SUMMARY. This regulation establishes policies and procedures for the Fort Gordon Volunteer of the Quarter.

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 Family and Morale, Welfare and Recreation. 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: IMGO-MWA, 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/COCMgt/docmgt.htm.

*This regulation supersedes USASC&FG Regulation 672-7, 20 January 2012.*
USASC&FG Reg 672-7

1. **Purpose.** This regulation establishes procedures for selection of the Fort Gordon Volunteer of the Quarter. The Fort Gordon Volunteer of the Quarter program is designed to provide a means to recognize those individuals who have made significant contribution 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 Quarter program creates interest and stimulates a competitive spirit among volunteers and provides suitable recognition and reward for individuals who possess a superior work record and job knowledge. The Fort Gordon Volunteer of the Quarter will be selected during the first month of each quarter and recognized during the installation’s quarterly award ceremony.

   b. Each major command/activity is encouraged to nominate their most deserving volunteers, up to three each, for the competition. Each organization is encouraged to nominate their most deserving volunteers for consideration.

   c. The president of the selection board will be the Garrison Commander, USASC&FG. The President of the board will only vote in the event of a tie. If the President of the board is unable to participate, an acting President will be appointed 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 Quarter, cannot be re-nominated for 12 months following their selection.

   f. The Fort Gordon Volunteer of the Year will be recognized during the same annual ceremony as the Soldier and Civilian of the Year.

   g. Proceedings of the selection board meeting and votes will be recorded and approved by the President of the board. Proceedings will be maintained on file in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

3. **Responsibilities.**

   a. The Directorate of Family and Morale, Welfare and Recreation, Army Community Service, Army Volunteer Corps Coordinator (AVCC) is responsible for:
(1) Administering the program.

(2) Maintaining a record of each quarter’s selection proceedings. The President of the board will sign the record, indicating their approval. 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 recommended as the Fort Gordon Volunteer of the Quarter. This record will be termed “Proceedings of the Board.”

(3) Preparing the Certificate of Recognition for the honoree and forwarding the signed and framed certificate, along with a brief narrative, to the Directorate of Human Resources.

(4) Contacting the honoree and providing information on the upcoming ceremony and rehearsal, and the procedures for having a head and shoulders photograph taken.

b. The Public Affairs Office is responsible for:

(1) Provide publicity using all available media resources.

(2) Coordinate presentation of community mementos during the ceremony.

c. The Directorate of Human Resources is responsible for:

(1) Serving as the lead agency for quarterly and annual awards ceremonies.

(2) Submitting work-order to TCS-VI Center for photographic support (head and shoulders photo and pictures during ceremony).

(3) Coordinating the rehearsal prior to the quarterly ceremony.

4. Selection board.

a. The Fort Gordon Volunteer of the Quarter Selection Board is comprised 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, 15th Regimental Signal Brigade, or designee. (These individuals have knowledge of Family Readiness Group (FRG) volunteers and their activities.)
USASC&FG Reg 672-7

(3) Commander, 513th Military Intelligence Brigade, or designee. (These individuals have knowledge of Family Readiness Group (FRG) volunteers and their activities.)

(4) Commander, 35th Expeditionary Signal Brigade, or designee. (These individuals have knowledge of Family Readiness Group (FRG) volunteers and their activities.)

(5) Commander, 706th Military Intelligence Group, or designee. (These individuals have knowledge of Family Readiness Group (FRG) volunteers and their activities.)

(6) Army Community Service Director.

(7) Center Chaplain.

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

(9) Spouses (Family Member Advisors) of the Commanding General and Command Sergeant Major of the U.S. Army Signal Center and Fort Gordon.

(10) Army Volunteer Corps 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 AVCC. 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 quarterly at the request of the President, but no later than the 30th of the first month in each quarter to select the Fort Gordon Volunteer of the Quarter. 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 Quarter 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 October.

d. The selection board will select the Fort Gordon Volunteer of the Quarter 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 Quarter are submitted to the AVCC, Army Community Service, Directorate of Family and Morale, Welfare and Recreation, by the 15th of each month. If the 15th falls on a weekend or holiday, the deadline is the next workday.

b. The supervisor may review the volunteer’s 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) Volunteer position title.

   (3) Length of time in position.

   (4) Evaluation of overall performance.

   (5) Attitude, courtesy, and demonstrated professionalism.

   (6) Impact made on Service Members and Families.

   (7) Impact made on the community.

   (8) Impact made on the unit.

   (9) Reasons for recommendation at this time.

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

e. The AVCC will verify each nominee’s eligibility prior to voting for Fort Gordon Volunteer of the Quarter. Volunteer nominees must be registered in the Defense Web online Volunteer Management Information System (VMIS), and be in an active (verified volunteer hours) status, to be eligible for post-wide recognition.

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 ranking 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/directorates, at a minimum, will submit quarterly nominations (no more than three) or a negative response:

   (1) Directorate of Family and Morale, Welfare and Recreation.
   (2) 15th Regimental Signal Brigade.
   (3) 35th Expeditionary Signal Brigade.
   (4) 513th Military Intelligence Brigade.
   (5) 706th Military Intelligence Group.
   (6) Installation Chaplain’s Office

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

   i. Nominations will be submitted in either the sample format at Appendix A, or a typed narrative, limited to one page. A nominee not selected may be considered the following quarter, but a nomination must be submitted each quarter for record keeping purposes.

6. **Selection Criteria.** The Volunteer of the Quarter is given to recognize meritorious personal effort, service, or other achievement within or outside assigned job responsibilities. The performance of the nominee must result in benefits (tangible or intangible) to the individual’s office, 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 Quarter.

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

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

   c. Impact made on Service Members and their Families. Briefly explain how the contributions made by the nominee have impacted on the quality of life for those assigned to and participating in programs and services offered on the installation.

7. **Recognition for the Fort Gordon Volunteer of the Quarter.**
a. The candidate selected by the selection board is designated Fort Gordon Volunteer of the Quarter. The award will be announced in “The Signal” and winner’s photograph will be displayed in Signal Towers. The Volunteer of the Quarter will be recognized at the Installation Quarterly Award Ceremony.

b. The individual selected as the Fort Gordon Volunteer of the Quarter is awarded a Certificate of Recognition signed by the Senior Commander. The Fort Gordon Volunteer of the Year is awarded a Certificate of Achievement signed by the Senior Commander.

c. The installation commander or his/her designee presents the award. The award ceremony will be held quarterly, usually within the first month of each quarter.

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

FOR THE COMMANDER:

OFFICIAL: SAMUEL G. ANDERSON
COL, SC
Garrison Commander

JOHN MCINTYRE
Director, Human Resources