



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000**

MCO 5380.2
M&RA (MFZ)
18 SEP 2015

MARINE CORPS ORDER 5380.2

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS VOLUNTEER SERVICES MANAGEMENT

Ref: (a) DoD Instruction 1100.21, "Voluntary Services in the Department of Defense," March 11, 2002
(b) DoD Instruction 1402.5, "Criminal History Background Checks on Individuals In Child Care Services," January 19, 1993
(c) Joint Travel Regulations (JTR), Volume 2, January 1, 2014
(d) DoD 7000.14-R, Volume 9, "Department of Defense Financial Management Regulations," April 2014
(e) DoD 5500.07-R, "Joint Ethics Regulation," August 30, 1993
(f) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
(g) SECNAVINST 5211.5E, "Department of the Navy Privacy Program," December 28, 2005
(h) MCO 5210.11F, "Marine Corps Records Management Program," April 7, 2015
(i) DoD Instruction 1342.22, "Military Family Readiness," July 3, 2012
(j) SECNAV M-5210.1
(k) SECNAV M-5214.1

Encl: (1) General Standards for Volunteer Services Management

Report Required: Volunteer Status Report (Report Control Symbol EXEMPT)
par. 3b(3)(e)

1. Situation. This Order establishes policies and processes for the acceptance of voluntary services and management of volunteers in the Marine Corps as authorized by reference (a). References (b) through (h) support reference (a) for the standardized implementation and maintenance of this Order.

2. Mission. To establish standardized procedures for the acceptance of voluntary services from individuals, including: Marines, family members, and civilian Marines in order to enhance participation in unit activities, base programs and community support. Enclosure (1), provides general standards and guidelines on volunteer services management. For purposes of this Order and enclosure (1) a volunteer is defined as an individual who willingly offers, is accepted and then provides services in support of a Marine Corps program or activity.

a. Military members and civilian employees must be in an off-duty status to be considered a volunteer.

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b. Voluntary services from host-nation or third country citizens may be accepted if the responsible commander determines that acceptance of such voluntary services will not subject the U.S. Government to potential liability for unacceptable expenses. This includes payment of employment benefits for a volunteer because of host-nation labor and voluntary service laws, U.S. host-nation treaties, or Status of Forces Agreement or other agreements. Legal counsel must review the provisions of voluntary service from host-nation and third-country citizens at overseas locations prior to acceptance.

c. Volunteers are not authorized to engage in fundraising activities while performing volunteer services. Individuals engaged in fundraising do so on their own time and are not considered Marine Corps volunteers when engaged in such activities.

d. The Marine Corps shall not solicit or accept volunteer services from contractor employees whose company has a contractual relationship with the government agency organization seeking volunteer services. Contract employees may volunteer in Marine Corps programs run by organizations with which they have no contractual relationship. Such volunteer duties must be performed on the contractor's personal time.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The goal of this initiative is to develop an effective volunteer capability consistent with the values of mentorship, life-long learning, and continued service. Volunteerism contributes to the building and supporting of resilient Marine Corps communities. Resilient communities support Marine Corps families, units and the Marine Corps as a whole.

(b) Personnel authorized to accept volunteer services and those who volunteer require adequate information pertaining to policies, procedures, and responsibilities. Marine Corps personnel authorized to accept volunteer services are responsible for ensuring the volunteer has necessary training to perform the accepted services.

(2) Concept of Operations

(a) Volunteer Services Management applies to the acceptance of voluntary services within the Marine Corps Appropriated Fund (APF) activities and Non-Appropriated Fund Instrumentalities (NAFIs). Volunteer Services Management does not apply to gratuitous services offered outside the scope of reference (a), or to other voluntary services accepted by a Marine Corps activity under applicable legal authority independent of reference (a). Gratuitous service is defined as services provided by individuals or groups of individuals other than those defined as "volunteers" without any expectation of compensation to include salaries, tips, benefits, and reimbursements for incidental expenses.

(b) The contents of this Order apply to volunteer services supporting Marine Corps programs and activities.

b. Subordinate Elements Mission

(1) Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). Provides oversight for all policy and program responsibilities pertaining to voluntary services in the Marine Corps.

(2) Marine and Family Programs Division (MFZ).

(a) Maintains functional control of the implementation of policy pertaining to the Volunteer Initiative for all programs and activities across the Marine Corps and serves as the Marine Corps subject matter expert on topics related to volunteerism including but not limited to: recruiting volunteers, retaining volunteers, offering professional development to volunteers and volunteer appreciation.

(b) Develop and implement policy to ensure that the Marine Corps is in compliance with reference (a) and (g). This includes requesting data within Marine and Family Programs who utilize volunteers, for example Unit, Personal Family Readiness Program, Marine Corps Family Team Building and the Single Marine Program. The amount of volunteers and the amount of hours are reported per reference (i).

(c) To establish conditions under which volunteer services may be accepted, and the responsibilities of the accepting officials.

(d) Develop and implement guidance and training to ensure designated volunteer coordinators, Family Readiness Officers and volunteers are provided education and support on the requirement, preparation, and maintenance of volunteer services.

(e) Provide a data collection procedure for reporting volunteers and their hours.

(3) Installation Commanders, Marine Corps Recruiting Command, Marine Forces Reserve Shall:

(a) Appoint in writing a designated volunteer coordinator. Volunteer coordinators foster and support community capacity building by coordinating with community organizations providing a connection between the community and the installation, Marines, and their families.

(b) Ensure the volunteer coordinator collaborates with all programs and activities.

(c) Ensure the volunteer coordinators provide volunteer opportunities for Marines and families on the Installation and/or the surrounding supporting community.

(d) Provide opportunity for designated volunteer coordinators to receive volunteer coordinator certification training.

(e) Collect and manage data on volunteers and their hours from all activities and programs per reference (g). Submit the Volunteer Status Report quarterly to HQMC via an online collection process. This reporting requirement is exempt from reports control according to reference (k), Part IV, paragraph 7j.

(f) Ensure Privacy Act Statements notify volunteers of the purpose for collecting and using their personal data per reference (g).

(4) Commanding officers at all levels of command are required to support the volunteer initiative.

(a) Providing an environment to support volunteerism will be established at the following types of commands:

1. Marine Forces (MARFOR)
2. Marine Forces Reserve (MARFORRES)
3. Marine Corps Combat Development Command (MCCDC)
4. Marine Expeditionary Forces (MEF)
5. Major Subordinate Commands (MSC)
6. Major Supporting Establishments
7. Marine Divisions (MARDIV)
8. Marine Aircraft Wings (MAW)
9. Marine Logistics Groups (MLG)
10. Other Commands. Training and Education Command, Marine Corps Districts, Recruiting Stations, Inspector and Instructor stations and other detached Commands.

(b) Accepting Officials. Accepting Officials are personnel authorized to accept volunteer services within their respective program or activity. Accepting officials are commanders, unit commanders, branch heads, programs managers, or their designees. Accepting officials shall:

1. Ensure DD Form 2793, Volunteer Agreement for Appropriated Fund Activities (APF) and Non-Appropriated Fund Instrumentalities (NAFIs) is completed and submitted to accepting official prior to the start of volunteer services.

2. Provide a copy to the volunteer prior to commencing volunteer services. The original shall be retained by the activity accepting the volunteer services per enclosure (2).

4. Administration and Logistics

a. Individuals providing voluntary service to local governments, private organizations, or any other entity outside the Marine Corps are volunteers of those organizations and are not volunteers to the Marine Corps, nor are such volunteer activities subject to this Order. Volunteers providing services to organizations outside of the Marine Corps are not authorized Marine Corps support, reimbursement, or the protection afforded Marine Corps Volunteers.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per

reference (j) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection, or distribution of Personally Identifiable Information (PII), and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per reference (g). Any unauthorized review, use, disclosure, or distribution is prohibited.

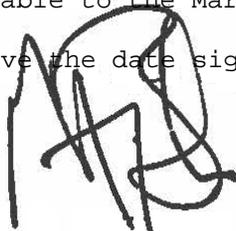
d. Submit all change recommendations regarding this Order via the appropriate chain of command to DC M&RA, Marine and Family Programs Division. Recommendations should be submitted in writing and should include supporting rationale.

e. Department of Defense (DD) forms mentioned in this Order are available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



M. A. BRIDAKIS
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10208001000

LOCATOR SHEET

Subj: MARINE CORPS VOLUNTEER SERVICES MANAGEMENT

Location: _____
(Indicate the location(s) of the copy(ies) of this
Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

GENERAL STANDARDS FOR VOLUNTEER SERVICES MANAGEMENT

1. Volunteers shall not:

a. Be placed in:

(1) Policy-making positions, roles, or situations performing inherently government functions; or,

(2) Positions involving the control of government funds, including authorizing transactions or determining entitlements to benefits involving such funds; or,

(3) Supervisory positions overseeing or supervising paid government APF or NAF employees or military personnel.

b. Receive salary, cash awards, bonuses, or compensation of any kind for service(s) rendered; or,

c. Perform duties which displace paid employees or in lieu of filling authorized paid personnel positions; or,

d. Be used to circumvent the NAF or civil service personnel systems; or,

e. Be used in functions for which funding has been provided to hire staff or obtain services by contract; or,

f. Perform dangerous duties that render them unusually susceptible to injury or to causing injury to others; or, (Note: This prohibition is not intended to prevent properly licensed and certified volunteers from assisting qualified employees in providing athletic or adventure-type outdoor recreation activities.)

g. Be accepted in exchange for any personnel action affecting any paid employee or military member.

2. Supervision of Volunteers. Volunteers must be supervised to the same extent as compensated employees providing similar services. The supervisor may be a paid employee, Service Member, or another volunteer who is also supervised. Such volunteers must be supervised by a qualified employee acting within the scope of their job.

a. A supervised activity must fall within the scope of the supervisor's duties. Example: only a Marine Corps Community Services (MCCS) Behavioral Health provider or staff member may supervise volunteers engaging in any activity related to prevention, outreach or behavioral health.

b. In general, a supervising employee or volunteer may not supervise a volunteer providing services requiring a license, privilege and/or credentialing unless:

(1) The condition in paragraph 2a above is satisfied.

(2) The accepting official for the volunteer services approves.

c. Specified volunteers are individuals who have routine, extensive or frequent contact with children over a period of time while providing services. They include, but are not limited to, positions involving extensive interaction alone, extended travel or overnight activities with children and youth. Specified volunteers are designated in reference (a) and by the DoD Component head or designee, such as the Installation Commander. Background checks for specified volunteers are required per reference (b).

d. Non-specified volunteers are individuals who provide services that are shorter in duration than is required to perform a criminal history background check, for example, unit family day. Non-specified volunteers with children must always be under direct line of sight supervision.

3. Volunteers are authorized reimbursement for incidental expenses incurred as a result of the services rendered. Reimbursement may be from APF or NAF that are authorized and budgeted for use in support of the Marine Corps activity involved and are available on an equitable basis for all. Reimbursement is subject to the availability of resources. Examples of incidental expenses include:

a. Parking fees, tolls, and general admission costs incurred by the volunteer during the provision of volunteer services (i.e., general admission costs to a facility, venue or event are included only if entrance is required to perform the volunteer service); and

b. Other incidental expenses not normally provided to employees (e.g., long distance telephone calls, and mileage). This applies when such reimbursements are determined to be necessary to obtain the voluntary services and are reasonable in amount and in relation to the value of the voluntary services involved to the Marine Corps activity. An understanding between the accepting activity and volunteer regarding reimbursement for incidental expenses should be discussed before the expenses are incurred (attach a copy of the agreement to the signed DD 2793).

4. Per reference (d), the sponsoring activity may issue invitational travel orders (ITOs) to volunteers for transportation, lodging, subsistence, and related expenses associated with authorized travel. Travel advances in connection with ITOs are authorized per references (d) and (e).

5. Volunteers will be provided with a clear, written description of the duties and scope of responsibilities to be performed including beginning and end date of volunteer service. Volunteer orientation and training is authorized to familiarize volunteers with the organization, governmental conduct, and their assigned duties.

6. Volunteers must be licensed, appropriately credentialed, privileged, or otherwise qualified, and all regulations and applicable laws apply as if they were an employee performing similar duties.

7. Written parental consent is required for all persons under 18 years of age. Volunteers under 18 years of age shall not work alone with children. Reference (a) includes further guidance and sample format for parental consent. Volunteers under 13 years of age shall not be accepted. Additional state and local law requirements may also apply; staff should consult with legal Counsel.

8. Pursuant to references (a) and (b), a person providing properly accepted voluntary services to an APF or NAFI activity shall be considered to be an employee of the Federal Government to the extent specified in reference (a).

9. The accepting official will provide training and support for officially sanctioned volunteers to include:

a. Training on policies of the DoD sponsoring component to include training on appropriate attire, governmental ethics and conduct;

b. Use of government facilities (to include dedicated office or desk space, equipment, supplies, computers, and telephones as needed to accomplish assigned duties). Personal uses of such facilities or equipment shall be governed by reference (f); and

c. Use of official mail as deemed necessary and appropriate by the regional, installation, or activity commander to execute assigned volunteer duties.

10. The activity will ensure compliance with references (g) and (h) concerning collection, management, and disclosure of privacy-protected records.

11. Volunteers contribute many hours of valuable service to the Marine Corps. Their service should be recognized by the commands or activities benefiting from those services by ceremony, certificate, or other appropriate means.