

INFORMATION PAPER

IMML-MWA
1 January 2012

SUBJECT: West Point Black and Gold Volunteer Award and Volunteer of the Quarter Award

1. Purpose: To provide specific award criteria and nomination procedures for the subject award. This information clarifies information contained in the West Point Army Volunteer Corps Coordinator (AVCC) Program Standing Operating Procedures (SOP), dated 1 January 2012.

2. Facts.

a. The Black and Gold Award was created by the Volunteer Advisory Council (VAC) as an elite award for West Point volunteers who go above and beyond in their volunteer service. One key element in the award process is registration by the volunteer and documentation of volunteer hours. This process enables the installation to track the contributions of the volunteer workforce as well as provide the benefits allowed by law.

b. The Black and Gold Volunteer Award is presented at a ceremony hosted by the Garrison Commander or his designated representative. Ceremonies take place at Army Community Service (ACS), Building 622, at 10:00am.

c. Nominations are limited to six (6) per activity per ceremony. Religious organizations are the only exception to this, and due to their size are allocated more nominations, and are limited to a total of ten (10) nominations per ceremony.

d. Nominations may be submitted by anyone with direct knowledge of nominee's volunteer service record.

e. Nominations must be approved by the Director of the volunteer agency, his/her designated representative, or O-6 Commander/CSM or above in the chain of command.

f. Volunteers are not eligible to be nominated by an organization for more than one (1) Black and Gold Volunteer Award per year.

g. To nominate an individual for the Black and Gold Volunteer Award, a nomination form must be completed and submitted to the AVCC prior to close of business on the nomination deadline.

h. The ceremony months and nomination deadlines are as follows:

<i>Award Quarter</i>	<i>Nomination Deadline</i>	<i>Ceremony Date*</i>
1 st Quarter	First Friday of November	First Thursday in December
2 nd Quarter	First Friday in February	First Thursday in March
3 rd Quarter	First Friday in May	First Thursday in June
4 th Quarter	First Friday in August	First Thursday in September

** Date is tentative based upon command group calendars.*

h. Eligibility:

- a. Volunteers who are officially registered (i.e. For DA/Statutory volunteers: DD Form 2793 is on file with organization and Army Volunteer Corps office and DA 5671 Parent Permission Form for youth volunteer) and have documented hours in the Volunteer Management Information System (VMIS)). Organizations must verify registration and hours prior to submission of the nomination.
- b. Individuals who are DOD civilians, military or contract employees are not eligible for this award unless the justification reflects volunteer service not connected with the individual's paid duties.
- c. Active duty military and cadet Officer Representatives (ORs) serving in mission-related activities such as Army and intramural athletics and cadet clubs are not eligible for this award.

i. Criteria to receive the Black and Gold Volunteer Award are as follows:

- a. Volunteer has been formally recognized at the organization level for individual contributions.
- b. Volunteer goes the extra mile for the organization and the community.
- c. Volunteer displays professionalism while performing volunteer service.
- d. Volunteer promotes a sense of community through a caring, giving and positive attitude.
- e. Volunteer is in good moral standing in the community.

j. Black and Gold Volunteer Award recipients will receive a certificate signed by the Garrison Commander and a lapel pin.

k. An ad hoc committee comprised of Volunteer Advisory Council members will be formed to review nominations and recommend them for approval or disapproval.

l. Volunteer of the Quarter Award. This award will be presented to the Black and Gold Volunteer Award recipient who clearly meets all of the above stated criteria and receives the most votes from the Volunteer Advisory Council. This individual will receive an engraved Volunteer of the Quarter coin, a parking pass for selected areas on post, gift certificates to dine at the West Point Club and a gift bag containing specialty gift items.

3. Point of Contact. Ms. Christina Overstreet, Army Volunteer Corps Coordinator at 938-3655 or christina.overstreet@usma.edu.