

1 May 2001

**Morale, Welfare and Recreation**

**FORT HUACHUCA VOLUNTEER OF THE MONTH**

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**Summary.** This regulation establishes procedures for the selection and nomination of the Fort Huachuca Volunteer of the Month.

**Applicability.** This regulation is applicable to all directorates and staff offices of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH).

**Suggested improvements.** The proponent of this memorandum is the Directorate of Morale, Welfare, and Recreation (MWR), USAIC&FH. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-MWF-A, (Installation Volunteer Coordinator), Fort Huachuca, AZ 85613-6000.

**Availability.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>.

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**1. Purpose.**

This regulation prescribes policies, procedures, and responsibilities for the nomination of deserving personnel for recognition of volunteer participation in private organizational and chapel religious activities on Fort Huachuca. Encourage volunteers by recognizing important contributions made toward the betterment of the Fort Huachuca community.

**2. References.**

Prescribed and referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

**3. Explanation of abbreviations.**

- a. ACS..... Army Community Service
- b. MWR ..... Morale, Welfare, and Recreation
- c. USAIC&FH..... U.S. Army Intelligence Center and Fort Huachuca

**4. Eligibility.**

An individual who is actively engaged in volunteer activities the previous month, which benefit the Fort Huachuca community, is eligible for nomination. The volunteer selection board is independently authorized to develop additional selection criteria.

**5. Responsibilities.**

- a. The Director of MWR is responsible for the overall administration of the program.
- b. The ACS Division is responsible for:
  - (1) Ensuring all mandatory nominations and negative responses are received.
  - (2) Preparation of the USAIC&FH Certificate of Appreciation.
  - (3) Preparation of the Commanding General's letter of commendation for the individual selected.

(4) Maintaining a record of each month's selection proceedings for a period of one year. This record will be termed "Minutes of the Board" and will include the date the board convened, board members present, a list of the nominees, rankings of the nominees, and the person selected as the Fort Huachuca Volunteer of the Month. The "Minutes of the Board" will be distributed to board members within five working days after the meeting.

c. The Public Affairs Office is responsible for providing adequate news coverage concerning the Fort Huachuca Volunteer of the Month.

## **6. Selection Board.**

a. The Fort Huachuca Volunteer of the Month Selection Board is comprised of the following individuals:

- (1) Director, MWR. Will serve as Chairman of the Selection Board.
  - (2) Commander, Raymond W. Bliss Army Medical Center. The Medical Center is included as an employer of a significant number of volunteers.
  - (3) Commander, 111<sup>th</sup> Military Intelligence Brigade. This individual has knowledge of family support group volunteers and their activities.
  - (4) Commander, 112<sup>th</sup> Military Intelligence Brigade. This individual has knowledge of family support group volunteers and their activities.
  - (5) Commander, 11<sup>th</sup> Signal Brigade. This individual has knowledge of family support group volunteers and their activities.
  - (6) Commander, United States Army Garrison, Fort Huachuca. The Garrison is included as an employer of a significant number of volunteers.
  - (7) Chief, Army Community Services Division.
  - (8) Installation Staff Chaplain.
  - (9) Installation Volunteer Coordinator. Will serve as recorder for the Selection Board.
- b. When 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 Chairman of the Board will be the Director, MWR. The Installation Volunteer Coordinator will be a nonvoting member. The Chairman will only vote in case of a tie during the final vote.

## **FH Reg 672-5**

d. A minimum of four members and the Chairman are required to convene the board. If the Chairman is unable to attend, the most senior ranking member of the board present will assume the duties of the Chairman.

e. The board meets monthly at the request of the Chairman, but no later than the 20<sup>th</sup> of each month, to select the Fort Huachuca Volunteer of the Month for the following month. The Chairman of the Board will set the date for monthly meetings and ensure members receive at least two weeks advance notice.

### **7. Procedures.**

a. Nominations of candidates for the Fort Huachuca Volunteer of the Month are submitted to the Director, MWR, Installation Volunteer Coordinator, using Fort Huachuca Form 672-15, Nomination For Volunteer of the Month, by the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend or holiday, the next working day is the deadline. Each organization is encouraged to nominate their most deserving volunteer for consideration.

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

- (1) ACS.
- (2) Child and Youth Services.
- (3) Raymond W. Bliss Army Medical Center.
- (4) Installation Staff Chaplain's Office.

c. Nominations by other organizations or individuals will be accepted by the Installation Volunteer Coordinator at any time.

d. Nominations are submitted in letter format (see Figure 1). A nominee, not selected, can be considered for the following month, but a nomination letter must be submitted for each month for record keeping purposes.

e. Each board member will rank all nominees from one to the total number of nominees, with one being the highest score. The rankings of each board member are totaled. Nominees with the three highest rankings are then considered in a final vote. At this time (prior to the final vote), an open discussion will be held among the board members. The final vote is then held and the candidate with the highest ranking becomes the winner.

f. The individual who has been selected as the Fort Huachuca Volunteer of the Month may not be re-nominated for a period of 12 months following selection.

g. The individual selected as the Fort Huachuca Volunteer of the Month must be registered with the Installation Volunteer Coordinator prior to being nominated for the award.

**8. Recognition for Volunteer of The Month:**

a. The candidate selected by the Selection Board is designated Fort Huachuca Volunteer of the Month for the following month.

b. The individual selected as the Fort Huachuca Volunteer of the Month is awarded a certificate and a personal letter of commendation signed by the Commanding General.

**NOMINATION FOR VOLUNTEER OF THE MONTH**

RETURN TO: ARMY COMMUNITY SERVICE, ATTN: ATZS-MWF-A  
POINT OF CONTACT: ACS, *Installation Volunteer Coordinator (IVC)*

**PART I**

To be eligible, the nominee must have provided service during any 3 consecutive months during period of 1 January through 31 December.

Print or type the following information:

Name of Volunteer \_\_\_\_\_  
Cumulative volunteer hours \_\_\_\_\_

If nominee volunteers at other agencies, please list them: \_\_\_\_\_  
Nominating Agency \_\_\_\_\_ Telephone \_\_\_\_\_  
Name of Nominator \_\_\_\_\_ Telephone \_\_\_\_\_  
Signature of Nominator \_\_\_\_\_

**PART II**

Cite nominee contributions(s). Provide a narrative detailing how it improved the organization, community, and the installation's quality of life. (*Use reverse side and limit narrative to one typed or printed page.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III**

Provide proposed citation, nine lines or less, describing the volunteer's contribution(s). Include name, dates of work, and organization. (*This narrative will be used on the Certificate of Appreciation. Use reverse side for more space.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(NOTE: To qualify, nomination must meet suspense date (by the 15<sup>th</sup> of the month). No exceptions.**

FH FORM 672-15-R-E  
24 August 2000

Figure 1



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA  
FORT HUACHUCA, ARIZONA 85613-6000

ATZS-CG (608-1a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment to the Selection Board for Volunteer of the Month

1. The following individuals are appointed as Volunteer of the Month Selection Board Members:

- a. Commander, Raymond W. Bliss Army Medical Center.
- b. Commander, 111<sup>th</sup> Military Intelligence Brigade.
- c. Commander, 112<sup>th</sup> Military Intelligence Brigade.
- d. Commander, 11<sup>th</sup> Signal Brigade.
- e. Commander, United States Army Garrison, Fort Huachuca.
- f. Director, Morale, Welfare, and Recreation, Chairman.
- g. Chief, Army Community Services Division.
- h. Post Chaplain.

2. Authority: Fort Huachuca Regulation 672-5, Nomination for Volunteer of the Month, March 2001.

3. Purpose: To perform duties in accordance with Fort Huachuca Regulation 672-5.

4. Period: Until released from appointment.

Figure 2

**FH Reg 672-5**

ATZS-CG

SUBJECT: Appointment to the Selection Board for Volunteer of the Month

5. Effective date: 24 December.

JOHN D. THOMAS, JR.  
Major General, USA  
Commanding

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OFFICIAL:  
JOHN D. THOMAS, JR.  
Major General, USA  
Commanding

CALVERT T. SINGER  
Major, Military Intelligence  
Director of Information Management

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