

MEMORANDUM FOR Army Community Service (ACS), Fort Jackson

SUBJECT: Fort Jackson Commanding General's Helping Hand Award Standard Operating Procedures (SOP)

1. **PURPOSE.** To establish guidelines for the nomination and recognition of volunteers on a quarterly basis.
2. **GENERAL.** The Commanding General's Helping Hand Award for volunteer excellence is awarded to volunteers by the Commanding General quarterly.
3. **RESPONSIBILITIES.**
 - a. **Nominating Guidelines**
 - (1) Commanders at all levels, directors, agency chiefs, volunteer organizations, private organizations, and Family readiness groups may nominate volunteers for the Commanding General's Helping Hand Award.
 - (2) Participation by Active-duty Military and Civilians during duty hours in the Command-initiated Adopt-A-School program are not eligible for consideration for the CG Helping Hand Award.
 - (3) Support provided to a volunteer organization by Active-duty Military that is officially tasked are not eligible for consideration for the CG Helping Hand Award.
 - (4) Volunteers that promote and strengthen volunteerism by uniting community volunteer efforts, support professional management, enhance volunteer career mobility, and establish volunteer partnerships to support individual personal growth are eligible to receive the CG Helping Hand Award.
 - (5) Justification of the volunteer's service will accompany the nomination.
 - b. **Recognition Guidelines**
 - (1) Each volunteer will receive a Commanding General's Helping Hand certificate signed and presented by the Commanding General.
 - (2) Each volunteer will take have a photograph taken with the Commanding General.

IMFJ-MWR-A

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4. This SOP will remain in effect for two years. All interim changes will be reviewed and maintained by the AVCC after approval by the ACS Division Chief.

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MADELYN A. MERCADO
Division Chief, Army Community Service