



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, III CORPS AND FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

AFZF-CSM

11 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the Fort Hood Separate Brigades Dr. Mary E. Walker Award Selection Board (DMW)

1. Reference: FORSCOM Regulation 215.5, MWR Dr. Mary E. Walker Award, 1 June 1996.
2. Purpose: To clarify the administration of the DMW Award for III Corps and Fort Hood.
3. The DMW award is an award to recognize Army spouses whose achievements and performance merit special recognition. The DMW 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. Spouses (male and female) of Active Army, Army National Guard, and Army Reserve Soldiers of all enlisted ranks are eligible. All eligible volunteers will have equal eligibility without consideration of military member's rank or position. The DMW award is a prestigious award to recognize volunteer service that makes a substantial contribution and has a positive impact on the quality of life for Soldiers and their families.
4. Nomination Packets:
  - a. The office of the III Corps and Fort Hood Command Sergeant major is responsible for the administration of the Dr. Mary E. Walker Award packets and selection in conjunction with the Sergeant Audie Murphy Awards Board.
  - b. The Dr. Mary E. Walker Award is not a short term or single event recognition. An individual may only receive one Dr. Mary E. Walker Award.
  - c. The Dr. Mary E. Walker Award selection board will be held on a quarterly basis and presented at the local SAMA presentation ceremony.
  - d. Nomination packets not meeting the required standards for the Dr. Mary E. Walker award will be reviewed to determine an appropriate local recognition for the volunteer contributions.
  - e. The Corps FRSA will provide the board members with a record of each candidate's



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record of logged volunteer hours and previous recognition awards. This record will be used to consider approval or down grade to other award level recognition (see Appendix A).

f. The board will evaluate each candidate and determine eligibility. The board has authorization to approve, disapprove, or downgrade to the appropriate public service award. This includes the Outstanding Civilian Service Award, Commander's Award for Public Service, and Certificate of Appreciation. In addition, the board can recommend upgrade to Decoration for Distinguished Civilian Service or the Secretary of the Army Public Service Award. The different Civilian Awards are listed below (see Appendix A):

1) **Honorary Awards.** Nominees for honorary awards have established a demonstrable pattern of excellence and achievement. The following are honorary awards that may be awarded: Secretary of Defense Medal for the Defense of Freedom, the decoration for Exceptional Civilian Service, Meritorious Civilian Service Award, Superior Civilian Service Award, and Commander's Award for Civilian Service (see Appendix B).

2) **Public Service Awards.** Public service awards are given to private citizens for exceptional public service to the Army. The following are public service awards that may be awarded: Decoration for distinguished Public Service, Secretary of the Army for Public Service Award, Outstanding Civilian Service Award, and Commander's Award for Public Service, Certificate of Appreciation.

3) **Impact Awards.** Impact Volunteer Awards are given for special acts of service, to recognize direct support and active volunteer participation in the Fort Hood community or unit. The following are impact volunteer awards that may be awarded: The Yellow Rose of Texas Award (The administration of Governor Allan Shivers (1949-1957) created the "Yellow Rose" Award to honor Emily Morgan's important role in the battle for our Texas' independence. This award, given only through the Governor's Office, recognizes outstanding Texas women for their significant contributions to Texas), and the III Corps Certificate of Appreciation from the Commanding General and Command Sergeant Major.

5. Legible, PDF format Dr. Mary E. Walker Award packets will be submitted NLT the following dates listed below. Packets will be sent digitally to Ms. Silvia Herrera, at [silvia.m.herrera.civ@mail.mil](mailto:silvia.m.herrera.civ@mail.mil).

**Board Dates:**

Wed, 09 Jan 13  
Wed, 10 Apr 13  
Wed, 10 Jul 13  
Wed, 09 Oct 13  
Wed, 08 Jan 14

**Packet Due Dates:**

Thur, 03 Jan 13  
Thur, 04 Apr 13  
Wed, 03 Jul 13  
Thur, 03 Oct 13  
Thur, 02 Jan 14



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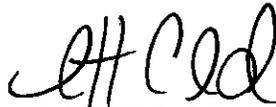
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6. The Dr. Mary E. Walker Award nomination packets consist of the following documents in the order listed in this MOI.

- a. Completed Cover Sheet (Encl 1)
- b. Letter of Recommendation (Encl 2)
- c. Candidate's Spouse Current ERB/ORB
- d. Candidate's record of logged volunteer hours and previous recognition awards

7. For explanation on eligibility criteria, refer to FORSCOM Regulation 215-5.

8. Point of contact for this memorandum of instructions is Ms. Silvia Herrera, [silvia.m.herrera.civ@mail.mil](mailto:silvia.m.herrera.civ@mail.mil), phone (254)287-3413/7904 or DSN 737-7904/3413.



SCOTT C. SCHROEDER  
CSM, USA  
III Corps and Fort Hood CSM

3 Encl

1. Cover Sheet
2. DRMEW Nomination Example
3. DRMEW Biography Example

**DISTRIBUTION:**

Command Sergeant Major, Phantom Command, Fort Hood, TX 76544  
Command Sergeant Major, 89th Military Police Brigade, Fort Hood, TX 76544  
Command Sergeant Major, 504th BFSB, Fort Hood, TX 76544  
Command Sergeant Major, 57<sup>th</sup> Signal Battalion, Fort Hood, TX 76544  
Command Sergeant Major, 21st Cavalry Brigade, Fort Hood, TX 76544  
Command Sergeant Major, 69th ADA BDE, Fort Hood, TX 76544  
Command Sergeant Major, 3<sup>rd</sup> ACR, Fort Hood, TX 76544  
Command Sergeant Major, 36<sup>th</sup> Engineer Bde, Fort Hood, TX 76544  
Command Sergeant Major, CRDAMC, Fort Hood, TX 76544  
Command Sergeant Major, 407<sup>th</sup> AFSB/CTSDF, Fort Hood, TX 76544  
Command Sergeant Major, 48<sup>th</sup> Chem Bde, Fort Hood, TX 76544  
Command Sergeant Major, 13<sup>th</sup> Finance  
Command Sergeant Major, 62d Signal  
Command Sergeant Major, 85<sup>th</sup> Civil Affairs  
Command Sergeant Major, 1<sup>st</sup> Medical Brigade  
Command Sergeant Major, DENTAC, Fort Hood, TX 76544  
Command Sergeant Major, IMCOM-Central Region, Fort Hood, TX 76544  
Commandant, III Armored Corps NCO Academy, Fort Hood, TX 76544

CF:



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SUBJECT: Continuation of Distribution List

Command Sergeant Major, 1st Cavalry Division, Fort Hood, TX 76544

Command Sergeant Major, 1<sup>st</sup> Army Division West, Fort Hood, TX 76544

Command Sergeant Major, 13th Sustainment Command (Expeditionary), Fort Hood, TX 76544



**DR. MARY E. WALKER AWARD**

**NOMINATION FOR:**

**NAME:** \_\_\_\_\_  
(LAST, FIRST, MI)

**SPONSOR NAME:** \_\_\_\_\_  
(LAST, FIRST, MI)

**SPONSOR SSN:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_





**DEPARTMENT OF THE ARMY  
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DATE

MEMORANDUM FOR III Corps and Fort Hood Command Sergeant Major, President, Dr. Mary E. Walker Award Selection Board, 1001 761<sup>st</sup> Tank Battalion Ave, Fort Hood TX 76544

SUBJECT: Dr. Mary E. Walker Award Nomination for *Nominee's full name*

1. (*Name of Nominee*) is the quintessential Army spouse. *Nominee's* loyalty, dedication, and selfless service have immeasurably enhanced and contributed to her *unit's* accomplishments, and above all else the United States Army. She is completely devoted to the care, welfare and training of each Soldier and their Family members. *Nominee* is a strong advocate and a relentless laborer in providing, establishing, and conducting training for the Family Readiness Support Groups, volunteering in the public school systems, and other deployment and separation events to all members of our military Family.

2. (*Name of Nominee*) joined the ranks of the Army spouse volunteers in August 1985. As a result of her efforts, she has touched, changed and improved countless Army lives with her personal desire to make all Family members Army experience richer and more fulfilling. *Nominee truly deserves tremendous credit for the arduous work she has performed.*

3. *Nominee* is no stranger to hardship. She has experienced numerous separations from her spouse while he deployed for Iraq/Afghanistan on several tours, Bosnia, Macedonia and seven rotations to the National Training Center. In the true spirit of a volunteer, *nominee* immediately gathered all available resources and tackled those family support issues that would have divested or crippled the unit during deployment. *Nominees'* unyielding dedication and service at times came with personal sacrifice. However, *nominee* relentlessly pursued the objective of providing Soldiers and their Families with quality care even after returning from caring for a terminally ill family member.

4. *Nominees* deeds throughout the years are too great to list, her humbleness not wanting recognition makes detailing them near impossible. Her achievements during the last two years while she has been in the unit include Senior Spouse advisor for the *unit* and mentor of company FRG leaders and 1SG spouses while Soldiers were deployed. *Nominee* actively participated in many company level fundraisers. *Nominee* has prepared and shipped care packages for hundreds of deployed Soldiers. *Nominee* has actively participated in the Meals on Wheels program for hospitalized Family members. *Nominee* attended monthly company level FRG meetings/socials to share experiences and provide advice to our young military spouses. *Nominee* has decorated



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buckets, banners, fences, and barracks for Soldiers on redeployment, and *nominee* has attended Battalion/Brigade FRG meetings to plan and coordinate social events and activities. *Nominee* has organized Battalion/Brigade Appreciation luncheons for FRG leaders and Co-leaders. During *nominees* brief time as the Battalion/Brigade FRG Treasurer (March 2010 to September 2012), she completed and proved monthly financial reports to the Battalion/Brigade Command Team. While serving as the Senior Enlisted FRG Leader (Brigade) she helped plan several Holiday events, and she participated in the *unit program*. *Nominee* supported Sister Battalions/Brigade during Soldier casualties by providing special need and assistance to Family members. *Nominee* represented *unit* during monthly *unit* CSM/SGM spouse meetings/socials. As an FRG volunteer at Fort Hood *nominee* actively supported her spouse during the SGM Academy, and contributed recipes for the SGM Academy cookbook. While at Fort Hood *nominee* established an FRG *once nominee's* spouse received orders to deploy to Iraq/Afghanistan. *Nominee* has been an active volunteer at several different locations to include *duty stations*. *Nominee* has also had an extensive history for volunteering with non military agencies as well. *Nominee* has volunteered with several different public school systems at many of *nominees* spouse's duty stations. *Nominee* went to monthly meetings to plan holiday parties, field trips, and supported the end of the year school gift program for teachers. *Nominee* was a Red Cross volunteer while living in *duty station*. *Nominee* was a Hospital Chair Assistant at the base hospital that included scheduling training hours for volunteers, filing and typing all correspondence, answering phones, and fielding America Red Cross emergency messages.

5. *Nominee* is a first-class example of the selfless dedication from a unique group of motivated and dependant volunteers that provide for our Soldiers and our Soldier's Families. *Nominee's* volunteer efforts truly demonstrate a selfless spirit, and *nominee's* enthusiasm and dedication have won the respect of all those around *nominee*. *Nominee* has brought great credit upon her and the *unit*. *Nominee's* limitless dedication and personal sacrifice have significantly contributed to our way of life. Without a doubt *nominee* is a perfect choice to receive the Dr. Mary E. Walker Award.

6. The point of contact for this memorandum is *Battalion or Brigade CSM (name/unit)* at xxx-xxxx.

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MEMORANDUM FOR III Corps and Fort Hood Command Sergeant Major, President, Dr. Mary E. Walker Award Selection Board, 1001 761<sup>st</sup> Tank Battalion Ave, Fort Hood TX 76544

SUBJECT: Biography of (*Nominee full name*) for the Dr. Mary E. Walker Award

1. *Nominee* grew up south of Chicago, Illinois. She has six brothers and sisters and was raised by her mother, a single parent since *Nominee* was nine years old. She attended High School *Name* where she graduated in 1985. Her first job was detasseling corn at the age of 13. She met her spouse on a blind date at a concert in November 1983. In 1985 she married *spouse name* and has enjoyed a fulfilling marriage for the past 22 years.

2. *Nominee* faithfully supported the decision to become a military spouse when her husband joined the military under the “buddy” system with her brother. They have moved over 14 times and have been to amazing places like Alaska, Germany, North Carolina and Georgia just to name a few and she does not regret any of it.

3. *Nominee*’s key accomplishments includes: being an Assistant Manager for a flower shop, a Bank Teller, Assistant Manager of the Mall Office, and a Blue Cross Blue Shield Claims Processor. She created and pitched her position as a Customer Satisfaction Manger for two automobile dealerships and was quite successful. Additionally she took college classes in Criminal Law with Central Texas College while living in Germany. Although she has held a variety of employment positions, she decided to work and turn her attention on her family’s welfare.

4. *Nominee*’s deepest passion for the past 17 years has been participating; educating, encouraging and watching her children grow into smart, well mannered and very caring individuals. Some of her hobbies include making flower arrangements, cooking, quilting, and most recently making “Military Spouse Survival Kits” for support, encouragement and strength for the new FRG Leaders and Senior Spouses during deployments.

6. The point of contact for this memorandum is *Battalion or Brigade CSM name/unit at phone number*.

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Category	Award	Criteria	Approving Authority	Notes
IV	<p><b>Public Service Awards</b></p> <p>a. Certificate of Appreciation for Patriotic Civilian Service</p>  <p>b. Commander's Award for Public Service</p>  <p>c. Outstanding Civilian Service Award</p> 	<p><b>General:</b> AR 672-20-9, Public Service Awards, governs implementation and policies for this category. Recipients are limited to civilians who are 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 consultants. Uniformed military personnel are <i>not</i> eligible.</p> <p><i>Awards are listed lowest to highest.</i></p> <p>This award is given to recognize volunteer service that contributes to the mission of an Army Activity, Command, Staff Agency, or to the welfare of Army personnel. The volunteer must demonstrate uncommon initiative, leadership, and motivation. This award should be considered before the <i>Commander's Award for Public Service</i>.</p> <p>This award is given to recognize a volunteer's broad-based support impacting extensively throughout the community by major contributions to soldier morale, unit readiness, and/or community life. Positions of leadership and responsibility are mandatory and should be in at least three or more areas or agencies. The volunteer should be a previous recipient of the <i>Certificate of Appreciation for Patriotic Civilian Service</i>. However, extraordinary volunteer involvement and the magnitude of contribution may serve as a basis for exceptions to this requirement. The volunteer's contributions must be well documented.</p> <p>This award recognizes volunteer service of such magnitude that the nature of service affects the Total Army family. This includes, but is not limited to the areas of policy development and implementation. The volunteer should have previously received the <i>Commander's Award for Public Service</i>. However, extraordinary volunteer involvement and magnitude of contribution may serve as a basis for exceptions to this requirement.</p>	<p>Battalion Commander (any commander LTC or above)</p> <p>Brigade Commander (any commander BDE or above)</p> <p>Commanding General.</p>	<p>Submit to Battalion S1</p> <p>If a deployed submit to BDE/DIV G1 for needed Approving Authority</p> <p>Submit to Battalion S1</p> <p>If a deployed unit submit to DIV G1 for needed Approving Authority</p> <p>Submit to DIV G1</p>
Category	Award	Criteria	Approving Authority	Notes
IV	<p>d. Forces Command Commander's Award for Volunteer Service</p>  <p>Military Outstanding Volunteer Service Medal</p> 	<p>This award is governed by FORSCOM Regulation 672-1 and consists of a medal with red, white and blue ribbon. It is given for exceptional volunteer service and meritorious contributions beyond the installation-level. The volunteer should have previously received the <i>Outstanding Civilian Service Award</i>. However, extraordinary volunteer involvement and magnitude of contribution may serve as a basis for exceptions to this requirement.</p> <p><b>General:</b> The MOVSM (medal with light blue, green and yellow ribbon) was established by Executive Order 12830 and is governed by AR 600-8-22. It is awarded to members of the Armed Forces of the who, subsequent to , performed outstanding volunteer community service of a sustained, direct and consequential nature. To be eligible, an individual's service must (1) be to the civilian community, to include the military family community; (2) be significant in nature and produce tangible results; (3) reflect favorably on the Military Service and the Department of Defense; and (4) be of a sustained and direct nature. While there is no specific time threshold to qualify for the MOVSM, approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. The MOVSM is categorized as a service medal. As such, no orders are issued to announce approval. DA Form 638, Recommendation for Award, will be used to process recommendations. However, Part V will not be used.</p>	<p>Commanding General, FORSCOM</p> <p>Battalion Commander (any commander LTC or above)</p>	<p>For Active Duty only</p>



## Appendix B

The following medals may be awarded to Department of the Army civilian employees to recognize high levels of performance and service. The Awards Hierarchy Chart compares top civilian and military awards by approval level. Following are brief descriptions of each decoration. They are listed in hierarchical order from the highest to the lowest, except for the humanitarian award.



### Armed Forces Civilian Service Medal

Established to recognize the contributions and accomplishments of the DOD civilian workforce who directly support the military forces, when those members are engaged in military operations of a prolonged peacekeeping or humanitarian nature.



### Decoration for Exceptional Civilian Service

For clearly exceptional performance of duties, exceptional achievement of major significance, providing outstanding leadership, or exhibiting great courage.



### Meritorious Civilian Service Award

For performance of duties in an exemplary manner, demonstrating unusual initiative and skill, achieving outstanding results, or exhibiting unusual courage in an emergency.



### Superior Civilian Service Award

For superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award.



### Commander's Award for Civilian Service

For performance of duties in an outstanding manner, demonstrating initiative, skill and leadership in performing assigned duties, demonstrating courage or rendering service resulting in favorable local publicity.



### Achievement Medal for Civilian Service

For noteworthy achievements that are of lesser degree than that recognized by the Commander's Award for Civilian Service.



### Civilian Award for Humanitarian Service

For significant "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals.



### Laurel Leaf Cluster

A bronze, silver, or gold cluster of three laurel leaves and berries, symbolizing civilian honors and achievement, is attached to the ribbon of honorary awards, signifying the second, third, and fourth award of the same medal.



### They Yellow Rose of Texas

The award is named for Emily Morgan; a 20-year-old slave who was instrumental in the battle to win Texas' independence, as she gave General Sam Houston's troops Santa Anna's location.

