



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

REPLY TO
ATTENTION OF

AETV-WSB-CO

01 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 221st Base Support Battalion (BSB) Commander's Policy (CP) 2-36 Volunteer of the Year (VOY) Program (VOYP)

1. Policy: Volunteers are an integral part of and a vital asset to the well being of the 221st BSB. The following procedures will be adhered to so that proper recognition is given to an outstanding individual.
2. Purpose: The purpose of this policy is to provide guidelines, establish nomination criteria and assign responsibilities for the VOYP.
3. Applicability: Procedures apply to all individuals, organizations and activities that wish to recognize their volunteers.
4. Scope: The provisions of this policy are applicable to all organizations who utilize volunteers in the 221st BSB.
5. Objective: To ensure that every aspect of the VOYP is implemented in a fair and professional manner.
6. Procedures:
 - a. Candidate Criteria: Candidates must meet the criteria as outlined in this paragraph, with no exceptions, to be eligible for the VOYP.
 - (1) The candidate will have been involved or participated in any special project in the 221st BSB.
 - (2) The candidate's organization must have an up to date job description on file in the Army Volunteer Corps Coordinator's (AVCC) office.
 - (3) The candidate must be in country during the nomination process.
 - b. Nomination Process:
 - (1) Each volunteer organization may nominate two outstanding volunteers within their organization. Volunteer organizations will contact the AVCC for additional nomination forms.

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(2) The nominations should be written in such a manner to keep the identity of the candidate unknown during the selection process.

(3) Each volunteer organization will receive a copy of this policy with the nomination form.

(4) The volunteer organization will be responsible for returning correctly completed nominations to the AVCC. Incomplete and/or late nomination forms will not be accepted.

c. Selection Process:

(1) The selection committee will consist of the following members: The Senior Tactical Commander's spouse/designee, the 221st BSB Commander's spouse/designee, the 221st BSB Command Sergeant Major's spouse/designee, and members of the Community Volunteer Advisory Committee. The AVCC and one disinterested party will total the results after the meeting has been adjourned.

(2) The selection process will be done by secret ballot and no discussion of the candidates will be allowed among committee members.

(3) The selection process will be done on a point system, attributing points to different areas of the volunteer's work.

(4) The candidates will be rated on the nature and complexity of their position. The quality of their work, original contributions and the impact of service on the community, length of time volunteering, length of time in present position, and total volunteer hours, and the number of different organizations they support.

d. Award Process:

(1). A recognition ceremony will be held in conjunction with the Annual Volunteer Appreciation Ceremony (AVAC).

(2) He/she will be recognized at the AVAC as the 221st BSB VOY and will represent the 221st BSB community at the US Army Europe Recognition Ceremony, if applicable.

(3) In the event the candidate selected cannot attend all functions, a representative from the nominating organization may attend on behalf of the VOY.

(4) All members of the community are welcome to attend the ceremony.

(5) Funds have been budgeted to cover the cost associated with awards ceremony.

7. Responsibilities:

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a. 221st BSB Commander:

(1) Review nomination forms and the results of the selection committee meeting. Make selection decision should a tie occur.

(2) Present awards to the VOY.

b. Director of Community Activities: Responsible for overall VOY event.

c. AVCC:

(1) Supply volunteer organizations with the appropriate format, policy, and other necessary information to nominate their candidate.

(2) Establish a selection committee and provide them with nomination forms, tally sheets and the policy.

(3) Chair the results of the selection committee meeting to ensure all procedures are followed.

(4) Tally the results of the selection committee meeting.

(5) Organize, coordinate and implement the recognition ceremony.

d. Agency Volunteer Coordinators/Supervisors:

(1) Meet suspense dates with correct information.

(2) Relay accurate, timely information to their volunteers as necessary.

e. Volunteers:

(1) Award recipients will respond promptly to invitations through approved channels by RSVP date.

(2) Volunteers assume responsibility for picking up certificates and other awards from the AVCC office, if he/she is unable to attend the ceremony.

8. Selection Committee: Attend VOP planning meeting, and adhere to the guidelines of this policy for selection of VOY, and select a Volunteer to represent the 221st BSB VOYP.

9. This policy supersedes all previous CPs for the 221st BSB VOYP.

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10. The content of this policy will be reviewed and revalidated annually on the anniversary date of publication. Revalidation will be reported in writing to the Adjutant, 221st BSB, 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.

11. Point of contact for this memorandum is Rushaunda A. Farmer, AVCC, DSN 337-5034/5754, Civilian 0611-705-5034/5754.

12. "Excellence Always!"


CHRISTOPHER C. FRANKS
LTC, CM
Commanding

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