



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
U.S. ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

DEPARTMENT OF THE ARMY
U.S. ARMY CYBER CENTER of EXCELLENCE AND FORT GORDON
STANDING OPERATING PROCEDURE FOR THE FORT GORDON
COMMUNITY SERVICE AWARD PROGRAM

1. **PURPOSE.** The Fort Gordon Community Service Award Program is designed to provide a means by which 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. **GENERAL APPLICABILITY.** This Standing Operating Procedure (SOP) applies to all organizations, activities and individuals, and their families, assigned or attached to Fort Gordon.

3. **RESPONSIBILITIES.**

a. Director of Family and Morale, Welfare and Recreation.

(1) Has overall supervisory responsibility for the program.

(2) Prepares Community Service Awards.

b. The Public Affair Office will provide publicity for the program.

4. **AWARDS.** All awards are approved by the Garrison Commander. The Community Service Awards consist of:

a. Community Service Award. Awarded to those who have demonstrated outstanding support of programs and services on the installation.

b. Community Service Award-Honor Award. Awarded to those who have demonstrated continued exceptional performance and extensive personal commitment to a specific service or project which has contributed to the improvement and/or expansion of programs or services to the community. This is a sustained volunteer award. In order to receive this award, the nominee must have already received the Fort Gordon Community Service Award. The nominee must have completed three or more years of active volunteer involvement on this installation. Active involvement is defined as continuous, uninterrupted service on a regularly scheduled basis. A minimum of 1,000 hours of documented volunteer service in support of Fort Gordon programs and/or services is required. The award will be presented during the annual observance of National Volunteer Week.

c. Community Service Award-Distinguished Honor Award. Awarded to those who have provided meritorious service in a number of leadership positions held over a period of years. This is a volunteer leadership award. In order to receive this award, a nominee must have already received the Fort Gordon Community Service Award. The nominee must have served in one or more leadership capacities which have significantly impacted the Fort Gordon military community. Leadership roles include elected board position, committee chairperson, program manager, or volunteer supervisor. Award will be presented during annual observance of National Volunteer Week.

5. PROCEDURES.

a. Nominations may be made by any individual or organization/activity on the installation.

b. Nominations will be submitted using FG Form 6570 (Recommendation for Fort Gordon Community Service Award) or similar format to this headquarters, ATTN: IMGO-MWA. Form is available from Army Community Service. As a minimum each nomination will include:

(1) Name and address of nominee.

(2) Detailed basis for the nomination, citing specific accomplishments credited to the nominee.

(3) Any other pertinent information that would reflect favorably on the nominee.

c. The final approving authority for the Community Service Awards will be the Garrison Commander or his/her designated representative.

6. PRESENTATION OF AWARDS. The Garrison Commander or his/her designated representative will present all Community Service Awards at any appropriate ceremony.

TODD TURNER
Colonel, AV
Commanding