



1AD and Fort Bliss Volunteer of the Quarter Award Packet



Submissions Due:

Q1, 19 JAN 24

Q2, 19 APR 24

Q3, 14 JUN 24

Q4, 18 OCT 24

(THIS FORM MAY BE DUPLICATED)

PART I – VOLUNTEER INFORMATION

VOLUNTEER NAME: _____

RANK (if applicable): _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

EMAIL: _____

WORK PHONE NUMBER: _____

AWARD(S) PREVIOUSLY RECEIVED: _____

ORGANIZATION/AGENCY WHERE THEY VOLUNTEER: _____

SUBMITTING AGENCY: _____

SUBMITTED BY: _____

(Print or Type Name)

(Signature)

PHONE NUMBER / EMAIL: _____

PART II – JUSTIFICATION MEMORANDUM

PART III – PHOTO(S) for the slide show that will run during the ceremony.

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVCC, Family Resiliency Center, 250 Club Road ,
TEL 915-569-7733 / fortblissvolunteer@yahoo.com / Valcinda.l.joseph.civ@army.mil**

JUSTIFICATION MEMORANDUM FOR VOLUNTEER OF THE QUARTER

EXAMPLE

OFFICE SYMBOL

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 250 Club Road, Fort Bliss, Texas
79918

SUBJECT: Fort Bliss and 1AD Volunteer of the Quarter Award for: _____

1. Jane Doe is submitted for the Fort Bliss and 1AD Volunteer of the Quarter (1st Quarter) Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Bliss Community throughout the 1st Quarter, FY24.
3. The noteworthy accomplishments of this volunteer include:
 - a. Number of service hours tracked by VMIS (optional)
 - b. TITLE/VOLUNTEER POSITION with BRIEF DESCRIPTION OF DUTIES

Brigade Soldier and Family Readiness Group Advisor's: Jane Doe has been the driving force behind this group of Advisors and SFRG Leaders, arranging group meetings monthly. She coordinated for different organizations to brief this group on programs and changes taking place in the community.

c. IMPACT OF VOLUNTEER ON THE SUBMITTING UNIT/AGENCY/ORGANIZATION

Jane Doe's guidance and leadership was instrumental in assisting the Thrift Shop through a very difficult time when they had to reduce inventory, relocate the entire facility and rebuild inventory. Thanks to Jane's efforts the Thrift Shop is again a thriving, money-making business that supports the Fort Bliss Community

4. The POC for this is PFC Jane Doe, please contact me at jane.doe.mil@army.mil, or 569-XXXX

(SIGNATURE BLOCK)

Commander/Director