



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 442D SIGNAL BATTALION  
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

3 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #27 - Volunteer Work and Community Service of Army Personnel and Civilians

1. PURPOSE: This memorandum establishes policy on community/volunteer activities IAW The Army Public Affairs Program. All community service activities must first get approval from the installation Public Affairs Office.

2. Applicability. This policy applies to all Soldiers assigned and attached to the 442d Signal Battalion.

3. References:

a. DoD 5500.07-R, The Joint Ethics Regulation (JER), including Changes 1-7 17 November 2011

b. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 10 April 2015

c. AR 360-1, The Army Public Affairs Program, 25 May 2011

2. Army participation in community service and volunteer activities are classified into two programs, official programs and unofficial programs. These programs are critical in maintaining a good relationship with the civilian community.

a. Official programs as outlined in AR 360-1 are command initiated and are effective in informing the public about the Army. These programs include: participating in national holiday observances; using exhibits, bands, color guards, and other ceremonial units in the public domain; participation and membership in civic, business, and professional organizations (i.e. Association of the United States Army (AUSA), Armed Forces Communications Electronics Association (AFCEA) etc.)

b. Unofficial programs as outlined in AR 360-1 are programs that involve direct contact with the civilian community. Army personnel and civilian personnel within the command are encouraged to participate as private persons in local community activities such as educational, religious, organizational, recreational, and youth projects.

3. IAW 360-1 Army personnel lending voluntary support during off-duty time to a community activity may be authorized to participate in uniform if such participation is consistent with DOD 5500.7-R and AR 670-1. Commanders of participating units or of those units that provide support personnel, such as medical and traffic control personnel may prescribe appropriate uniforms, to include utility or organizational uniforms, if warranted by the occasion, weather

ATZH-LCB

SUBJECT: Commander's Policy Letter #27 - Volunteer Work and Community Service of Army Personnel and Civilians

conditions, or activity. Examples of authorized occasions to wear a prescribed uniform while conducting volunteer/community service activities include supporting local recruiting efforts; ROTC programs near the installation and local activities that involve Memorial Day, Independence Day, POW/MIA Recognition Day, and Veterans Day.

4. IAW AR 670-1 wearing Army uniforms are prohibited in the following situations: when participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by competent authority; when attending any meeting or event that is a function of, or is sponsored by, an extremist organization; when wearing the uniform would bring discredit upon the Army; when specifically prohibited by Army regulations.

5. SGLs, TAC officers/NCOs, and ACEs will ensure each class participates in a community service project. Each student will conduct a minimum of six total hours of community service. SGLs and TAC officers/NCOs will ensure company commanders are informed of the time, location and type of community service that is conducted, and ensure that event photos are provided to the companies. Company commanders will ensure the approved projects are entered into the Battalion tracker within 48 hours of the event. Pictures of 442d students or permanent party conducting volunteer work should be kept on file at the Company level for use in the Battalion QTB (Quarterly Training Brief) and SATB (Semiannual Training Brief). Story board/CONOPS slides must be briefed to respective company commanders prior to command group submission. All volunteer projects require approval from the Battalion S-3 or Battalion XO. Entry of the event on the battalion calendar will serve as a final approval for the submitting class.

6. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #27, dated 9 January 2014.

*Ready Rapid Reliable*

**//ORIGINAL SIGNED//**  
ERIC A. ANDERSON  
LTC, SC  
Commanding

DISTRIBUTION:  
D