

**Fort Hood Regulation 672-4**

Decorations, Awards, and Honors

**Fort Hood  
Volunteer Awards  
Program**

13 Jul 2009

# SUMMARY OF CHANGE

Fort Hood Regulation 672-4, is changed as follows. This administrative revision dated 13 Jul 2009 -

- Supersedes Fort Hood Pamphlet 672-4 dated 1 Nov 1998.
- Changes the publication title from Volunteer of the Year Program to Fort Hood Volunteer Awards Program.
- Changes the activity name, Directorate of Morale, Welfare, and Recreation (DMWR) to Directorate of Family and Morale, Welfare and Recreation (DFMWR).
- Changes the purpose to include requirements for nomination and awarding the Fort Hood volunteer of the month and volunteer of the quarter.
- Defines procedures and process for presentation of volunteer of the month and volunteer of the quarter at the quarterly Hood Hero award ceremony.
- Updates members of the selection committees for volunteer of the month, quarter, and year.
- Includes procedures for other volunteer award recognitions.
- Directs divisional and separate brigades on volunteer recognition requirements and procedures.

Decorations, Awards, and Honors  
**FORT HOOD VOLUNTEER AWARDS PROGRAM**

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**History.** This regulation is an administrative revision. The summary of change lists portions affected.

**Summary.** This revision contains information necessary to participate in the Volunteer of the Month, Quarter, and Year Award Program, information on other volunteer recognition awards, and defines divisional and separate brigade volunteer recognition responsibility.

**Applicability.** This pamphlet applies to Department of the Army (DA) personnel. Use of masculine gender also includes feminine gender.

**Changes.** Changes to this regulation are not official unless authenticated by the Directorate of Human Resources.

**Suggested Improvements.** The proponent of this pamphlet is the Directorate of Family and Morale, Welfare and Recreation (DFMWR). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, III Corps and Fort Hood, ATTN: IMWE-HOD-MWA, Fort Hood, TX 76544-5000.

FOR THE COMMANDER:

JOSEPH P. DISALVO  
Brigadier General, USA  
Chief of Staff

*Official:*



CHARLES E. GREEN, SR.  
Director, Human Resources

DISTRIBUTION:  
IAW FH FORM 1853: S

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**OVERVIEW**

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1

**Purpose**

This pamphlet:

- Outlines criteria for selection of the Fort Hood installation volunteer of the month, quarter, and year.
- Outlines awards available through Army Community Service (ACS) and/or Army Volunteer Corps (AVC) and on other awards available for volunteer recognition.
- Establishes a recognition ceremony for awards presentation and applies to III Corps and Fort Hood:
  - Headquarters.
  - Staff agencies.
  - Subordinate commands.
  - Divisional brigades.
  - Separate brigades.
  - Tenant activities.
  - Volunteer organizations.
- Directs divisional and separate brigades on volunteer recognition requirements and procedures.

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1a**References**

Appendix A lists required and related publications and prescribed and referenced forms

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1b**Abbreviations and Terms**

The glossary explains abbreviations and terms used in this pamphlet.

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1c

**Nomination**

Nominees for volunteer awards:

- May be active duty or retired military, civilian employees, or Family Members who distinguished themselves by providing outstanding volunteer service to the III Corps and Fort Hood community.
- Must be a registered, statutory volunteer.
- May include volunteers:
  - Working in III Corps volunteer programs.
  - Providing support to military units.
  - Serving with any private nonprofit organizations authorized to operate on Fort Hood and/or the surrounding Fort Hood community.
- Must give either superior short-term or sustained service (in one or more unit, agency, or organization) which significantly impacts the quality of life of Soldiers, civilian employees, retirees, and/or Family Members of Fort Hood and/or the surrounding community.

1d

**INSTALLATION VOLUNTEER OF THE MONTH (VOM) PROGRAM**

2

**Program**

The ACS, Soldier and Family Readiness Branch (S&FRB), Army Volunteer Corps (AVC), is the focal point for volunteer issues, opportunities, and activities for III Corps and Fort Hood.

Soldiers, civilian employees, and Family Members who provide volunteer service to organizations or units should receive recognition for their services.

The VOM Award Program recognizes one VOM in the adult category and one in the youth category in a continuing effort to spotlight significant contributions of Fort Hood volunteers, and to promote volunteerism among community youth.

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**Program  
(continued)**

Each major subordinate command (MSC), tenant organization, and volunteer agency or group of agencies may submit nominations for VOM.

All divisional brigades and separate brigades are required to submit one nomination per month for consideration in the VOM program.

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**2a****Nomination**

Nominations for VOM should be based on service during the specific month to be recognized, not on length of service or accumulation of hours.

Nominating organizations, MSCs, tenant organizations, and agencies participating in the VOM program will:

- Submit VOM nominations in memorandum format, as shown in figure B-1, to the AVC office by the 10th of the month following the specified month of service to be recognized (for example, nominations for May VOM are due by 10 June).
- Divisional brigades and separate brigades should, in conjunction with command and the S-1 or Secretary of the General Staff (SGS), create, implement, and maintain a procedure to submit one VOM nomination for consideration of recognition.
- Youth nominees should be listed as such on the nomination.
- Youth volunteers who have graduated from high school should be submitted in the adult category.
- A point of contact (POC) should be included on the nomination form.
- The nominee's name, address, and telephone number should be included on the nomination form.
- Signature authority for nominations is captain and above.

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**2b**

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**Nominator** Individuals and agencies wishing to nominate a volunteer for recognition through the VOM program will submit a nomination as shown in figure B-1 to the appropriate MSC or agency for consideration. 2c

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**Army Volunteer Corps Coordinator (AVCC)** The Army Volunteer Corps Coordinator (AVCC) will:

- Send information on submission procedures through the chain of command, Family Readiness Support Assistance (FRSA), and POC for dissemination to:
  - Volunteer organizations.
  - Staff agencies.
  - Units.
- Advise and assist participating units and agencies with requirements.
- Establish due dates for VOM nomination submissions.
- Review submissions for accuracy and identify all memorandums that meet selection criteria.
- Present voting packets to the VOM selection committee.
- Coordinate presentation of VOM awards.
- Update contact information for chain of command, FRSA's, and POCs quarterly to ensure a most accurate list for dissemination of VOM information.

2d

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**SELECTION AND PRESENTATION: INSTALLATION VOLUNTEER OF THE MONTH (VOM)**

3

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**Selection Committee** VOM committee members are:

- Deputy Director (DD), Directorate of Family and Morale, Welfare and Recreation (DFMWR).
- ACS Director.

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**Selection Committee (continued)**

- 
- Senior Advisor to the AVC.
  - Four- to six senior spouses from different units
- 

3a

**Selection Process**

The VOM Selection Committee may use the following point system to rank nominees:

- A selection committee member can award a maximum of 10 points to an individual nominee.
- The nominee receiving the highest point total is named the VOM and the two nominees with the second and third highest points are named volunteers of merit.

VOM and merit selectees will receive a III Corps and Fort Hood Certificate of Achievement signed by the Commanding General.

Youth nominees are handled in the same manner.

---

3b

**INSTALLATION VOLUNTEER OF THE QUARTER (VOQ) PROGRAM**

4

**Program**

Installation Volunteer of the Quarter (VOQ) is not open for nominations.

VOM and merit recipients and youth VOM and merit recipients from the respective quarter will be reviewed for VOQ honors by the same selection committee using the same scoring procedures as VOM.

- For example, winners for Oct, Nov, and Dec (three adults), and youth winners for Oct, Nov, and Dec (three youths) will be voted on.

The nominee receiving the highest score will be named Installation VOQ and Youth VOQ.

VOQ winners receive a III Corps Certificate of Achievement signed by the Commanding General.

Presentation of certificates is at the quarterly Hood Hero luncheon.

---

4a

**Army  
Volunteer  
Corps  
Coordinator  
(AVCC)**

The Army Volunteer Corps Coordinator (AVCC) will:

- Present voting packets to the VOQ Selection Committee.
- Coordinate with the Hood Hero POC to provide VOQ awards.
- Update contacts for chain of command, FRSSAs, and POCs quarterly to ensure contact lists reflect the most accurate information for dissemination of VOQ information.

4b

**SELECTION AND PRESENTATION: INSTALLATION VOLUNTEER OF THE QUARTER (VOQ)**

5

**Selection  
Committee**

VOQ committee members are:

- DD, DFMWR.
- ACS director.
- Senior advisor to the AVC.
- Four- to six senior spouses from different units.

5a

**Selection  
Process**

The Fort Hood selection committee may use the following point system to rank nominees:

- Qualified nominees are from the pool of VOM winners for the given quarter.
- A selection committee member can award a maximum of 10 points to an individual nominee.
- The nominee receiving the highest point total is named the VOQ.
- The VOQ will receive a III Corps and Fort Hood Certificate of Achievement signed by the Commanding General at the quarterly Hood Hero Award Ceremony.

Youth nominations are handled in the same manner.

5b

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**INSTALLATION VOLUNTEER OF THE YEAR (VOY) PROGRAM**

6

**Program** The Installation Volunteer of the Year (VOY) Award Program is an annual event to recognize exemplary achievement in volunteer service to Fort Hood.

Each MSC, tenant organization, and volunteer agency or group of agencies may conduct a election process to determine its VOY.

6a

**Volunteer of the Year (VOY) Allotments** Table 6 -1 depicts VOY allotments for MSCs, tenant organizations, and volunteer agencies.

Smaller agencies are in a consolidated agency category.

Category determinations will be made at the AVC office.

- Small agencies are considered those with fewer than 50 volunteers.
- If an agency has more than 50 volunteers in a fiscal year, they may qualify for their own category.

Agencies in the smaller agency category may include, but are not limited to:

- Armed Services Young Men's Christian Association (YMCA).
- Combined Federal Campaign (CFC).
- Fort Hood Military Family Member Scholarship Fund.
- Fort Hood Area Volunteer Child Care Fund.
- Band of Angels.
- Layette Programs.
- Santa's Workshop.
- Fisher House.

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**Volunteer  
of the Year  
(VOY)  
Allotments  
(continued)**

- Helping Unite Gold Star Survivors (HUGSS).
- The multiple agency category is designed for volunteers who serve a wide variety of organizations and programs.
- Nominations for youth VOY are reserved for youth who have not graduated from high school.
- Nominations for senior category are reserved for any volunteer 55 years of the age or older.
- The Soldier category is for any active duty Soldier who volunteered during the respective time period.
- On-post museum volunteers are covered under their appropriate division.
- Unit and agency VOY selectees will be forwarded to the AVC as nominations for the III Corps and Fort Hood VOY.
- Unit and agency VOYs and the III Corps and Fort Hood VOYs are honored at the annual volunteer recognition event.

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(continued on next page)

**Table 6-1. Volunteer of the year (VOY) allotments**

Agency	Allotment	Agency	Allotment
Divisional unit headquarters	1	Chaplains' program	1
Brigades and separate brigades	1(ea)	Garrison directorates (8)	1(ea)
Thrift Shop	1	BOSS	1
III Corps Command	1	Boy Scouts	1
Garrison Command	1	Girl Scouts	1
Army Community Service	1	Enlisted Spouses' Club	1
Community Life Program	1	Officers' Wives' Club	1
ARC	1	Schools (Killeen ISD and Copperas Cove ISD) (2)	1(ea)
Phantom Spouses	1	USO	1
Youth	4	Senior <sup>1</sup>	1
USAOTC	1	Consolidated agencies <sup>+</sup>	1-2
United States Air Force	1	Multiple agencies <sup>1</sup>	1-2
Soldier <sup>1</sup>	1-2		

**Legend:**

ARC – American Red Cross

BOSS – Better Opportunity for Single Soldiers

Ea - each

ISD – independent school district

USAOTC – United States Army Operational Test Command

USO – United Services Organization

## Notes:

<sup>1</sup>Denotes special category nomination

6b

**Nominees**

## Nominees:

- May be active duty or retired military, civilian employees, or Family Members who distinguished themselves by providing outstanding volunteer service to the III Corps and Fort Hood community.
- Must be a registered, statutory volunteer.
- May include volunteers:

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**Nominees  
(continued)**

- 
- Working in III Corps volunteer programs.
  - Providing support to military units.
  - Serving with any private nonprofit organizations authorized to operate on Fort Hood, and/or the surrounding Fort Hood community.
  - Must have provided either superior short-term or sustained service (in one or more unit, agency, or organization) which significantly impacted the quality of life of Soldiers, civilian employees, retirees, and/or Family Members of Fort Hood and/or the surrounding community.

6c

**Nomination**

Nominating organizations, MSCs, tenant organizations, and agencies participating in the VOY program will:

- Collect nominations from their individual volunteer pool.
  - It is suggested that agencies look for VOY nominees in their pool of individuals who have won the honor of a VOQ award.
- Establish a selection committee to determine awardees.
- Selection committee membership will be at the discretion of unit command group or agency leadership.
- Selection committee membership may include agency officials, FRG leaders, chaplains, and other appropriate individuals.
- Forward the VOY's name, with accompanying nomination, to the AVC for inclusion in the III Corps and Fort Hood VOY selection committee nomination process by the suspense date.

Nominations must recognize service performed at any time during the 12-month period of 1 January to 31 December of the previous year.

6d

**Nominator**

Individuals within units and agencies wishing to nominate a volunteer for recognition through the VOY program will:

- Submit an award nomination as outlined in figures B-2 and B-3 to the appropriate MSC or agency with the following information:
  - Service dates.
  - Hours contributed.
  - Information on specific volunteer service in sufficient detail to identify the nature of the service.
  - Volunteer service in area(s) outside of nominating unit, organization, or agency.
  - Prior volunteer awards received, if known.
  - POC for nomination.
  - Address and telephone number of nominee.
- Submit a proposed citation as an enclosure to the memorandum as outlined in figure C-1, which should not exceed 10 type written, double-spaced lines, contain no abbreviations or acronyms, and include:
  - The nominee's full name.
  - Dates of recognized service.
  - Summary of accomplishments or contributions.

Submit a separate nomination for each individual; ensure nominations are received by the MSC or appropriate agency.

6e

**Army  
Volunteer  
Corps  
Coordinator  
(AVCC)**

The Army Volunteer Corps Coordinator (AVCC):

- Sends information on submission procedures through the chain of command to:
- Volunteer organizations.

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**Army  
Volunteer  
Corps  
Coordinator  
(AVCC)  
(continued)**

- Staff agencies.
- Units.
- Advises and assists participating units and agencies with administrative requirements.
- Coordinates assembly of consolidated, multiple agencies, and youth VOY selection committees.
- Compiles unit and agency VOY nominations forwarded as nominees for III Corps and Fort Hood VOY.
- Presents voting packets to the III Corps and Fort Hood Selection Committee.
- Coordinates the annual recognition event.
- Update contact list for chain of command, FRSA's, and POCs quarterly to ensure the contact list disseminates the most current information.

6f

**SELECTION AND PRESENTATION: INSTALLATION VOLUNTEER OF THE YEAR (VOY)**

7

**Selection  
Committees**

Unit and agency selection committees form and operate under guidance from the unit or agency.

A selection committee chairperson should be named.

**Members for the Special Categories Committee are:**

- Garrison Command Sergeant Major.
- DD, DFMWR.
- Senior advisor for AVC.
- Two- or three senior spouses from different units.

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**Selection  
Committees  
(continued)**
**The Special Categories Committee will:**

- Begin receiving voting packets in mid-February.
- Vote on special categories nominations.
- Submit nominations for consideration in the VOY selection process.

**Members of the III Corps and Fort Hood Selection Committee are:**

- Garrison Commander.
- Director, Directorate of Family and Morale, Welfare and Recreation.
- Senior advisor for AVC.
- Three or more senior spouses from different units.

**The III Corps and Fort Hood Selection Committee will:**

- Receive voting packets in March.
- Choose the Fort Hood VOY and two volunteers of merit based on superior volunteer service.

7a

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**Selection  
Process**

Fort Hood selection committees may use the following point system:

- A selection committee member can award a maximum of 10 points to an individual nominee.
- The nominee receiving the highest point total is named the VOY and the second and third highest points are named volunteers of merit.

The III Corps and Fort Hood Selection Committee reviews and rates awardees forwarded for the III Corps and Fort Hood VOY.

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**Selection Process (continued)**

- The overall VOY recipient receives:
  - The Department of the Army Commander’s Award for Public Service, signed by the Commanding General.
  - A tangible award, such as an engraved silver tray or bowl.
- Merit awardees receive the III Corps and Fort Hood Certificate of Achievement, signed by the Commanding General.

7b

**Presentation**

Individual units and agencies may choose to specially recognize their own VOYs during annual volunteer week functions.

Individual unit and agency VOYs and III Corps and Fort Hood VOYs and VOMs are presented at the volunteer recognition reception held during National Volunteer Week and hosted by the Commanding General.

7c

**VOLUNTEER RECOGNITION: OTHER AWARDS AND RECOGNITION**

8

**Awards**

Table 8-1 illustrates the level of award, justification needed, approval authority for, and references the regulations needed to process higher-level awards.

Table 8-1 also lists major volunteer award categories, but is not all-inclusive.

Obtain information on other volunteer recognition awards through the Fort Hood AVC office.

(continued on next page)

**Table 8-1. Volunteer recognition awards**

<b>Department of the Army</b>	<b>Justification</b>	<b>Authority</b>	<b>Reference</b>
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, III Corps and Fort Hood	AR 672-20, Chap 9-3
Commanders 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
<b>FORSCOM</b>	<b>Justification</b>	<b>Authority</b>	<b>Reference</b>
Dr. Mary E. Walker Award	Spouses who have a history of serving Soldiers and Families	CSM, FORSCOM	FORSCOM Reg 215-5
<b>Installation</b>	<b>Justification</b>	<b>Authority</b>	<b>Reference</b>
Helping Hand Award <sup>1</sup>	Distinguished volunteer service in two or more volunteer areas	CDR, III Corps and Fort Hood	III Corps & FH Reg 672-5
Certificate of Achievement <sup>1</sup>	Significant service to a unit/installation	CDR, III Corps and Fort Hood	AVC Office
Certificate of Appreciation	Used to recognize accomplishments when a higher level honorary award is not appropriate.	All CDRs or authorized individuals	AR 672-20, Chap 9-7
<b>State</b>	<b>Justification</b>	<b>Authority</b>	<b>Reference</b>
Yellow Rose of Texas	Significant community service and/or accomplishments of lasting impact	Governor of the State of Texas	AVC Office

**Legend:**

AR - Army regulation

AVC – Army Volunteer Corps

CDR – commander

COL – colonel

CSM – Command Sergeant Major

FORSCOM – U.S. Army Forces Command

LTC – lieutenant colonel

MACOM – major command

Reg - regulation

<sup>1</sup>The AVC office processes nomination memorandums.

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**All  
Divisions  
and  
Separate  
Brigades**

Divisions and separate brigades:

- Divisional brigades and separate brigades should, in conjunction with command and the S-1 or Secretary of the General Staff (SGS), create, implement, and maintain a procedure to:
  - Recognize volunteers monthly at brigade- or division- level.
  - Awards should start with chain of command certificates, followed by higher level awards as merited.
- Submit one VOM nomination to the AVC for consideration of recognition.
- Submit information on all brigade level VOQ selectees to the Hood Hero POC at the Directorate of Plans, Training, Mobilization, and Security (DPTMS) for recognition at the quarterly Hood Hero luncheon.
- Units are responsible for providing citations and framed certificates signed by the III Corps Commanding General.
- Submit required VOY nominations.

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8b

**Army  
Volunteer  
Corps  
Coordinator  
(AVCC)**

The AVCC will:

- Process all nominations for the Helping Hand Award and Certificate of Achievement and forward certificates for Commanding General's signature.
- Advise units and agencies on administrative requirements for all awards and recognition procedures and ceremonies.

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8c

**Appendix A**  
**Required and Related References**

**Section I. Required References**

**AR 672-20 (table 8-1)**  
Incentive Awards

**FORSCOM REG 215-5 (table 8-1)**  
Dr. Mary E. Walker Award

**III Corps and Fort Hood Regulation 672-5 (table 8-1)**  
Helping Hand Award Program

**Section II. Related Publications**

**AR 215-1**  
Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**AR 600-8-22**  
Military Awards

**Section III. Prescribed Forms**

This section not used

**Section IV. Referenced Forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**FH Form 1853**  
Distribution Scheme

**Appendix B**  
**Volunteer Sample Memorandums, Coversheets, & Citations**



**DEPARTMENT OF THE ARMY**  
 US ARMY INSTALLATION MANAGEMENT COMMAND  
 HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
 FORT HOOD, TEXAS 76544-5000

IMW-HOD-AVC  
 ATTENTION OF: Jane Doe

IMWE-HOD-MWA

DATE

MEMORANDUM FOR Directorate of Family and Morale, Welfare and Recreation,  
 Army Community Service, (Army Volunteer Corps, ACS Lane Volunteer Center)  
 16005 TJ Mills Blvd., Fort Hood, Texas 76544

SUBJECT: Nomination for the Fort Hood Volunteer of the Month for October 2007

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

Ms. Jane Doe  
 5555 Guardian Drive  
 Copperas Cove, Texas 76522  
 Telephone: 559-555-8201

2. Ms. Doe is nominated for this award based on the following service to HHT Troop FRG and Longknife Squadron, 3d ACR, during the period of 15 Feb 07 to present:

a. Ms. Doe volunteered as the HHT Troop 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 HHT Troop 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. This FRG contact roster now includes at least one Family Member for the 83 troopers assigned and 43 troopers attached to HHT Troop. Her current FRG phone tree roster includes 141 members.

**Figure B-1. Sample nomination for Fort Hood volunteer of the month (VOM)**

IMWE-HOD-MWA

SUBJECT: Nomination for the Fort Hood Volunteer of the Month for October 2007

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 Members 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 the deployment.

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

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

g. Ms. Doe's volunteer hours as HHT's FRG leader average twenty hours per week in the above stated capacities. She accomplishes this while maintaining full time employment at the Killeen Recycling Center and taking a night course at Central Texas College. She is a treasured and necessary asset to HHT Troop and Longknife Squadron. 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, 254.222.5698, or the undersigned at 254.869.5555.

Encl  
AS

Jim D. Booker  
CPT, AR  
Commanding

**Figure B-1. Sample nomination for Fort Hood  
volunteer of the month (VOM) (continued)**

Cover Sheet

Installation Volunteer of the Year Award Nomination

Nominating unit/organization: 1st Superior Brigade

Nominee: Elizabeth Carpenter  
Conversational name: Beth  
Address: 16005 Peppy Lane  
Fort Hood, TX 76544  
Phone numbers: (H): 254.539.1234 (W): 254.287-8656  
Sponsor's name: SSG John David Doe (if military)  
Sponsor's unit: 96<sup>th</sup> Hooah Battalion, 1<sup>st</sup> Superior Brigade  
33<sup>rd</sup> Cavalry Division  
Nominator: Sally Sonota  
Title/position: FRSA  
Agency/unit: 1<sup>st</sup> Superior Brigade  
Address: 121 Sunshine Street, Fort Hood, TX 76544  
Phone numbers: (H): 254.690.9876 (W): 254.287.1001  
Alternate POC: CPT Harry Williams  
Phone numbers: (H): 254.539.8765 (W): 254.286.2002

**Figure B-2. Sample cover sheet for nomination  
for Fort Hood volunteer of the year (VOY)**



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5000

(Office Symbol) IMW-HOD-AVC  
ATTENTION OF: Jane Doe

MEMORANDUM FOR Directorate of Family and Morale, Welfare and Recreation,  
Army Community Service, (Army Volunteer Corps, ACS Lane Volunteer Center), 16005  
TJ Mills Blvd., Fort Hood, Texas 76544

SUBJECT: Nomination for Fort Hood Volunteer of the Year for (nominee's name)

1. **Ms. Beth Carpenter** is hereby nominated for III Corps and Fort Hood Volunteer of the Year. This volunteer is an invaluable resource across the community and has had a direct, significant and positive impact on Soldiers, civilians, retirees, and Family Members in the Fort Hood area. Her many contributions are well deserving of recognition and appreciation.

a. **Army Family Team Building (AFTB) (Estimated volunteer hours 503)**

(1) This volunteer is a key player and leader in Fort Hood's highly successful AFTB Program. She has served as an invaluable asset, dedicating many hours to helping Family Members help themselves.

(2) As an AFTB trainer, she is unsurpassed in her superior instructional skills. She contributes many hours to teaching a variety of classes, sharing her wisdom, optimistic outlook, and sense of caring with Family Members at all levels of experience. She has been able to really connect with her students and has reached them on a level that allows for a special exchange of information, opinions, and respect. Her course feedback forms are, without exception, glowing. Her students have repeatedly shared enjoyment for her special teaching style and felt that their investment of time and attention was well spent.

(3) As an AFTB master trainer, she serves as a nurturing mentor to new trainers and works consistently to revise and adapt curriculum. As the AFTB train-the-trainer coordinator, she has worked to revise the training process to make it more "user friendly," efficient, and effective. She has coordinated training sessions, established agendas, and staffed sessions with dynamic trainers, and ensured all logistical requirements were arranged.

**Figure B-3. Sample nomination for Fort Hood volunteer of the year (VOY)**

IMWE-HOD-MWA

SUBJECT: Nomination for Fort Hood volunteer of the year for (nominee's name)

(4) A strong advocate for AFTB, she also helps the program by recruiting new trainers and administrative volunteers. She attends the yearly AFTB Steering Committee, Master Trainer and AFTB general meetings and is always active during these sessions. She speaks out only after much thought and careful consideration, and other "AFTBers" listen to and respect her opinions. Her contributions as part of the AFTB Steering Committee help decide program changes and directions: her participation is invaluable

(5) Ms. Carpenter is also an AFTB Major Subordinate Command (MSC) point of contact (POC), serving as a valuable link between 13ESC and AFTB. Her MSC POC program and process serve as examples for others to follow. She established an effective relationship with her unit and AFTB, and was able to serve 13ESC to the benefit of all. She has done a fantastic job coordinating classes and exchanging information; there are never problems when she is "in charge" of a training session and on site to answer questions and provide guidance.

(6) If there is a special committee formed to meet a new or growing need, she is consistently the first to raise her hand to help out. She is always dependable and conscientious. She also assists when AFTB needs an experienced leader for the Company Commander/First Sergeant Spouses' Course. She assists by sitting on a panel and sharing her wisdom and advice with new company commander and/or first sergeant spouses.

(7) AFTB would quite simply not be as successful as it is on Fort Hood without this volunteer's involvement. She is always available to help with whatever she can and eagerly offers assistance whenever we need her. Her active contributions to AFTB are integral to units reaching out to their spouses to ensure they have the benefit of this outstanding program.

**b. Army Family Action Plan (AFAP) (Estimated volunteer hours: 400)**

(1) As an active member of the Installation AFAP Steering Committee, this volunteer served this worthwhile process with the same dedication and determination she has demonstrated in other programs. She attended all steering committee meetings and was key to the success of this body.

**Figure B-3. Sample nomination for Fort Hood volunteer of the year (VOY)  
(continued)**

IMWE-HOD-MWA

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(2) As the chairperson for the Budget and Logistics Subcommittee, she calculated the budget for the 2001 Conference, inventoried all equipment and materials, accepted requests from all other subcommittees, and executed the budget effectively and economically, always with the goal to meet logistical need while expending the least amount of resources possible.

(3) She attended all delegate, facilitator, recorder, and transcriber training, and served as a facilitator during the symposium when an originally scheduled facilitator was unexpectedly unavailable due to an ill child. While the duties of facilitator are demanding and difficult, she was able to pull her work group together; they produced issue papers and recommended solutions that were well thought out and well stated.

(4) During the symposium, and indeed during all AFAP meetings, her warmth and positive attitude helped other participants feel more comfortable and willing to provide input. Through her AFAP contributions, she has continued to reach out to the community and worked tirelessly to enhance quality of life and community connections. Her AFAP involvement has really made a difference on a number of levels.

**c. Family Readiness Group (FRG) (Estimated Volunteer Hours: 350)**

(1) As the HHC, 544<sup>th</sup> Maintenance Battalion, 13ESC, FRG leader and senior advisor to its five subordinate companies, Ms. Carpenter is very active and involved with members of these groups. Not only does she attend annual steering group meetings; she also attends meetings for each of the five companies she advises. She ensures information and communication flow in both directions.

(2) As senior advisor to the company FRG's, Ms. Carpenter takes her job very seriously and works hard to ensure members are provided with the most current and correct information available. She is very successful in building unit cohesion, showing a caring attitude and concern for people and the results are successful FRG's. She is always ready to assist in any way that she can, and spends a lot of her time and efforts trying to help others.

(3) In her effort to reach out to FRG members, she developed a special FRG questionnaire, which has been especially helpful to new members of the battalion. She consistently coordinated AFTB training sessions for her battalion and personally

**Figure B-3. Sample nomination for Fort Hood volunteer of the year (VOY)  
(continued)**

IMWE-HOD-MWA

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attended the sessions herself, to ensure everything ran smoothly and the attendees felt welcome. She even brought in refreshments and led the cheering section during Level I graduations.

(4) This volunteer wants so much to take care of her FRG's. One way she demonstrated this commitment was to personally purchase decorations for the unit formal and put the decorations up herself. Approximately 350 guests enjoyed the results of her efforts.

**d. Santa's Workshop (Estimated volunteer hours: 320)**

(1) This volunteer was a key and often-overlooked player in the huge success of this incredible program. Preferring to avoid the spotlight, she spent her time working diligently for the children of the Fort Hood community. She worked tirelessly, demonstrating her giving spirit in yet another effort to care for others.

(2) As "Special Elf," this volunteer coordinated food concession booths for a special charity basketball game with the Dallas Cowboys, and participated in a variety of other fundraising activities, such as Pictures With Santa, Buy-A-Smile, Adopt-A-Child, and gift-wrapping.

(3) Ms. Carpenter assisted in the planning, coordinating, and the execution of a large and attention-getting grand opening for Santa's Workshop. She personally hand-made a new santa suit, inventoried toys and books, made appointments for Soldiers to come in and shop, and handled any other tasks that needed attention. No job was too big, or too small.

(4) As a vital member of the Santa's Workshop team, this volunteer helped to raise approximately \$63,000 as well as a large inventory of new and used toys, all of which will make Christmas brighter for our youngest members of the Fort Hood community.

**e. Hood Country Hello (HCH) Spouse Welcoming Program (SWP) (estimated volunteer hours: 30).** Ms. Carpenter helped kick-off this invaluable program, which welcomes incoming spouses and helps them become familiar with many resources available to them at The Great Place. This volunteer was one of the first tour guides for Fort Hood, and was very effective at easing the transition for spouses to life at Fort

**Figure B-3. Sample nomination for Fort Hood  
volunteer of the year (VOY) (continued)**

IMWE-HOD-MWA

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Hood. Feedback was overwhelmingly positive. She served to promote and advocate this fledgling program, helping to market it wherever she went.

f. **Catholic Continuing Education (CCE) (Estimated volunteer hours: 40).** Ms. Carpenter once again served our youth by volunteering as an assistant CCE instructor for fifth graders.

g. **Copperas Cove Junior High School and Mae Stevens Elementary School Elementary School (estimated volunteer hours: 50).** Ms. Carpenter contributed her time and energy to band and sporting events, as well as to various classroom activities. This volunteer also reached into our schools to provide assistance reading to children and monitoring the hallways.

h. **Other (Estimated volunteer hours significant, but impossible to capture).** Ms. Carpenter supported, promoted, and participated in Make A Difference Day and consistently serves others in a variety of "non-structured" ways. For instance, to help Central Texas College with their new Adopt-A-Duck fundraiser, this volunteer manned a booth in the local mall to help advertise the event. She handed out literature and informed people of the opportunities this event would bring, and as always, make volunteering fun.

2. This volunteer manages to give so much and still be a wonderful mother of two and spouse to a very busy Soldier. It is virtually impossible to overstate this volunteer's capacity for selfless giving. She is the embodiment of giving from the heart; her exceptional level of community involvement stands as a shining example for others to emulate. She has and continues to touch many lives. Her seemingly boundless energy and genuine desire and determination to make a difference are truly inspiring.

3. The following people may be contacted for more information:

- a. AFTB, manager, 254.286.6600.
- b. AFAP, manager, 254.287.AFAP (254.287.2327).
- c. Santa's Workshop, Mrs. Claus, 254.287.TOYS (254.287.8631).
- d. HHC, 544th Maintenance Battalion, 13ESC Family Readiness Group, LTC George I. Soldier, 254.287.2345.

**Figure B-3. Sample nomination for Fort Hood volunteer of the year (VOY) (continued)**

IMWE-HOD-MWA

SUBJECT: Nomination for Fort Hood Volunteer of the Year for (nominee's name)

- e. Catholic Continuing Education (CCE), Chaplain (MAJ) Paul Goodman, 254.287.7698.
  - f. Copperas Cove Junior High School, Jan Giving, Volunteer Coordinator, 254.618.2424.
  - g. Mae Stevens Elementary School Elementary School, Jake Caring, 254. 618.3535.
  - h. Fort Hood Women's' Conference, April Generous, Chairperson, 254.539.6565.
  - i. Hood Country Hello (HCH) Spouse Welcoming Program (SWP), Tammy Heart, Coordinator, 254.539.9483.
4. A proposed citation is enclosed.
5. Point of contact for this action is Sally Sonota, 1st Superior Brigade FRGDA, 254.618.3536.

Encl  
As

*(signature required)*  
LTC Jason M. Wilson  
1st Superior Brigade

**Figure B-3. Sample nomination for Fort Hood volunteer of the year (VOY) (continued)**

III CORPS AND FORT HOOD  
VOLUNTEER OF THE YEAR AWARD  
IS HEREBY PRESENTED TO

**PROPOSED CITATION FOR BETH CARPENTER  
FOR OUTSTANDING VOLUNTEER SERVICE**

FOR THE PERIOD 1 JANUARY 2008 TO 31 DECEMBER 2008, MS. CARPENTER SERVED A VARIETY OF AGENCIES WITH ENTHUSIASM AND SELFLESS DEDICATION. SHE CONTRIBUTED HER TIME AND TALENTS TO THE OFFICERS' WIVES' CLUB; ARMY FAMILY TEAM BUILDING; THE ARMY FAMILY ACTION PLAN PROGRAM; THE HHC, 544TH MAINTENANCE BATTALION, 13TH ESPEDITIONARY SUPPORT COMMAND FAMILY READINESS GROUP; SANTA'S WORKSHOP; THE INSTALLATION SPOUSE WELCOMING PROGRAM; CATHOLIC CONTINUING EDUCATION; COPPERAS COVE JUNIOR HIGH SCHOOL AND MAE STEVENS ELEMENTARY SCHOOL; THE FORT HOOD WOMEN'S CONFERENCE, AND MANY MORE. MS. CARPENTER'S CONTRIBUTIONS TO SOLDIERS, THEIR FAMILIES, AND THE COMMUNITY ARE AN EXAMPLE OF SUPERB SELFLESSNESS AND DEDICATION TO VOLUNTEERISM. MS. CARPENTER'S EXCEPTIONAL PERFORMANCE REFLECTS UTMOST CREDIT ON HER, III CORPS AND FORT HOOD, AND THE UNITED STATES ARMY.

**Figure B-4. Sample volunteer of the year (VOY) citation**

## **Glossary**

### **Section I Abbreviations**

**ACS**

Army Community Service

**AFAP**

Army Family Action Plan

**AFTB**

Army Family Team Building

**AR**

Army Regulation

**ARC**

American Red Cross

**AVC**

Army Volunteer Corps

**AVCC**

Army Volunteer Corps Coordinator

**BOSS**

Better Opportunities for Single Soldiers

**CCE**

Catholic continuing education

**CDR**

Commander

**CFC**

Combined Federal Campaign

**CPT**

Captain

**CSM**

Command Sergeant Major

**DA**

Department of the Army

**DD**

Deputy Director

**Dec**

December

**DFMWR**

Directorate of Family and Morale, Welfare and Recreation

**DPTMS**

Directorate of Plans, Training, Mobilization and Security

**FH**

Fort Hood

**FORSCOM**

U.S. Army Forces Command

**FRG**

Family Readiness Group

**FRSA**

Family Readiness Support Assistance

**HCH**

Hood Country Hello

**HHC**

Headquarters and Headquarters Company

**HHT**

Headquarters and Headquarters Troop

**HUGGS**

Helping Unite Gold Star Survivors

**IAW**

In accordance with

**ISD**

Independent school district

**MACOM**

Major Army command

**Oct**

October

**MSC**

Major subordinate command

**Nov**

November

**PAM**

Pamphlet

**POC**

Point of contact

**REG**

Regulation

**S&FRB**

Soldier and Family Readiness Branch

**SGS**

Secretary of the General Staff

**SWP**

Spouse welcoming program

**USAOTC**

United States Army Operational Test Command

**USO**

United Service Organization

**VOM**

Volunteer of the month

**VOQ**

Volunteer of the quarter

**VOY**

Volunteer of the year

13 JUL 2009

III CORPS & FORT HOOD REGULATION 672-4

**YMCA**

Young Men's Christian Association

**3d ACR**

Third Air Combat Regiment

**13th ESC**

13th Expeditionary Support Command

**Section II**

This section not used