

Decorations, Awards, and Honors
HELPING HAND AWARD PROGRAM

History. This revision is an administrative revision. This regulation supersedes III Corps and Fort Hood Regulation 672-5 dated 1 October 1993.

Summary. This regulation presents goals and objectives to recognize outstanding volunteer service to the III Corps and Fort Hood military community.

Applicability. This regulation applies to III Corps and Fort Hood, major subordinate commands (MSCs), tenant units, and volunteer organizations.

Supplementation. Supplementation of this regulation is prohibited without approval by the Directorate of Morale, Welfare, and Recreation (DMWR), IMWE-HOD-MW.

Suggested Improvements. The proponent of this regulation is the DMWR. Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: IMWE-HOD-MW.

FOR THE COMMANDER:

JOSEPH L. ANDERSON
BG, GS
Chief of Staff

Official:



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DISTRIBUTION:
IAW FH FORM 1853, S

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*This regulation supersedes III Corps and Fort Hood Regulation 672-5 dated 1 October 1993.

19 June 2007

III CORPS & FH REG 672-5

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OVERVIEW

1**Purpose**

This regulation establishes the III Corps and Fort Hood Helping Hand Award Program.

1a**References****Section I. Required Publications**

This section is not used.

Section II. Related Publications

This section is not used.

Section III. Prescribed Forms**Fort Hood (FH) Form 21 (Para 2a)**

III Corps Action Processing Form

Section IV. Referenced Forms**FH Form 1853**

Distribution Scheme

1b**Abbreviations and terms**

The glossary explains abbreviations and terms used in this regulation.

1c**Summary of Change**

Specifically, this revision dated 19 June 2007 –

- Updated all terminology to include office symbols, personnel titles, and program and Directorate names.
- Incorporated Change 1 dated 30 June 2000 into III Corps & FH Reg 672-5.

1d**The Helping Hand Award**

The Helping Hand Awards recognizes outstanding volunteer service to the III Corps and Fort Hood military community.

1e

Eligibility Eligible individuals are military, civilians, or Family members who have distinguished themselves by outstanding volunteer service to

- III Corps.
- United States Army Garrison.
- Fort Hood military community.

1f

Requirements Any person who has distinguished himself or herself by providing exceptionally meritorious volunteer service to the III Corps and Fort Hood community in more than one unit and/or organizational area may receive this award.

This award is reserved for those volunteers who go beyond the call of duty serving in activities which impact the community.

Note: This award is not designed as an award to be automatically presented upon departure from a unit or organization.

No restrictions are imposed as to hours served or age of nominee.

This award may be presented anytime during the year by the III Corps and Fort Hood Commanding General (CG) or in the CG's absence, a designated General Officer representative.

Note: Major subordinate commands (MSCs), tenant units, and volunteer organizations should use unit and/or organization-specific awards for individuals who volunteer solely within their area.

1g

RESPONSIBILITIES

2

**Army
Volunteer
Corps
Coordinator
(AVCC)**

The Army Volunteer Corps Coordinator (AVCC) will

- Advise and assist nominating agency with administrative requirements.
- Review award nominations.
- Prepare the certificate using the suggested citation as a guide.

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

- Prepare a Fort Hood (FH) Form 21 (III Corps Action Processing Form) to the CG, III Corps and Fort Hood.
- Return approved award and a medal to the requesting organization after the CG approves and signs the FH Form 21 and certificate.

2a

**III Corps and
Fort Hood
Commanding
General (CG)**

The III Corps and Fort Hood CG is the approval authority for the Helping Hand Award.

2b

**Organization
and/or unit**

The organization and/or unit initiating the award will

- Submit award nomination signed or endorsed by the MSC Commander, tenant activity Commander, or other appropriate individual in a memorandum format (see Appendix A) to the AVCC outlining the volunteer's service dates, hours contributed, and specific meritorious service in more than one unit and/or organizational position.
- Include the date, time, place the award is scheduled to be presented, and the name of the presenter in the memorandum.
- Submit a proposed citation as an enclosure to the memorandum which includes
 - Individual's full name.
 - Dates of service being recognized.
 - A summary of his or her accomplishments or contributions.

Note: Information should be in sufficient detail as to indicate that the volunteer's service has exceeded the normal scope of volunteerism and has impacted the Fort Hood community. The citation should not exceed 10 typewritten double-spaced lines and contain no abbreviations or acronyms (see Appendix B).

(continued on next page)

**Organization
and/or unit
(continued)**

- Submit award nomination in sufficient time to allow processing and arrival at the Army Volunteer Corps (AVC) office (IMWE-HOD-MWA-S&FRB-AVC) not later than 30 working days prior to the requested presentation date.
- Nominations submitted less than 30 working days out are not guaranteed to be completed on time.
- The organization receives the option to hand carry through the system.
- Organizations and/or units outside the local Fort Hood area are required to submit a prepaid, preaddressed envelope for return of completed certificate.

2c

**Award
description**

The Helping Hand Award consists of

- An antique gold circular coin extending from a red, white, and blue ribbon which measures 30 inches long by seven-eighths of an inch wide and reads "Fort Hood Helping Hand Award" on the front and "For Exceptional Community Service Awarded To" on the back.
- A III Corps and Fort Hood Helping Hand Certificate signed by the CG.
 - Requesting units and/or III Corps installations are responsible for certificate frames.

Note: A space for engraving a name will be provided on a raised, smooth area just below the words "Awarded To." Engraving may be done by nomination organization.

2d

Appendix A
Sample Memorandum

OFFICE SYMBOL (ARIMS NUMBER)

DATE

MEMORANDUM FOR DMWR, Army Community Service, ATTN: AVCC

SUBJECT: Nomination for Helping Hand Award

1. (Name: First Middle Last) is nominated for the III Corps and Fort Hood Helping Hand Award.
2. (He or She) deserves this award because of the outstanding volunteer service he/she has contributed to the III Corps and Fort Hood community during the period _____ through _____.
3. _____ hours of volunteer service were contributed by this individual during the period covered by this nomination.
4. The noteworthy accomplishments/contributions of this volunteer that have significantly impacted the III Corps and Fort Hood community include: (Use as many subparagraphs as needed to outline the scope of the individual's volunteer efforts.)
 - a) (Unit/Organization Name). (He or She) was instrumental in organizing a consolidated Family Support Seminar to include _____ Battalion, _____ Brigade, and _____ Group. This forum allowed soldiers and family members to share a wealth of knowledge as well as to establish a support network for three organizations. In addition, he/she wrote a 60-page booklet on customs and courtesies that assisted Family members in understanding the military way of life.
 - b) (Unit/Organization Name). He or she served as the President from _____ to _____ and coordinated many fund-raising activities to include bingo, Christmas Bazaar, Art Sale and Auction, and Wild West Night. During his/her tenure, \$_____ were raised and distributed via the club's welfare program. Recipients included the Fort Hood Volunteer Child Care Fund and the Military Family Member Scholarship Fund.
 - c) (Unit/Organization Name). He or she served on the board of directors from _____ to _____ and held the position of _____. Working with other board members, he/she raised funds, screened and voted on applications, and participated in the distribution of \$_____ in scholarships to Family members.
5. A proposed citation is enclosed.

**Appendix B
Sample Citation**

III CORPS AND FORT HOOD
HELPING HAND
IS HEREBY PRESENTED TO

(NAME)

FOR OUTSTANDING VOLUNTEER SERVICE

FOR THE PERIOD _____ TO _____. MR./MRS. _____
WAS INSTRUMENTAL IN ORGANIZING A CONSOLIDATED FAMILY SUPPORT
SEMINAR THAT ASSISTED SOLDIERS AND FAMILY MEMBERS IN ESTABLISHING
A SUPPORT NETWORK FOR THE (UNIT). AS PRESIDENT OF THE OFFICERS'
WIVES' CLUB, HE/SHE COORDINATED EVENTS THAT RAISED OVER
\$ _____ WHICH WERE DISTRIBUTED TO THE FORT HOOD FAMILY MEMBER
SCHOLARSHIP FUND AND THE VOLUNTEER CHILD CARE FUND. MR./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 HOOD
COMMUNITY.

Glossary

Section I. Abbreviations

AVC

Army Volunteer Corps

AVCC

Army Volunteer Corps Coordinator

CG

Commanding General

DMWR

Directorate of Morale, Welfare, and Recreation

FH

Fort Hood

IAW

In Accordance With

MSC

Major Subordinate Command

Section II. Terms

This section not used.