input style="width: 100px;" type="text"/> DATE </div>			
6. AGENCY USE:			

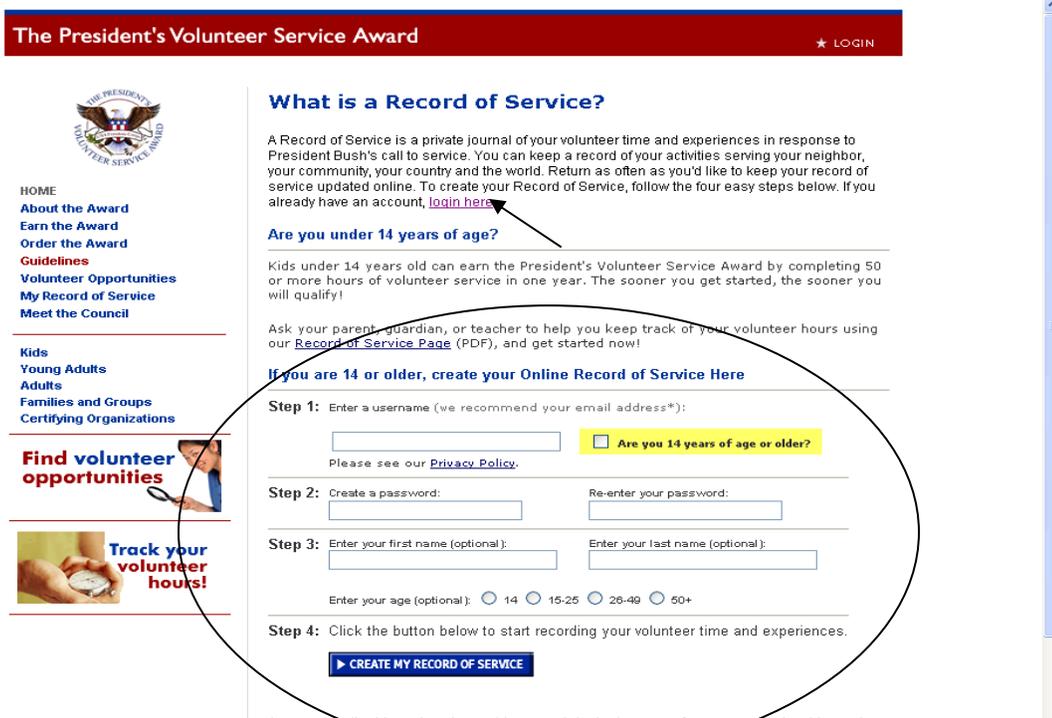
This form is required in accordance with Public Law 104-134, April 26, 1996, Section 3101, Debt Collection Improvement Act, 1996.

ENCLOSURE 6
 SAMPLE - TRACKING VOLUNTEER HOURS

- Go to www.presidentialserviceawards.gov
- Click on “Track your volunteer hours!”



- First you must Create a Record of Service, fill out the info circled below and click “Create My Record of Service”.
- If you already have a Record of Service click Login in Here, shown below by arrow.



- Next click on the “PROFILE” tab when you get to your home page.

The President's Volunteer Service Award

You are currently logged in as: kdelaware

★ LOGOUT Your Home | Help

Home | My Service | My Awards | Groups | Resources | Profile

Your Home

Welcome to your Volunteer Service Home:
Username: kdelaware

Track your volunteer hours!
Hours you have served to date: 0.00
To add service hours [click here!](#)

Find out more about the President's Volunteer Service Award [\[click here\]](#)

Keep us up to date!
[\[edit profile\]](#)

Recent News

PLACE MOUSE ON SCROLL TO PAUSE

Home | Privacy | Accessibility | Help | Contact Us | Credits | Downloads | Logout

- Fill in the rest of your information and click “Update Profile”. (See arrow below)
- For the “Your Certifying Organization” please enter “ZVS-14053”.
- You can also change your password at this page.

The President's Volunteer Service Award

You are currently logged in as: kdelaware

★ LOGOUT Your Home | Help

Home | My Service | My Awards | Groups | Resources | Profile

My Profile

To update your profile, use the options below. For all President's Volunteer Service Awards you need to complete all the information below. [View Privacy Policy.](#)

Your Profile

First name:

Last name:

Your Certifying Organization:

Name: National Committee for Employer Support for the Guard and Reserve
Address: 1555 Wilson Blv., Suite 200
City: Arlington
State: VA
Zip: 22209
Phone: 703-696-1171,x524

City:

State/Territory:

Country:

Age: 5-14 15-25 26-49 50+

Your gender: Male Female

Email Address:

YES, please keep me informed. I'd like to receive email updates with news and features about the President's Volunteer Service Award along with a free subscription our email newsletter.
 NO THANKS: Please do not send me email updates about the President's Volunteer Service Award.

Login Information

Your username:

Enter a new password:

Re-enter a new password:

Home | Privacy | Accessibility | Help | Contact Us | Credits | Downloads | Logout

© 2003, 2004 President's Volunteer Service Award

- To log your volunteer hours click on the “My Service” tab to log your volunteer hours and give a description. (You will need to do this for each new entry)
- For “General Area of Service” select “Healthy Communities”.
- For “Specific Area of Service” select “Military Service”.

The President's Volunteer Service Award
★ LOGOUT
Your Home | Help

You are currently logged in as: kdelaware

Home
My Service
My Awards
Groups
Resources
Profile

My Volunteer Record

New Activity
* REQUIRED

Service Activity or Organization Name*:

General Area of Service:

Specific Area of Service:

Date of Service*:
 (USE date picker - MM/DD/YYYY)

Hours of Service*:
 (Hours)

Location of Service
City: State:

Description of Service:

Volunteer Record Log

Activity/Organization	Date	Hours	EDIT	DELETE
Total number of hours logged: 0.00				
Records 1 to 0 of 0				

- Click the “My Awards” tab to view your volunteer goal towards an award.



The President's Volunteer Service Award
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Your Home | Help

Home | My Service | My Awards | Groups | Resources | Profile

Resources

The President's Volunteer Service Awards
Honoring Americans Who Make a Difference by Volunteering

Every day, millions of Americans volunteer, using their time, talents, and compassion to make a difference in the lives of others. By mentoring a child, caring for an elderly neighbor, teaching someone to read, or bringing food and clothes to those who need them, Americans are helping to foster a culture of service, citizenship, and responsibility for generations to come. It is through these acts of kindness and decency that we are able to demonstrate the true character and compassion of our country.

Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The President's Volunteer Service Award is a Presidential recognition program for Americans of all ages, who contribute a significant amount of time to volunteer service. The program recognizes individuals, families, and groups that have achieved a certain standard – measured by the number of hours served over a 12-month period.

Given their ongoing service activity, many individuals, families, and groups may have already met the requirements to earn the President's Volunteer Service Award.

The President's Volunteer Service Award was created to recognize the tens of millions of Americans who have made a sustained commitment to volunteer service. The Award is given to individuals, families and groups that have demonstrated outstanding volunteer service and civic participation over the course of a 12-month period.

What Do Recipients Receive?

Award recipients receive:

- An official President's Volunteer Service Award pin
- A personalized certificate of achievement
- A note of congratulations from the President of the United States
- A letter from the President's Council on Service and Civic Participation

Recipients are eligible to receive the award once every 12 months.

The Awards



**Presidential Volunteer Service Award
Bronze Level**
100 to 249 hours



**Presidential Volunteer Service Award
Silver Level**
250 to 499 hours



**Presidential Volunteer Service Award
Gold Level**
500 hours or more

President's Call to Service Award



**Presidential Volunteer Service Award
All Ages**
4,000 hours or more of volunteer service (over a lifetime)

Personalized Certificate



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1. Volunteer hours reported in support of ESGR should approximate the number of hours for which a Federal Employee would have been paid associated with the listed activity. As with expenditures, this value for the quarterly reports to ESGR should be the cumulative sum of all of the hours expended by all of the volunteers for the listed activity including travel and time on duty, though time on duty should normally not exceed 8 hours a day. Each volunteer might have

invested a different number of hours; these hours may be entered individually into the PVSA data base. In addition, the following guidelines pertain:

a. Although it might represent a significant amount or proportion (even all) of the total man-hours expended in an activity, the name “Volunteer Hours” is specific. Do not include hours expended by contracted personnel such as PSS, PSM, AST, etc.

b. Only the time spent performing ESGR duties should be included; overnight hours (e.g. time between two days of a multi-day event) should not be included.

c. Hours required to travel to and from the listed activity may be included.

2. When aggregated with inputs from all other SCs, the number obtained from this process will be the data reported to DoD, so it is very important that it be as accurate as possible. It is understood that no estimate can be completely accurate, but SCs ought to make a good-faith effort to submit the highest quality information possible.

3. Examples:

ESGR Event	Volunteer Activity	Day	Times	Volunteer Hours
Regional Leadership Conference	Volunteer travels from his/her home of record (HOR) to the conference location	Wed	1100 - 1700	6
	Leadership Conference	Thu	0800 - 1600	8
	Leadership Conference	Fri	0800 - 1200	4
	Volunteer travels from the conference location to his/her HOR	Fri	1200 - 1800	6
				Total
APAC	Volunteer travels from his/her HOR to the conference location	Fri	1300 - 1600	3
	Executive Committee Meeting	Fri	1900 - 2100	2
	Annual Planning Conference	Sat	0800 - 1500	7
	Employer Recognition Banquet	Sat	1700 - 2100	4
	Functional Area and New Member Training	Sun	0800 - 1200	4
	Volunteer travels from the conference location to his/her HOR	Sun	1300 - 1600	3
				Total
Mobility Brief	Volunteer travels from his/her HOR to the conference location	Fri	1400 - 1700	3
	Mass Briefing	Sat	0800 - 0900	1
	One-on-One Briefings in Mobility Line	Sat	1200 - 1600	4
	Volunteer travels from the conference location to his/her HOR	Sat	1600 - 1900	3
				Total

ENCLOSURE 7

VOLUNTEER POSITION DESCRIPTIONS IN THE CORE ESGR MISSION AREAS

1. Employer Outreach Volunteers

a. Shall work with the Employer Outreach Director (EOD) to develop an annual program for securing organizational and business support with emphasis on obtaining Statements of Support (SoS) and organizing SoS presentations. (May also be responsible for participating in and organizing Employer Briefings.)

b. Contact and develop new employer relationships through visits and committee actions with businesses and professional organizations.

c. Will work to achieve set goals in obtaining SoS civilian employer Bosslift nominations, and other awards for outstanding employers and organizations.

d. Shall maintain a list of all participants or signed SoS and develop a method of communicating with those supporters to encourage their continuing support for the members of the National Guard and Reserve components (RC).

2. Military Outreach Volunteers

a. Work with the Military Outreach Director (MOD) to develop and execute an annual program for planning and implementing all unit representation activities.

b. May be appointed as a Military Outreach Coordinator (MOC) for a particular RC unit by the MOD. The MOC serves as the primary link between ESGR and units.

c. Assist RC commands and units in developing and conducting their own employer relations training by providing USERRA training materials and ensuring unit volunteers are aware of ESGR programs and services.

d. Become familiar with units' missions, strengths, structure and major commands and maintain a current roster of all Reserve units in the assigned territory.

e. Are trained in unit briefings and liaison activities to ensure they understand the commitment to represent individual Reservists or their employers when called upon.

f. Assist with unit briefings during Mobilization and Demobilization.

g. Refer to Reference (h) for further information.

3. Ombudsman Volunteers

- a. Serve as volunteer Ombudsmen to provide information or informal mediation services to employers and employees for problems related to the employees' participation in the National Guard and RC.
- b. Assist service members and employers to gain an understanding of their rights and responsibilities under the USERRA law.
- c. Assist in the development of an atmosphere of communication and good will that can facilitate informal problem resolution.
- d. Provide sufficient information to employers and employees enabling them to discuss problems and potential solutions, leading to an amicable result consistent with the requirement of the law.
- e. Refer to Reference (i) for further information.

ENCLOSURE 8

VOLUNTEER AWARDS AND RECOGNITION

1. The purpose of volunteer awards and recognition is to call attention to significant achievements made by Committee volunteers in contributing to and accomplishing the ESGR mission.
2. WRITTEN ACKNOWLEDGEMENTS. Written acknowledgements recognize those individuals who contribute to successful initiatives; e.g., Letters of Appreciation and newsletter articles.
3. APPRECIATION CERTIFICATES. Appreciation certificates are framed certificates, presented in recognition for meeting program objectives, participation in training events, etc.
4. STATE COMMITTEE AWARD FOR OUTSTANDING PERFORMANCE. A “real time” SC award for “Outstanding Performance” to be presented at the discretion of the State Chair for volunteers or other entities who display outstanding performance while helping the committee achieve mission objectives.
5. TEAM AWARDS. Team awards are special certificates awarded at the State Chair’s discretion. Criteria should be established and published for these awards as part of the SC’s procedural guidance.
6. LONGEVITY PINS. Individual pins awarded to volunteers based on length of service to ESGR. The pins shall be awarded at 5 yr increments (5 yr, 10 yr, 15 yr etc.)
7. STATE COMMITTEE CHAIR’S AWARD. State Chairs may develop an award specifically tailored to their committee. However, all products, printed materials, or certificates using the ESGR logo are to be reviewed for design by ESGR/National Outreach and Plans (NOP). Commercial vendors may be used with prior approval from the RDD.
8. TWICE THE CITIZEN AWARD. Award presented to the family of a volunteer who dies while still in an active volunteer role. This award is meant to honor the family’s service and support of their volunteer.
9. ESGR COIN. A general purpose coin embossed with the ESGR logo to be used as a recognition tool for volunteers and for presentation at the discretion of the State Chair.
10. FUNCTIONAL AREA VOLUNTEER OF THE YEAR AWARD.
 - a. The Functional Area of the Year Award is a national level ESGR award established to recognize those volunteers who have made significant contributions to ESGR during the previous calendar year (CY).
 - b. Criteria for the Functional Area Volunteer of the Year Award:

(1) The criteria used in the selection process will include weighted factors that are associated with the mission of ESGR and the functional area programs.

(2) All nominations will be via the nomination form at Enclosure 8a.

c. Nomination Process:

(1) The State Chairs may nominate an active ESGR volunteer, including directors, in any of the following functional areas (Military Outreach, Employer Outreach, Public Affairs, and Training) for consideration. Ombudsman Directors are not eligible to compete for Ombudsman volunteer of the year awards due to there being an Ombudsman Director Award.

(2) Nominations for this award are submitted once a calendar year between January 1 and March 1 to the RDDs.

(3) The RDDs will forward the received nomination packages for each category to their respective Regional Awards Board, which is comprised of the State Chairs for that region, by March 15.

(4) The Board will score the nominees in each category, with exception of their own nominees, and return the sheets for each category to their respective RDD by April 1. The RDDs will tally the results.

(5) The nominees with the highest total in their competitive category become the Regional Volunteers of the Year. The RDDs will then forward the nomination packages of the regional award winners to the appropriate Directorate:

(a) NOP Military Outreach, Employer Outreach, and Public Affairs

(b) TNG Training

(c) OMB Ombudsman

(6) The ESGR Directors will validate all nomination information before forwarding to the appropriate Subcommittee for review no later than April 15.

(7) The applicable Subcommittee will review the regional winners and rank them, with their recommendations forwarded back to the Directors for final review by May 1.

(8) The ESGR Executive Director and National Chair will make the final decision for all Functional Area Volunteer of the Year awardees.

(9) National Award presentations will be made at the National Leadership Conference or Regional Leadership Conferences, depending on the annual schedule of events. The Regional winner awards can be presented at their SC Annual Planning and Awards Conference.

11. SEVEN SEALS AWARD.

a. The Seven Seals Award is given to Committee volunteers, at the discretion of the State Chair, in recognition of a significant achievement in promoting ESGR objectives.

b. Procedures for the Seven Seals Award:

(1) Committee identifies individual eligible for the award based on SC's procedural guidance.

(2) An authorized ordering official on the SC will complete the order form on www.co-store.com/esgr and send to the fulfillment contractor for processing.

(3) The fulfillment contractor will create the framed certificate and send to the requestor for presentation.

(4) A 30-day processing time is required.

12. COMMITTEE SPIRIT OF VOLUNTEERISM AWARD.

a. Committee Spirit of Volunteerism Awards may be awarded by the State Chair to those volunteers who have displayed the highest level of volunteer service.

b. All Committee-level Spirit of Volunteerism awardees may receive consideration for the James M. Roche Spirit of Volunteerism Award.

c. Procedures for the Committee Spirit of Volunteerism Award:

(1) The State Chair is the approval authority and may establish supplemental guidelines for the submission of nominations from within the Committee.

(2) An authorized ordering official on the SC will complete the order form on www.co-store.com/esgr and send to the fulfillment contractor for processing.

(3) The fulfillment contractor will assemble the award and mail it to the requestor.

(4) A 30-day processing time is required.

13. THE JAMES M. ROCHE SPIRIT OF VOLUNTEERISM AWARD.

a. The James M. Roche Spirit of Volunteerism Award is the highest award given to a Committee volunteer for sustained quality service as a volunteer over a substantial period of years. The award highlights patriotism, good citizenship, and public responsibility; often achieved by heroic efforts and great personal sacrifice.

b. Procedures for the James M. Roche Spirit of Volunteerism Award:

(1) Volunteers are selected from among Committee-level Spirit of Volunteerism award winners. SC Chairs and the ESGR Executive Director may also submit individual nominations.

(2) The National Chairman makes the final decision from the nominations submitted to award a maximum of four (one per Region) on an annual basis.

(3) Letters of nomination will be limited to one page, single-spaced, may have attachments, and should include:

(a) Details of sustained volunteer service and/or acts of exceptional contribution.

(b) Length of service on the Committee (Reference may be made to previous service with other committees).

(c) Any previous ESGR awards.

(d) Endorsements (attachments) from other Committee members, RC leadership, employers, or National Guard and Reserve members.

c. This award will not be used as a retirement award.

d. Nominations will be submitted to the applicable RDD in October through December for staffing.

e. The ESGR Executive Director will evaluate the nominations with the staff and submit them with a recommendation to the National Chairman for decision.

f. Award winners will receive the award medal, a signed certificate, and a letter of appreciation from the National Chairman.

g. Presentations should be made at a state awards ceremony or Regional Leadership Conference.

14. SECRETARY OF DEFENSE AWARD FOR OUTSTANDING ACHIEVEMENT.

a. The Award for Outstanding Achievement is presented on behalf of the Secretary of Defense and is given to a volunteer, recognizing contributions to an Office of the Secretary of Defense (OSD) Component or OSD as a whole.

b. Nominations must be submitted to the RDD for approval by the ESGR Executive Director and National Chairman.

c. Award winners will be presented with a commemorative engraved plaque.

d. Process for approval of the OSD Award for Outstanding Achievement:

(1) The State Chair, Program Support Manager (PSM) or Program Support Specialist (PSS) will submit the nomination to their RDD for processing.

(2) Examples for the nomination packet can be obtained from the Committee's RDD and can be mailed (typed, handwritten, or disk in Word format), faxed or e-mailed.

(3) The packet will include a justification (one-page, single spaced, in length).

(4) Upon receipt of the nomination packet, ESGR will complete an internal review for approval.

(5) The nomination packet is forwarded to the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD/RA) for final approval.

(6) After approval, OASD/RA will submit the request to WHS/Graphics Division for engraving; produce the final plaque and coordinate pick-up/delivery of the award with ESGR.

15. THE OFFICE OF THE SECRETARY OF DEFENSE EXCEPTIONAL PUBLIC SERVICE AWARD.

a. OSD Exceptional Public Service Award is presented on behalf of the Secretary of Defense and is given to Committee volunteers who have significantly advanced ESGR's mission. It is intended to recognize those volunteers, including State Chairs whose term has expired, who have provided exceptional volunteer public service to DoD.

b. Nominations must be submitted to the Committee's RDD for approval by the ESGR Executive Director and National Chairman.

c. Upon the completion of their term as a volunteer with ESGR, volunteers are eligible to receive the OSD Exceptional Public Service Award.

d. The authorization and procedures used by ESGR in the presentation of this award are outlined in Reference (j).

e. Process for approval of the OSD Exceptional Public Service Award:

(1) The State Chair, PSM or PSS will submit the nomination to their RDD for processing.

(2) Examples for the nomination packet can be obtained from the Committee's RDD and can be mailed (typed, handwritten, compact disk in Word format or pdf file), faxed or e-mailed.

(3) The packet will include a justification (one-page, single spaced, in length) and citation (150 words or less, double spaced, New Times Roman/12 font).

(4) Upon receipt of the nomination packet, ESGR will complete an internal review for approval.

(5) The nomination packet is forwarded to the OASD/RA for final approval.

(6) After approval OASD/RA will send the packet to the Director, Personnel and Security, Labor and Management Employee Relations Division, Washington Headquarters Services (WHS), for final processing.

(7) When approved, WHS will send the certificate and medal through RA to ESGR.

(8) The RDD will contact the SC to identify a presentation date, time and location.

(9) A 60-day processing time is required.

16. THE SECRETARY OF DEFENSE MEDAL FOR OUTSTANDING PUBLIC SERVICE .

a. The Secretary of Defense Medal for Outstanding Public Service is presented on behalf of the Secretary of Defense and is given to volunteers who have significantly advanced ESGR's mission. It is intended to recognize those volunteers who have provided outstanding volunteer public service to DoD.

b. Nominations must be submitted to the Committee's RDD for approval by the ESGR Executive Director and National Chairman.

c. Upon the completion of their term, State Chairs may be eligible to receive the Secretary of Defense Medal for Outstanding Public Service.

d. The authorization and procedures used by ESGR in the presentation of this award are outlined in Reference (j).

e. Process for approval of the Secretary of Defense Medal for Outstanding Public Service:

(1) The State Chair, PSM or PSS will submit the nomination to their RDD for processing.

(2) Examples for the nomination packet can be obtained from the Committee's RDD and can be mailed (typed, handwritten, or disk in Word format), faxed or e-mailed.

(3) The packet will include a justification (at least 3 pages, single spaced, in length) and citation (150 words or less, double spaced).

(4) Upon receipt of the nomination packet, ESGR will complete an internal review for approval.

(5) The nomination packet is forwarded to the OSD for final approval.

(6) After approval OSD will send the packet to the Director, Personnel and Security, Labor and Management Employee Relations Division, Washington Headquarters Services (WHS), for final processing.

(7) When approved, WHS will send the certificate and medal through RA to ESGR.

(8) The RDD will contact the SC to identify a presentation date, time and location.

(9) A 60-day processing time is required.

17. LIFETIME ACHIEVEMENT AWARD.

a. The Lifetime Achievement Award is given to Committee members at the discretion of the SC Chair in recognition of a significant achievement in promoting ESGR objectives over a significant amount of time.

b. Recipients of this award, at a minimum will have served a Committee for 20 consecutive years.

c. Procedures for the Lifetime Achievement Award:

(1) Committee identifies individual eligible for the award.

(2) An authorized ordering official on the SC will complete the order form on www.co-store.com/esgr and send to the fulfillment contractor for processing.

(3) The fulfillment contractor will assemble the award and send to the requestor for presentation.

d. A 30-day processing time is required.

Functional Area Volunteer of the Year Nomination

NOMINEE: _____

FUNCTIONAL AREA: _____

(Section 1 to be completed by the volunteer)

1. How many volunteer hours have you contributed this fiscal year?
 - a. 0-50 (2 pts)
 - b. 50-100 (4 pts)
 - c. 100-150 (6 pts)
 - d. 150-200 (8 pts)
 - e. 200 + (10 pts)
2. Did you receive any state ESGR Awards this fiscal year? If yes, please describe. (0-8 pts)
3. Did you attend any ESGR sponsored training events this year? (VLTP, OMB, RLC, etc) If yes, please list. (0-6 pts)
4. If the answer above was no, have you attended any ESGR sponsored training in the last 5 years? If yes, please list. (0-4 pts)
5. Please list any professional associations you belong to which directly enhance your volunteer effectiveness. (0-4 pts)
6. Please list any professional development/continuing education courses you attended this year which directly enhance your volunteer effectiveness. (0-4 pts)
7. Please list any professional accreditations you have which directly enhance your volunteer effectiveness. (0-4 pts)

8. **Nominees for Ombudsman volunteer of the year only:** (0-10 pts)
 - a. How many cases have you worked this year?
 - b. Did you help with any other USERRA requests for information?
 - c. Percent of State's cases you handled?
 - d. How else did you use your USERRA training and knowledge to better the ESGR Community, as well as service members and Employers?

9. **Nominees for Public Affairs Volunteer of the year only:** (0-10 pts) Please list the number of articles, interviews, press releases, and other pertinent media activities you completed during this past calendar year. Only include the media activities that you were personally involved in and provide as much supporting information as possible.

10. **Nominees for Employer Outreach Volunteer of the year only:** (0-10 pts) Please list the number of employers briefed, signed statements of support, Bosslifts, Briefings with the Boss and other employer events you participated in during this past calendar year. Only include those events that you were personally involved in and provide as much supporting information as possible.

11. **Nominees for Military Outreach Volunteer of the year only:** (0-10 pts) Please list the number of service members briefed, patriot awards submitted, Yellow Ribbon events, conferences and other activities involving military members that you participated in during this past calendar year. Only include those events that you were personally involved in and provide as much supporting information as possible.

12. **Nominees for Training Volunteer of the year only:** (0-10 pts)
 - a. How many volunteers have you trained this past year?

ENCLOSURE 9

SUMMARY OF CHANGES

This instruction is a minor rewrite of and replaces NCESGRI 1250.10 dated October 1, 2008.

Throughout this document, many familiar terms have been changed at the recommendation of ESGR subcommittees and members. For example, National Committee for Employer Support of the Guard and Reserve (NCESGR) is replaced with Headquarters, Employer Support of the Guard and Reserve (HQ ESGR).

Specific changes include:

1. Page 1, Volunteer Guidelines (Para 5.a through h) added as new section
2. Page 3, Volunteer ID Card (Para 7. a through c) added as a new section. All remaining sections have been shifted.
3. Page 5, Para 8.a.(2) changed: Candidate downloads and completes the following forms at <http://www.esgr.org/>, “Volunteer”, then “Become a Volunteer”. The four forms to be completed are on the left hand side of the web page.
 - (a) Volunteer Application Form (Enclosure 2).
 - (b) Volunteer Agreement Form -DD Form 2793 (Enclosure 3).
 - (c) Privacy Act Statement Release Form (Enclosure 4).
 - (d) Direct Deposit Authorization Form FMS 2231 (Enclosure 5).
4. Page 5, Para 8.a.(3): Designated State Super User will sign blocks: 12a. through 12c. of the DD Form 2793, and ensure all four forms are completed. Once completed, e-mail or fax The Volunteer Agreement (Form 2793) and the Privacy Act Statement Release Form to the RDD.
5. Enclosure 8 has been rewritten and renumbered due to new awards and procedural changes.
 - a. Page 23, Enclosure 8, para 4: STATE COMMITTEE AWARD FOR OUTSTANDING PERFORMANCE added.
 - b. Page 23, Enclosure 8, para 6: LONGEVITY PINS added.
 - c. Page 23, Enclosure 8, para 8: TWICE THE CITIZEN AWARD added.
 - d. Page 23, Enclosure 8, para 9: ESGR COIN added.

e. Page 23, Enclosure 8, para 10: FUNCTIONAL AREA VOLUNTEER OF THE YEAR AWARD written, creating a tiered selection program. State Chairs select the regional winners and then forward to HQ for regional consolidation, review and recommendations from the appropriate subcommittee.

f. Page 25, Enclosure 8, para 14: Secretary of Defense AWARD for OUTSTANDING ACHIEVEMENT added.

g. Pages 30 – 32, Enclosure 8a: Functional Area Volunteer of the Year Nomination form.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

APAC	Annual Planning and Awards Conference
AST	Administrative Support Technician
CTD	Committee Training Director
CVS	Contractor Verification System
DoD	Department of Defense
ED	Executive Director - Headquarters
EOC	Employer Outreach Coordinator
ESGR	Employer Support of the Guard and Reserve
ESGRNet	Employer Support of the Guard and Reserve Network
HOR	Home of Record
MOC	Military Outreach Coordinator
NOP	National Outreach and Plans
OASD/RA	Office of the Assistant Secretary of Defense for Reserve Affairs
OMB	Ombudsman
OSD	Office of the Secretary of Defense
PA	Public Affairs
PSM	Program Support Manager
PSS	Program Support Specialist
PVSA	Presidential Volunteer Service Award
RA	Reserve Affairs
RC	Reserve components
SoS	Statements of Support
TA	Trusted Agent
TNG	Training
USERRA	Uniformed Services Employment and Reemployment Rights Act
WHS	Washington Headquarters Services