



DEPARTMENT OF THE ARMY
221st BASE SUPPORT BATTALION
UNIT 29623
APO AE 09096

REPLY TO
ATTENTION OF

01 SEP 2007

AETV-WSB-CO

MEMORANDUM FOR SEE DISTRIBUTION

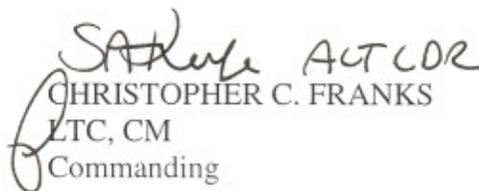
SUBJECT: 221st Base Support Battalion (BSB) Commander's Policy (CP) 2-32; Volunteer of the Quarter (VOQ)

1. Policy: The 221st BSB VOQ program will be administered by the 221st BSB Volunteer Corps in coordination with the Volunteer Advisory Council.
2. Purpose: To provide guidelines, establish nomination criteria and assign responsibilities for the VOQ program.
3. Applicability: Procedures apply to all 221st BSB individuals, organizations and activities wishing to recognize volunteers.
4. Scope: The provisions of this policy are applicable to all organizations who utilize volunteers in the 221st BSB.
5. Nominees must meet the following criteria:
 - a. Any person who performs volunteer service within the 221st BSB, is registered with the 221st BSB Army Volunteer Corps Coordinator (AVCC), and who has been awarded Volunteer of the Month is eligible for VOQ nomination.
 - b. The volunteer must be an individual who has enthusiastically pursued and promoted acts of volunteering which have touched the lives of people in the 221st BSB during the quarter.
6. Volunteer agencies, organizations, Family Readiness Groups or units may submit nominations. Each organization may submit one nomination per every 50 or less registered volunteers for each category. For example, an organization with 100 registered volunteers may nominate two volunteers for VOQ.
7. There are no restrictions to the number of times a person may be nominated for VOQ; however, once the nominee is selected, he/she may not be nominated again during the current volunteer year.

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8. Nominations must be prepared by using the official nomination form available through the AVCC. All nominations for the previous quarter must be submitted to the AVCC no later than the close of business the first Wednesday of the month in the next quarter. Quarters run Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec.
9. Five volunteers will be selected to receive the award with at least one being from each of the following categories: active duty/Department of Defense civilian, youth, and other (retirees, local Nationals). Two volunteers will be selected from the family member category.
10. Quarterly award recipients will be allowed to compete for the Volunteer of the Year award if nominated by volunteer agencies.
11. All persons selected will receive a Scroll of Appreciation from the 221st BSB.
12. The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the 221st BSB Adjutant within two weeks of the anniversary date. Policies requiring revision will be submitted within 30 days of the anniversary date for the Commander's approval/signature.
13. Point of contact for this memorandum is Rushaunda A. Farmer, AVCC, DSN 337-5034/5754, Civilian 0611-705-5034/5754.
14. "Excellence Always!"


ACT LOR
CHRISTOPHER C. FRANKS
LTC, CM
Commanding

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