

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON  
Fort Gordon, Georgia 30905-5735**

**USASC&FG Regulation  
No. 672-7**

**24 March 2003**

**Decorations, Awards, and Honors  
FORT GORDON VOLUNTEER OF THE MONTH**

**Summary.** This regulation establishes policies and procedures for the Fort Gordon Volunteer of the Month.

**Applicability.** This regulation applies to all organizations, activities, and individuals and their families assigned or attached to Fort Gordon.

**Supplementation.** Supplementation of this regulation is prohibited unless specifically approved by Commander, United States Army Signal Center and Fort Gordon (USASC&FG).

**Suggested improvements.** The proponent of this regulation is the Directorate of Human Resources. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-HR, Fort Gordon, Georgia 30905-5735 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to installation AIEP coordinator.

**Availability.** This regulation is only available on the USASC&FG publications website at <http://www.gordon.army.mil/dhr/DocMgt/672-7>.

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**\*This regulation supersedes USASC&FG Regulation 672-7, 8 January 1998.**

**1. Purpose.** This regulation establishes procedures for selection of the Fort Gordon Volunteer of the Month. The Fort Gordon Volunteer of the Month program is designed to provide a means to recognize those personnel who have made significant contributions to the Fort Gordon community. This recognition is not meant to reward those individuals who, through the nature of their employment and duty, have made such contributions, but those who have willingly devoted personal time and efforts on a volunteer basis.

**2. Policy.**

a. The Volunteer of the Month program creates interest and stimulates a competitive spirit among installation volunteers and provides suitable recognition and reward for individuals who possess a superior work record and job knowledge. The Fort Gordon Volunteer of the Month will be selected each month and recognized quarterly at the installation's quarterly award ceremony.

b. Each major command/activity is encouraged to nominate their most deserving volunteer for consideration. Each command or activity may submit only one candidate per month.

c. The president of the selection board will be the Deputy Garrison Commander to serve in this position for an indefinite period. The grade of the president will be a GS-14 or above. The president of the board will only vote in the event of a tie. If the president of the board is unable to participate, the Garrison Commander will appoint an acting president for that board meeting only.

d. At least four members of the board must vote, for a selection to be made.

e. Any individual, who has been selected as the Fort Gordon Volunteer of the Month, may not be re-nominated for 12-months following their selection.

f. The Volunteer of the Month for October, November and December will be recognized at the quarterly Installation Award Ceremony in January. The Volunteer of the Month for January, February, and March will be recognized at the quarterly Installation Award Ceremony in April. The Volunteer of the Month for April, May, and June will be recognized at the quarterly Installation Award Ceremony in July. The Volunteer of the Month for July, August, and September will be recognized at the quarterly Installation Award Ceremony in October. The Fort Gordon Volunteer of the Year will be recognized during the same annual Installation Award Ceremony that the Fort Gordon Civilian of the Year and Soldier of the Year are recognized.

g. Proceedings of the selection board meeting and votes will be recorded and approved by the president of the board. Proceedings will be maintained in files in accordance with AR 25-400-2, The Modern Army Record Keeping System (MARKS).

### **3. Responsibilities.**

a. The Directorate of Human Resources, Army Community Service, Installation Volunteer Coordinator (IVC), is responsible for:

(1) Administering the program.

(2) Preparing the USASC&FG Certificate of Appreciation for the monthly honorees and the Certificate of Achievement for the yearly honoree.

(3) Preparing the Commanding General's letter of commendation for honoree.

(4) Maintaining a record of each month's selection proceedings. The president of the board will sign the record, indicating their approval. The Directorate of Human Resources will retain the original record of the proceedings for a period of one year. This record should include the dates the members voted, the members who voted, the names of the nominees, the total score of each nominee, and the person selected as the Fort Gordon Volunteer of the Month. This record will be termed "Proceedings of the Board."

(5) Ensuring a head and shoulders photograph of the winner is taken and displayed at Signal Towers.

b. The Public Affairs Office is responsible for:

(1) Providing adequate news coverage concerning the Fort Gordon Volunteer of the Month recognition at the quarterly installation awards ceremony.

(2) Conducting the presentation ceremonies.

### **4. Selection Board.**

a. The Fort Gordon Volunteer of the Month Selection Board is composed of the following individuals:

(1) Commander, Dwight David Eisenhower Army Medical Center (DDEAMC) or designee. (The Medical Center is included as an employer of a significant number of volunteers).

(2) Commander, 15<sup>th</sup> Regimental Signal Brigade or designee. (These individuals have knowledge of family readiness group volunteers and their activities).

(3) Commander, 513<sup>th</sup> Military Intelligence Brigade or designee. (These individuals have knowledge of family readiness group volunteers and their activities).

(4) Commander, 93<sup>rd</sup> Signal Brigade or designee. (These individuals have knowledge of family readiness group volunteers and their activities).

(5) Commander, 116<sup>th</sup> Military Intelligence Group or designee. (These individuals have knowledge of family readiness group volunteers and their activities).

(6) Deputy Garrison Commander. (This individual will serve as President of the Board).

(7) Army Community Service Director.

(8) Center Chaplain.

(9) Station Manager, American Red Cross, Fort Gordon.

(10) President, Officers' Wives' Club.

(11) President, Enlisted Wives' Club.

(12) President, Health Services Auxiliary.

(13) Installation Volunteer Coordinator.

b. The commander, director, or chief may appoint his/her executive officer or deputy as an alternate with full voting rights. A listing of the primary and alternate board members will be maintained by the IVC. In the event the primary and alternate board members are on temporary duty or leave, the acting commander, director, or chief may attend and have full voting rights.

c. The selection board will meet monthly at the request of the president, but no later than the 30<sup>th</sup> of each month to select the Fort Gordon Volunteer of the Month for the following month. The president will set the date for monthly meetings and ensure members receive at least two weeks advance notice. Candidates will not appear before the board. Those volunteers selected for Fort Gordon Volunteer of the Month during the previous fiscal year (October-September) will be considered for the Fort Gordon Volunteer of the Year. The Fort Gordon Volunteer of the Year will be selected each September.

d. The selection board will select the Fort Gordon Volunteer of the Month and the Volunteer of the Year from the recommendations submitted in accordance with paragraph 6, below.

## **5. Procedures.**

a. Recommendations of candidates for the Fort Gordon Volunteer of the Month are submitted to the IVC, Army Community Service, Directorate of Human Resources, by the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend or holiday, the deadline is the next workday.

b. The supervisor may review the volunteers personnel file, prior to submitting the nomination.

c. Recommendations are submitted in narrative format by e-mail, not to exceed one page, and should include the following information:

- (1) Name of candidate.
- (2) Position title.
- (3) Length of time in position.
- (4) Evaluation of overall performance.
- (5) Attitude, courtesy, and demonstrated professionalism.
- (6) Training, self-development, and/or performance of service.
- (7) Reasons for recommendation.

d. The commander, director, or chief of the organization will endorse recommendations.

e. The IVC will verify the nominees' eligibility prior to their being considered for the Fort Gordon Volunteer of the Month.

f. Each selection board member will vote. All nominees will be ranked in numerical ascending order (one being the best score). Ranking is based on the board members' review of the nominations submitted. The rankings from each board member are totaled. The candidate with the lowest score becomes the winner. In the event of a tie, the president of the board will vote.

g. The following organizations will submit monthly nominations or a negative response:

- (1) American Red Cross.
- (2) Army Community Service.
- (3) Child and Youth Services.
- (4) Sports and Fitness.
- (5) Outdoor Leisure.
- (6) Chaplain's Office.

h. Nominations by other organizations or individuals will be accepted by the IVC at any time.

i. Nominations will be submitted in the sample format at Appendix A. A nominee not selected may be considered the following month, but a nomination must be submitted each month for record keeping purposes.

j. The individual who has been selected as the Fort Gordon Volunteer of the Month must be registered with the IVC prior to being nominated for the award.

**6. Selection Criteria.** The Volunteer of the Month is awarded to recognize meritorious service to one who volunteers their time, talents and efforts in support of an agency or organization. The performance of the awardee must result in benefits (tangible or intangible) to the individual's agency, the installation, the U.S. Army, or Department of Defense. The selection board shall consider the following items while evaluating nominees for the Fort Gordon Volunteer of the Month.

a. Attitude, courtesy, and job performance. Specific actions, by the nominee, related to the mission of the organization performance of service that exceeds normal expectations for someone in the position.

b. Training and/or self-development. Consider the degree to which an individual spends time in work-related training or self-development.

c. Reasons for recommendation. State what makes the person worthy of being the Volunteer of the Month and what significant contributions the individual has made to the organization.

## **7. Recognition for the Fort Gordon Volunteer of the Month.**

a. The candidate selected by the selection board is designated Fort Gordon Volunteer of the Month for the following month. The award will be announced in "The Signal" and the winner's photograph will be displayed in Signal Towers. The Volunteer of the Month will be recognized at the Installation Quarterly Award Ceremony.

b. The individual selected as the Fort Gordon Volunteer of the Month is awarded a Fort Gordon Certificate of Appreciation and a personal letter of commendation signed by the Commanding General. The Fort Gordon Volunteer of the Year is awarded a Fort Gordon Certificate of Achievement and a personal letter of commendation signed by the Commanding General.

c. The installation commander or his/her designee presents the award. The award ceremony will be held quarterly on the last Thursday in the first month of each quarter.

d. Individuals and organizations, within the Fort Gordon community and the surrounding Central Savannah River Area, will present additional recognition.

(Office Symbol)

(Date)

MEMORANDUM FOR Army Community Service, DHR

SUBJECT: Volunteer of the Month for \_\_\_\_\_

1. Name of Candidate: \_\_\_\_\_

2. Volunteer position and/or title: \_\_\_\_\_

3. Length of Service with your program: \_\_\_\_\_

4. Number of volunteer hours worked within the last month: \_\_\_\_\_ last 12 months: \_\_\_\_\_

5. Candidates impact on the mission of your program or agency: *(Sample of Content)* The amount of time \_\_\_\_\_ has spent ensuring the needs of our customers are met are noteworthy. \_\_\_\_\_ has just completed a formal needs assessment of our external and internal customers. The data collected will ensure the product we provide, and the environment and manner in which it is provided, continues to exceed the expectations of our service members and their families. \_\_\_\_\_ works independently with little supervision. \_\_\_\_\_ is a self-starter and her enthusiasm serves to motivate others. \_\_\_\_\_ has a pleasant disposition and is a delightful asset to our agency.

6. Other places where this candidate volunteers: \_\_\_\_\_

\_\_\_\_\_

7. Reason for recommendation at this time: \_\_\_\_\_ has just completed a three-month project for our agency.

Signature Block

Figure 1. Nomination Sample

## **Appendix A**

### **REFERENCES**

#### **Section I**

##### **Required publications**

This section contains no entries.

#### **Section II**

##### **Related publications**

##### **AR 25-400-2**

**The Modern Army Record Keeping System**

#### **Section III**

##### **Prescribed Forms**

This section contains no entries

#### **Section IV**

##### **Related Forms**

##### **DA Form 1045**

Army Ideas for Excellence Program (AIEP) Proposal

##### **DA Form 2028**

Recommended Changes to Publications and Blank Forms



## **GLOSSARY**

### **Abbreviations**

#### **AIEP**

Army Ideas for Excellence Program

#### **DA**

Department of the Army

#### **DDEAMC**

Dwight David Eisenhower Army Medical Center

#### **IVC**

Installation Volunteer Coordinator

#### **MARKS**

The Modern Army Record Keeping System

#### **USASC&FG**

United States Army Signal Center & Fort Gordon

(ATZH-HR)

FOR THE COMMANDER:

OFFICIAL:

JEFFREY W. FOLEY  
Colonel, GS  
Chief of Staff

**/SIGNED/**

LISA E. McCLEAVE  
Director, Information Management

DISTRIBUTION: