



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

20 August 2012

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #36 – The Volunteer/ Community Service Activities Program

1. This memorandum establishes command policy relative to the Volunteer/Community Service Activities Program. This policy applies to both military and civilian employees assigned or attached to the Regimental Noncommissioned Officer Academy (RNCOA) and is required reading by all personnel.
2. As Commandant of the RNCOA, I want to personally state my support and commitment to the Volunteer/Community Service Activities Program. Even though I encourage each of our Soldiers to participate, I feel it is important to ensure all assigned and attached members fully recognize this as a voluntary program aimed at creating a stronger alliance between the citizens of the Central Savannah River Area (CSRA) and the military community at Fort Gordon.
3. Making a difference in our neighborhoods and communities is everybody's business in today's world. Public funds to support our quality of life programs are stretched to near breaking point. Every Soldier and leader assigned to the Academy has a responsibility to promote readiness, unit cohesion, and community involvement. Anyone wishing to serve as a volunteer on Fort Gordon is required to register in the Volunteer Management Information System (VMIS) accessed either online at www.myarmyonesource.com or by contacting the Army Volunteer Program Manager at lynn.c.harshman.civ@mail.mil. Volunteer registration is covered in Chapter 5 of AR 608-1 and outlines the need to comply with public laws that pertain to the government's acceptance of volunteer service, to provide eligibility for certain benefits in the unlikely event of mishap while volunteering and to make the volunteer eligible for awards at the unit/agency, MACOM/region, DA level and higher. For Active Duty Service members, the Military Outstanding Volunteer Service Medal may be awarded. With the rapid action revision of AR 608-1 in December 2010, the VMIS printout must now accompany the nomination form for this award. Volunteer/Community Service completed off the installation may also be documented utilizing VMIS.
4. This policy pertains to volunteering for community projects undertaken as a student in the Academy must be vetted through Small Group Leaders to Branch Chiefs to ensure they enforce a command climate that treats everyone based on capability and merit without regard to race, color, religion, nationality, or gender. The Branch Chiefs must ensure that all volunteer projects are logged into VMIS and have been passed down by the appropriate Signal Center of Excellence Leadership through my Headquarters. All voluntary involvement will be performed outside of normal duty hours in appropriate civilian attire. It is only with full command support that a successful Volunteer/Community service program can flourish. Towards that goal, anyone assigned

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or attached to the Academy that knowingly violates this policy will be referred to the Academy chain of command for potential corrective or punitive action.

5. I ask that all members of this Academy commit themselves to making this policy work. You are encouraged to use the chain of command to identify and solve problems. Should anyone feel as though his or her involvement in this initiative is involuntary, he or she should voice that objection through the appropriate chain. If satisfaction is not achieved, my door is always open.

6. A copy of this memorandum will be placed on all RNCOA HQs, Advance Leader Course (ALC), Senior Leader Course (SLC), and the Fort Meade Detachment bulletin boards.

7. The point of contact for this memorandum is the Deputy Commandant, 1SG Robert Barnes III, Robert.barnes3@us.army.mil or 706-791-7882.

~~SMOOT TYRONNE LEVONE 105888203-4~~

TYRONNE L. SMOOT
CSM, USA
Commandant