

(For use of this form see USARC Reg 606-1; the program agency is the DCS/CFR Family Readiness Office)

### Volunteer Service Record

**PRIVACY ACT ADVISORY STATEMENT**

**AUTHORITY:** Title 10, U.S. Code Annotated, Section 3013. **PRINCIPAL PURPOSES:** To maintain records of hours volunteered, waiting attended, and awards received. To record essential background information on volunteers. **ROUTINE USES:** Developing and coordinating volunteer services in the USAF Family Readiness Program. Recruiting volunteers. Determining qualifications and task assignments for volunteers. Contacting volunteers. Forwarding volunteer awards programs. Assigning a volunteer number at the servicing Family Program Office for database entry for total volunteer hours and developing a total training plan. **EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Providing information is voluntary. Not providing information will prevent keeping a record of individual volunteer qualifications and services; may prevent volunteers from receiving awards.

**Instructions:**  
 \* Upon resignation, retirement, or transfer, furnish a duplicate of this record for the personal file of the volunteer. In case of transfer, furnish the original record to the gaining organization.  
 \* Before the end of each quarter (December 31, March 31, June 30, and September 30), the volunteer needs to record both their total service hours for the previous 3 months and travel time on this form.

LAST NAME, FIRST NAME, MIDDLE INITIAL			GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male		UNIT AND ADDRESS	
HOME PHONE NUMBER	WORK PHONE NUMBER	FAX PHONE NUMBER	AGE		CHILDREN AT HOME <input type="checkbox"/> None <input type="checkbox"/> Preschool <input type="checkbox"/> In school	
HOME ADDRESS (Street, City, State, and Zip Code)			VOLUNTEER AGREEMENT SIGNED <input type="checkbox"/> Yes <input type="checkbox"/> No			
E-mail ADDRESS:			COPY SENT TO THE SERVICING FAMILY PROGRAM OFFICE <input type="checkbox"/> Yes <input type="checkbox"/> No			
FAMILY READINESS POSITION OR SHORT TERM PROJECT			WORK EXPERIENCE			
EDUCATION LEVEL <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12			VOLUNTEER EXPERIENCE			
COLLEGE / DEGREE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4						
INTERESTS, SKILLS, HOBBIES						
INITIAL COMMITMENT <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> Other						

TRAINING	DATE	TRAINING	DATE	OTHER
Unit Orientation		Instructor Training Army Family Team Building (AFTB) Classes (Local or Regional)		
USAR Family Program Academy (limited)		Master Trainer Course		
USAR Family Program Academy (Second Year/Third Year)				

AWARDS / RECOGNITION AND DATES			
AWARD / RECOGNITION	DATE	AWARD / RECOGNITION	DATE
Local Certificate of Appreciation or other Local Commander's Award		Decorations for Distinguished Civilian Service Award	
Higher Headquarters Volunteer Awards		Secretary of the Army Public Service Award	
Commander's Award for Public Service		Zachary and Elizabeth Fisher Distinguished Humanitarian Award	
Certificate of Appreciation for Periodic Civilian Service		Other DA or DOD Level Award	
Dr. Mary E. Walker Award or Fortas Command Commander's Award for Volunteer Service		OTHER:	
Outstanding Civilian Service Award			
U.S. Army Reserve Annual Volunteer Nomination or Award			

	Year _____			Year _____			Year _____			Year _____		
	1 Oct - 31 Dec	1 Jan - 31 Mar	1 Apr - 30 Jun	1 Jul - 31 Sep	1 Oct - 31 Dec	1 Jan - 31 Mar	1 Apr - 30 Jun	1 Jul - 31 Sep	1 Oct - 31 Dec	1 Jan - 31 Mar	1 Apr - 30 Jun	1 Jul - 31 Sep
Total Quarterly Volunteer Service Hours												
Service Time												
Total Travel Time (Without AFTB specific travel time)												
AFTB Service Time (AFTB - Army Family Team Building)												
AFTB Travel Time (if no other volunteer service time recorded)												
TOTAL TIME												