

FORT BLISS

VOLUNTEER AWARD

HANDOOK



Fort Bliss Army Volunteer Corps

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I. VOLUNTEER INFORMATION

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A. VOLUNTEER CODE OF ETHICS

1. AS A VOLUNTEER, I AM A PROFESSIONAL. I REALIZE THAT I AM SUBJECT TO THE SAME CODE OF ETHICS THAT BINDS ALL PROFESSIONALS IN THE POSITIONS OF TRUST WE HOLD. I ACCEPT THESE RESPONSIBILITIES AND RESPECT MATTERS OF CONFIDENTIALITY.

2. I UNDERSTAND AS A VOLUNTEER, I HAVE AGREED TO WORK WITHOUT MONETARY COMPENSATION. HAVING ACCEPTED THIS POSITION, I WILL DO MY WORK ACCORDING TO THE SAME STANDARD OPERATION PROCEDURES AS PAID STAFF IS EXPECTED TO DO THEIR WORK.

3. I BELIEVE THAT ALL WORK SHOULD BE CAREFULLY PLANNED AND CARRIED OUT IN A PROFESSIONAL MANNER. I WILL WORK WITH MY LEADER TO ENSURE THAT I AM ASSIGNED TO A JOB I CAN ENJOY AND WANT TO PERFORM. I WILL INVESTIGATE HOW I CAN BEST SERVE THE ORGANIZATION DURING MY VOLUNTEER HOURS IN ORDER TO GIVE AS MUCH AS I CAN. I HAVE AN OBLIGATION TO MY WORK AND WILL CARRY OUT MY SHARE OF THE WORK THAT I VOLUNTEERED TO DO.

4. I PROMISE TO MAINTAIN AN OPEN MIND AND TRAIN DILIGENTLY FOR MY JOB. I WILL SHARE MY SKILLS WITH OTHER VOLUNTEERS, AND TOGETHER WE WILL STRIVE TO ENRICH ALL OUR WORK FOR THE BENEFIT OF OUR SOLDIERS AND FAMILIES.

5. BEING EAGER TO CONTRIBUTE ALL THAT I CAN DO TO HELP ENHANCE THE QUALITY OF LIFE WITHIN THE ORGANIZATION, I ACCEPT THIS VOLUNTEER CODE OF ETHICS AND WILL FOLLOW IT CAREFULLY AND CHEERFULLY.

B. TYPES OF VOLUNTEERS

1. STATUTORY VOLUNTEERS

a. Volunteer labor accepted in accordance with 10 U.S.C. 1588 and AR 608-1

2. INDIVIDUALS PROVIDING GRATUITOUS SERVICE VOLUNTEERS

a. Volunteer labor accepted by Armed forces but not covered by 10 U.S.C. 1588. AR 608-1 addresses gratuitous service volunteers.

3. VOLUNTEERS FOR PRIVATE ORGANIZATIONS

a. Volunteer labor accepted by armed forces but not covered by U.S.C. 1588. AR 608-1 addresses private organization volunteers and local SOPs.

4. STUDENT INTERNS

a. Volunteer labor accepted by Armed Forces but not covered by 10 U.S.C. 1588. AR 608-1 addresses student intern volunteers and local SOPs.

C. REGISTRATION INFORMATION

1. All Volunteers serving agencies on Fort Bliss must register with the Army Volunteer Program Coordinator at Army Community Service (ACS) on the Volunteer Management Information System (VMIS). The Federal Government provides registered volunteers certain rights and protections, in the event of injury or loss while performing the volunteer position. Volunteer work experience is an excellent way for an individual to develop job skills and accumulate work experience in the further promotion of competitive job market skills. Volunteering at Fort Bliss is a winning experience for everyone and every year the installation celebrates the outstanding contributions of its volunteers at the Annual Fort Bliss Volunteer Awards Ceremony.

D. VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

1. How to Register as a Volunteer on VMIS

- a. Go to www.myarmyonesource.com (site runs faster when opened with Firefox). If you are using an Apple computer open in Google Chrome.
- b. In the top right corner of the page, click on, "Register".
- c. Once the new page opens, click the, "Join Now!" link.
- d. Fill in the requested information and click, "Continue".
- e. Confirm your information is correct and click, "Continue".
- f. If information is incorrect, you can click the back button to correct your information and click, "Continue" again.
- g. Once your registration is completed you will see this message: "Thank you for registering. You have been pre-approved and logged into the site."
- h. If there are complications with registering in VMIS or registering hours contact your VMIS Organization Point of Contact (OPOC).

2. How to Search for Volunteer Positions

- a. Go to www.myarmyonesource.com and click on "Login" (at the top of the page in black bar); login with username and password.
- b. Click the "Volunteer Tools" button at the top right of the myarmyonesource.com homepage (look for the hand icon).
- c. Click on the "Volunteer Opportunities" tab on the far left of the page.

d. Select “Fort Bliss” under Community list.

e. On the next page you can select your preferred volunteer organization and organization component (there is no need to enter state or zip code, location is automatically selected for you).

f. You can also simply scroll down and view positions currently available under the “Volunteer Opportunities” header further down the page.

3. How to Log Your Hours in VMIS (once you get accepted for the position in VMIS)

a. Volunteers have until the 5th working day of the following month to log in each month’s hours.

b. Log into www.myarmyonesource.com and click on Volunteer Tools.

c. Click on the “Volunteer Activity” button.

d. Under Open Services – Current Army volunteer positions, on the right you will see “Hour” (in blue), click on it.

e. There will be three options: “Add for Open Dates”, “Add for Day”, and “Add for Period”.



II. NOMINATION INFORMATION

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A. Awards Overview

1. Formal and Informal Recognition

a. Informal Recognition is an effective means of volunteer recognition. Some forms of informal recognition are:

- (i) Sending a handwritten thank you note
- (ii) A public thank you in front of peers
- (iii) Unit/directorate area "honor roll"
- (iv) Positions of increased responsibility
- (v) Enlisting them to train other volunteers
- (vi) Letters of Recommendation when they seek employment
- (vii) Volunteer Spotlight in your organization/unit newsletter
- (viii) A card on the volunteer's birthday
- (ix) Saying "thank you"

b. Unit/Directorate/Organization Awards:

(1) Unit/Directorate/Organizational Awards are at the discretion of the organization. Unit/Directorate/Organizational Volunteer Standard Operational Procedures (SOP) should describe the organization/unit volunteer policy, volunteer job descriptions/job bank, and volunteer award recognition to include the awards criteria, components, approval authority, submission timeline, staffing channel, and the suggested award presentation.

c. Organizations can present awards informally, at unit/organization functions, or formal ceremonies.

d. Fort Bliss Installation Awards:

- (1) Ongoing Awards: Units award these at the discretion of the appropriate organizational levels (Company, Battalion, and Brigade).
 - a. Helping Hand Award
- (2) Quarterly:
 - a. Volunteer of the Quarter
- (3) Annually: These awards are given out during the Annual Volunteer Awards Ceremony.

e. FORSCOM: These awards can only be received once by an individual within their volunteer career:

- (1) FORSCOM Well Being Award
- (2) Dr. Mary E. Walker Award

f. Department of the Army Public Service Awards:

- (1) Decoration of Distinguished Civilian Service

- (2) Secretary of the Army Public Service Award
- (3) Outstanding Civilian Service Award
- (4) Emma Marie Baird Award for Outstanding Volunteer Service
- (5) Commander's Award for Public Service
- (6) Certificate of Appreciation for Patriotic Civilian Service
- (7) Civilian Award for Humanitarian Service
- (8) Department of the Army Certificate of Appreciation
- (9) Military Outstanding Volunteer Service Medal

g. Department of Defense Public Service Awards: These awards can only be received once by an individual within their volunteer career.

- (1) DOD Medal for Distinguished Public Service
- (2) Secretary of Defense Award for Outstanding Public Service

h. Branch Level Awards: Army Associations often offer awards for spouses.

i. Other Awards: Units can present these at their level.

2. Volunteer Recognition Requirements

a. In order for any volunteer to receive the above awards, they must:

(1) Be registered into the Volunteer Management Information System (VMIS) located on the www.myarmyonesource.com website. Unless requirements are waived by the Fort Bliss Commanding General for a specific award due to extenuating circumstances.

(2) Have input hours into VMIS.

(3) Meet the criteria required for the specific award(s).

(4) Have the proper requested documents submitted, i.e. memoranda, nomination form, citation, etc.

b. If the nominator is not sure on when or who to give the awards to, it is important to remember that not all awards align with the Calendar year or the Fiscal year, but are based on a volunteer's career. The individual volunteer **must** meet the specific criteria stated for each award stated in the following chapters.

3. Volunteer Recognition Recommendations

a. It is highly suggested to present volunteer awards at a special award ceremony or in front of the volunteer's peers.

b. If the volunteer is a Senior Advisor/Leader, present their award prior to a Change of Command, Change of Responsibility, or Retirement Ceremony.

c. The volunteer may only receive many of the awards once, therefore the recommender needs a list of all of the nominee's previous awards to help determine the type of award to submit. Suggest starting at the lowest level and working to the higher awards.

B. NOMINATING A VOLUNTEER

1. Preparing to Nominate a Volunteer: Writing a winning nomination does not have to be an overwhelming task. Keeping in mind a few of these tips can help you get started:

a. It is an acceptable practice to interview your nominee for information on what they do outside of your organization. Listen for information you can use and write down specific examples that will reinforce why you believe the volunteer deserves recognition this aids in gathering all of the important information you will need to write and submit the nomination.

b. First, focus on the nominee's volunteer work in your program, specifically the details explaining the program or services. Then describe the nominee's other volunteer work or leadership positions in order of importance.

c. Relevant information for your nomination will include:

- (1) Dates of volunteer service.
- (2) Organizations and positions held.
- (3) Previous awards or recognition received.
- (4) Numerical measures such as volunteer hours, group numbers (size), etc.
- (5) Special talents and skills that have contributed to their volunteer success.
- (6) Significant or overall impact of their services, changes effected.
- (7) Any obstacles or challenges in life of the nominee that motivated them to volunteer and how they overcame these obstacles as it relates to their volunteer activities.

2. Writing the Nomination

a. Begin with an outline. List the individual's regular duties, (the use of their volunteer position description is a good start) along with any extra duties or special projects they have worked on.

b. Read the nomination requirements carefully and be sure to include all required elements.

c. Provide complete information about the nominee and the organization the volunteer supported. It is important to tell the nominee's story as you would to a stranger.

d. Describe unique characteristics that set your nominee apart. Choose one or two qualities that make this person truly outstanding then give a specific example. (i.e., listening, team building, collaboration, creativity, professionalism, etc.)

- e. Use the volunteer's name only once. After that, refer to the volunteer as this volunteer, he, she, her, his, etc.
- f. Define acronyms if they are used.
- g. Verify all information on the form(s) before submission.

C. NARRATIVE WORDS

1. The following chart is a list of phrases to get started in writing awards for volunteers. This list contains examples and is not all-inclusive.

Masterful innovator	Relentless dedication
Advanced knowledge	Highly motivated
Strong initiative	Completely dependable
Unwavering dedication	Ultimate professional
Highly respected	Great enthusiasm
Skillful undertaking	Steadfast dedication
Tough competitor	Results oriented
Endless drive	Considerable talent
A self-starter	Tireless worker
Top professional	Valuable accomplishment
Overcomes adversity	Resilient and energetic
Always gives 100%	Exceptionally well organized
Resourceful and energetic	True team player
Composed under pressure	A role model
Professional pride	Gives extra effort
A driving force	Meets diverse challenges
Springs into action	Great personal drive
Actively seeks additional responsibility	Performance routinely exceeds standards
Intense desire to succeed	Ability to overcome obstacles
Self-reliant and dependable	Meticulous attention to detail
Maintains composure under pressure	Inexhaustible drive
Ignites enthusiasm in others	Goal oriented
Makes positive things happen	A "take charge" individual
Makes good things happen	Endless zeal and enthusiasm
Thrives on important responsibilities	Unyielding dedications and loyalty
Strong desire to excel	Epitomizes the highest standards
Seeks opportunities to grow	Great sense of responsibility
Irreplaceable source of knowledge	Always prepared and ready
Great strength of character	Tackles any assignment
Always sets the example	Energetic and helpful
Dedicated to highest standards	Accepts challenges with conviction
Achieves positive results	Persevering in all tasks
Proven performer under pressure	Tireless in efforts to excel
Successfully faced all challenges	Succeeds despite any diversity
Great self-control	Benchmark or excellence
Unending appetite for self-improvement	Productive worker
Without equal	Great foresight



III. FORT BLISS INSTALLATION AWARDS

A. FORT BLISS VOLUNTEER OF EXCELLENCE

1. **Award Purpose** – To recognize volunteer service for a major contribution to the mission of an Army activity, command, staff agency, and to the welfare of the Fort Bliss community.
2. **Nomination Prerequisites** – A nominee is chosen from the volunteers who have been chosen as the Fort Bliss Agency Volunteer of the Year.
3. **Award Description** - Trophy
4. **Nomination Procedures** – Chosen from Volunteers of the year by a blind site panel.
5. **Additional Information** – This award is given during National Volunteer Week.

B. FORT BLISS VOLUNTEER OF THE QUARTER

1. **Award Purpose** – This award is given to volunteers who have contributed to the mission of an Army activity, command, staff agency, welfare of Army personnel, or Soldiers who volunteer through Partners in Education.
2. **Nomination Prerequisites** – Awardees must have 25 hours in VMIS. May be awarded to an Active Duty Soldier, Family Member, or DA Civilian who works on the installation.
3. **Award Description** – This award consists of a certificate signed by the Garrison Commander, parking privileges at the Commissary for a period of three months and other goodies. Volunteers are recognized at the quarterly Garrison Award Ceremony.
4. **Approval Authority** – The approval authority for this award is any volunteer supervisor.
5. **Nomination Procedures** –
 - a. Nomination forms must be submitted to the Fort Bliss Army Volunteer Corps office by the deadline for each nomination period.

<u>Nomination Period</u>	<u>Nomination Due NLT</u>	<u>Ceremony</u>
October-December	COB Last Friday of December	January
January-March	COB Last Friday of March	April
April-June	COB Last Friday of June	July
July-September	COB Last Friday of September	October

- b. Awardees will be selected by a blind site panel.
 - c. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>
6. **Additional Information** – Three volunteers are recognized as the Fort Bliss Volunteer of the Quarter.

C. FORT BLISS VOLUNTEER OF THE YEAR

1. **Award Purpose** – This award is given to recognize one outstanding volunteer per Brigade or Volunteer Organization. The Volunteers are chosen by the Brigade or Volunteer Organization.
2. **Nomination Prerequisites** – Volunteers must have made an overall substantial contribution to the mission of an Army activity, Command, or Volunteer Agency. May be awarded to Soldiers, Family Members, or Civilians.
3. **Award Description** – This award consists of a coin and a trophy.
4. **Approval Authority** – The approval authority for this award is the Brigade Commander, Executive Director or President, or Directorate Chief.
5. **Nomination Procedures** –
 - a. Nominators should take the following criteria into consideration:
 - i. Longevity, team player, and leadership.
 - ii. Volunteer is recognized for individual contributions (this is not an agency award).
 - iii. Volunteer has an above average impact on the organization or agency served.
 - iv. Nomination has the approval of the chain of command of the nominating organization.
 - v. Volunteer must be a registered volunteer with the Fort Bliss Army Volunteer Corps office. While the nomination is not dependent on the number of hours served, the volunteer must have contributed hours submitted to the Fort Bliss Army Volunteer Corps office.
 - b. **Note:** Private organizations and Soldiers in Partners in Education will have their registration and hours verified by the Fort Bliss Army Volunteer Corps office.
 - c. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>
6. **Additional Information** -

This award is given during National Volunteer Week.

D. FORT BLISS OUTSTANDING YOUTH VOLUNTEER

- 1. Award Purpose** – This prestigious award is given to recognize the five most outstanding youth volunteers of the year.
- 2. Nomination Prerequisites** – This award may be awarded to unmarried youth ages 13-18.
- 3. Award Description** – This award consists of a coin and a trophy.
- 4. Approval Authority** – The approval authority for this award is any volunteer supervisor.
- 5. Nomination Procedures** –
 - a. Nominators should take the following criteria into consideration:
 - i. Volunteer has an above average impact on the organization or agency served.
 - ii. Nomination is not dependent on the number of hours served.
 - iii. Nomination has the approval of the chain of command of the nominating organization.
 - b. Volunteers will be chosen by the Fort Bliss ACS Advisory Council in a blind site panel.
 - c. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>
- 6. Additional Information** – This award will be given during National Volunteer Week.

E. FORT BLISS OUTSTANDING SOLDIER VOLUNTEER OF THE YEAR

- 1. Award Purpose** – This prestigious award is given to recognize the five most outstanding Soldier volunteers of the year.
- 2. Nomination Prerequisites** – This award may be given to Active, Reserve, or National Guard Soldiers. Volunteers must make an overall substantial contribution to the mission of an Army activity, Command or Staff Agency and to the quality of life within the Fort Bliss community.
- 3. Award Description** – This award consists of a coin and trophy.
- 4. Approval Authority** – The approval authority for this award is any volunteer supervisor.
- 5. Nomination Procedures** –
 - a. Nominators should take the following criteria into consideration:
 - i. Volunteer is recognized for individual contributions (this is not an agency award).
 - ii. Volunteer has an above average impact on the organization or agency served.
 - iii. Nomination has the approval of the chain of command of the nomination organization.
 - iv. Volunteer must be a registered volunteer with the Fort Bliss Army Volunteer Corps office. While the nomination is not dependent on the number of hours served, the volunteer must have contributed hours submitted to the Fort Bliss Army Volunteer Corps office.
 - b. **Note:** Volunteers with private organizations will have their hours verified by the Fort Bliss Army Volunteer Corps office.
 - c. Volunteers will be chosen by the Fort Bliss ACS Advisory Council in a blind panel.
 - d. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>
- 6. Additional Information** – This award is given during National Volunteer Week.

F. FORT BLISS OUTSTANDING VOLUNTEER FAMILY AWARD

- 1. Award Purpose** – The Fort Bliss Family Volunteer Award is given to recognize families who volunteer their time and talents to the Fort Bliss and/or the El Paso community in an effort to improve the Army well-being and the well-being of the Fort Bliss Community.
- 2. Nomination Prerequisites** – Active Duty, Reserve, National Guard, Retiree, DOD Civilian, and Civilian Families are eligible for this award. (Families are two or more members related by blood or law.)
- 3. Award Description** – This award consists of a trophy and coin.
- 4. Approval Authority** – The approval authority for this award is any volunteer supervisor.
- 5. Nomination Procedures** –
 - a. Nominators should take the following criteria into consideration:
 - i. Longevity, team player, and leadership.
 - ii. Volunteer is recognized for individual contributions (this is not an agency award).
 - iii. Volunteer has an above average impact on the organization or agency served.
 - iv. Nomination has the approval of the chain of command of the nominating organization.
 - v. Volunteer must be a registered volunteer with the Fort Bliss Army Volunteer Corps office. While the nomination is not dependent on the number of hours served, the volunteer must have contributed hours submitted to the Fort Bliss Army Volunteer Corps office.
 - b. Note: Private organizations and Soldiers in Partners in Education will have their registration and hours verified by the Fort Bliss Army Volunteer Corps office.
 - c. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>
- 6. Additional Information** – This award is presented at the Annual Volunteer Ceremony.

G. FORT BLISS OUTSTANDING AMBASSADOR AWARD

- 1. Award Purpose** – This award is given to recognize five outstanding volunteers who have exemplified community service in the El Paso Community.
- 2. Nomination Prerequisites** – May be awarded to an Active Duty Soldier, Family member, or DA Civilian who works on the installation.
- 3. Award Description** – This award consists of a coin and a trophy.
- 4. Approval Authority** – The approval authority for this award is any volunteer supervisor.
- 5. Nomination Procedures** –
 - a. Nominators should take the following criteria into consideration:
 - i. Volunteer has an above average impact on the organization or agency served.
 - ii. Nomination is not dependent on the number of hours served.
 - iii. Nomination has the approval of the chain of command of the nominating organization.
 - b. Volunteers will be chosen by the Fort Bliss ACS Advisory Council in a blind site panel.
 - c. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>
- 6. Additional Information** – This award is given during National Volunteer Week.

H. FORT BLISS PARTNERS IN EDUCATION

- 1. Award Purpose** – This award is given to Outstanding Partner in Education Units who made an outstanding impact in their partner schools.
- 2. Nomination Prerequisites** – May be awarded to any Partner in Education Unit. Up to ten Soldiers per Partner in Education category will be recognized at the Fort Bliss Awards Ceremony.
- 3. Award Description** – This award consists of a coin and a trophy.
- 4. Approval Authority** – N/A
- 5. Nomination Procedures** –
 - a. Awardees will be selected by a blind site panel.
 - b. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>
- 6. Additional Information** – This award is given during National Volunteer Week.

I. FORT BLISS HELPING HAND AWARD

- 1. Award Purpose** – This award is given to any person who has distinguished himself or herself by providing exceptionally meritorious volunteer service to the Fort Bliss Community.
- 2. Nomination Prerequisites** – Awardees must have 100 hours in VMIS
- 3. Award Description** – This award consists of a Helping Hand Award Certificate and Helping Hand Medallion.
- 4. Approval Authority** – Approval authority for this award is a Volunteer Supervisor, Company Commander, Battalion Commander, or above, Executive Director or President, or Directorate Chief.
- 5. Nomination Procedures** –
 - a.** This award may be presented any time during the year by a Battalion Commander or above or an agency director.
 - b.** Nominations must be received no later than 30 days prior to presentation to allow sufficient time for processing by the Fort Bliss Army Volunteer Corps office.
 - c.** Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on <http://bliss.armymwr.com/us/bliss/programs/army-volunteer-corps/>



IV. DEPARTMENT OF DEFENSE (DOD) LEVEL AWARDS.

A. DOD Medal for Distinguished Public Service

- 1. Award Purpose** – This is the highest honorary award presented by the DOD to private citizens. The DOD presents this award to private citizens who have performed distinguished service of significance to the DOD as a whole, who have performed meritorious service of such significance to the Department of the Army (DA) that recognition at Secretary of the Army (SA) level is considered insufficient; whose service or assistance was performed at considerable personal sacrifice and inconvenience and who were motivated by patriotism, good citizenship, and a sense of public responsibility.
- 2. Nomination Prerequisites** –
 - a. This award is appropriate for individuals who have performed distinguished service of significance to the DOD as a whole.
 - b. Individual must have performed meritorious service of such significance to DA that recognition at SA level is insufficient.
 - c. Individual performed service or assistance at considerable personal sacrifice and inconvenience.
 - d. Individual motivated by patriotism, good citizenship, and sense of public responsibility.
- 3. Award Description** – Award consists of a gold medal, a rosette, and a citation signed by the Secretary of Defense.
- 4. Approval Authority** – Approval authority for this award is the Secretary of Defense
- 5. Nomination Procedures** –
 - a. Nominator will submit the nomination in letter form, double-spaced, not to exceed 125 words.
 - b. Nomination must include documentation giving factual evidence that the nominee provided distinguished service or assistance of such exceptional significance to the Department of Defense which may have been at considerable personal sacrifice and inconvenience and motivated by patriotism, good citizenship, and sense of public responsibility.
 - c. Nominations will be submitted through command channels to FORSCOM and then the Executive Secretary, Army Incentives Award Board (AIAB).
- 6. Additional Information** – Reference: DA PAM 672-20 paragraph 5-4

B. Secretary of Defense Award for Outstanding Public Service

- 1. Award Purpose** – This is the second highest award presented by DOD to private citizens. It is presented to private citizens whose contributions, assistance, or support to DOD functions are extensive enough to warrant recognition beyond the DA Level, but are of a more limited scope or impact than that required for award of the DOD Medal for Distinguished Public Service.
- 2. Award Description** – Award consists of a silver medal, a rosette, and citation signed by the Secretary of Defense.
- 3. Approval Authority** – Approval authority for this award is the Executive Secretary of the United States.
- 4. Nomination Procedures** –
 - d.** Nominator will submit the nomination in letter form and nomination must include documentation giving factual evidence that the nominee provided a highly significant service. A proposed citation, not to exceed 125 words, will be included with in the nomination.
 - e.** Nominator will submit the nomination through command channels to FORSCOM and then the Executive Secretary, Army Incentives Award Board (AIAB).
 - f.** Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
 - g.** Recommendations for this award may be submitted by MACOM commanders.
- 5. Additional Information**
 - a.** Reference: AR 672-20 DA PAM 672-20: 5-5

C. Decoration for Distinguished Civilian Service

- 1. Award Purpose –** Awarded to those who provide distinguished service and make a substantial contribution to the accomplishment of the Army mission.
- 2. Nomination Prerequisites –**
 - a.** This award may be awarded to civilians not employed by the Army or an Army contractor. Federal Government officials at the policy development level or technical personnel who serve the Army in an advisory capacity or as consultants
 - b.** This award is appropriate for individuals who provide support to a deployed unit.
- 3. Award Description –** This award consists of gold medal, lapel button, and citation certificate.
- 4. Approval Authority –** The approval authority for this award is the Secretary of the Army.
- 5. Nomination Procedures –**
 - a.** All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries
 - b.** On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c.** On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
 - d.** The submitting unit will process through the appropriate chain of command through DIV G-1 and to the DIV Commanding General (CG). Upon approval of the nomination by the CG, G-1 will forward the award to the Secretary of the Army via FORSCOM.
 - e.** Once approved, G-1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award to the awardee's VMIS account.
- 6. Additional Information –**
 - a.** Reference: AR 672-20 paragraph 9-3, DA PAM 672-20, paragraph 5-6

D. Secretary of the Army Public Service Award

- 1. Award Purpose –** Awarded to those who provide exceptional public service to the Army deserving of greater recognition than an award that can be granted by a MACOM Commander.
- 2. Nomination Prerequisites –**
 - a. This award is appropriate for military spouses.
- 3. Award Description –** This award consists of a silver medal, lapel button, and citation certificate.
- 4. Approval Authority –** The approval authority for this award is the Secretary of the Army.
- 5. Nomination Procedures –**
 - a. All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.
 - b. On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
 - d. The submitting unit will process through the appropriate chain of command to DIV G-1 to the DIV Commanding General (CG). Upon approval of the nomination by the CG, G-1 will forward the award to the Secretary of the Army via FORSCOM.
 - e. Once approved, G-1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a. Reference: AR672-20, paragraph 9-3

E. Outstanding Civilian Service Award

- 1. Award Purpose –** This award is for outstanding service that makes a substantial contribution of significance to FORSCOM OR MACOM.
- 2. Nomination Prerequisites –**
 - a.** This award may be awarded to civilians not employed by the Army or Army contractors; Federal Government officials at the policy development level; and technical personnel who serve the Army in an advisory capacity or as consultants.
- 3. Award Description –** This award consists of a bronze medal lapel button, and citation certificate.
- 4. Approval Authority –** The approval authority for this award is any Commander in the rank of Major General or above.
- 5. Nomination Procedures –**
 - a.** All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.
 - b.** On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c.** On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
 - d.** The submitting unit will process through the appropriate chain of command to DIV G-1 for the DIV CG's approval.
 - e.** Once approved, G-1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a.** Reference: DA PAM 672-20, paragraph 9-3

F. Emma Marie Baird Award for Outstanding Volunteer Service

- 1. Award Purpose –** This award is intended to represent DA recognition of volunteers who have contributed outstanding service to Army Community Service (ACS) and/or a Family Readiness Group (FRG).
- 2. Nomination Prerequisites –**
 - a. Volunteer must have volunteered in ACS and/or served in an FRG Leadership position for at least five years.
 - b. Volunteered a minimum of 3,750 hours.
 - c. Nomination must cover a minimum period of one year of service with the unit or agency submitting the nomination.
- 3. Award Description –** This award consists of a lapel pin having the image of LTC Emma Marie Baird and citation signed by the Army Chief of Staff.
- 4. Approval Authority –** Approval authority for this award is the Garrison Commander.
- 5. Nomination Procedures –**
 - a. Nominator will complete nomination packet by July annual deadline.
 - b. Packet will include nominee's previous awards, contributions made to ACS and/or FRG, and other community contributions. Attach a copy of the Volunteer Agreement Form, DA Form 1253, position description, and service record of the nominee, to include hours volunteered year to date.
 - c. Nominator will prepare a double-spaced proposed citation with no more than 90 words that highlights the significance of the individual's achievements.
 - d. Once approved, G-1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a. Additional information can be accessed by using the following link:
<https://www.myarmyonesource.com/familyprogramsandservices/volunteering/awards/emmamariebairdaward/background.aspx>

G. Dr. Mary E. Walker Award *

1. **Award Purpose** – This award is a reward for Army Spouses whose achievements and performance merit special recognition. The Dr. Mary E. Walker (DRMEW) award is a means of recognizing those who have contributed significantly to the quality of life for soldiers, exemplifying personal concern for the needs, training, development, and welfare of Soldiers and concern for Families of Soldiers.
2. **Nomination Prerequisites** –
 - a. Spouses of Active Army, Army National Guard, and Army Reserve Soldiers of all ranks are eligible.
 - b. All eligible volunteers will have equal eligibility without consideration of military member's rank or position.
 - c. Nomination must cover a minimum period of one year of service with the unit or agency submitting the nomination.
3. **Award Description** – This award consists of a medallion and a certificate
4. **Approval Authority** – The Sergeant Audie Murphy Club (SAMC) Board has approval authority for the award.
5. **Nomination Procedures** – The award selection process will be in three phases. (Following Forscom Reg 215-5 and will correspond with the SAMC selection process)
 - a. Phase 1 - Nomination: Anyone may nominate an eligible individual to the unit senior NCO. The senior NCO will screen and evaluate nomination packets prior to forwarding to initial SAMC selection board. Nomination packets will include the individual's identification, documentation of volunteer acts/service and justification for nomination.
 - b. Phase 2 - SAMC Initial Selection Board: The nomination packet(s) will be forwarded for review to the unit level initial SAMC selection board conducted under the direction of the unit senior NCO. DRMEW award nomination packets selected to continue will be forwarded to the SAMC final selection board.
 - c. Phase 3 - SAMC Final Selection Board: Will review DRMEW award nomination packets and determine if the volunteer warrants selection for the DRMEW award. Quotas will not be established. At any level of review, nomination packets not meeting required standards for the DRMEW award will be reviewed to determine appropriate local recognition for the volunteer's contribution(s).

- d.** The final selection board need not select candidates if they do not meet required standards. Nomination packets of selected volunteers will be retained by Final Selection Board; a memo/letter will be forwarded to the FORSCOM CSM with SAMC board DRMEW award results. The DRMEW award will be presented at local SAMC induction ceremony or other such ceremony commensurate with this level of award.

6. Additional Information –

- a.** Awardee can receive award one time.
- b.** Reference: FORSCOM Regulation 215-5

H. Commander's Award for Public Service

- 1. Award Purpose –** Awarded to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command or staff agency.
- 2. Nomination Prerequisites –**
 - a. This award is an ARCOM level award and is appropriate for individuals who provide support to units and/or the community over a sustained period in areas of responsibility that provide significant contributions and meritorious service to the unit, Soldiers and their Families and/or the civilian community
 - b. May be awarded to civilians not employed by the Army or Army contractors; Federal Government officials at the policy development level; or technical personnel who serve the Army in any capacity or as consultants.
 - c. Nomination must cover a minimum period of one year of service with the unit or agency submitting the nomination.
- 3. Award Description –** This award consists of a bronze medal, lapel button, and certificate.
- 4. Approval Authority –** Commander (O-6 or above), a Commander exercising court-martial authority, a principal official of HQDA staff agencies, or officials of general officer or SES rank are all approval authorities for this award.
- 5. Nomination Procedures –**
 - a. Nominators must submit nomination on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.
 - b. On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
 - d. If applicable Battalion Commanders should provide endorsement via memorandum.
 - e. Submit packet to the appropriate O-6 Command level S-1.
 - f. Once approved, S1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a. Reference: AR 662-20, paragraph 9-4

I. Certificate of Appreciation for Patriotic Civilian Service

- 1. Award Purpose –** This award recognizes civilian patriotic service that contributes to the mission of an Army activity, command, and staff agency or the welfare of Army personnel. This award is an Army Achievement Medal (AAM) equivalent award and is appropriate for individuals who provide support to units and/or the community over a sustained period or for an individual act that provides a significant contribution or service to the unit, Soldiers and their Families and/or the civilian community.
- 2. Nomination Prerequisites –**
 - a.** May be awarded to civilians not employed by the Army or Army contractors or officials of DA at the policy development or approval level.
 - b.** It may also be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units.
- 3. Award Description –** This award consists of a lapel button and certificate when awarded to individuals. Group awards will consist of certificate only.
- 4. Approval Authority –** Commander (O-5 and above) are approval authorities for this award.
- 5. Nomination Procedures –**
 - a.** Nominators must submit nomination on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.
 - b.** On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c.** On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
 - d.** Submit packet to the appropriate O-5 Command level S-1.
 - e.** Once approved, S1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a.** Reference: AR 672-20, paragraph 9-5.

J. Civilian Award for Humanitarian Service

- 1. Award Purpose –** Awarded for a period of service during which the individual performed significant humanitarian actions, deed, or achievements.
- 2. Nomination Prerequisites –**
 - a. May be awarded to private citizens of the United States as well as private citizens or government officials of foreign nations.
 - b. It may also be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units.
- 3. Award Description –** This award consists of a medal, lapel button, and certificate.
- 4. Approval Authority –** The approval authority for this award is any Commander at the MACOM level or higher. Achievements deserving DA-Wide recognition should be submitted to the Secretary of the Army for approval.
- 5. Nomination Procedures –**
 - a. All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.
 - b. On a plain sheet of paper, provide a 1-2 page narrative justification and a proposed citation (5-6 lines maximum).
 - c. Packet will include nominee's previous awards, contributions made to ACS and/or FRG, and other community contributions. Attach a copy of the Volunteer Agreement Form, DA Form 1253, position description, and service record of the nominee, to include hours volunteered.
 - d. Battalion and Brigade level Commanders must provide endorsement via memorandum.
 - e. The submitting unit will process through to the appropriate chain of command to DIV G1 to the DIV Commanding General (CG). Upon approval of the nomination by the CG, G1 will route the award to FORSCOM.
 - f. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a. Reference: AR 672-20, paragraph 9-6

K. Department of the Army Certificate of Appreciation

- 1. Award Purpose –** This award is used to recognize the accomplishments of private citizens when a higher-level award is not appropriate. May be awarded to civilians not employed by the Army or Army contractors. The certificate may also be overprinted for particular groups or events at the discretion of the Commander.
- 2. Nomination Prerequisites –** None
- 3. Award Description –** This award consists of a certificate.
- 4. Approval Authority –** The approval authority for this award is any local Commander.
- 5. Nomination Procedures –**
 - a.** All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.
 - b.** On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c.** On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
 - d.** The submitting unit will process through the appropriate chain of command to award packet to the appropriate local Commander.
 - e.** Once approved, the unit will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a.** Reference: AR 672-20, paragraph 9-7

L. Military Outstanding Volunteer Services Medal

- 1. Award Purpose –** Awarded to Service Members who volunteer services to the civilian and/or military community that are significant in nature and produce tangible results. It must also reflect favorably on the Military Service and the Department of Defense and be of a sustained and direct nature.
- 2. Nomination Prerequisites –**
 - a. Awardee must be a member of the Armed Services and their Reserve Components.
 - b. Awardee must have at least 500 hours of documented volunteer service.
- 3. Award Description –** Award consists of a medal and citation certificate.
- 4. Approval Authority –** The approval authority for this award is the Commander in the rank of Brigadier General or above.
- 5. Nomination Procedures –**
 - a. Nominator will submit Award recommendations on DA Form 638.
 - b. Submit recommendations for award to the S1 Awards sections.
 - c. Recommender must certify that nominee meets eligibility criteria for the award and may include substantiating documentation attached to the DA Form 638.
- 6. Additional Information –**
 - a. Reference: AR 600-8-22, paragraph 2-16

M. FORSCOM Well Being Award

- 1. Award Purpose –** This award is a reward for Army Spouses/Family members whose achievements and performance merit special recognition. This award is a means of recognizing those who have contributed significantly to the well-being of Soldiers and their Families during mobilizations or deployments through Family Readiness Group (FRG) participation.
- 2. Nomination Prerequisites –**
 - a.** Awardee must be Spouses or other Family Members of Active Army, Army National Guard, and Army Reserve Soldiers of all ranks.
- 3. Award Description –** This award consists of a medal and certificate.
- 4. Approval Authority –** The approval authority for this award is the FORSCOM/Local Commander.
- 5. Nomination Procedures –**
 - a.** All nominations should be forwarded in progression following issuance of all applicable local installations/Senior Commander awards to G1.
 - b.** Include the following with the nomination packet:
 - 1.** A justification clearly specifying the exceptional volunteer contribution that warrants Army Command (ACOM)
 - 2.** A document delineating that eligibility criteria have been met; the signature of the installation/Senior Commander;
 - 3.** A list of previously received awards
 - 4.** The date of desired presentation.
 - c.** G1 will forward nomination packets, allowing a minimum of 30 days to process, by memorandum to Commander, U.S. Army Forces Command (AFPE-HR), 1777 Hardee Ave. SW, Fort McPherson, GA 300330-1062.
 - d.** Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.
- 6. Additional Information –**
 - a.** Reference: FORSCOM Regulation 215-9



V. BRANCH LEVEL AWARDS

A. Air Defense Artillery Branch

1. The Ancient Order of Saint Barbara

- a. Award Purpose –** This award recognizes those Air Defense Artillery Association (ADAA) Members who stand above their peers in the Honorable Order. The general criteria for accession into the Ancient Order are to have made extraordinary contributions through long-term service for, on behalf of, the United States Army Air Defense Artillery branch.
- b. Nomination Prerequisites –**
 - (1) The Ancient Order is reserved for those ADAA members whose careers have embodied the spirit, dignity, sense of sacrifice and commitment epitomized by Saint Barbara.
 - (2) Membership in the Honorable Order of Saint Barbara is not a prerequisite for membership in the Ancient Order.
- c. Award Description –** This award consists of a medallion and a certificate.
- d. Approval Authority –** The approval authorities for this award are the Air Defense Artillery Board of Colonels and the Commanding General.
- e. Nomination Procedures –**
 - (1) Fill out all the information on the nomination order form.
 - (2) A short synopsis of the nominee's military and educational career, highlighting major contributions to the branch, must be included in the memorandum.
 - (3) Nominations should be received at least six weeks prior to the date requested on the award.
- f. Additional Information –**
 - (1) Access additional information at the following link:
<http://sill-www.army.mil/ADASchool/docs/ADAA-Awards-process.pdf>

2. The Honorable Order of Saint Barbara

- a. Award Purpose –** The Honorable Order recognizes those individuals who have demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of competence and served the United States Army Air Defense Artillery Branch with selflessness.
- b. Nomination Prerequisites –**
 - (1) The nominee must serve in the ADA Branch.
 - (2) This award is open to those who have significantly contributed in ways that stand out in the eyes of the recipient's seniors.
- c. Award Description –** This award consists of a medallion and a certificate.
- d. Approval Authority –** The approval authority for this award are the Air Defense Artillery Board of Colonels and the Commanding General.
- e. Nomination Procedures –**
 - (1) Fill out all the information on the nomination order form.
 - (2) Nominations should be received at least six weeks prior to the date requested on the reward.
- f. Additional Information –**
 - (1) Access additional information at the following link:
<http://sill-www.army.mil/ADASchool/docs/ADAA-Award-process.pdf>

3. Molly Pitcher Award

- a. **Award Purpose** – The Artillery Order of Molly Pitcher recognizes individuals who have voluntarily contributed in a significant way to the improvement of the Field Artillery Community.
- b. **Nomination Prerequisites** –
 - (1) The nominee must serve in the ADA Branch
 - (2) This award is open to those who have significantly contributed in ways that stand out in the eyes of the recipient's seniors.
 - (3) Membership in the Honorable Order of Saint Barbara is not a prerequisite for membership in the Ancient Order.
- c. **Award Description** – This award consists of a medallion and a certificate.
- d. **Approval Authority** – The approval authority for this award is the Field Artillery Commander, LTC or above.
- e. **Nomination Procedures** –
 - (1) Approval authority, nominator, and nominee must be members of the United States Field Artillery Association (if not, cost of award will include membership).
 - (2) Complete nomination form and return for processing NLT one month before award ceremony.
 - (3) **Additional Information** – Access additional information at the following link: <http://sill-www.army.mil/ADASchool/docs/ADAA-Award-process.pdf>

B. Armor Branch

1. Order of Saint Joan D’Arc

- a. Award Purpose –** This award is given to honor ladies who voluntarily contributed significantly to the moral, spirit, and welfare of Armor or Cavalry units and communities. Such voluntary contributions should exemplify the spirit of the Order’s namesake in such service to others.
- b. Nomination Prerequisites –**
 - (1)** The award nominee must have provided contributions that contributed significantly to the morale, spirit, and welfare of Armor or Cavalry units and communities.
- c. Award Description –** Award consists of a certificate bearing the signatures of the President of the Army Association and the Chief of Armor, and silver medallion suspended from a yellow ribbon.
- d. Approval Authority –** The approval authority for this award is the First Armor Colonel in the command. For units without an Armor chain of command such as separate units, ROTC, staffs, etc. an endorsement from the Senior Armor Officer will suffice.
- e. Nomination Procedures –**
 - (1)** Fill out all the information on the nomination order form.
 - (2)** Nomination packets must arrive at Fort Knox 3-4 weeks in advance of presentation and must include:
 - i.** A letter of nomination that details the nominee’s significant contributions
 - ii.** Submit payment to:
<http://cavalryandarmor.com/Awards/StJoanDArc.aspx>
 - iii.** Endorsement from the First Armor Colonel (O-6) in the chain of command, approving the award. Such an endorsement will indicate that it is from the Senior Armor Officer available.
 - (3)** The National Executive Director will send the completed award through the endorsing individual to the person making the nomination and add the awardee’s name to the roster of distinguished ladies.
 - (4) Additional Information –** Access additional information at the following link: <http://cavalryandarmor.com/Awards/StJoanDArc.aspx>

C. Army Aviation Corps

1. Order of our Lady of Loreto

- a. Award Purpose** – This award celebrates the sacrifice, support, security, and caring provided by those at home and in the larger Army Aviation Community that make it possible for Army Aviation Soldiers to accomplish their mission despite changes in circumstances, location and separation from loved ones.
- b. Nomination Prerequisites** –
 - (1) The nominee must demonstrate conspicuous contributions to support the Army Aviation family and community.
- c. Award Description** – Award consists of a certificate and a lapel pin.
- d. Approval Authority** – Approval of this award is the President of the local Chapter or the National Executive Board.
- e. Nomination Procedures** –
 - (1) Submit the official nomination form to Army Aviation Association of America.
 - (2) Submit a brief outline of not more than 100 words citing the main reason(s) for the nomination. The nominator may attach additional supporting information but the attachment is limited to 1,500 words or three pages whichever is greater.
 - (3) The nomination should include a photograph of the nominee of any size.
 - (4) Packets should allow for 30-60 days for processing.
 - (5) **Additional Information** – Access additional information at the following link: Army Aviation Association of America Chapter, www.quad-a.org

2. Anne Morrow Lindburgh Award

- a. **Award Purpose** – This award recognizes individuals who have voluntarily contributed significantly to the improvement of the active duty aviation community over a long period of time.
- b. **Nomination Prerequisites** –
 - (1) Nominees must demonstrate the highest standards of integrity and moral character, display an outstanding degree of personal ethics, and selflessly serve the Aviation Community with distinction.
 - (2) A nominee for the Order of Anne Morrow Lindbergh should be a Spouse or Family Member who has given of their team to support the community. This support must contribute significantly to the overall improvement, well-being, or quality of life for members of their community.
 - (3) This award should cover service over an extended period of time or a career.
- c. **Award Description** – This award consists of a certificate, a biographical description of Anne Morrow Lindbergh, and a lapel pin.
- d. **Approval Authority** – The approval authority for the Order of Anne Morrow Lindbergh is the Commanding General, United States Army Aviation Center of Excellence, and should be submitted by Brigade Commander or Executive Director or President.
- e. **Nomination Procedures** –
 - (1) Units may submit award nominations any time as long as a unit or agency stays within the criteria of only one award per Battalion, Squadron, Brigade Headquarters, and separate Battalion size agency per calendar year.
 - (2) Units should route the submission of the nomination packet through the supervising Brigade/Colonel level Commander.
 - (3) Units can obtain official nomination packets from the Aviation proponent Office.
- f. **Additional Information** –
 - (1) Anne Morrow Lindburgh Template Appendix 6 Annex A
 - (2) Access additional information at the following link:
Army Aviation Association of America Chapter, www.quad-a.org

D. Chemical Corps

1. Carol Ann Watson Spouse

- a. Award Purpose –** This award is given to honor Spouses who have voluntarily provided significant contribution and support to the Chemical Corps, a Chemical Unit, Chemical Families, or a community.
- b. Nomination Prerequisites –**
 - (1) To be eligible you must be a Spouse of a Chemical Corps Soldier or a civilian associated with service to the Chemical Corps and/or CBRN readiness.
- c. Award Description –** This award consists of an Official Medallion (bronze in color) with distinctive neck ribbon and a certificate.
- d. Approval Authority –** Approval authority for this award is the first Chemical Corps O-6 in the Chain of Command or a current member of the CCRA or by an Officer of the CCRA.
- e. Nomination Procedures –**
 - (1) Nominations will include name and information of requestor, name and information of the nominee, and date of request.
 - (2) Nomination will also include a (1-2) page justification/biography of the nominee.
- f. Additional Information –**
 - (1) Access additional information at the following link:
www.chemical-corps.org/honors/cawsa.htm

E. Corps of Engineers

1. Essayons Award

- a. Award Purpose –** This award pays homage to all the great Spouses across the Engineer Regiment. The Army Engineer Association (AEA) established the Essayons Award to honor Spouses who have voluntarily made significant contributions to the morale, welfare, and spirit of Engineer units and organizations.
- b. Nomination Prerequisites –**
 - (1) Spouses of Engineer Soldiers or Engineer DOD Civilians, to include Spouses of retired individuals, are eligible for this award.
 - (2) The nominee's Spouse should be a member of AEA.
 - (3) The nominee should be a Spouse who has voluntarily provided significant contributions and support to the Engineer Corps, Engineer units, Engineer Families, and/or multiple communities.
 - (4) Most importantly, the Spouse must possess qualities that set the individual apart from other Engineer Corps Spouses or their peers.
- c. Award Description –** This award consists of a medal.
- d. Approval Authority –** The approval authority for this award is Engineer School Commandant or Chief of Engineers.
- e. Nomination Procedures –**
 - (1) Colonel or Senior Executive Service must endorse nominations.
 - (2) Application forms available on website.
 - (3) Allow four weeks to process application.
- f. Additional Information –**
 - (1) Access additional information at the following link:
http://www.armyengineer.com/aea_awards.html

F. Field Artillery

1. The Ancient Order of Saint Barbara

- a. Award Purpose –** This award recognizes those Field Artillery Association (FAA) Members who stand above their peers in the Honorable Order. The general criteria for accession into the Ancient Order are to have made extraordinary contributions through long-term service for, on behalf of, the United States Army Field Artillery branch.
- b. Nomination Prerequisites –**
 - (1) The Ancient Order is reserved for those FAA members whose careers have embodied the spirit, dignity, sense of sacrifice and commitment epitomized by Saint Barbara.
 - (2) Membership in the Honorable Order of Saint Barbara is not a prerequisite for membership in the Ancient Order.
- c. Award Description –** This award consists of a medallion and a certificate.
- d. Approval Authority –** Commanding General of the Fires Center of Excellence at Fort Sill.
- e. Nomination Procedures –**
 - (1) Fill out all the information on the nomination order form.
 - (2) A short synopsis of the nominee's military and educational career, highlighting major contributions to the branch, must be included in the memorandum.
 - (3) Nominations should be received at least six weeks prior to the date requested on the award.
- f. Additional Information –**

Access additional information at the following link
http://fieldartillery.org/usfaa_awards/index.html

2. The Honorable Order of Saint Barbara

- a. Award Purpose** – The Honorable Order recognizes those individuals who have demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of competence and served the United States Army Field Artillery Branch with selflessness.
- b. Nomination Prerequisites** –
 - (1) The nominee must serve in the FA Branch.
 - (2) This award is open to those who have significantly contributed in ways that stand out in the eyes of the recipient's seniors.
- c. Award Description** – This award consists of a medallion and a certificate.
- d. Approval Authority** – Field Artillery commanders who are O-6 or above in current command.
- e. Nomination Procedures** –
 - (1) Fill out all the information on the nomination order form.
 - (2) Nominations should be received at least six weeks prior to the date requested on the award.
- f. Additional Information** –

Access additional information at the following link
http://fieldartillery.org/usfaa_awards/index.html

3. Molly Pitcher Award

- a. **Award Purpose** – The Artillery Order of Molly Pitcher recognizes individuals who have voluntarily contributed in a significant way to the improvement of the Field Artillery Community.
- b. **Nomination Prerequisites** –
 - (1) This award is open to those who have significantly contributed to the improvement of the Field Artillery Community.
- c. **Award Description** – This award consists of a medallion and a certificate.
- d. **Approval Authority** – Field Artillery commanders who are O-6 or above in current command are approval authorities for this award.
- e. **Nomination Procedures** –
 - (1) Approval authority, nominator, and nominee must be members of the United States Field Artillery Association otherwise membership will be included in the cost of the award.
 - (2) Complete nomination form and return for processing NLT one month before award ceremony.
- f. **Additional Information** –
 - (1) Access additional information at nomination packets at the following link: http://fieldartillery.org/usfaa_awards/index.html

G. Infantry

1. Shield of Sparta-Heroine of the Infantry

- a. Award Purpose –** The National Infantry Association and the Infantry Community award Shield of Sparta to a Spouse who has contributed significantly to the Infantry and whose contributions deserve special recognition.
- b. Nomination Prerequisites –**
 - (1) Units may award an Infantry Spouse or other esteemed lady in a support role.
- c. Award Description –** This award consists of a medallion.
- d. Approval Authority –** The approval authority for this award is National Infantry Association.
- e. Nomination Procedures –**
 - (1) Nominator must be a member of the National Infantry Association.
 - (2) Download nomination form from website.
 - (3) An award panel will review and approve nominations.
- f. Additional Information –**
 - (1) Access additional information at nomination packets at the following link: <http://www.infantryassn.com/pages/awards.html>

H. Military Intelligence Corps

1. Golden Rose Award

- a. Award Purpose** – The award is intended to recognize a spouse whose volunteer service contributes substantially to the mission accomplishment of a military intelligence unit, activity, commander, or staff agency.
- b. Nomination Prerequisites** –
 - (1) May be awarded to an Infantry Spouse or other esteemed lady in a support role.
- c. Award Description** – This award consists of a medallion.
- d. Approval Authority** – The approval authority must be a member in good standing with Military Intelligence Corps Association (MICA) and must be a Military Intelligence LTC or above or the President of an active MICA Chapter.
- e. Nomination Procedures** –
 - (1) Forms and instructions are available on the website on how to nominate an individual. Nominator must be a member of the National Infantry Association.
 - (2) Download nomination form from website.
 - (3) An award panel will review and approve nominations.
- f. Additional Information** –

Access additional information at nomination packets at the following link: MICA, www.micorps.org or contact administrator@micorps.org

I. Military Police Corps

1. Order of the Vivandieres

- a. Award Purpose** – This award is designed to honor spouses who voluntarily make significant contributions to the morale, welfare, and spirit of Soldiers and Family Members in their unit of the Military Police Corps Regiment (MPRA).
- b. Nomination Prerequisites** –
 - (1) Nominee must be a Spouse of an Active Duty, Reserve, or National Guard Soldier who is a current MPRA member.
- c. Award Description** – This award consists of a medallion.
- d. Approval Authority** – Approval for this nomination is Military Police Colonel who is a current MPRA member.
- e. Nomination Procedures** –
 - (1) Nominee must meet the criteria for each level of the award.
 - (2) Nominations will contain an application, and a one-page narrative.
 - (3) Units will process through appropriate chain of command.
- f. Additional Information** –

Access additional information at nomination packets at the following link:
<http://www.mpraonline.org>

J. Ordnance Corps

1. Keeper of the Flame

- a. Award Purpose –** The purpose of the Ordnance Corps Association's Keeper of the Flame award is to recognize and show our appreciation for the invaluable service Ordnance Spouses provide to our Corps.
- b. Nomination Prerequisites –**
 - (1) Nominee must be a Spouse of an Active Duty, Reserve, or National Guard Soldier who is a current MPRA member.
- c. Award Description –** This award consists of a medallion.
- d. Approval Authority –** The approval authority is delegated to Ordnance General Officers and Colonels (O-6) respectively. When there is not an Ordnance General or Colonel available in the nominee's organization, the nomination must be endorsed by the nominator's Commander and submitted to the Ordnance Corps Association. The Association will then reviews and coordinate approval by the Chief of Ordnance.
- e. Nomination Procedures –**
 - (1) Any member of the Ordnance Corps may nominate a qualified candidate for the Keeper of the Flame.
 - (2) Nominators may use the Ordnance Corps Association's Keeper of the Flame nomination form or a reasonable facsimile. The nominator must provide a minimum of five concise bullet type comments or a maximum one-page justification, which articulates the candidate's significant contributions to the Ordnance Corps, over a sustained period. The nomination form must also include the full name, rank, phone number, and mailing address of the nominator, and the endorser or approval authority as appropriate.
 - (3) The nomination must be received no later than four weeks prior to the projected presentation date. It is expected that recipients will be presented the Keeper of the Flame during an appropriate and dignified ceremony.
- f. Additional Information –**

Access additional information at nomination packets at the following link:
<http://www.usaocaweb.org/awards/htm#>

K. Quartermaster Corps

1. Catharine Littlefield Greene Award

- a. Award Purpose –** This award is given to recognize significant contributions and support provided by Quartermaster Spouses.
- b. Nomination Prerequisites –**
 - (1)** The nominee must be the Spouse of a Quartermaster Soldier or Civilian.
 - (2)** The nominee's spouse must be a member of Association of Quartermasters.
 - (3)** The nominee must have provided a significant contribution or support to the Quartermaster Corps, a unit, a community or to their Spouse that is of a nature that emulates Mrs. Catharine Greene and is distinguishing from other Spouse contributions.
- c. Award Description –** This award consists of a certificate and medallion.
- d. Approval Authority –**The Quartermaster General has delegated approval authority of the Catharine Greene award to Quartermaster Corps General Officers and Quartermaster Colonels (06) in command respectively. If there is not a Quartermaster General or Colonel available in the nominee's organization, then the nomination must be endorsed by the nominator's commander and submitted to the Association of Quartermasters. The Association will then review the packet and coordinate with the Quartermaster General for further review and approval.
- e. Nomination Procedures –**
 - (1)** Pay for the award and complete the nomination packet on the website.
 - (2)** Nominating one's own Spouse is highly discouraged.
- f. Additional Information –**

Access additional information at nomination packets at the following link:
http://www.associationofquartermasters.com/cg_award.htm

L. Signal Corps

1. Wahatchee

- a. Award Purpose –** The Wahatchee Award, named for Georgia patriot Nancy Hart, is a Signal Corps award given to people who exemplify the volunteer spirit and have given the Corps long-term service.
- b. Nomination Prerequisites –**
 - (1)** The award has two levels, Silver and Bronze, paralleling the Order of Mercury.
 - i.** The Bronze Wahatchee is for individuals who have voluntarily contributed in a significant way to the improvement of the Signal Corps community.
 - ii.** The Silver Wahatchee is for individuals who have voluntarily contributed significant, long-term service to the improvement of the Signal Corps community.
- c. Award Description –** This award consists of a Silver and Bronze medal, pin, and certificate.
- d. Approval Authority –** Approval authority for the Bronze Wahatchee may be a Signal Corps Lieutenant Colonel in Command, a Colonel, or a General Officer. If no Officer is available, the approval authority may be the national Signal Corps Regimental Association (SCRA) award board. Approving authority for the Silver Wahatchee is the national SCRA award board.
- e. Nomination Procedures –**
 - (1)** The nomination packet for the Bronze and Silver Wahatchee award should include the following:
 - i.** A cover memorandum from the nominator
 - ii.** A one-page justification which details the nominee's contributions to the Signal Corps community
 - iii.** A point of contact with complete mailing address and desired presentation date; and payment for the award.
 - (2)** Pay for the award and complete the nomination packet on the website.
- f. Additional Information –**

Access additional information at nomination packets at the following link:
<http://www.signalcorps.org/awards.htm>

2. Order of Mercury

- a. **Award Purpose** – The Order of Mercury is a two-level award, Silver and Bronze, awarded to members of the Signal Corps Regimental Association (SCRA) in good standing. The Silver Order of Mercury is SCRA's highest award, given to people who stand above their peers and have made conspicuous, long-term, significant contributions to the Signal Regiment and the Signal Corps Regimental Association.
- b. **Nomination Prerequisites** –
 - (1) The award has two levels, Silver and Bronze.
 - (2) This award may be given to any member of the SCRA of any rank or grade, military, military retiree, DA Civilian, or civilian, serving in any capacity in support of our Regiment.
- c. **Award Description** – This award consists of a certificate with either a silver or bronze medal.
- d. **Approval Authority** – Approval authority is the SCRA National Awards Board.
- e. **Nomination Procedures** –
 - (1) To nominate someone for a Silver Order of Mercury, prepare a detailed one-page justification and obtain the endorsement of a Signal Corps Colonel or General Officer.
 - (2) Forward the nomination with justification, along with \$35 payment for the award, to SCRA National Headquarters. The packet should arrive at SCRA National Headquarters no later than four weeks prior to the desired presentation date.
 - (3) To nominate someone for the Bronze Order of Mercury, prepare a detailed one-page justification and obtain approval from the approving authority—any Signal Corps Colonel or General Officer who is an active SCRA member. When a Corps Colonel or General Officer is not available, the award board may approve the award.
- f. **Additional Information** –

Access additional information at nomination packets at the following link:
<http://www.signalcorps.org/awards.htm>

M. Transportation Corps

1. Patronus Rotae – “Patron of the Wheel”

- a. Award Purpose –** The award is given to recognize those who have made a significant positive impact on the Transportation Corps, a unit, or the community and have demonstrated the highest standards of integrity and moral character.
- b. Nomination Prerequisites –**
 - i. The nominator must be a member in good standing in the Transportation Corps Regimental Association.
- c. Award Description –** This award consists of a pin and certificate.
- d. Approval Authority –** Approval authority for this award is the Transportation Corps Battalion or Brigade Commander in the Sponsor's chain of command. If not available, the Chief of Transportation is the approval authority.
- e. Nomination Procedures –**
 - (1) Complete the order form.
 - (2) A one-page justification letter must accompany the nomination form.
- f. Additional Information –**

Access additional information at nomination packets at the following link:
www.tc-regt-association.or/patronus_rotae.htm



VI. State of Texas Awards

A. Governor's Volunteer Award

- 1. Award Purpose –** These awards allow the Texas Governor to recognize the individuals, organizations, corporations and public entities that truly embody the Texas tradition of community service.
- 2. Nomination Prerequisites –**
There are 7 award categories including:
 - a. The Social Innovator Award
 - b. The Corporate Community Impact Award
 - c. The Public Innovator Award
 - d. The Community Collaborator Award
 - e. The Community Motivator Award
 - f. The First Lady's Rising Star Award
 - g. The Governor's Lonestar Achievement Award
- 3. Award Description –** This award consists of a framed award certificate.
- 4. Nomination Procedures –**
 - a. Nominations may be submitted online.
 - b. Nomination forms open online in the summer and close about a month before the award ceremony (date subject to change).
 - c. A review committee chooses the top nominations which then go to the Blue Ribbon Panel for final selection.
- 5. Additional Information –**
 - a. Reference <http://onestarfoundation.org/>
 - b. Click the "Texas Faith-Based & Initiative" tab, then scroll down to Governor's Volunteer Awards.

B. Yellow Rose of Texas Award

1. **Award Purpose** – This award is issued by the Texas Governor’s office for support given to a military unit.
2. **Nomination Prerequisites** –
All Military Spouses in the State of Texas are eligible for this award.
3. **Award Description** – This award consists of a certificate.
4. **Nomination Procedures** –
 - a. Send request to Governor’s office.
 - b. Include a brief biography of the nominee.
 - c. Awards are distributed year-round.
5. **Additional Information – Reference:** <http://onestarfoundation.org>



VII. Other Awards

A. Military Family Award

- 1. Award Purpose –** This award recognizes strong military families who embrace their service to the Nation, are role models in their community, and understand that together they are stronger.
- 2. Nomination Prerequisites –**
 - a. Active Duty, Reserve Component, or Retired Families of the Army, Navy, Marine Corps, Air Force, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration or the Public Health Service, as well as Families of Fallen Service Members, are eligible for this award.
- 3. Award Description –** This award consists of an all-expense paid trip to Washington DC and a cash prize of \$1,000.
- 4. Nomination Procedures –**
 - a. Anyone over 18 can nominate their own or another Family.
 - b. See website for nomination deadlines and guidelines.
 - c. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
- 5. Additional Information –** Access additional information at the following link: <http://www.militaryfamily.org>

B. President's Volunteer Service Award

- 1. Award Purpose –** The President's Volunteer Service Award recognized individuals, families, and groups that have achieved a certain standard-measured by the number of hours of service over a 12-month period or cumulative hours earned over the course of a lifetime. Three levels (bronze, silver, and gold) based on annual volunteer hours and age group. One award for all ages is based on lifetime volunteer hours.
- 2. Nomination Prerequisites –**
 - a. Any U.S. Citizen is eligible for this award.
- 3. Award Description –** Award consists of a lapel pin, certificate of achievement, and letter from the President.
- 4. Nomination Procedures –**
 - a. Nominations must come from a Certifying Organization (i.e., Fort Bliss Army Volunteer Corps).
 - b. Submit written documentation indicating number of hours (to be verified in Volunteer Management Information System) along with a payment for the award to Army Volunteer Corps office (a Certifying Organization).
- 5. Additional Information –** Access additional information at the following link: <http://www.presidentialserviceawards.gov/index.cfm>

C. Congressional Award (Youth)

- 1. Award Purpose –** The Congressional Award is the United States Congress' award for young Americans. Participants earn Bronze, Silver, and Gold congressional Award Certificates and Bronze, Silver and Gold Congressional Award Medals. Awards are based on service hours completed. This program encourages young people to set and follow through with goals in four areas-Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration.
- 2. Nomination Prerequisites –**
 - a. The program is open to all 14-23 year olds.
- 3. Award Description –** This award consists of a certificate and/or medal.
- 4. Nomination Procedures –**
 - a. The young person must register on the website for the award.
 - b. After registration, they will receive a registration packet and will need to set goals with their Advisor.
 - c. Awards are given based on hours completed for each period.
 - d. Once approved, submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
- 5. Additional Information –** Access additional information at the following link: <http://www.congressionalaward.org/index.php>



VIII. Annexes

A. Fort Bliss Award Forms

1. Helping Hand Award

The Helping Hand Award is given to any person who has distinguished himself or herself by providing exceptionally meritorious volunteer service to the Fort Bliss community. Volunteers must have at least 100 hours in the Volunteer Management Information System (VMIS). This award consists of the Helping Hand Award Certificate and the Helping Hand Medallion. This award may be presented anytime during the year by Commanders or Agency Executive Directors.

Nominations must be received no later than 30 days prior to presentation to allow sufficient time for processing by the Fort Bliss Army Volunteer Corps Office. Also, prepare a proposed citation (see sample below) which includes the individuals full name, dates of service being recognized, and a summary of his or her accomplishments or contributions.

CITATION EXAMPLE

For the period _____ to _____, Mr. /Ms. /Mrs. _____ was instrumental in organizing a consolidated family support seminar that assisted Soldiers and Family members in establishing a support network for _____ (unit/organization). As President of the NCO Wives Club, he/she coordinated events that raised over \$ _____, which were distributed to the Fort Bliss Family Member Scholarship Fund and Operation Santa Clause. Mr./Ms./Mrs. _____ willingly gave his/her time and talents to ensure the success of installation Family support programs. His/her efforts have had a direct impact on the quality of life for Soldiers and Family members and reflect great credit on him/her, _____ (name of nominating unit/organization), and the Fort Bliss community.

2. Volunteer of the Quarter

Fort Bliss Volunteer of the Quarter Nomination Form

Nominator _____
 Organization _____
 Address _____
 Phone Number _____
 E-mail _____

Nominee _____
Address _____
Phone Number _____
E-Mail _____

Why should your nominee be one of the Fort Bliss Volunteers of the Quarter?
(Please describe in 100 to 150 words)

[illegible]

Submit nominations to the Fort Bliss Army Volunteer Corps office at Bldg. 2494 Ricker Road,
fortblissvolunteer@yahoo.com, or fax (915) 568-8252.
Volunteers must have at least 25 hours in VMIS

Nomination Period

October-December
January-March
April-June
July-September

Nomination Due NLT

COB Last Friday of December
COB Last Friday of March
COB Last Friday of June
COB Last Friday of September

Recognition Date

January
April
July
October

A. Sample Justifications

Military Outstanding Volunteer Service Medal

Name (Last, First M.I.): Doe, John A. Rank: PFC Unit: 1/41 INF, 1st CAV, Fort Smith, TX

Period for Which Nominated: 20130117 – 20160523.

Description of Community Service: Served as the 442nd Troop Leader for the local Boy Scouts of America organization located in Smith, TX. Weekly meetings with other Troop Leaders held on Friday evenings to assist in coordinated planning of organizational goals, activities, events, and fund raising. Troop holds weekly meetings on each Saturday for 5 hours from 9:00am to 2:00pm to train/test on tasks, provide community service for the local area and monthly fund raising events.

(Provide data for each community activity support. No more than one activity required.)

<u>COMMUNITY ACTIVITY NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>POINT OF CONTACT</u>
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Boy Scouts of America, 1234 Public Square, Smith, TX	(254)123-4567	Mr. Garrison
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- Brief Description of Mission and Population Service.
- Period of Service 20130117 – 20160523
- Brief Description of Service Rendered: Impact/Results/Achieved; Approximate Hours Contributed.

Note: List additional community activities supported on plain bond paper in the above format.

Total Hours Community Service This Period: 1200 hours.

<u>SUPERVISOR'S NAME</u>	<u>GRADE</u>	<u>DUTY TITLE</u>	<u>SIGNATURE/DATE</u>
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Public, Jane A.	E-6	Squad Leader
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Commander's Comments:

Commander's Certification:

This individual performed outstanding volunteer service to the community of a sustained, direct, and consequential nature and is recommended for award of the Military Outstanding Volunteer Service Medal. His/her service throughout this period was honorable.

<u>COMMANDER'S NAME</u>	<u>GRADE</u>	<u>DUTY TITLE</u>	<u>SIGNATURE/DATE</u>
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Houston, Samuel B.	O-3	Co Commander
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Approval Authority: (Lieutenant Colonel or higher)

APPROVED

DISAPPROVED

AWARDING AUTHORITY NAME

GRADE

DUTY TITLE

SIGNATURE/DATE

Sample Memorandum Nomination for Volunteer of the Year:

1. The following individual is nominated for the Volunteer of the Year:

Ms. Jane Doe
5555 Guardian Drive
Horizon City, Texas 79928
Telephone: 555-555-5555

2. Ms. Doe is nominated for this award based on the following service to (Organization, Unit name), during the period of 15 Feb 07 to present

a. Ms. Doe volunteered as the (Unit Name) FRG Leader in February 2007 as a brand new member to the Army community. She quickly orientated herself by completing FRG Leaders Training.

b. This caring volunteer developed a completely new FRG contact roster for all Family members of (Unit Name) Soldiers to include spouses, fiancés, parents, and extended family. Ms. Doe created her own preference form for either the Soldier or Family Members to fill out and built an FRG roster. The FRG contact roster now includes at least one Family Member for the 83 soldiers assigned and the 43 soldiers attached to (Unit Name). Her current FRG phone tree roster includes 141 members.

c. She conducts a variety of FRG events to include social activities, FRG planning meetings, and pre-deployment meetings including guest briefers. To help ensure Family Members are prepared for upcoming deployments, she disseminates pertinent information by E-mail, phone, and meetings to include financial preparedness, community resource information, and important contact information to keep Family Member connected during the 15-month deployment.

d. This volunteer created "business" cards with important contact numbers to include Rear-Detachment, chaplain, ACS, and emergency numbers for Family Members to keep in their wallets or purse during deployment.

e. This outstanding volunteer, in conjunction with the executive officer, developed both a Unit T-shirt and a Headquarters T-shirt to raise funds to conduct activities for spouses and Families of Headquarters during deployment. She provides personalized baby onesies to give to all new babies born in Headquarters and has offered to provide such onesies for other FRG leaders to give as gifts for new babies in their respective units.

f. Furthermore, Ms. Doe volunteers a significant portion of her free time to the FRG by selling T-shirts at the headquarters. She is currently organizing FRG care packages for now-deployed Soldiers.

g. Ms. Doe's volunteer hours as the Headquarters' FRG leader average twenty hours per week in the above stated capacities. She accomplishes this while maintaining full time employment and taking a night course at the local university. She is a treasured and necessary asset to the Headquarters and the unit. Despite having absolutely no prior experience as an FRG leader, or even being involved in an FRG, she has repeatedly shown great creativity, strength, and perseverance in establishing a fully functional FRG from the ground up.

3. Point of contact for this action is Suzie Smith, 555-123-4567, or the undersigned at 555-234-5678.

Encl
AS

John B. Brown
CPT, AR
Commanding

**(UNIT NAME) AND FORT SMITH
VOLUNTEER OF THE YEAR AWARD
IS HEREBY PRESENTED TO**

Proposed Citation for Jane Jones for Outstanding Volunteer Service

FOR THE PERIOD 1 JANUARY 2008 TO 31 DECEMBER 2008, MS. JONES SERVED A VARIETY OF AGENCIES WITH ENTHUSIAM AND SELFLESS DEDICATION. SHE CONTRIBUTED HER TIME AND TALENTS TO THE FORT SMITH SPOUSES' CLUB; ARMY FAMILY TEAM BUILDING; THE ARMY FAMILY ACTION PLAN PROGRAM; THE HHC 104TH MAINTENANCE BATTALION, FAMILY READINESS GROUP; THE INSTALLATON SPOUSE WELCOMING PROGRAM; CATHOLIC CONTINUING EDUCATION; THE FORT SMITH WOMEN'S CONFERENCE; AND MANY MORE. MS. JONES'S CONTRIBUTIONS TO SOLDIERS, THEIR FAMILIES, AND THE COMMUNITY ARE AN EXAMPLE OF SUPERB SELFLESSNESS AND DEDICATION TO VOLUNTEERISM. MS. JONES'S EXCEPTIONAL PERFORMANCE REFLECTS UTMOST CREDIT ON (UNIT NAME), FORT SMITH, AND THE UNITED STATES ARMY

Volunteer Contribution Example

Janet Jones

Mrs. Janet Jones is a Family Readiness Group (FRG) Leader that has volunteered over 300 hours supporting the 2/3 FRG. As the FRG Leader she has compassionately and selflessly dedicated herself to serving the troops during its' extended combat deployment gathering and disseminating information, answering family members' questions, and planning and executing FRG meetings. Mrs. Jones has also been instrumental in organizing many moral uplifting events such as the 2/3 Fall Harvest Festival with over 150 in attendance and the Single Soldier Holiday Extravaganza. Under her leadership, the FRG now has 80 active members. This success can be attributed to her kindness, sincerity, and devotion to Soldiers and Family Members. In addition to volunteering with the FRG, Mrs. Jones is a dedicated volunteer with Army Community Service where she is and Army Family Team Building Instructor.

Volunteer Family Contribution Example

SGM John Jones, along with his wife Molly with their four children John Jr, Mary, Todd and Elizabeth are a family committed to volunteer service. The Jones family can be seen volunteering through the Ft Smith and Jackson Community. They give tirelessly and selflessly to many organizations, including the Boys' and Girl's Club, the Jackson Independent School District, Salvation Army and the Ft Smith Youth Services.

The Jones family is heavily involved in the Boys' and Girls' Club here on Ft Smith. While working as the assistant to the G1 SGM Jones continues to volunteer countless hours with the Boys' and Girls' Club giving his time to nurture and mentor young men in our community. He is an assistant basketball coach for the club and normally spends 40-50 hours a month working with the young men. Additionally, he tutors when needed 2 nights a week. John and Todd are members of the Boys' Club and volunteer and mentors for the younger boys in the club.

Molly Jones has served as mentor and Keystone Club instructor for young ladies for the Boys' and Girls' Club over the past year. She spends approximately 40 hours monthly helping the young ladies by teaching classes and helping them prepare for college. Mary and Elizabeth are members of the Girls' club and volunteer helping their mother prepare for classes and mentoring and tutoring the younger girls in the club.

Over the past year the Jones children, John Jr, Mary, Todd, and Elizabeth have volunteered in the community by assisting at their church during the annual Thanksgiving Dinner Giveaway. Between volunteering with the Boys' and Girls' club and their church they have documented over 50 hours of volunteer service.

The Jones family can also be found volunteering throughout the Jackson Independent School District. Molly Jones is the Alexander Middle School PTA Treasurer. With over 80 hours of volunteer service she has made a lasting impact on Alexander Middle School, its students, and families. During Cross Country season the SGM Jones and Molly volunteer their time supporting the Cross Country team at the high school. Their commitment and loyalty has had a significant impact on the team and other parents.

During November and December the Jones family volunteered with the local Food Bank helping to hand out food and supplies to those in need. While Mary and Elizabeth helped with distribution, John Jr. and Todd assisted with stocking incoming food and supplies. They each spent 8 hours each month volunteering with the Food Bank.

SGM Jones, his wife, Molly, and children John Jr., Mary, Todd and Elizabeth continue to give their time, talents, and love to the Ft. Smith and Jackson community. Their countless hours of self-service and volunteering make the community in which they live a better place.

B. Volunteer Awards Matrix

Department of the Army	Justifications	Authority	Reference
Decoration for Distinguished Civilian Service	Substantial contributions to accomplishing the Army's mission	Secretary of the Army	AR 672-20, Chap 9-2
Secretary of the Army Public Service Award	Individuals who have provided exceptional public service to the Army.	Secretary of the Army	AR 672-20, Chap 9-1.1
Military Outstanding Volunteer Service Award	Substantial humanitarian actions, deeds, or achievements for the welfare of Army personnel and Families.	Secretary of the Army	AR 672-20, Chap 9-6
Civilian Award for Humanitarian Service	Substantial humanitarian actions, deeds, or achievements for the welfare of Army personnel and Families.	CDR MACOM level or above	AR 672-20, Chap 9-6
Outstanding Civilian Service Award	Substantial contributions or significant service to MACOM	CDR, 1AD and Fort Bliss	AR 672-20, Chap 9-3
Commander's Award for Public Service	Significant contributions to the Army's mission.	CDRs (COL) and above	AR 672-20, Chap 9-4
Certificate of Appreciation for Patriotic Civilian Service	Recognizes patriotic civilian service that contributes to the mission of an Army activity, command or staff agency, or to the welfare of Army personnel.	CDRs (LTC) and above	AR 672-20, Chap 9-5

Legend:

AR – Army regulation

LTC – Lieutenant Colonel

MACOM – Major Command

CDR – Commander

COL – Colonel