

**OPORD 24124 (1ST ARMORED DIVISION AND FORT BLISS ANNUAL VOLUNTEER AWARD CEREMONY CY24)**

**(U) References:**

- a. (U) AR 360-1 (Army Public Affairs Program), 8 OCT 20.
- b. (U) AR 608-1 (Army Community Service) 19 OCT 17.

**(U) Time Zone Used Throughout the OPORD:** Local.

**(U) Task Organization:** *Not used.*

**1. (U) Situation.** The United States Army proclaims 21-27 APR 24 as National Volunteer Week. Fort Bliss recognizes outstanding volunteers for their service to the local community and the Installation by hosting the Annual Volunteer Award Ceremony.

**2. (U) Mission.** The Fort Bliss Community hosts the Annual Volunteer Awards Ceremony 25 1330 April 2024, at the Centennial Banquet and Conference Center (CBCC) to thank community volunteers for their selfless service and to encourage others to volunteer their time and efforts within the community.

**3. (U) Execution.**

a. (U) **(PROPOSED) Commander's Intent.** Ensure Fort Bliss units and agencies are aware of the Fort Bliss Volunteer Award Ceremony and encourage others to participate in the Volunteer Program as we recognize volunteers at the award ceremony.

(1) (U) Purpose. Recognize Fort Bliss volunteers and increase visibility of National Volunteer Week throughout the community.

(2) (U) Key Tasks.

(a) (U) Request Senior Commander and Command Sergeant Major to present recipients their awards at the ceremony.

(b) (U) Selected units identify one (1) representative (SGT or above and GS-05 or above) to sit on the volunteer judging panel.

(c) (U) Nominate, select, and recognize Fort Bliss Outstanding Ambassador, Community Spirit, Family, and Youth Volunteer Awardees.

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(d) (U) Nominate, select, and recognize the 2024 Fort Bliss Volunteer of the Year.

(e) (U) Execute the Volunteer Awards Ceremony that honors the Fort Bliss Volunteers for their selfless service during the past year.

(3) (U) End State. Conduct a safe and successful Volunteer Awards Ceremony and increase visibility of National Volunteer Week activities.

b. (U) Concept of Operations. This is a three (3) phase operation.

(1) (U) Phase I: Nominations. Phase I begins upon receipt of this order and information is provided to all 1AD and Fort Bliss units, agencies, Soldiers, Families, and Civilians to provide nominations for Volunteer of the Year by submitting volunteer nomination packets. Phase I includes the online submission of the judges POC information to the Volunteer Corps Manager. Phase I is complete on 08 MAR 24, when the submission site is no longer available.

(2) (U) Phase II: Judging. Phase II begins upon the deadline for submission of the Outstanding Ambassador, Community Spirit, Family, Youth and Volunteer of the Year packets on 08 MAR 24. This phase is complete upon conclusion of the selection board on 14 MAR 24.

(3) (U) Phase III: Ceremony. Phase III begins on 25 1330 APR 24, with the Volunteer of the Year Awards Ceremony at the CBCC, 11199 Sergeant E. Churchill St. This phase ends at the conclusion of the ceremony NLT 25 1500 APR 24.

c. (U) Scheme of Maneuver. *Not used*.

d. (U) Tasks to Subordinate Units.

(1) (U) All 1AD and Fort Bliss Tenant Units.

(a) (U) Upon receipt of order, solicit nominations for the Fort Bliss Army Volunteer Annual Awards.

(b) (U) Brigades, Separate Battalions, and volunteer agencies, identify one (1) representative (SGT or GS-05 and above) to participate on the volunteer award judging panel. Provide name and contact information of representatives NLT 22 FEB 24 to the AVCC in para 5.

(c) (U) NLT 08 MAR 24, submit nominations for Outstanding Ambassador, Community Spirit, Family Award, the Fort Bliss Volunteer of the Year Award, and the Youth Volunteer Award to the AVCC using *Appendix 01 (The Fort Bliss Army Volunteer of the Year Awards Nomination Form)*.

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(d) (U) On 14 0900 MAR 24, provide selected judges to conduct the judging panel at the Family Resilience Center (FRC) Bldg. 250 Club Rd.

(e) (U) BPT to send nominees, if selected, to report to the Centennial Banquet and Conference Center (CBCC) by 1230 on Friday, 25 APR 24 to participate in the official ceremony at 1330.

(2) (U) USAG-Fort Bliss.

(a) (U) DFMWR.

1. (U) Serve as the primary staff proponent overall responsible for the planning, coordination, and execution of this event.

2. (U) Provide marketing and sponsorship for Fort Bliss Annual Volunteer Ceremony.

3. (U) Showcase the Fort Bliss Volunteer Appreciation Video on the Fort Bliss MWR Facebook page at <https://www.facebook.com/FortBlissVolunteers>.

4. (U) Submit official invites for command attendance through 1AD Protocol.

(b) (U) GPAO. Work with the DFMWR to publicize the event as determined appropriate by the internal PAO editorial board regarding timeline, coverage, and placement on public affair platforms.

(c) (U) GRSO. On 25 1330 APR 24, provide a Chaplain for the ceremony invocation. Provide contact info to the AVCC in para 5.

(3) (U) 1AD Protocol.

(a) (U) Assist with seating chart of Fort Bliss Senior Leadership and Spouses for the ceremony NLT 24 hours prior to event.

(b) (U) Send invites for Fort Bliss Senior Leadership and Spouses.

e. (U) Tasks to Staff. *Not used.*

f. (U) Coordinating Instructions.

(1) (U) Outstanding Ambassador, Community Spirit, Family Award. Nominees must be registered in the Volunteer Management Information System (VMIS) and are required to have logged a minimum 100 hours.

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(2) (U) Volunteer of the Year Award (CY24). Nominees must be registered in the Volunteer Management Information System (VMIS) with a minimum of 200 hours for the period of 01 JAN-31 DEC 23 (CY24).

(3) (U) Youth Volunteer Award (CY24).

(a) (U) Nominees must be registered in the Volunteer Management Information System (VMIS) and are required to have logged a minimum 50 hours for the period of 01 JAN-31 DEC 23 (CY24).

(b) (U) Nominees must be 17 years of age or younger.

(4) (U) Award nominees who plan to attend the ceremony must send an RSVP to the AVCC NLT Friday, 18 APR 24.

(5) (U) Photos of Volunteers will be used for a slideshow at the ceremony. Organizational POCs must provide photos to the ACS/AVC coordinator(s) NLT Friday, 29 MAR 24.

(6) (U) Invitations for the ceremony will be sent NLT 11 APR 24 with an RSVP of NLT 18 APR 24.

(7) (U) *Appendix 01 (The Fort Bliss Army Volunteer of the Year Awards Nomination Form)* can be downloaded at <http://bliss.armymwr.com/us/bliss/>.

(8) (U) Timeline.

<b>DTG</b>	<b>EVENTS</b>	<b>ATTENDEES</b>	<b>LOCATION</b>
08 JAN 24 thru 08 MAR 24	Nomination Packets Available	FB units and agencies	www.bliss.armymwr.com
22 FEB 24	Judges Names Due	BDE/Separate BN/Volunteer Agency Representatives	By email to AVCC
08 MAR 24	Nominations Due	Fort Bliss Units and Representatives	FRC, Bldg. 250 Club Rd- fortblissvolunteer@yahoo.com
14 MAR 24	Judging Panel Convenes	BDE/Separate BN/Volunteer Agency Representatives	FRC, Bldg. 250 Club Rd
NLT 24 1330 APR 24	Seating Chart Complete	1AD Protocol	CBCC 11199 Sergeant E Churchill St.
NLT 25 1000 APR 24	Site Set-Up	MWR	CBCC 11199 Sergeant E Churchill St.
25 1330 APR 24	Volunteer Award Ceremony Begins	Volunteers and Guests	CBCC 11199 Sergeant E Churchill St.

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25 1500 APR 24	Ceremony Ends / Site Break- Down	MWR	CBCC 11199 Sergeant E Churchill St.
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**4. (U) Sustainment.** *Not used.*

**5. (U) Command and Signal.**

a. (U) Command. DFMWR is the primary staff proponent.

b. (U) Signal.

(1) (U) Army Community Service (ACS) Coordinator POC is Mr. Manuel Lara at 915-569-5577 or manuel.lara2.civ@army.mil.

(2) (U) Army Volunteer Corps (AVC) Coordinator POC is Ms. Valcinda Joseph, at 915-569-7733 or orvalcinda.l.joseph.civ@army.mil.

**ACKNOWLEDGE:**

ISENHOWER  
MG

**OFFICIAL:**

//ORIGINAL SIGNED//  
GARNER  
G3

**ANNEXES:**

Annex R (Reports)  
Appendix 01 (Fort Bliss Volunteer of the Year Nomination Form)