

# Award Handbook



Fort Bliss Army Volunteer Corps

Fort Bliss, TX





# Table of Contents

- I. Department of Defense (DOD) Level Awards
  - a. DOD Medal for Distinguished Public Service
  - b. Secretary of Defense Award for Outstanding Public Service
  - c. Decoration for Distinguished Civilian Service
  - d. Secretary of the Army Public Service Award
  - e. Outstanding Civilian Service Award
  - f. Emma Marie Baird Award for Outstanding Volunteer Service
  - g. Commander's Award for Public Service
  - h. Certificate of Appreciation for Patriotic Civilian Service
  - i. Civilian Award for Humanitarian Service
  - j. Department of the Army Certificate of Appreciation
  - k. Military Outstanding Volunteer Service Medal
  - l. FORSCOM Well Being Award
  
- II. Branch Level Awards
  - a. Dr. Mary E. Walker Award
  - b. Anne Morrow Lindburgh Award
  - c. Molly Pitcher Award
  - d. Order of Saint Joan D'Arc
  - e. Shield of Sparta
  - f. Keeper of the Flame
  - g. Catharine Littlefield Greene Award
  - h. Essayons Award
  - i. Order of Mercury
  - j. Wahatchee
  
- III. State of Texas Awards
  - a. Governor's Volunteer Awards
  - b. Yellow Rose of Texas Award
  
- IV. Fort Bliss Awards
  - a. Team Bliss Volunteer of Excellence
  - b. Volunteer of the Year
  - c. Outstanding Volunteer Soldier of the Year
  - d. Outstanding Ambassador Award
  - e. Outstanding Youth Volunteer
  - f. Partners in Education
  - g. Volunteer of the Quarter
  - h. Kids Involved Doing Service (KIDS)
  - i. Outstanding Volunteer Family Award
  - j. Helping Hand Award
  - k. Team Bliss Achievement Pins

- I. Spotlight Volunteer
- m. Volunteer of the Month
  
- V. Other Awards
  - a. Military Family Award
  - b. Daily Points of Light Award
  - c. President's Volunteer Service Award
  - d. Jefferson Award
  - e. Congressional Award (Youth)
  - f. President's Student Service Challenge (Youth)
  
- VI. Appendices
  - a. Volunteer Award Matrix
  - b. Volunteer Award Equivalency to Military Award
  - c. Fort Bliss Award Forms
  - d. Sample Justifications

# *I. DOD LEVEL AWARDS*



a. DOD MEDAL FOR DISTINGUISHED PUBLIC SERVICE

This is the highest honorary award presented by DOD to private citizens. It is presented to private citizens who have performed distinguished service of significance to 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.

\*\*\*

Reference DA PAM 672-20

\*\*\*

Award consists of a gold medal, a rosette, and a citation signed by the Secretary of Defense.

\*\*\*

Approval authority for this award is the Executive Secretary of the United States.

\*\*\*

Nomination Procedure:

1. Recommendations for this award may be submitted by MACOM commanders.
2. Submit in letter form through command channels to the Executive Secretary, Army Incentives Award Board (AIAB).
3. Recommendations must include documentation giving factual evidence that a significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

b. SECRETARY OF DEFENSE AWARD FOR OUTSTANDING PUBLIC SERVICE

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.

\*\*\*

Reference DA PAM 672-20

\*\*\*

Award consists of a silver medal, a rosette, and a citation signed by the Secretary of Defense.

\*\*\*

Approval authority for this award is the Executive Secretary of the United States.

\*\*\*

Nomination Procedure:

1. Recommendations for this award may be submitted by MACOM commanders.
2. Submit in letter form through command channels to the Executive Secretary, Army Incentives Award Board (AIAB).
3. Recommendations must include documentation giving factual evidence that a highly significant service has been provided by the nominee. A proposed citation, not to exceed 125 words, will be included in the nomination.

c. DECORATION FOR DISTINGUISHED CIVILIAN SERVICE

Awarded to those who provide distinguished service that make a substantial contribution to the accomplishment of the Army mission.

\*\*\*

This award may be awarded to civilians not employed by the Army or Army contractor; Federal Government officials at the policy development level; or technical personnel who serve the Army in an advisory capacity or as consultants.

\*\*\*

Reference AR 672-20, paragraph 9-2

\*\*\*

This award consists of gold medal, lapel button and citation certificate.

\*\*\*

The approval authority for this award is the Secretary of the Army.

\*\*\*

Nomination Procedure:

1. 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.
2. On a plain sheet of paper, provide a 1 -2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5 -6 lines maximum).
4. Return packet to the G-1 Awards Section for processing.
5. The award must be processed through the Commanding General (CG). Upon approval of the nomination by the CG, the award recommendation will be forward to the Secretary of the Army via FORSCOM.



d. SECRETARY OF THE ARMY PUBLIC SERVICE AWARD

Awarded to those who provide exceptional public service to the Army deserving of greater recognition that which can be granted by a MACOM Commander.

\*\*\*

This award is appropriate for military spouses.

\*\*\*

Reference AR 672-20, paragraph 9-3

\*\*\*

This award consists of a silver medal, lapel button and citation certificate.

\*\*\*

The approval authority for this award is the Secretary of the Army.

\*\*\*

Nomination Procedure:

1. 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.
2. On a plain sheet of paper, provide a 1 -2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5 -6 lines maximum).
4. Return packet to the G-1 Awards Section for processing.
5. The award must be processed through the Commanding General (CG). Upon approval by the CG, the award recommendation will be forwarded to the Secretary of the Army via FORSCOM.

e. OUTSTANDING CIVILIAN SERVICE AWARD

The Secretary of the Army or a Major Commander may award this medal for outstanding service that makes a substantial contribution or is of significance to the MACOM concerned.

\*\*\*

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.

\*\*\*

Reference AR 672-20, paragraph 9-3

\*\*\*

This award consist of a bronze medal, lapel button and citation certificate.

\*\*\*

The approval authority for this award is any Commander in the rank of Major General or above.

\*\*\*

Nomination Procedure:

1. 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.
2. On a plain sheet of paper, provide a 1 -2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
4. Return packet to G-1 Awards Section for processing.

f. EMMA MARIE BAIRD AWARD FOR OUTSTANDING VOLUNTEER SERVICE

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).

\*\*\*

Eligibility requirements: Volunteer must have volunteered in ACS and/or served in a FRG Leadership position for at least five years and contributed a minimum of 3,750 hours; nomination covers a minimum period of one year of service within the center submitting the nomination; volunteer has been registered in the Volunteer Management Information System (VMIS) for the past year; see website for additional information.

\*\*\*

Reference My Army One Source

<https://www.myarmyonesource.com/familyprogramsandservices/volunteering/awards/emmamari ebairdaward/background.aspx>

\*\*\*

This award consists of a lapel pin having the image of LTC Emma Marie Baird and citation signed by the Army Chief of Staff.

\*\*\*

Approval authority for this award is Battalion Commander or above, or Agency Executive Director.

\*\*\*

Nomination Procedure:

1. Nominator will complete nomination packet by annual deadline (July).
2. 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 year to date.
3. Nominator will prepare a double-spaced proposed citation with no more than 90 words that highlights the significance of the individual's achievements.

g. COMMANDER'S AWARD FOR PUBLIC SERVICE

Awarded to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command or staff agency.

\*\*\*

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.

\*\*\*

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 an advisory capacity or as consultants.

\*\*\*

Reference AR 662-20, paragraph 9-4

\*\*\*

This award consists of a bronze medal, lapel button and certificate.

\*\*\*

The approval authority for this award is a Commander (Colonel or above), a Commander exercising courts-martial authority, a principal official of HQDA staff agencies, or officials of general officer or SES rank.

\*\*\*

Nomination Procedures:

1. 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.
2. On a plain sheet of paper, provide a 1-2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
4. Battalion Commanders should provide endorsement (if applicable) via memorandum.
5. Return packet to the appropriate O6 Command level S-1.

#### h. CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE

This award recognizes civilian patriotic service that contributes to the mission of an Army activity, command, and staff agency or to 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.

\*\*\*

May be awarded to civilians not employed by the Army or Army contractors or officials of DA at the policy development or approval level. It may also be awarded to groups, including employees, business firms, fraternal organizations and quasi-military units.

\*\*\*

Reference AR 672-20, paragraph 9-5

\*\*\*

This award consists of a lapel button and certificate when awarded to individuals. Group awards will consist of certificate only.

\*\*\*

The Approval Authority for this award is any Commander, O5 and above.

\*\*\*

#### Nomination Procedure:

1. 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.
2. On a plain sheet of paper, provide a 1-2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
4. Return packet to the appropriate O5 Command level S-1.

i. CIVILIAN AWARD FOR HUMANITARIAN SERVICE

Awarded for a period of service during which the individual performed significant humanitarian actions, deeds or achievements.

\*\*\*

May be awarded to private citizens of the United States as well as private citizens or government officials of foreign nations.

\*\*\*

Reference AR 672-20, paragraph 9-6

\*\*\*

This award consists of a medal, lapel button and certificate.

\*\*\*

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.

\*\*\*

Nomination Procedure:

1. 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.
2. On a plain sheet of paper, provide a 1-2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
4. Battalion and Brigade level Commanders must provide endorsement via memorandum.
5. Return packet to the G-1 Awards Section for processing.

j. DEPARTMENT OF THE ARMY CERTIFICATE OF APPRECIATION

This award is used to recognized accomplishments of private citizens when a higher level honorary 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.

\*\*\*

Reference AR 672-20, paragraph 9-7

\*\*\*

The award consists of a certificate.

\*\*\*

The approval authority for this award is any local commander.

\*\*\*

Nomination Procedure:

1. 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.
2. On a plain sheet of paper, provide a 1-2 page narrative justification.
3. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).
4. Return award packet to the appropriate local Commander.

k. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

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.

\*\*\*

Awarded to all members of the Armed Services and their Reserve Components.

\*\*\*

Reference AR 600-8-22, paragraph 2-16

\*\*\*

Award consists of a medal and citation certificate.

\*\*\*

Approval authority for this award is the Commander in the rank of Brigadier General or above.

\*\*\*

Nomination Procedures:

1. Award recommendations should be forwarded on DA Form 638.
2. Submit recommendation for award to the G-1 Award Section.
3. Recommender must certify that nominee meets eligibility criteria for the award and may include substantiating documentation attached to the DA form 638.



## I. FORSCOM WELL-BEING AWARD

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.

\*\*\*

May be awarded to spouses or other Family members of Active Army, Army National Guard, and Army Reserve Soldiers of all ranks.

\*\*\*

Reference FORSCOM Regulation 215-9

\*\*\*

This award consists of a medal and certificate.

\*\*\*

The approval authority for this award is any local commander.

\*\*\*

### Nomination Procedures:

1. All nominations should be forwarded in progression following issuance of all applicable local installation/senior commander awards.
2. Include the following with the nomination packet: a justification clearly specifying the exceptional volunteer contribution that warrants Army Command (ACOM) recognition; a document delineating that eligibility criteria have been met; the signature of the installation/senior commander; a list of previously received awards; and the date of desired presentation.
3. 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, Georgia 30330-1062.
4. Award may be presented individually or during volunteer recognition activities.



## *II. BRANCH LEVEL AWARDS*



a. DR. MARY E. WALKER AWARD

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.

\*\*\*

Spouses (male and female) of Active Army, Army National Guard, and Army Reserve Soldiers of all ranks are eligible. All eligible volunteers will have equal eligibility without consideration of military member's rank or position.

\*\*\*

Reference FORSCOM Regulation 215-5

\*\*\*

This award consists of a medallion and a certificate.

\*\*\*

The Approval Authority for this award is Sergeant Audie Murphy Club (SAMC) Board.

\*\*\*

Nomination Procedure:

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 Sergeant Audie Murphy Club (SAMC) selection board. Nomination packets will include cover page with complete name, unit, and unit symbol; table of contents outlining documents in the packet with tabs; recommendation letter from Brigade CSM; nomination worksheet with Brigade and Battalion Board results; biographical sketch to include name, SSN, and Sponsor information; Commander/First Sergeant nomination worksheet; documentation of volunteer acts/service and justification for nomination; and DD Form 2266 Hometown News Release (complete with signatures).
2. Phase 1 and 2 include nomination and selection through Battalion/Brigade level boards. Nomination goes to unit Command Sergeant Major (CSM). Battalion/Brigade CSM will screen and evaluate packets monthly.
3. 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. 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.

## b. ANNE MORROW LINDBURGH AWARD

This award recognizes individuals who have voluntarily contributed significantly to the improvement of the active duty aviation community over a long period of time. These individuals 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.

\*\*\*

A nominee for the Order of Anne Morrow Lindbergh should be a spouse or Family member who has given of their time to support the community. This support must contribute significantly to the overall improvement, well-being, or quality of life for members of their community. This award is not intended to be a PCS award. It should cover service over an extended period of time or a career.

\*\*\*

This award consists of a certificate, a biographical description of Anne Morrow Lindbergh, and a lapel pin.

\*\*\*

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.

\*\*\*

### Nomination Procedure:

1. Award nominations may be submitted 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. Submission of the nomination packet should be made through the supervising brigade/colonel-level commander or activity director as appropriate.
3. Official nomination packets can be obtained from the Aviation Proponency office.

c. MOLLY PITCHER AWARD

The Artillery Order of Molly Pitcher recognizes individuals who have voluntarily contributed in a significant way to the improvement of the Field Artillery Community.

\*\*\*

Reference [http://fieldartillery.org/usfaa\\_awards/index.html](http://fieldartillery.org/usfaa_awards/index.html)

\*\*\*

This award consists of a certificate and medal.

\*\*\*

The approval authority for this award is a Field Artillery Commander, LTC or above.

\*\*\*

Nomination Procedure:

1. Approval authority, nominator, and nominee must be members of United States Field Artillery Association (if not, cost of award will include membership).
2. Complete nomination form and return for processing NLT than one month before award ceremony.

d. ORDER OF SAINT JOAN D'ARC

This award is given to honor ladies who voluntarily contributed significantly to the morale, 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.

\*\*\*

Ladies associated with Active, Reserve, or National Guard forces or installations may be nominated. Retired individuals are also eligible. The Association does not require a nominee to be a spouse of a service member.

\*\*\*

Reference United States Armor Association, [www.usarmor-assn.org/joanofarc.aspx](http://www.usarmor-assn.org/joanofarc.aspx)

\*\*\*

Award consists of a certificate bearing the signatures of the President of the Armor Association and the Chief of Armor, and a silver medallion suspended from a yellow ribbon.

\*\*\*

Approval authority for this award is the First Armor Colonel in the chain of command.

\*\*\*

Nomination Procedure:

1. Nomination packets must arrive at Fort Knox three-four weeks in advance of presentation and must include: A letter of nomination that details the nominee's significant contributions; payment; an endorsement from the First Armor Colonel (O-6) in the chain of command, approving the award. For units without an Armor chain of command (separate units, ROTC, staffs, etc.), an endorsement from the senior Armor officer will suffice. Such an endorsement will indicate that it is from the senior Armor officer available.
2. 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.
3. Units will present the award at an occasion that underscores the significance of the Order of Saint Joan D'Arc.

e. SHIELD OF SPARTA

Shield of Sparta is awarded to a spouse who has contributed significantly to the Infantry and whose contributions deserve special recognition by the National Infantry Association and the Infantry community.

\*\*\*

May be awarded to Infantry spouse or other esteemed lady in a support role.

\*\*\*

Reference <http://www.infantryassn.com/pages/awards.html>

\*\*\*

This award consists of a medallion.

\*\*\*

The approval authority for this award is National Infantry Association.

\*\*\*

Nomination Procedure:

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. KEEPER OF THE FLAME

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.

\*\*\*

Reference <http://www.usaocaweb.org/awards.htm#>

\*\*\*

The approval authority is delegated to Ordnance Corps General Officers and Colonels (O6) 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 review and coordinate approval by the Chief of Ordnance.

\*\*\*

#### Nomination Procedure:

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 of time. The nomination form must also include the full name, rank, unit, 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.

g. CATHARINE LITTLEFIELD GREENE AWARD

This award is given to recognize significant contributions and support provided by Quartermaster spouses.

\*\*\*

The nominee must be the spouse of a Quartermaster Soldier or civilian. The nominee's spouse must be a member of Association of Quartermasters. 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.

\*\*\*

Reference [http://www.associationofquartermasters.com/cg\\_award.htm](http://www.associationofquartermasters.com/cg_award.htm)

\*\*\*

This award consists of a certificate and medallion.

\*\*\*

Approval authority for this award is 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.

\*\*\*

Nomination Procedure:

1. Pay for the award and complete the nomination packet on the website.
2. Nominating one's own spouse is highly discouraged.

#### h. ESSAYONS AWARD

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.

\*\*\*

Spouses of engineer Soldiers or engineer DOD civilians, to include spouses of retired individuals, are eligible for this award. The nominee's spouse should be a member of AEA. 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. Most importantly, the spouse must possess qualities that set the individual apart from other Engineer Corps spouses or their peers.

\*\*\*

Reference [http://www.armyengineer.com/aea\\_awards.html](http://www.armyengineer.com/aea_awards.html)

\*\*\*

This award consists of a medal.

\*\*\*

The approval authority for this award is Engineer School Commandant or Chief of Engineers.

\*\*\*

#### Nomination Procedure:

1. Nominations must be endorsed by Colonel/Senior Executive Service.
2. Application forms available on website.
3. Allow four weeks to process application.

## i. ORDER OF MERCURY

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.

\*\*\*

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.

\*\*\*

Reference <http://www.signalcorps.org/awards.htm>

\*\*\*

This award consists of a certificate with either a silver or bronze medal.

\*\*\*

Approval authority for the Silver Order of Mercury is the SCRA National Awards Board. The approval authority for the Bronze Order of Mercury is any Signal Corps Colonel or General.

\*\*\*

### Nomination Procedure:

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.

## j. WAHATCHEE

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. The award has two levels, silver and bronze, paralleling the Order of Mercury. The Bronze Wahatchee is for individuals who have voluntarily contributed in a significant way to the improvement of the Signal Corps community. The Silver Wahatchee is for individuals who have voluntarily contributed significant, long-term service to the improvement of the Signal Corps community.

\*\*\*

Reference <http://www.signalcorps.org/awards.htm>

\*\*\*

This award consists of a silver or bronze medal, pin, and certificate.

\*\*\*

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 SCRA award board. Approving authority for the Silver Wahatchee is the national SCRA award board.

\*\*\*

### Nomination Procedure:

1. The nomination packet for the Bronze and Silver Wahatchee award should include a cover memorandum from the nominator; a one-page justification which details the nominee's contributions to the Signal Corps community; a point of contact with complete mailing address and desired presentation date; and payment for the award.



### *III. STATE OF TEXAS AWARDS*



a. GOVERNOR'S VOLUNTEER AWARDS

These awards allow the Texas Governor to recognize the individuals, organizations, corporations and public entities that truly embody the Texas tradition of community service.

\*\*\*

There are 7 award categories including: Social Innovator Award, Corporate Community Impact Award, Public Innovator Award and Community Collaborator Award, Community Motivator Award, the First Lady's Rising Star Award and the Governor's Lonestar Achievement Award.

\*\*\*

Reference <http://www.onestarfoundation.org/page/gva>

\*\*\*

This award consists of a framed award certificate.

\*\*\*

Nomination Procedure:

1. Nominations may be submitted online.
2. Nomination forms open online in the summer and close about a month before the award ceremony (date subject to change).
3. A review committee chooses the top nominations which then go to the Blue Ribbon Panel for final selection.



b. YELLOW ROSE OF TEXAS AWARD

This award is issued by the Texas Governor's office for support given to a military unit.

\*\*\*

All military spouses in the State of Texas are eligible for this award.

\*\*\*

This award consists of a certificate.

\*\*\*

Nomination Procedure:

1. Send request to Governor's office.
2. Include a brief biography of the nominee.
3. Awards are distributed year-round.



## VII. FORT BLISS AWARDS



a. TEAM BLISS VOLUNTEER OF EXCELLENCE

This award is given 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.

\*\*\*

Team Bliss Volunteer of Excellence is chosen from volunteers who have been chosen as the Fort Bliss Agency Volunteer of the Year. This award is given during National Volunteer Week.

\*\*\*

This award consists of a trophy.

\*\*\*

Nomination Procedure:

1. Chosen from Volunteers of the Year by a blind site panel.

## b. VOLUNTEER OF THE YEAR

This prestigious award is given to recognize one outstanding volunteer per brigade or volunteer organization. The volunteers are chosen by the brigade or volunteer organization. Volunteers must have made an overall substantial contribution to the mission of an Army activity, command or volunteer agency. This award is given during National Volunteer Week.

\*\*\*

May be awarded to Soldiers, Family members, or civilians.

\*\*\*

This award consists of a certificate, coin and trophy.

\*\*\*

The approval authority for this award is Brigade Commander, Executive Director or President, or Directorate Chief.

\*\*\*

### Nomination Procedure:

1. Nominators should take the following criteria into consideration: longevity, team player, and leadership. Volunteer is recognized for individual contributions (this is not an agency award). Volunteer has an above average impact on the organization or agency served. Nomination has the approval of the chain of command of the nominating organization. Volunteer must be a registered volunteer with the Fort Bliss Army Volunteer Corps office. While the nomination is not dependant on the number of hours served, the volunteer must have contributed hours submitted to the Fort Bliss Army Volunteer Corps office.
2. Note: Private organizations and Soldiers in Partners In Education will have their registration and hours verified by the Fort Bliss Army Volunteer Corps office.
3. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on [www.blissmwr.com](http://www.blissmwr.com).

c. OUTSTANDING VOLUNTEER SOLDIER OF THE YEAR

This prestigious award is given to recognize the five most outstanding Soldier volunteers of the year. 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. This award is given during National Volunteer Week.

\*\*\*

This award may be given to Active, Reserve, or National Guard Soldiers.

\*\*\*

This award consists of a certificate, coin and trophy.

\*\*\*

The approval authority for this award is Brigade Commander, Executive Director or President, or Directorate Chief.

\*\*\*

Nomination Procedure:

1. Nominator should take the following criteria into consideration: Volunteer is recognized for individual contributions (this is not an agency award). Volunteer has an above average impact on the organization or agency served. Nomination has the approval of the chain of command of the nomination organization. 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.
2. Note: Volunteers with private organizations will have their hours verified by the Fort Bliss Army Volunteer Corps office.
3. Volunteers will be chosen by the Fort Bliss ACS Advisory Council in a blind site panel.
4. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on [www.blissmwr.com](http://www.blissmwr.com).

d. OUTSTANDING AMBASSADOR AWARD

This award is given to recognize five outstanding volunteers who have exemplified community service in the El Paso Community. This award is given during National Volunteer Week.

\*\*\*

May be awarded to an active duty Soldier, Family member, or DA Civilian who works on the installation.

\*\*\*

This award consists of a certificate, coin and trophy.

\*\*\*

The approval authority for this award is Brigade Commander, Executive Director or President, or Directorate Chief.

\*\*\*

Nomination Procedure:

1. Nominator should take the following criteria into consideration: Volunteer has an above average impact on the organization or agency served. Nomination is not dependent on the number of hours served. Nomination has the approval of the chain of command of the nominating organization.
2. Volunteers will be chosen by the Fort Bliss ACS Advisory Council in a blind site panel.
3. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on [www.blissmwr.com](http://www.blissmwr.com).

e. OUTSTANDING YOUTH VOLUNTEER

This prestigious award is given to recognize five most outstanding youth volunteers of the year.  
This award will be given during National Volunteer Week.

\*\*\*

This award may be awarded to youth ages 13 thru 18 and unmarried.

\*\*\*

This award consists of a certificate, coin and trophy.

\*\*\*

The approval authority for this award is Brigade Commander, Executive Director or President, or  
Directorate Chief.

\*\*\*

Nomination Procedure:

1. Nominator should take the following criteria into consideration: Volunteer must be registered with the Fort Bliss Army Volunteer Corps office. Volunteer has an above average impact on the organization or agency served. Nomination is not dependent on the number of hours served. Nomination has the approval of the chain of command of the nominating organization.
2. Volunteers will be chosen by the Fort Bliss ACS Advisory Council in a blind site panel.
3. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on [www.blissmwr.com](http://www.blissmwr.com).



#### f. PARTNERS IN EDUCATION

This award is given to Outstanding Partner In Education Units who made an outstanding impact in their partner schools.

\*\*\*

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 Volunteer Awards Ceremony Luncheon during National Volunteer Week.

\*\*\*

This award consists of a coin, certificate, and trophy.

\*\*\*

#### Nomination Procedure:

1. Awardees will be selected by a blind site panel.
2. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on [www.blissmwr.com](http://www.blissmwr.com).

g. VOLUNTEER OF THE QUARTER

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. Three volunteers are recognized as the Fort Bliss Volunteer of the Quarter.

\*\*\*

May be awarded to active duty Soldier, Family member, or DA Civilian who works on the installation.

\*\*\*

This award consists of a certificate signed by the Garrison Commander, a free lunch pass from the Fort Bliss Centennial Club and Conference Center, and parking privileges at the Commissary and PX for a period of three months. Volunteers are recognized at the quarterly Garrison Award Ceremony.

\*\*\*

Approval authority for this award is any Commander, Executive Director or Directorate Chief.

\*\*\*

Nomination Procedure:

3. Nomination forms must be submitted to the Fort Bliss Army Volunteer Corps office by the deadline for each nomination period.
4. The following is the nomination period for Volunteer of the Quarter:

<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

5. Awardees will be selected by a blind site panel.
6. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on [www.blissmwr.com](http://www.blissmwr.com).

#### h. KIDS INVOLVED DOING SERVICE (K.I.D.S.)

The K.I.D.S. volunteer award recognizes three exceptional volunteer students each quarter for the volunteer work the student has done in and around the Ft. Bliss/EI Paso community.

\*\*\*

This award is open to any active duty military, National Guard, Reservist or retired service member child or a civilian youth volunteering on the installation that provides exceptional volunteer service in the community.

\*\*\*

This award consists of a certificate signed by the Garrison Commander, a free lunch pass from the Fort Bliss Centennial Club and Conference Center, and parking privileges (for parent) at the Commissary and PX for a period of three months. Volunteer are recognized at the quarterly Garrison Award Ceremony.

\*\*\*

Anyone can nominate a volunteer for this award.

\*\*\*

#### Nomination Procedure:

1. K.I.D.S nominations follow the same timeline as the Volunteer of the Quarter.
2. Volunteers will be selected by a blind site panel.
3. Nomination forms are available in the Fort Bliss Army Volunteer Corps office or on [www.blissmwr.com](http://www.blissmwr.com).

#### i. FAMILY VOLUNTEER AWARD

The Fort Bliss Family Volunteer Award is given to recognize Families who volunteer their time and talents to the Fort Bliss community in an effort to improve the Army well-being and the well-being of the Fort Bliss Community.

\*\*\*

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.

\*\*\*

This award consists of a trophy and a family photography session.

\*\*\*

The approval authority for this award is a Battalion Commander, Executive Director or President, or Directorate Chief.

\*\*\*

#### Nomination Procedure:

1. Nomination packets are available at the Fort Bliss Army Volunteer Corps office and will be submitted by the 1<sup>st</sup> week in October. The Fort Bliss Volunteer Family Recognition will coincide with Military Family Appreciation that is held every November.
2. The Fort Bliss ACS Advisory Council will review nominations and choose 10 Families to be recognized as Fort Bliss Outstanding Volunteer Families.
3. Nominators should keep the following criteria in mind: Volunteers must be registered with the Fort Bliss Army Volunteer Corps Program. Volunteers must have contributed hours submitted to the Fort Bliss Army Volunteer Corps Program. More than one Family member must have volunteered.

j. HELPING HAND AWARD

This award is given to any person who has distinguished him or herself by providing exceptionally meritorious volunteer service to the Fort Bliss community.

\*\*\*

This award consists of a Helping Hand Award Certificate and Helping Hand Medallion.

\*\*\*

Approval authority for this award is a Battalion Commander or above, Executive Director or President, or Directorate Chief.

\*\*\*

Nomination Procedure:

1. Nomination forms are available at the Fort Bliss Army Volunteer Corps office.
2. This award may be presented anytime during the year by a Battalion Commander or above or an agency director.
3. 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.

#### k. TEAM BLISS ACHIEVEMENT PINS

This award is based on documentation of hours within the Volunteer Management Information System (VMIS), Private Organization verification, or Partner In Education verification. Volunteers are awarded an initial pin after reaching 250 hours, and additional pins are given at subsequent milestones. Presentation of this award began 1 October 2009. The hours documented beginning April 2009 qualify for this award.

\*\*\*

Awarded to all members of the Armed Services, their Reserve Components, and civilians.

\*\*\*

Award consists of a pin and certificate.

\*\*\*

Approval authority for this award is a Battalion Commander or above, Executive Director or President, or Directorate Chief.

\*\*\*

#### Nomination Procedure:

1. All nominations must be made on Team Bliss Achievement Form and include volunteer hours to be verified in VMIS.
2. Return nominations to Fort Bliss Volunteer Corps no later than 4 weeks before recognition.

## I. SPOTLIGHT VOLUNTEER

Provides recognition for volunteer service to the Army at a local level. One volunteer will be chosen as Spotlight Volunteer on a monthly basis and be randomly selected from all nominations submitted.

\*\*\*

This award is appropriate for individuals who provide support for a special event or ongoing support to units, FRGs or local agency.

\*\*\*

This award consists of a short article and photo in The Monitor and a goody bag.

\*\*\*

The approval authority for this award is anyone supervising volunteers.

\*\*\*

### Nomination Procedure:

1. Nominator will complete Spotlight Volunteer Form and return it to the Fort Bliss Army Volunteer Corps office by the second Friday of the month.
2. A winner will be randomly selected from all nominations received and asked for a photo and to answer some questions about their volunteer service.

## I. VOLUNTEER OF THE MONTH

Provides recognition for volunteer service to the Army at a local level. One volunteer from each unit and one volunteer from each agency may be selected each month as Volunteer of the Month.

\*\*\*

This award is appropriate for individuals who provide support for a special event or ongoing support to units, FRGs or local agency.

\*\*\*

This award consists of a parking pass for VIP parking at Freedom Crossing.

\*\*\*

The approval authority for this award is anyone supervising volunteers.

\*\*\*

### Nomination Procedure:

1. Nominator will complete Volunteer of the Month Parking Pass Request Form and return it to the Fort Bliss Army Volunteer Corps office at least 2 weeks in advance of the presentation date.
2. Requests received after the first of the month will receive a pass for the following month.



## V. OTHER AWARDS



a. MILITARY FAMILY AWARD

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.

\*\*\*

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.

\*\*\*

Reference <http://www.militaryfamily.org/>

\*\*\*

This award consists of an all expense paid trip to Washington, DC and a cash prize of \$1,000.

\*\*\*

Nomination Procedure:

1. Anyone over 18 can nominate their own or another Family.
2. See website for nomination deadlines and guidelines.

## b. DAILY POINT OF LIGHT AWARD

The Daily Point of Light Award honors individuals and volunteer groups that have made a commitment to connect Americans through service to help meet critical needs in their communities. Each weekday, one volunteer or volunteer effort in the country receives a Daily Point of Light Award.

\*\*\*

Any individual, organization, group, family, business or labor union actively engaged in voluntary service directed at domestic or international problem-solving may apply for a Daily Point of Light Award. To be eligible, the volunteer activity should have lasted for at least six uninterrupted months and should be ongoing.

\*\*\*

Reference <http://www.pointsoflight.org/recognition/dpol>

\*\*\*

This award consists of recognition on the Points of Light home webpage for one day and the staff of the Points of Light Institute will contact the honoree's local press and government officials to bring additional light to their community service.

\*\*\*

### Nomination Procedure:

1. Nominations are accepted via online form on website on a rolling basis.
2. Nominations are judged quarterly.

c. PRESIDENT'S VOLUNTEER SERVICE AWARD

The President's Volunteer Service Award recognizes 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.

\*\*\*

Any U.S Citizen is eligible for this award.

\*\*\*

Reference <http://www.presidentialserviceawards.gov/index.cfm>

\*\*\*

Award consists of a lapel pin, certificate of achievement, and letter from the President.

\*\*\*

Nomination Procedure:

1. Nominations must come from a Certifying Organization (i.e., Fort Bliss Army Volunteer Corps).
2. Submit written documentation indicating number of hours (to be certified in Volunteer Management Information System) along with payment for the award to Army Volunteer Corps office (a Certifying Organization).
3. Award will be presented during National Volunteer Week.

#### d. JEFFERSON AWARD

The Local Jefferson Award is for individuals that make a difference on a daily basis in their local communities. National Jefferson Awards are given to people that make a difference on a national level.

\*\*\*

First, the selectors review acts of courage, vision, dedication, and tenacity. Is there anything outstanding, unique, heroic about the nominee and his or her character? Second, they review the impact on the community. Public service is about serving people and communities. As the nominee addresses important issues facing local communities or the country, has the nominee had a measurable impact?

\*\*\*

Any "Unsung Hero" is eligible for this award.

\*\*\*

Reference <http://www.jeffersonawards.org/>

\*\*\*

Award consists of a certificate.

\*\*\*

Nomination Procedure:

1. Complete the local nomination form on the website.
2. Nominations are accepted year-round.

e. CONGRESSIONAL AWARD (YOUTH)

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.

\*\*\*

The program is open to all 14 to 23-year-olds.

\*\*\*

Reference <http://www.congressionalaward.org/index.php>

\*\*\*

This award consists of a certificate and/or medal.

\*\*\*

Nomination Procedure:

1. The young person must register on the website for the award.
2. After registration, they will receive a registration packet and will need to set goals with their Advisor.
3. Awards are given based on hours completed for each time frame.

f. PRESIDENT'S STUDENT SERVICE CHALLENGE (YOUTH)

This award is combined with the President's Volunteer Service Award, and recognizes youth that have achieved a certain standard – measured by the number of hours of service over a 12-month period.

\*\*\*

Youth in grades K-College are eligible for this award.

\*\*\*

Reference <http://www.presidentialserviceawards.gov/tg/PSSA/#a3>

\*\*\*

This award consists of a pin, certificate, a note of congratulations from the President of the United States, and a congratulatory letter from the President's Council on Service and Civic Participation.

\*\*\*

Nomination Procedure:

1. Volunteers should keep a record of volunteer activities and hours served. Grades K-8 need 50 hours of service in a 12-month period for a Silver award. Grades K-College need 100 hours of service in a 12-month period for a Gold award.
2. The Fort Bliss Army Volunteer Corps office requires written documentation (to be verified in Volunteer Management Information System) of number of volunteer hours.
3. The Fort Bliss Army Volunteer Corps office acts as a Certifying Organization and will order the award.
4. Cost of award must be paid by nominator at time of nomination.





## Appendix A

### VOLUNTEER AWARDS MATRIX

AWARD LEVEL	AWARD NAME	APPROVAL LEVEL	PROCESS TIME	REFERENCE
Presidential	Presidential Medal of Freedom	DOD/AIAB	90 Days	DA PAM 672-20,Chapter 5 <a href="http://www.apd.army.mil/pdf/p672_20.pdf">http://www.apd.army.mil/pdf/p672_20.pdf</a>
Presidential	Presidential Citizens Medal	DOD/AIAB	90 Days	DA PAM 672-20,Chapter 5 <a href="http://www.apd.army.mil/pdf/p672_20.pdf">http://www.apd.army.mil/pdf/p672_20.pdf</a>
Department of Defense	DOD Medal for Distinguished Public Service	DOD/AIAB	90 Days	DA PAM 672-20,Chapter 5 <a href="http://www.apd.army.mil/pdf/p672_20.pdf">http://www.apd.army.mil/pdf/p672_20.pdf</a>
Department of Defense	Secretary of Defense Award for Outstanding Public Service	DOD/AIAB	90 Days	DA PAM 672-20,Chapter 5 <a href="http://www.apd.army.mil/pdf/p672_20.pdf">http://www.apd.army.mil/pdf/p672_20.pdf</a>
Department of the Army Public Service	Decoration for Distinguished Civilian Service	Secretary of the Army	90 Days	AR 672-20,Chapter 9 <a href="http://www.apd.army.mil/pdf/r672_20.pdf">http://www.apd.army.mil/pdf/r672_20.pdf</a>
Department of the Army Public Service	Secretary of the Army Public Service Award	Secretary of the Army/AIAB	90 Days	AR 672-20,Chapter 9 <a href="http://www.apd.army.mil/pdf/r672_20.pdf">http://www.apd.army.mil/pdf/r672_20.pdf</a>
Department of the Army Public Service	Outstanding Civilian Service Award	Secretary of the Army Macom Commander or designee 08 or above	60 Days	AR 672-20,Chapter 9 <a href="http://www.apd.army.mil/pdf/r672_20.pdf">http://www.apd.army.mil/pdf/r672_20.pdf</a>
Department of the Army Public Service	Emma Marie Baird Award for Outstanding Volunteer Service	Battalion Commander or above, or Agency Executive Director	Annual Deadline	My Army One Source <a href="https://www.myarmyonesource.com/default.aspx">https://www.myarmyonesource.com/default.aspx</a>
Department of the Army Public Service	Commander's Award for Public Service	06 or above OR Commanders with court-martial authority	60 Days	AR 672-20,Chapter 9 <a href="http://www.apd.army.mil/pdf/r672_20.pdf">http://www.apd.army.mil/pdf/r672_20.pdf</a>
Department of the Army Public Service	Certificate of Appreciation for Patriotic Civilian Service	Commanders, 05 and above	60 Days	AR 672-20,Chapter 9 <a href="http://www.apd.army.mil/pdf/r672_20.pdf">http://www.apd.army.mil/pdf/r672_20.pdf</a>
Department of the Army Public Service	Civilian Award for Humanitarian Service	Commanders, MACOM and above	60 Days	AR 672-20,Chapter 9 <a href="http://www.apd.army.mil/pdf/r672_20.pdf">http://www.apd.army.mil/pdf/r672_20.pdf</a>
Department of the Army Public Service	Certificate of Appreciation	Local Commander	30 Days	AR 672-20,Chapter 9 <a href="http://www.apd.army.mil/pdf/r672_20.pdf">http://www.apd.army.mil/pdf/r672_20.pdf</a>
Department of the Army Military Award	Military Outstanding Volunteer Service Medal	Commanders, 05 and above	30 Days	AR 600-8-22, Chapter 2 <a href="http://www.apd.army.mil/pdf/r600_8_22.pdf">http://www.apd.army.mil/pdf/r600_8_22.pdf</a>

VOLUNTEER AWARDS MATRIX con't.

AWARD LEVEL	AWARD NAME	APPROVAL LEVEL	PROCESS TIME	REFERENCE
FORSCOM	Commander's Award for Volunteer Service	FORSCOM Commander	45 Days	FORSCOM REG 672-1
FORSCOM	Dr. Mary E. Walker Award	Installation/CONUSA CSM	Locally Set	FORSCOM REG 215-5
Branch-Related	Anne Morrow Linburgh Award	AVN Commanders, 06 and above	60 Days	US Army Aviation Center, Fort Rucker, AL  <a href="http://www-rucker.army.mil/pdf/AP/Awards/Anne%20Morrow%20Lindbergh%20Award%20Background.pdf">http://www-rucker.army.mil/pdf/AP/Awards/Anne%20Morrow%20Lindbergh%20Award%20Background.pdf</a>
Branch-Related	Molly Pitcher Award	FA Commanders, 06 and above	30 Days	United States Field Artillery Association  <a href="http://www.usfaa.com/saintbarbara/awards/index.html">http://www.usfaa.com/saintbarbara/awards/index.html</a>
Branch-Related	Order of Saint Joan D'Arc	AR Commanders, 06 and above	30 Days	United States Armor Association  <a href="http://www.usarmor-assn.org/joanofarc.aspx">http://www.usarmor-assn.org/joanofarc.aspx</a>
Branch-Related	Shield of Sparta	NIF Committee	30 Days	National Infantry Association  <a href="http://www.infantryassn.com/pages/awards.html">http://www.infantryassn.com/pages/awards.html</a>
Branch-Related	Keeper of the Flame	OC Commanders 06 and above	30 Days	United States Army Ordnance Corps Association <a href="http://www.usaocaweb.org/awards.htm#">http://www.usaocaweb.org/awards.htm#</a>
Branch-Related	Catherine Littlefield Greene Award	QC Commanders 06 and above	30 Days	Association of Quartermasters  <a href="http://www.associationofquartermasters.com/cg_award.htm">http://www.associationofquartermasters.com/cg_award.htm</a>
Branch-Related	Essayons Award	EN School Commandant OR Chief of Engineers	30 Days	Army Engineer Association  <a href="http://www.armyengineer.com/aea_awards.html">http://www.armyengineer.com/aea_awards.html</a>
Branch-Related	Order of Mercury	Silver-SCRA Board Bronze- SC Commanders, 06 and above	30 Days	Signal Corps Regimental Association  <a href="http://www.signalcorps.org/awards.htm">http://www.signalcorps.org/awards.htm</a>
Branch-Related	Wahatchee	Silver-SCRA Board Bronze-SC Commanders, 05 and above	30 Days	Signal Corps Regimental Association  <a href="http://www.signalcorps.org/awards.htm">http://www.signalcorps.org/awards.htm</a>

## VOLUNTEER AWARDS MATRIX con't

AWARD LEVEL	AWARD NAME	APPROVAL LEVEL	PROCESS TIME	REFERENCE
State of Texas	Governor's Award	Governor's Office	30 Days	One Star Foundation  <a href="http://www.onestarfoundation.org/">http://www.onestarfoundation.org/</a>
State of Texas	Yellow Rose of Texas	Governor's Office	30 days	
Fort Bliss	Team Bliss Volunteer of Excellence	Volunteer	Rolling	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Volunteer of the Year	Brigade Commander, Executive Director, Directorate Chief	National Volunteer Week  45 days	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Outstanding Volunteer Soldier of the Year	Brigade Commander, Executive Director, Directorate Chief	National Volunteer Week  45 days	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Outstanding Ambassador Award	Brigade Commander, Executive Director, Directorate Chief	National Volunteer Week  45 days	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Outstanding Youth Volunteer	Brigade Commander, Executive Director, Directorate Chief	National Volunteer Week  45 days	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Partners in Education	Brigade Commander, Executive Director, Directorate Chief	Annual - National Volunteer Week	Fort Bliss Army Volunteer Corps  Recognition Plan

## VOLUNTEER AWARDS MATRIX con't

AWARD LEVEL	AWARD NAME	APPROVAL LEVEL	PROCESS TIME	REFERENCE
Fort Bliss	Volunteer of the Quarter	Commander, Executive Director, Directorate Chief	30 days	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Family Volunteer Award	Battalion Commander, Executive Director, or Directorate Chief	30 days	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Team Bliss Achievement Pins	Battalion Commander, Executive Director, or Directorate Chief	30 days	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Spotlight Volunteer	Anyone supervising volunteer	Monthly	Fort Bliss Army Volunteer Corps  Recognition Plan
Fort Bliss	Volunteer of the Month	Anyone supervising volunteer	Monthly	Fort Bliss Army Volunteer Corps  Recognition Plan
Other	Military Family Award	Anyone over age 18	Annual	National Military Family Association  <a href="http://www.nmfa.org">www.nmfa.org</a>
Other	Daily Points of Light Award	Anyone over age 18	Quarterly	Points of Light Foundation  <a href="http://www.pointsoflight.org">www.pointsoflight.org</a>
Other	President's Award for Volunteer Service	Anyone supervising volunteer  Certifying organization	Annual  National Volunteer Week	<a href="http://www.presidentialserviceawards.gov/index.cfm">http://www.presidentialserviceawards.gov/index.cfm</a>
Other	Jefferson Award	Anyone over age 18	Rolling	<a href="http://www.jeffersonawards.org/">http://www.jeffersonawards.org/</a>
Other	Congressional Award(Youth)	Anyone between ages 14-23	Rolling	<a href="http://www.congressionalaward.org/">http://www.congressionalaward.org/</a>
Other	President's Student Service Challenge (Youth)	Anyone supervising volunteer  Certifying organization	Rolling	<a href="http://www.presidentialserviceawards.gov/tg/PSSA/#a3">http://www.presidentialserviceawards.gov/tg/PSSA/#a3</a>

Appendix B

VOLUNTEER AWARD EQUIVALENCY TO MILITARY AWARD

<u>Volunteer Award</u>	<u>Military Equivalent Award</u>
(DA) Decoration for Distinguished Civilian Service	Legion of Merit
(DA Public Service) Outstanding Civilian Service Award	Legion of Merit (FORSCOM GEN) or Meritorious Service Medal (MG)
(DA Public Service) Commander's Award for Public Service	Army Commendation Medal
(DA Public Service) Certificate of Appreciation for Patriotic Civilian Service	Army Achievement Medal



## Appendix C

### SAMPLE AWARD JUSTIFICATIONS

- a. Secretary of the Army Public Service Award
- b. Fort Bliss Volunteer of the Year
- c. Fort Bliss Outstanding Soldier Volunteer of the Year
- d. Fort Bliss Outstanding Ambassador Volunteer of the Year
- e. Fort Bliss Outstanding Youth Volunteer of the Year

*Sample A – Secretary of the Army Public Service Award*

ATBO-CL

MEMORANDUM FOR Headquarters, Department of the Army, Army Incentive Awards Board, ATTN: Executive Secretary, 111 Army Pentagon, Washington, D.C. 20310-0111

SUBJECT: Nomination for the Secretary of the Army Public Service Award – Mrs. Jane Doe

1. Strongly recommend approval of the Secretary of the Army Public Service Award for Mrs. Jane Doe, wife of Major General John F. Doe, Commander, U.S. Army Military Center, Fort Post, USA, in deserving recognition of her dedicated service to the U.S. Army and Nation.
2. Mrs. Doe is one of The Army's greatest spouses, and her professionalism, devotion, and contributions will be felt for many years to come. During the period July 2006 through August 2010, she personally devoted unlimited energy and effort to maintain, strengthen, and institute a host of Army programs and service organizations. Jane is a model volunteer and has been a genuine inspiration for Army relations.
3. Mrs. Doe provided the vision and leadership necessary to successfully raise over \$100,000 to support numerous Family support programs. Her personal efforts created an environment in which Army communities are better informed and where programs are better supported.
4. The date of Major General Doe's change of command is on or about 25 August 2010. It is fitting that Jane Doe be honored with this prestigious award at the same time her husband is honored for his distinguished career.

KEVIN P. BYRNES  
General, U.S. Army  
Commanding



*Sample A cont. – Secretary of the Army Public Service Award Proposed Citation*

Mrs. Jane Doe has distinguished herself through extraordinary contributions to the United States Army and the Department of Defense during her 33 years of volunteer service while assisting her husband and the total Army family. Her dedicated and exceptional service as an Army spouse, and most importantly as a leader and community volunteer, has made a tremendous influence on service to the Army and the Nation. As a result of her tireless efforts, thousands of dollars have been given in scholarships and welfare donations. Mrs. Doe's enthusiasm, concern, and sincere involvement enhanced all aspects of the family support system. The Army and the Nation will remain forever grateful for her dedicated service.

*Sample B – Volunteer of the Year Nomination*

(Letterhead)

(Office Symbol)

ATTENTION OF: Mary Jones

MEMORANDUM FOR Directorate of Family and Morale, Welfare and Recreation, Army Community Service, (Army Volunteer Corps), Bldg. 2494 Ricker Road, Fort Bliss, Texas 79916

SUBJECT: Nomination for Fort Bliss Volunteer of the Year for Mrs. Jennifer Smith

1. **Mrs. Jennifer Smith** is hereby nominated for Fort Bliss 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 Bliss 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 Bliss'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, staffed sessions with dynamic trainers, and ensured all logistical requirements were arranged.

- (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

*Sample B – Volunteer of the Year Nomination (cont.)*

the AFTB Steering Committee help decide program changes and directions. Her participation is invaluable.

(5) Mrs. Smith is also an AFTB Major Subordinate Command (MSC) point of contact (POC), serving as a valuable link between HHC 1<sup>st</sup> Brigade 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. 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 Bliss 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.

(2) As the chairperson for the Budget and Logistics Subcommittee, she calculated the budget for the 2010 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.

*Sample B – Volunteer of the Year Nomination (cont.)*

(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, 1<sup>st</sup> Brigade FRG leader and senior advisor to its five subordinate companies, Mrs. Smith 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 FRGs, Mrs. Smith 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 FRGs. 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 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 to take care of her FRGs. 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. Operation Santa (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 Bliss 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 University of Texas, El Paso, and participated in a variety of other fundraising activities, such as Pictures With Santa, Buy-A-Smile, Adopt-A-Child, and gift wrapping.

*Sample B – Volunteer of the Year Nomination (cont.)*

(3) Mrs. Smith assisted in the planning, coordinating, and the execution of a large and attention-getting grand opening for Operation Santa. 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 Operation Santa 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 Bliss community.

e. **Spouse Welcoming Program (SWP) (estimated volunteer hours: 30).** Ms. Smith helped kick-off this invaluable program, which welcomes incoming spouses and helps them become familiar with many resources available to them. This volunteer was one of the first tour guides for Fort Bliss, and was very effective at easing the transition for spouses to life at Fort Bliss. Feedback was overwhelmingly positive. She served to promote and advocate this fledgling program, helping to market it wherever she went.

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, 915-568-1132.
- b. AFAP, manager, 915-568-1132.
- c. Santa's Workshop, Mrs. Claus, 915-568-TOYS.
- d. HHC, 1<sup>st</sup> Brigade, Family Readiness Group, LTC George I. Soldier, 915-569-0000.
- e. Spouse Welcoming Program, Tammy Heart, Coordinator, 915-569-2000.

4. A proposed citation is enclosed.

5. Point of contact for this action is Sally Smith, 1<sup>st</sup> Brigade FRSA, 915-569-9999.

Encl

LTC Jason P. Jones  
1<sup>st</sup> Brigade

*Sample B – Volunteer of the Year Nomination Proposed Citation*

FORT BLISS VOLUNTEER OF THE YEAR AWARD IS HEREBY PRESENTED TO

**PROPOSED CITATION FOR JENNIFER SMITH**

**FOR OUTSTANDING VOLUNTEER SERVICE**

FOR THE PERIOD OF 1 JANUARY 2010 TO 31 DECEMBER 2010, MRS. SMITH 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, 1<sup>ST</sup> BRIGADE FAMILY READINESS GROUP; OPERATION SANTA CLAUSE; THE INSTALLATION SPOUSE WELCOMING PROGRAM; AND MANY MORE. MRS. SMITH'S CONTRIBUTIONS TO SOLDIERS, THEIR FAMILIES, AND THE COMMUNITY ARE AN EXAMPLE OF SUPERB SELFLESSNESS AND DEDICATION TO VOLUNTEERISM. MRS. SMITH'S EXCEPTIONAL PERFORMANCE REFLECTS THE UTMOST CREDIT ON HER, FORT BLISS, AND THE UNITED STATES ARMY.

*Sample C – Outstanding Soldier Volunteer of the Year Nomination*

Nominee Information:

Name: SPC Soldier, John  
Agency: 4<sup>th</sup> BCT, 1<sup>st</sup> AD

Community Activities/Contribution:

SPC Soldier volunteered a total of 120 hours of service to Fort Bliss and the local community. He dedicated 83 hours to the students of Bliss Elementary School involving pep rallies, book readings, holiday decorating, and judging contests. SPC Soldier organized the landscaping and remodeling of the school's atrium. His involvement with the community youth promoted a positive image of Soldiers, being viewed as role models. Parents and school administrators expressed their gratitude for his work and mentorship. SPC Soldier spent 47 hours supporting Fort Bliss activities which enhanced the morale of fellow Soldiers and Family members. He set up, cleaned and judged wrestling matches for the fifth annual Army Strong High School Wrestling Tournament at Stout Gym. SPC Soldier ran for the Wounded Warrior Walk, which raised awareness of and money for hardships experienced by wounded Soldiers and their Families. SPC Soldier also participated in the Toys for Tots run, which raised funds to purchase toys for disadvantaged children. SPC Soldier is the volunteer coordinator for 4<sup>th</sup> BCT, 1<sup>st</sup> AD. His constant coordination has been key to the Brigade's Soldiers volunteering more than 5000 volunteer hours of service towards improving the El Paso community and its schools. His efforts demonstrate to the El Paso community that our armed forces are dedicated and willing to serving and assisting them.

Award history of nominee: 1 x AAM, 1 x MOVSM

Award Citation:

For outstanding achievement while selflessly devoting 120 hours of volunteer service to local community schools and organizations. Specialist Soldier's efforts enhanced the Army's image in the local community. His outstanding performance reflects great credit upon himself, the 4<sup>th</sup> Brigade Combat Team, 1<sup>st</sup> Armored Division, Fort Bliss, and the United States Army.

*Sample D – Outstanding Ambassador Volunteer of the Year Nomination*

Nominee Information:

Name: Mrs. Jane Helper

Agency: Military Council of Catholic Women

Community Activities/Contribution:

Mrs. Jane Helper has volunteered throughout the year in multiple organizations in support of Soldiers and their Families. Her commitment to volunteering easily exceeded 550 hours of devoted time to many efforts at Ft. Bliss. Her commitment to the Military Council of Catholic Women (MCCW) included her service as a board member, and also embraced Drive a Meal to needy members of the community, being a lector/Eucharistic minister, a number of support visits to the Texas Veteran's Home, and numerous projects in support of the House of Hope in clothing and diaper drives. Her volunteerism extended to Rosary Makers each week which assisted in providing over 5000 Rosaries to Soldiers here at Ft. Bliss. Her dedication to the Officer and Civilian Spouses Association (OCSA) included help with the annual Bazaar, not to mention multiple other projects including weekly support one day every week at the Thrift Shop. Jane's exemplary volunteer service is a direct reflection of her caring, giving, and selfless desire to help our Soldiers and Families.

Award Citation:

For outstanding commitment to volunteerism with multiple organizations at Ft. Bliss from January 2010 to April 2010, with over 550 hours committed to helping Soldiers and their Families. As both a member and board officer of Military Council of Catholic Women (MCCW), Mrs. Jane Helper devoted her effort to provided meals to the needy, assist as a lector/Eucharistic minister, support our veterans, directly make a difference with pregnant mothers, and providing over 5000 Rosaries to our Soldiers in the Ft. Bliss Catholic community. Her caring efforts in support of OCSA extended to supporting the Thrift Shop every week, and other multiple projects supporting our Soldiers, civilians, and their Families. Your selfless service and dedication reflect great credit on you, the many organizations you give to, and the Team Bliss Family.



*Sample E – Outstanding Youth Volunteer of the Year Nomination*

Nominee Information:

Name: Susie Smith

Agency: Junior Enlisted Family Center (JEFC)

Community Activities/Contribution:

At age 16, Susie Smith has already made a tremendous positive impact on her community. She has been an active volunteer at the JEFC Food Pantry for the past three years, where, among her many activities there, she assisted with an event that raised \$50,000, and helped the non-profit open its Lending Library. She also works in the non-profit's food pantry during their Summer Lunch Program, which gave food to 169 families in 2009 and 408 families in 2010. Outside of the JEFC, Ms. Smith organized a cheerleading camp for girls ages four through nine, which taught the children cheerleading, crafts, and the importance of giving back. Each camper brought in school supplies and food to be donated to the JEFC, while Ms. Smith gave a portion of her camp's proceeds to the non-profit.

Ms. Smith also volunteers at her church, where she helps with the two-year-olds' nursery and operates the middle school café on Sunday. She is a charter member of the National Charity League of El Paso, and recently participated in an event that raised \$13,000 for the Susan G. Komen Foundation. Overall, she has donated over 300 volunteer hours since 2009 at organizations such as the JEFC, Christ's Haven Children's Home, Cook Children's Hospital, the Special Olympics, Mimosa Manor Nursing Home, and El Paso Independent School District. Ms. Smith is lauded by her community for being an active scholar and athlete who demonstrates excellent character traits and tremendous leadership skills. She is destined to impact the lives of many more people with her dedication to excellence in everything she attempts.

Award Citation:

In recognition of dedicated and exemplary performance and outstanding volunteer service to the Fort Bliss community. Susie Smith's contributions to the community reflect time, dedication, leadership and enthusiasm to the greater good and inspire others to contribute to the well-being of Team Bliss. Her superb volunteerism as a youth reflects great credit upon herself, her Family, Fort Bliss, and the United States Army.



## Appendix D

### NOMINATION FORMS

- a. Team Bliss Achievement Pins
- b. Spotlight Volunteer
- c. Volunteer of the Quarter
- d. Volunteer of the Month Parking Pass Request
- e. DA 1256, Incentive Award Nomination and Approval

## Team Bliss Achievement Pin

**Turn in form no later than 4 weeks in advance of recognition.  
Fort Bliss Volunteer Corps, Bldg. 2494 Ricker Road  
Fax 915-568-4357**

### Part 1 – To Be Completed By Nominator

1. Volunteer's Name - Last, First, MI	2. Organization (No Abbreviations)
3. Present Position/Title	4. Position Held During Period Covered in Nomination (if other than that shown in item #3)
6. Team Bliss Achievement Pin:	
<input type="checkbox"/> 250 Hours	<input type="checkbox"/> 500 Hours
<input type="checkbox"/> 750 Hours	<input type="checkbox"/> 1000 Hours
<input type="checkbox"/> over 1000 Hours	
7. Nominator's Name and Title	8. Phone Number and email
9. Nominator's Signature	10. Date

### Part 2- To be completed by nominator Justification

12. Completely list the volunteer's accomplishments (both quantitative and qualitative) and discuss his/her contributions to your organization, Fort Bliss, and the Army. Continue on additional pages if needed

13. Signature	14. Date
---------------	----------

### Part 4 – To be completed by the Army Volunteer Corps (AVC) Office

<input type="checkbox"/> Volunteer Registered with AVC	<input type="checkbox"/> Private Organization Hours Verified
<input type="checkbox"/> Volunteer Hours to Date: Nomination Received by:	
	Date:



## **SPOTLIGHT VOLUNTEER FORM**

### **SPOTLIGHT VOLUNTEER NOMINEE**

**NAME:**

**VOLUNTEER AGENCY:**

**EMAIL:**

**PHONE NUMBER:**

### **SPOTLIGHT NOMINATOR:**

**NAME:**

**VOLUNTEER AGENCY:**

**EMAIL:**

**PHONE NUMBER:**

One volunteer will be chosen as Spotlight Volunteers on a monthly basis. One volunteer will be randomly selected from all nominations submitted. The deadline for nominations is the second Friday of the month. The volunteers chosen will be highlighted in The Monitor on the NEW Fort Bliss Army Volunteer Corps page. For more information, contact the Fort Bliss Army Volunteer Corps office at 568-1132 or [fortblissvolunteers@conus.army.mil](mailto:fortblissvolunteers@conus.army.mil)



# Volunteer of the Month

## Parking Pass Request

Turn in form no later than 2 weeks in advance of presentation.

Fort Bliss Volunteer Corps, Bldg. 2494 Ricker Road

fortblissvolunteers@conus.army.mil Fax 915-568-8252

### Part 1 – To Be Completed By Requestor

1. Volunteer's Name - Last, First, MI	2. Organization (No Abbreviations)
3. Present Position/Title	4. Requestor's Name
5. Requestor's Phone Number	6. Requestor's Email
7. Nominator's Signature	8. Date

### Part 2 – To be completed by the Army Volunteer Corps (AVC) Office

<input type="checkbox"/> Volunteer Registered with AVC		<input type="checkbox"/> Private Organization Verified	
Nomination Received by:		Date:	

INCENTIVE AWARD NOMINATION AND APPROVAL					
For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel					
PART 1 - TO BE COMPLETED BY OPERATING OFFICE					
1. EMPLOYEE'S LAST NAME - FIRST NAME - MI		2. SOCIAL SECURITY NO.	3. ORGANIZATION (No abbreviations)		
4. PRESENT POSITION, TITLE, GRADE AND SALARY			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)		
6. TYPE OF AWARD RECOMMENDED					
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.					
a. HONORARY		b. MONETARY			
<input type="checkbox"/>	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	<input type="checkbox"/>	COMMANDER'S AWARD FOR CIVILIAN SERVICE	<input type="checkbox"/>	QUALITY STEP INCREASE
<input type="checkbox"/>	MERITORIOUS CIVILIAN SERVICE AWARD	<input type="checkbox"/>	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	<input type="checkbox"/>	PERFORMANCE AWARD \$
<input type="checkbox"/>	SUPERIOR CIVILIAN SERVICE AWARD	<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/>	SPECIAL ACT/SERVICE AWARD \$
<input type="checkbox"/>	OTHER (Specify)	<input type="checkbox"/>		<input type="checkbox"/>	ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED ( MO/YR - MO/YR)				<input type="checkbox"/>	TIME OFF AWARD
7. NOMINATING OFFICIAL					
a. TYPED NAME AND TITLE		b. SIGNATURE		c. TELEPHONE NUMBER	d. DATE
				AREA CODE ( )	
PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)					
8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)					
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER		b. SIGNATURE		c. DATE
NO					
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER		e. SIGNATURE		f. DATE
NO					
PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND					
9. APPROVAL		DISAPPROVAL		OTHER	
COMPLETE FOR MONETARY AWARDS RECOMMENDED					
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS		ESTIMATED FIRST YEAR SAVINGS \$	
PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)					
ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE	
10. LOCAL COMMITTEE CHAIRPERSON					
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE					
12. MAJOR COMMAND REVIEW COMMITTEE					
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE					
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD					



