

3RD INFANTRY DIVISION FORT STEWART HUNTER ARMY AIRFIELD

VOLUNTEER AWARDS GUIDE



“ROCK OF THE MARNE”

While we make every effort to keep this document up-to-date, please reach out to jacob.b.blakeslee.mil@mail.mil and let us know if you discover misinformation.

As of 23 February 2017

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I. VOLUNTEER INFORMATION

A. VOLUNTEER CODE OF ETHICS

1. AS A VOLUNTEER, I AM A PROFESSIONAL. I REALIZE THAT I AM SUBJECT TO THE SAME CODE OF ETHICS THAT BINDS ALL PROFESSIONALS IN THE POSITIONS OF TRUST WE HOLD. I ACCEPT THESE RESPONSIBILITIES AND RESPECT MATTERS OF CONFIDENTIALITY.

2. I UNDERSTAND AS A VOLUNTEER, I HAVE AGREED TO WORK WITHOUT MONETARY COMPENSATION. HAVING ACCEPTED THIS POSITION, I WILL DO MY WORK ACCORDING TO THE SAME STANDARD OPERATION PROCEDURES AS PAID STAFF IS EXPECTED TO DO THEIR WORK.

3. I BELIEVE THAT ALL WORK SHOULD BE CAREFULLY PLANNED AND CARRIED OUT IN A PROFESSIONAL MANNER. I WILL WORK WITH MY LEADER TO ENSURE THAT I AM ASSIGNED TO A JOB I CAN ENJOY AND WANT TO PERFORM. I WILL INVESTIGATE HOW I CAN BEST SERVE THE ORGANIZATION DURING MY VOLUNTEER HOURS IN ORDER TO GIVE AS MUCH AS I CAN. I HAVE AN OBLIGATION TO MY WORK AND WILL CARRY OUT MY SHARE OF THE WORK THAT I VOLUNTEERED TO DO.

4. I PROMISE TO MAINTAIN AN OPEN MIND AND TRAIN DILIGENTLY FOR MY JOB. I WILL SHARE MY SKILLS WITH OTHER VOLUNTEERS, AND TOGETHER WE WILL STRIVE TO ENRICH ALL OUR WORK FOR THE BENEFIT OF OUR SOLDIERS AND FAMILIES.

5. BEING EAGER TO CONTRIBUTE ALL THAT I CAN DO TO HELP ENHANCE THE QUALITY OF LIFE WITHIN THE ORGANIZATION, I ACCEPT THIS VOLUNTEER CODE OF ETHICS AND WILL FOLLOW IT CAREFULLY AND CHEERFULLY.

B. TYPES OF VOLUNTEERS

1. STATUTORY VOLUNTEERS

a. Volunteer labor accepted in accordance with 10 U.S.C. 1588 and AR 608-1.

2. INDIVIDUALS PROVIDING GRATUITOUS SERVICE VOLUNTEERS

a. Volunteer labor accepted by Armed forces but not covered by 10 U.S.C. 1588. AR 608-1 addresses gratuitous service volunteers.

3. VOLUNTEERS FOR PRIVATE ORGANIZATIONS

a. Volunteer labor accepted by armed forces but not covered by U.S.C. 1588. AR 608-1 addresses private organization volunteers and local SOP's.

4. STUDENT INTERNS

a. Volunteer labor accepted by Armed Forces but not covered by 10 U.S.C. 1588. AR 608-1 addresses student intern volunteers and local SOP's.

C. REGISTRATION INFORMATION

1. All Volunteers serving agencies on Fort Stewart and Hunter Army Airfield must register with the Army Volunteer Program Coordinator at Army Community Service on the Volunteer Management Information System (VMIS). The Federal Government provides registered volunteers certain rights and protections, in the event of injury or loss while performing the volunteer position. Volunteer work experience is an excellent way for an individual to develop job skills and accumulate work experience in the further promotion of competitive job market skills. Volunteering at Fort Stewart and Hunter Army Airfield is a winning experience for everyone, and every year the installation celebrates the outstanding contributions of its volunteers at the 3d Infantry Division Annual Volunteer Awards Ceremony.

D. VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

1. How to Register as a Volunteer on VMIS

- a. Go to www.myarmyonesource.com (site runs faster when opened with Firefox).
- b. In the top right corner of the page, click on, "Register".
- c. Once the new page opens, click the, "Join Now!" link.
- d. Fill in the requested information and click, "Continue".
- e. Confirm your information is correct and click, "Continue".
- f. If information is incorrect, you can click the back button to correct your information and click, "Continue" again.
- g. Once your registration is completed you will see this message: "Thank you for registering. You have been pre-approved and logged into the site."
- h. If there are complications with registering in VMIS or registering hours contact your VMIS Organization Point of Contact (OPOC).

2. How to Search for Volunteer Positions

- a. Go to www.myarmyonesource.com and click on "Login" (at top of page in black bar); login with username and password.
- b. Click the "Volunteer Tools" button at the top right of the myarmyonesource.com homepage (look for the hand icon).
- c. Click on "GA" state on the map.
- d. Select "Fort Stewart" on Garrison list.

e. On the next page you can select your preferred volunteer organization and organization component (there is no need to enter state or zip code, location is automatically selected for you).

f. You can also simply scroll down and view positions currently available under the “Volunteer Opportunities” header further down the page.

3. How to Log Your Hours in VMIS (once you get accepted for the position in VMIS)

a. Volunteers have until the 15th of the following month to log in each month’s hours.

b. Log into myarmyonesource.com and click on Volunteer Tools.

c. Click on the “Volunteer Activity” button.

d. Under Open Services – Current Army volunteer positions, you will see “Hour” (in blue) on the right, click on it.

e. You will see three options: “Add for Open Dates”, “Add for Day”, and “Add for Period”. ACS prefers you use “Add for Open Dates”.

II. NOMINATIONS INFORMATION

A. Awards Overview

1. Formal and Informal Recognition

a. Informal Recognition is an effective means of volunteer recognition. Some forms of informal recognition are:

- (i) Sending a handwritten thank you note
- (ii) A public thanks in front of his/her peers
- (iii) Unit/directorate area "honor roll"
- (iv) Positions of increased responsibility
- (v) Enlisting them to train other volunteers
- (vi) Letters of Recommendation when they seek employment
- (vii) Volunteer Spotlight in your organization/unit newsletter
- (viii) A card on the volunteer's birthday
- (ix) Saying "thank you"

b. Unit/Directorate/Organization Awards:

(1) Units award Unit/Directorate/Organizational Awards at the discretion of the organization. Unit/Directorate/Organizational Volunteer Standard Operational Procedures (SOP) should describe the organization/unit volunteer policy, volunteer job descriptions/job bank, and volunteer award recognition to include the awards criteria, components, approval authority, submission timeline, staffing channel, and the suggested award presentation.

c. Organizations can present awards informally, at unit/organization functions, or formal ceremonies.

d. Fort Stewart/Hunter Army Airfield Installation Awards:

(1) Open Awards – Units award these at the discretion of the appropriate organizational levels (Company, Battalion, and Brigade).

- (i) Certificate of Appreciation
- (ii) Audie Murphy Volunteer Service Award
- (iii) Spotlight Volunteer

(2) Monthly: 3ID presents the award to volunteers at the monthly Community Leaders Information Forum (CLIF) or Division Award Ceremony.

- (i) Star of the Marne
- (ii) General Stewart Award for Exceptional Service

(3) Annually: These awards are given out during the Annual Volunteer

- (i) Awards Ceremony.
 - (a) Marne Spirit Award
 - (b) Active Duty Soldier Volunteer of the Year
 - (c) Spouse Volunteer of the Year
 - (d) Youth Female Volunteer of the Year

- (e) Youth Male Volunteer of the Year
- (f) Family Volunteer of the Year
- (g) Department of the Army Civilian Volunteer of the Year.

(4) Unit FRG Leader and Advisor Awards: Units present these awards to FRG Leaders and Advisors who had a great impact on the unit during the tenure of a specific command.

- (i) Heart of Rocky
- (ii) Soldier's Heart
- (iii) Heart of the Rock

e. FORSCOM: These awards can only be received once by an individual within their volunteer career:

- (1) FORSCOM Well-Being Award
- (2) Dr. Mary E. Walker Award

f. Department of the Army Public Service Awards:

- (1) Decoration for Distinguished Civilian Service
- (2) Secretary of the Army Public Service Award
- (3) Outstanding Civilian Service Award
- (4) Emma Marie Baird Award for Outstanding Volunteer Service
- (5) Commander's Award for Public Service
- (6) Certificate of Appreciation for Patriotic Civilian Service
- (7) Civilian Award for Humanitarian Service
- (8) Department of the Army Certificate of Appreciation
- (9) Military Outstanding Volunteer Service Medal

g. Department of Defense Public Service Awards: These awards can only be received once by an individual within their volunteer career:

- (1) DOD Medal for Distinguished Public Service
- (2) Secretary of Defense Award for Outstanding Public Service

h. Branch Level Awards: Army Associations often offer awards for Spouses.

i. Other Awards: Units can present these at their level.

2. Volunteer Recognition Requirements

a. In order for any volunteer to receive the above awards, they must:

- (1) Be registered into the Volunteer Management Information System (VMIS) located on the www.myarmyonesource.com website. Unless requirements is waived by the 3ID Commanding General for a specific award due to extenuating circumstances.
- (2) Have inputted hours into VMIS.
- (3) Meet the criteria required for the specific award(s).
- (4) Have the proper request documents submitted, i.e. memoranda, nomination form, citation, etc.

b. If the nominator is not sure on when or who to give the awards to, it is important to remember that not all awards align with the Calendar Year or the Fiscal Year, but are based on a volunteer's career. The individual volunteer **must** meet the specific criteria stated for each award stated in the following chapters.

3. Volunteer Recognition Recommendations

a. It is highly suggested to present volunteer awards at a special award ceremony or in front of the volunteer's peers to include the 3d Infantry Division Annual Volunteer Awards Ceremony.

b. If the volunteer is a Senior Advisor/Leader, present their award prior to a Change of Command, Change of Responsibility, or Retirement Ceremony.

b. The volunteer may only receive many of the awards once, so the recommender needs a list of all of the nominee's previous awards to help determine the type of award to submit. Recommend starting at the lowest level and work to higher awards.

B. NOMINATING A VOLUNTEER

1. **Preparing to Nominate a Volunteer:** Writing a winning nomination does not have to be an overwhelming task. Keeping in mind a few of these tips can help you get started:

a. Start by gathering all of the important information you will need to write and submit the nomination. It is an acceptable practice to interview your nominee for information on what they do outside of your organization. Listen for information you can use and write down specific examples that will reinforce why you believe the volunteer deserves recognition.

b. First, focus on the nominee's volunteer work in your program, specifically the details explaining the program or services. Then describe the nominee's other volunteer work or leadership positions in order of importance.

c. Relevant information for your nomination will include:

- (1) Dates of volunteer service.
- (2) Organizations and positions held.
- (3) Previous awards or recognition received.
- (4) Numerical measures such as volunteer hours, group numbers (size), etc.
- (5) Special talents and skills that have contributed to their volunteer success.
- (6) Significant or overall impact of their services, changes effected.
- (7) Any obstacles or challenges in life of the nominee that motivated them to volunteer and how they overcame these obstacles as it relates to their volunteer activities.

2. Writing the Nomination

- a. Begin with an outline. List the individual's regular duties, (you can use their job description as a good start) and any extra duties or special projects they have worked on.
- b. Read the nomination requirements carefully and be sure to include all required elements.
- c. Provide complete information about the nominee and the organization the volunteer supported. It is important to tell the nominee's story as you would to a stranger.
- d. Describe unique characteristics that set your nominee apart. Choose one or two qualities that make this person truly outstanding then give a specific example. (i.e., listening, team building, collaboration, creativity, professionalism, etc.)
- e. Use the volunteer's name only once. After that, refer to the volunteer as this volunteer, he, she, her, his, etc.
- f. Define acronyms if they are used.
- g. Verify all information on the form(s) before submission.

C. NARRATIVE WORDS

1. The following chart is a list of phrases to get started in writing awards for volunteers. This list contains examples and is not all-inclusive.

Masterful innovator	Relentless dedication
Advanced knowledge	Highly motivated
Strong initiative	Completely dependable
Unwavering dedication	Ultimate professional
Highly respected	Great enthusiasm
Skillful undertaking	Steadfast dedication
Tough competitor	Results oriented
Endless drive	Considerable talent
A self-starter	Tireless worker
Top professional	Valuable accomplishment
Overcomes adversity	Resilient and energetic
Always gives 100%	Exceptionally well organized
Resourceful and energetic	True team player
Composed under pressure	A role model
Professional pride	Gives extra effort
A driving force	Meets diverse challenges
Springs into action	Great personal drive
Actively seeks additional responsibility	Performance routinely exceeds standards
Intense desire to succeed	Ability to overcome obstacles
Self-reliant and dependable	Meticulous attention to detail
Maintains composure under pressure	Inexhaustible drive
Ignites enthusiasm in others	Goal oriented
Makes positive things happen	A "take charge" individual
Makes good things happen	Endless zeal and enthusiasm
Thrives on important responsibilities	Unyielding dedications and loyalty
Strong desire to excel	Epitomizes the highest standards
Seeks opportunities to grow	Great sense of responsibility
Irreplaceable source of knowledge	Always prepared and ready
Great strength of character	Tackles any assignment
Always sets the example	Energetic and helpful
Dedicated to highest standards	Accepts challenges with conviction
Achieves positive results	Persevering in all tasks
Proven performer under pressure	Tireless in efforts to excel
Successfully faced all challenges	Succeeds despite any diversity
Great self-control	Benchmark or excellence
Unending appetite for self-improvement	Productive worker
Without equal	Great foresight



III. FORT STEWART/HUNTER ARMY AIRFIELD INSTALLATION AWARDS

A. CERTIFICATE OF APPRECIATION

1. Award Purpose – Provide recognition for volunteer service to the Army at a local level. Command (Company, Battalion, or Brigade) can give this award at the unit's discretion.

2. Frequency of the Award – No set frequency

3. Number of times awardee can receive award – Unlimited.

4. Approval Authority - Any commander (brigade, battalion, company)

5. Nomination Prerequisites:

- a. No minimum volunteer hour prerequisites.
- b. Individual provided support for a special event or ongoing support to units, FRGs, or local agencies.

6. Award Description - This award consists of a certificate signed by the appropriate approval authority (Company, Battalion, or Brigade).

7. Award Venue – In the unit footprint or at a location of the presenting unit's choosing.

8. Nomination Procedure:

- a. Nominator will complete a memorandum for record (MFR) explaining why the recipient should receive the Certificate of Appreciation and submit the MFR through the appropriate chain of command.
- b. The Commander will use their discretion in determining whether the nominee is deserving of the award.
- c. Presenting units will submit approved award MFR and signed certificate copies to the nominating unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

- a. Nomination MFR Template Annex A

B. AUDIE MURPHY VOLUNTEER SERVICE AWARD

1. Award Purpose - Provide recognition for volunteer service to the Army at a local level. Commanders (battalion or brigade) can give this award at the unit's discretion.

2. Frequency of the Award – No set frequency

3. Number of times awardee can receive award – Unlimited.

4. Nomination Prerequisites:

- a. Minimum of 50 hours volunteered during the previous quarter.
- b. This award is appropriate for individuals who provide support for two or more special events, units, or local agencies.

5. Award Description - This award consists of a certificate signed by the appropriate approval authority (battalion, or brigade).

6. Approval Authority – The approval authority for this award is battalion or brigade commanders.

7. Award Venue – In the unit footprint or at a location of the presenting unit's choosing.

8. Nomination Procedures:

- a. Nominator will complete a memorandum for record (MFR) explaining why the recipient should receive the Certificate of Appreciation and submit the MFR through the appropriate chain of command.
- b. The Commander will use their discretion in determining whether the nominee is deserving of the award.
- c. Presenting units will submit approved award MFR and signed certificate copies to the nominating unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

- a. Nomination MFR Template Annex A

C. SPOTLIGHT VOLUNTEER

1. Award Purpose - Provide recognition for volunteer service to the Army at a local level. The Frontline staff will choose one volunteer as the Spotlight Volunteer on a bi-weekly basis by randomly selecting a volunteer from all nominations submitted.

2. Frequency of the Award – Weekly

3. Number of times awardee can receive award – Unlimited.

4. Nomination Prerequisites:

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

5. Award Description - This award consists of a short article and photo in The Frontline.

6. Approval Authority – The approval authority for this award is anyone supervising volunteers.

7. Award Venue – N/A

8. Nomination Procedures:

a. Nominator will complete Spotlight Volunteer Form and send it to Fort Stewart/Hunter Army Airfield Army Volunteer Corps office.

b. Nominator will also send in a picture of the nominee.

c. The Frontline staff will randomly select an awardee; the awardee's picture and an article about them will appear in The Frontline.

9. Additional Award Information:

a. Spotlight Nomination Memo Template Annex B

D. STAR OF THE MARNE

1. Award Purpose - Provide recognition for volunteer service to the Army at a local level. A brigade or tenant unit will select one to two volunteers to receive this award.

2. Frequency of the Award – Monthly

3. Number of times awardee can receive award – Unlimited.

4. Nomination Prerequisites:

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

b. Volunteer must have enrolled in the Volunteer Management Information System (VMIS).

5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major.

6. Approval Authority – The approval authority is the O-6 signature authority for the BDE/tenant unit.

7. Award Venue – Division will present the award at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

a. Nominator will fill out the Star of the Marne nomination form.

b. Nominator will have the first O-6 in the chain of command sign and approve the nomination.

c. The nominating unit will then send the award to the Division G1 for Division Level signatures.

d. G1 will forward a signed nomination copy to the Presenting unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Star of the Marne Nomination Template Annex C

E. THE GENERAL STEWART AWARD FOR EXCEPTIONAL SERVICE

1. Award Purpose - Provide recognition for volunteer service to the Army. A brigade or tenant unit will select one to two volunteers to receive this award.
2. Frequency of the Award – Monthly
3. Number of times awardee can receive award – One time
4. Nomination Prerequisites:
 - a. This award is appropriate for individuals who provide significant or lengthy support for a unit or local agency.
 - b. Minimum of 50 volunteer-hours volunteered during the previous quarter.
 - c. Volunteer currently enrolled in the Volunteer Management Information System (VMIS).
5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major.
6. Approval Authority – The approval authority is the O-6 signature authority for the BDE/tenant unit.
7. Award Venue – Division will present the award at the monthly Community Leaders Information Forum (CLIF).
8. Nomination Procedures:
 - a. Nominator will fill out nomination form.
 - b. Nominator will have the first O-6 in the chain of command sign and approve the nomination.
 - c. The nominating unit will then send the award to the Division G1 for Division Level signatures for the award.
 - d. G1 will forward a signed nomination copy to the Presenting unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
9. Additional Award Information:
 - a. Star of the Marne Nomination Template Annex C

F. HEART OF ROCKY AWARD

1. Award Purpose – Provide recognition to a volunteer who provides outstanding service to a company sized unit and its families, recommended for an FRG leader and co-leader with a senior scope of responsibility. The unit chooses the volunteer.

2. Frequency of the Award – Once per presenting unit's change of command

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Volunteer must be registered in VMIS and must have documented hours in the system.

b. Minimum of 350 hours in support of a company sized organization.

5. Award Description - This award consists of a certificate signed by the Installation Commanding General and a 3d Infantry Division poker chip.

6. Approval Authority – O-5 level Commander

7. Award Venue – Present at an award's presentation around the presenting unit's change of command.

8. Nomination Procedures:

a. Nominator will complete memorandum for record explaining why the recipient should receive the award and submit it through the appropriate chain of command.

b. The Commander, O-5, will use his/her discretion in determining whether or not the nominee is deserving of the award.

c. The nominating brigade or tenant unit will then send the memorandum to the Division G1 for the Division level signature.

d. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. MFR Nomination Template Annex A

G. SOLDIER'S HEART AWARD

1. Award Purpose – Provide recognition to a volunteer who provides outstanding service to a battalion sized unit and its families, recommended for an FRG Advisor and co-advisor with a senior scope of responsibility. The unit chooses the volunteer.

2. Frequency of the Award – Once per presenting unit's change of command

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Volunteer must be registered in VMIS and must have documented hours in the system.

b. Minimum of 550 hours in support of a battalion sized organization.

5. Award Description - This award consists of a certificate signed by the Installation Commanding General and a 3d Infantry Division poker chip.

6. Approval Authority – O-6 level Commander

7. Award Venue – Present at an award's presentation around the presenting unit's change of command.

8. Nomination Procedures:

a. Nominator will complete memorandum for record explaining why the recipient should receive the award and submit it through the appropriate chain of command.

b. The Commander, O-6, will use his/her discretion in determining whether or not the nominee is deserving of the award.

c. The nominating brigade or tenant unit will then send the memorandum to the Division G1 for the Division level signature.

d. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. MFR Nomination Template Annex A

H. HEART OF THE ROCK AWARD

1. Award Purpose – Provide recognition to a volunteer who provides outstanding service to a brigade sized unit and its families, recommended for an FRG Advisor and co-advisor with a senior scope of responsibility. The unit chooses the volunteer.
2. Frequency of the Award – Once per presenting unit's change of command
3. Number of times awardee can receive award – One time
4. Nomination Prerequisites:
 - a. Volunteer must be registered in VMIS and must have documented hours in the system.
 - b. Minimum of 750 hours in support of a brigade sized organization.
5. Award Description - This award consists of a certificate signed by the Installation Commanding General and a 3d Infantry Division poker chip.
6. Approval Authority – Division Commander
7. Award Venue – Present at an award's presentation around the presenting unit's change of command.
8. Nomination Procedures:
 - a. Nominator will complete memorandum for record explaining why the recipient should receive the award and submit it through the appropriate chain of command.
 - b. The Commander, O-6, will use his/her discretion in determining whether or not the nominee is deserving of the award.
 - c. The nominating brigade or tenant unit will then send the memorandum to the Division G1 for the Division level approval.
 - d. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
9. Additional Award Information:
 - a. MFR Nomination Template Annex A

I. 3ID MARNE SPIRIT AWARD

1. Award Purpose - Provide recognition for volunteer service for major contribution to the mission of an Army activity, command, staff agency, and to the welfare of the Fort Stewart/Hunter Army Airfield Community. This award will represent the battalion level Marne Spirit Award. The Brigade Marne Spirit is the Volunteer of the Year.

2. Frequency of the Award – Annual

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. This award is appropriate for individuals who provide significant or lengthy support for a unit or local agency.

b. Volunteer currently enrolled in the Volunteer Management Information System (VMIS).

c. If the nominee previously received a Battalion level Marne Spirit Award, they are not eligible to receive the Battalion level Marne spirit award. However, they are eligible to receive the BDE level Marne Spirit award to compete for the DIV Volunteer of the year award.

5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major as well as a 3ID lapel pin for the males, and lanyard pin for the females.

6. Approval Authority – The first O-5 in the chain of command

7. Award Venue – Division will present the award at the next annual volunteer award ceremony held in the spring of each year on Fort Stewart.

8. Nomination Procedures:

a. Nominator will fill out nomination form.

b. Nominator will have the first O-5 in the chain of command sign and approve the nomination.

c. The nominating brigade or tenant unit will then send the award to the Division G1 for Division Level signatures and approval of the award.

d. G1 will forward a signed nomination copy to the presenting unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Annual Nomination Template Annex D

J. OUTSTANDING SPOUSE VOLUNTEER OF THE YEAR

1. Award Purpose – Provide Recognition to one outstanding volunteer for each brigade sized element on Fort Stewart. The top awardee selected from the brigades' awardees will receive the Division Spouse Volunteer of the Year Award.

2. Frequency of the Award – Annual

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. This award is appropriate for individuals who provide significant substantial contribution to the mission of an Army activity, command, or volunteer agency.

b. Nominations for this award are not dependent on the number of hours in VMIS. Nominators should consider the following criteria: longevity, team player, and leadership.

c. Volunteer has an above average impact on the organization or agency served.

d. If the nominee received a Volunteer of the Year Marne Spirit Award previously they are not eligible to receive the volunteer of the Year award. However, they are eligible to receive the Battalion Marne Spirit award (Refer to Marne Spirit pg. 22).

5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major as well as a trophy.

6. Approval Authority – The 3ID Commanding General.

7. Award Venue – Division will present the award at the next annual award ceremony held in the spring of each year on Fort Stewart.

8. Nomination Procedures:

a. Nominator will fill out nomination form.

b. Nominator will have the first O-6, executive director, or directorate chief in the chain of command sign and approve the nomination.

c. The nominating brigade or tenant unit will then send the award to the Division G1 for review before nominations are review by the convening volunteer award panel

d. The panel will score each nomination using a predetermined matrix. The panel will select the nomination with the highest total points.

e. The nomination will go to the CG for review and approval of the award.

f. G1 will forward a signed nomination copy to the Presenting unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Annual Nomination Template Annex D

K. OUTSTANDING SOLDIER VOLUNTEER OF THE YEAR

1. Award Purpose – Provide Recognition to one outstanding Soldier volunteer for each Brigade sized element on Fort Stewart. The top awardee selected from the brigades' awardees will receive the Division Soldier Volunteer of the Year Award.

2. Frequency of the Award – Annual

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. This award is appropriate for Soldiers who provide significant substantial contribution to the mission of an Army activity, command, or volunteer agency.

b. Nominations for this award are not dependent on the number of hours in VMIS. Nominators should consider the following criteria: longevity, team player, and leadership. For private organizations the nominees will have their hours verified by the ACS Volunteer Office

c. Soldier volunteer has an above average impact on the organization or agency served.

d. If the nominee received a Volunteer of the Year Marne Spirit Award previously they are not eligible to receive the volunteer of the Year award. However, they are eligible to receive the Battalion Marne Spirit award (Refer to Marne Spirit pg. 22).

5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major as well as a trophy.

6. Approval Authority – The 3ID Commanding General.

7. Award Venue – Division will present the award at the next annual award ceremony held in the spring of each year on Fort Stewart.

8. Nomination Procedures:

a. Nominator will fill out nomination form.

b. Nominator will have the first O-6, executive director, or directorate chief in the chain of command sign and approve the nomination.

c. The nominating brigade or tenant unit will then send the award to the Division G1 for review before the convening volunteer award panel reviews the nominations.

d. The panel will score each nomination using a predetermined matrix. The panel will select the nomination with the highest total points.

e. The nomination will go to the CG for review and approval of the award.

f. G1 will forward a signed nomination copy to the Presenting unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

g. Award will be presented at the next annual awards ceremony.

9. Additional Award Information:

a. Annual Nomination Template Annex D

L. DEPARTMENT OF THE ARMY CIV. VOLUNTEER OF THE YEAR

1. Award Purpose – Provide Recognition to one outstanding DA Civilian volunteer for each Brigade sized element on Fort Stewart. The top awardee selected from the brigades' awardees will receive the Division DA Civilian Volunteer of the Year Award.

2. Frequency of the Award – Annual

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. This award is appropriate for DA Civilians who provide significant contributions to the mission of an Army activity, command, or volunteer agency.

b. Volunteer must be registered in VMIS and must have documented hours in the system. Nominations for this award are not dependent on the number of hours in VMIS.

c. Nominators should consider the following criteria: longevity, team player, and leadership.

d. If the nominee received a Volunteer of the Year Marne Spirit Award previously they are not eligible to receive the volunteer of the Year award. However, they are eligible to receive the Battalion Marne Spirit award (Refer to Marne Spirit pg. 22).

5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major as well as a trophy.

6. Approval Authority – The 3ID Commanding General.

7. Award Venue – Division will present the award at the next annual award ceremony held in the spring of each year on Fort Stewart.

8. Nomination Procedures:

a. Nominator will fill out nomination form.

b. Nominator will have the first O-6, executive director, or directorate chief in the chain of command sign and approve the nomination.

c. The nominating brigade or tenant unit will then send the award to the Division G1 for review before the convening volunteer award panel reviews nominations.

d. The panel will score each nomination using a predetermined matrix. The panel will select the nomination with the highest total points.

e. The nomination will go to the CG for review and approval of the award.

f. G1 will forward a signed nomination copy to the nominating unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

g. Award will be presented at the next annual awards ceremony.

9. Additional Award Information:

a. Annual Nomination Template Annex D

M. OUTSTANDING YOUTH VOLUNTEER OF THE YEAR

1. Award Purpose – Provide recognition to one outstanding youth male and youth female volunteer for each Brigade sized element. The top awardee selected from the brigades' awardees will receive the Division Youth Volunteer of the Year Award.

2. Frequency of the Award – Annual

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

- a. The youth volunteer nominee must be 13 to 18 years old and unmarried.
- b. This award is appropriate for Youth volunteer who provide substantial contribution to the mission of an Army activity, command, or volunteer agency and has an above average impact on the organization or agency served.
- c. Volunteer must be registered in VMIS and must have documented hours in the system. Nominations for this award are not dependent on the number of hours in VMIS.
- d. If the nominee received a Volunteer of the Year Marne Spirit Award previously they are not eligible to receive the volunteer of the Year award. However, they are eligible to receive the Battalion Marne Spirit award (Refer to Marne Spirit pg. 22).

5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major as well as a trophy, if selected to represent Division.

6. Approval Authority – The 3ID Commanding General.

7. Award Venue – Division will present the award at the next annual award ceremony held in the spring of each year on Fort Stewart.

8. Nomination Procedures:

- a. Nominator will fill out nomination form.
- b. Nominator will have the first O-6, executive director, or directorate chief in the chain of command sign and approve the nomination.
- c. The nominating brigade or tenant unit will then send the award to the Division G1 for review before the convening volunteer award panel reviews nominations.
- d. The panel will score each nomination using a predetermined matrix. The panel will select the nomination with the highest total points.
- e. The nomination will go to the CG for review and approval of the award.
- f. G1 will forward a signed nomination copy to the presenting unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
- g. Award will be presented at the next annual awards ceremony.

9. Additional Award Information:

- a. Annual Nomination Template Annex D

N. OUTSTANDING FAMILY VOLUNTEER OF THE YEAR

1. Award Purpose – Provide recognition to one outstanding volunteer Family for each Brigade sized element on Fort Stewart. The top awardee selected from the brigades' awardees will receive the Division Family Volunteer of the Year Award.

2. Frequency of the Award – Annual

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. 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.

b. This award is appropriate for Families who provide significant substantial contribution to the mission of an Army activity, command, or volunteer agency and has an above average impact on the organization or agency served.

c. Volunteer must be registered in VMIS and must have documented hours in the system. Nominations for this award are not dependent on the number of hours in VMIS.

d. If the nominee received a Volunteer of the Year-Marne Spirit Award previously they are not eligible to receive the volunteer of the Year award. However, they are eligible to receive the Battalion Marne Spirit award (Refer to Marne Spirit pg. 22).

5. Award Description - This award consists of a certificate signed by the Division Commander and Division Command Sergeant Major as well as a trophy.

6. Approval Authority – The 3ID Commanding General.

7. Award Venue – Division will present the award at the next annual award ceremony held in the spring of each year on Fort Stewart.

8. Nomination Procedures:

a. Nominator will fill out nomination form and will have the first O-6, executive director, or directorate chief in the chain of command sign and approve the nomination.

b. The nominating brigade or tenant unit will then send the award to the Division G1 for review before the convening volunteer award panel reviews nominations.

c. The panel will score each nomination using a predetermined matrix. The panel will select the nomination with the highest total points.

d. The nomination will go to the CG for review and approval of the award.

e. G1 will forward a signed nomination copy to the Presenting unit. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Annual Nomination Template Annex D

O. The Marne Rock Star Award

1. Award Purpose - The “Marne Rock Star” program is an annual program that honors and recognizes the efforts of private sector citizens in the local communities surrounding Fort Stewart and Hunter Army Airfield. These individuals, through several years of effort and support for Fort Stewart and or Hunter Army Airfield programs, have enhanced the quality of life for our Soldiers and their Families. Types of support include, but are not limited to, donation of volunteer time, goods, money, property, etc. Units are encouraged to nominate local individuals who have contributed significantly to the well-being of Soldiers, and their Families, and deserve recognition.

2. Frequency of the Award – Annually

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Several years of effort and support for Fort Stewart and or Hunter Army Airfield programs, enhancing the quality of life for our Soldiers and their Families. Types of support include, but are not limited to, donation of volunteer time, goods, money, property, etc.

b. This award is for civilians who have significantly affected Soldier/Family quality of life on Fort Stewart only.

5. Award Description – The Marne Rock Star recipients will be honorary guests at the Division Ball, and recognized with a brief presentation and presented with a gift and Marne Rock Star lapel pin. Additionally, individuals designated as Marne “Rock Stars” will have their photograph permanently displayed on a wall in the Division Headquarters. Marne Rock Stars will be included on the civic invitation list and the DIV will invite the Marne Rock stars as VIPs to functions and events that occur on the installation.

6. Approval Authority – The Commanding General

7. Award Venue – Presented at the annual Division Ball.

8. Nomination Procedures:

a. Nominator will fill out nomination form disseminated in annual FRAGORD. The COMREL section will select board members to rank the nominees and send recommendations to the CG for approval.

9. Additional Award Information:

a. COMREL publishes template annually



IV. DOD LEVEL AWARDS

A. DOD MEDAL FOR DISTINGUISHED PUBLIC SERVICE

1. Award Purpose – This is the highest honorary award presented by DOD to private citizens. The DOD presents this award 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 to Secretary of the Army (SA) level is considered insufficient.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. This award is appropriate for individuals who have performed distinguished service of significance to the DOD as a whole.

b. Individual must have performed meritorious service of such significance to DA that recognition at SA level is insufficient.

c. Individual performed service or assistance at considerable personal sacrifice and inconvenience.

d. Individual motivated by patriotism, good citizenship, and a sense of public responsibility.

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

6. Approval Authority – Executive Secretary of the United States

7. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

8. Nomination Procedures:

a. Nominator will submit the nomination in letterform and nomination must include documentation giving factual evidence that the nominee provided a significant service. A proposed citation, not to exceed 125 words, will be included in the nomination.

b. Nominator will submit the nomination through command channels to FORSCOM and then the Executive Secretary, Army Incentives Award Board (AIAB).

c. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Reference: DA PAM 672-20

B. SECRETARY OF DEFENSE AWARD FOR OUTSTANDING PUBLIC SERVICE

1. Award Purpose – 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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Volunteer must be registered in VMIS and must have documented hours in the system.

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

6. Approval Authority – Executive Secretary of the United States

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

a. Nominator will submit the nomination in letterform and nomination must include documentation giving factual evidence that the nominee provided a significant. A proposed citation, not to exceed 125 words, will be included in the nomination.

b. Nominator will submit the nomination through command channels to FORSCOM and then the Executive Secretary, Army Incentives Award Board (AIAB).

c. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Reference: AR 672-20 DA PAM 672-20: 5-5

C. DECORATION FOR DISTINGUISHED CIVILIAN SERVICE

1. Award Purpose – Awarded to those who provide distinguished service that make a substantial contribution to the accomplishment of the Army mission.
2. Frequency of the Award – No frequency
3. Number of times awardee can receive award – One time
4. Nomination Prerequisites:
 - a. This award may be awarded to civilians not employed by the Army or an Army contractor. Federal Government officials at the policy development level' or technical personnel who serve the Army in an advisory capacity or as consultants.
 - b. This award is appropriate for individuals who provide support to a deployed unit.
 - c. Volunteer must be registered in VMIS and must have documented hours in the system.
5. Award Description - This award consists of gold medal, lapel button, and citation certificate.
6. Approval Authority – the Secretary of the Army
7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).
8. Nomination Procedures:
 - a. 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.
 - b. On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum)
 - d. The submitting unit will process through the appropriate chain of command through DIV G1 and to the DIV Commanding General (CG). Upon approval of the nomination by the CG, G1 will forward the award to the Secretary of the Army via FORSCOM.
 - e. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
9. Additional Award Information:
 - a. Reference: AR 672-20 paragraph 9-3, DA PAM 672-20, paragraph 5-6

D. SECRETARY OF THE ARMY PUBLIC SERVICE AWARD

1. Award Purpose – Awarded to those who provide exceptional public service to the Army deserving of greater recognition than an award that can be granted by a MACOM Commander.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

- a. This award is appropriate for military spouses.
- b. Volunteer must be registered in VMIS and must have documented hours in the system.

5. Award Description - This award consists of a silver medal, lapel button, and citation certificate.

6. Approval Authority – the Secretary of the Army

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

- a. 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.
- b. On a plain sheet of paper, provide a 1-2 page narrative justification.
- c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum)
- d. The submitting unit will process through the appropriate chain of command to DIV G1 to the DIV Commanding General (CG). Upon approval of the nomination by the CG, G1 will forward the award to the Secretary of the Army via FORSCOM.
- e. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

- a. Reference: AR 672-20, paragraph 9-3

E. OUTSTANDING CIVILIAN SERVICE AWARD

1. Award Purpose – This award is for outstanding service that makes a substantial contribution of significance to FORSCOM.
2. Frequency of the Award – No frequency
3. Number of times awardee can receive award – One time
4. Nomination Prerequisites:
 - a. 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.
 - b. Volunteer must be registered in VMIS and must have documented hours in the system.
5. Award Description - This award consists of a bronze medal, lapel button, and citation certificate.
6. Approval Authority – 3ID Commanding General.
7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).
8. Nomination Procedures:
 - a. 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.
 - b. On a plain sheet of paper, provide a 1-2 page narrative justification.
 - c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum)
 - d. The submitting unit will process through the appropriate chain of command to DIV G1 for the DIV CG's approval.
 - e. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
9. Additional Award Information:
 - a. Reference: DA PAM 672-20, paragraph 9-3

F. EMMA MARIE BAIRD AWARD FOR OUTSTANDING VOLUNTEER SERVICE

1. Award Purpose – to recognize DA volunteers who have contributed outstanding service to Army Community Service (ACS) and /or a Family Readiness Group (FRG).

2. Frequency of the Award – Annual

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

- a. Volunteer must have volunteered in ACS and/or served in a FRG Leadership position for at least five years.
- b. Volunteered a minimum of 3,750 hours.
- c. Nomination must cover a minimum period of one year of service with the unit or agency submitting the nomination.
- d. Volunteer must be registered in VMIS and must have documented hours in the system.

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

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

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

- a. Nominator will complete nomination packet by annual deadline (July).
- b. 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 hour's volunteered year to date.
- c. Nominator will prepare a double-spaced proposed citation with no more than 90 words that highlights the significance of the individual's achievements
- d. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

- a. Access additional information at the following link:
(1) Reference: <https://www.myarmyonesource.com/familyprogramsandservices/volunteeringawards/emmamarielbairdaward/background.aspx>

G. DR. MARY E. WALKER AWARD

1. Award Purpose – 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).

2. Frequency of the Award – Quarterly

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Spouses (male and female) of Active Army, Army National Guard, and Army Reserve Soldiers of all ranks are eligible.

b. All eligible volunteers will have equal eligibility without consideration of military member's rank or position.

c. Nomination must cover a minimum period of one year of service with the unit or agency submitting the nomination.

d. Volunteer must be registered in VMIS and must have documented hours in the system.

5. Award Description - This award consists of a medallion and a certificate.

6. Approval Authority – The Sergeant Audie Murphy Club (SAMC) Board

7. Award Venue – Division will present the award at The Sergeant Audie Murphy Club (SAMC) presentation ceremony.

8. Nomination Procedures:

a. Nominator will complete nomination packet by annual deadline (July).

b. 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 volunteered year to date.

c. Nominator will prepare a double-spaced proposed citation that highlights the significance of the individual's achievements

d. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Reference: FORSCOM Regulation 215-5

H. COMMANDER'S AWARD FOR PUBLIC SERVICE

1. Award Purpose – Awarded to recognize service or achievements that contributed significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – unlimited.

4. Nomination Prerequisites:

a. 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.

b. 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 any capacity or as consultants.

c. Nomination must cover a minimum period of one year of service with the unit or agency submitting the nomination.

d. Volunteer must be registered in VMIS and must have documented hours in the system.

5. Award Description - This award consists of a bronze medal, lapel button, and certificate.

6. Approval Authority – Commander (O-6 or above)

7. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

8. Nomination Procedures:

a. Nominators must submit nomination on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.

b. On a plain sheet of paper, provide a 1-2 page narrative justification.

c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).

d. Battalion Commanders should provide endorsement (if applicable) via memorandum.

e. Submit packet to the appropriate O-6 Command level S-1.

f. Once approved, S1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Reference: Reference AR 662-20, paragraph 9-4.

I. CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE

1. Award Purpose – 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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – unlimited.

4. Nomination Prerequisites:

a. May be awarded to civilians not employed by the Army or Army contractors or officials of DA at the policy development or approval level.

b. It may also be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units.

c. Volunteer must be registered in VMIS and must have documented hours in the system.

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

6. Approval Authority – Commander (O-5 and above)

7. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

8. Nomination Procedures:

a. Nominators must submit nomination on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1, 2, 3, 4, 5, 6, and 7 are required entries.

b. On a plain sheet of paper, provide a 1-2 page narrative justification.

c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).

d. Submit packet to the appropriate O-5 Command level S-1.

e. Once approved, S1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Reference: Reference AR 672-20, paragraph 9-5.

J. CIVILIAN AWARD FOR HUMANITARIAN SERVICE

1. Award Purpose – Awarded for a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.
2. Frequency of the Award – No frequency
3. Number of times awardee can receive award – One time
4. Nomination Prerequisites:
 - a. May be awarded to private citizens of the United States as well as private citizens or government officials of foreign nations.
 - b. It may also be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units.
 - c. Volunteer must be registered in VMIS and must have documented hours in the system.
5. Award Description - This award consists of a medal, lapel button, and certificate.
6. Approval Authority – 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.
7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).
8. Nomination Procedures:
 - a. 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.
 - b. On a plain sheet of paper, provide a 1-2 page narrative justification and a proposed citation (5-6 lines maximum).
 - c. 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 volunteered.
 - d. Battalion and Brigade level Commanders must provide endorsement via memorandum.
 - e. The submitting unit will process through the appropriate chain of command to DIV G1 to the DIV Commanding General (CG). Upon approval of the nomination by the CG, G1 will route the award to FORSCOM.
 - f. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.
9. Additional Award Information:
 - a. Reference: Reference AR 672-20, paragraph 9-6.

K. DEPARTMENT OF THE ARMY CERTIFICATE OF APPRECIATION

1. Award Purpose – To recognize the 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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – Unlimited.

4. Nomination Prerequisites:

a. None

5. Award Description - The award consists of a certificate.

6. Approval Authority – any local Commander.

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

a. 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.

b. On a plain sheet of paper, provide a 1-2 page narrative justification.

c. On a plain sheet of paper, provide a proposed citation (5-6 lines maximum).

d. The submitting unit will process through the appropriate chain of command to award packet to the appropriate local Commander.

e. Once approved, the unit will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Reference: Reference AR 672-20, paragraph 9-7.

L. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

1. Award Purpose – 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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Awardee must be a member of the Armed Services and their Reserve Components.

5. Award Description - Award consists of a medal and citation certificate.

6. Approval Authority – Commander in the rank of Brigadier General or above.

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

- a. Nominator will submit Award recommendations on DA Form 638.
- b. Submit recommendations for award to the G-1 Awards Section.
- c. Recommender must certify that nominee meets eligibility criteria for the award and may include substantiating documentation attached to the DA Form 638.
- d. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

- a. Reference: AR 600-8-22, paragraph 2-16

M. FORSCOM WELL-BEING AWARD

1. Award Purpose – 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

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Awardee must be the Spouses or other Family Members of Active Army, Army National Guard, and Army Reserve Soldiers of all ranks.

b. Volunteer must be registered in VMIS and must have documented hours in the system.

5. Award Description - This award consists of a medal and certificate.

6. Approval Authority – FORSCOM Commander

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

a. All nominations should be forwarded in progression following issuance of all applicable local installation/Senior Commander awards to G1.

b. Include the following with the nomination packet:

(1) A justification clearly specifying the exceptional volunteer contribution that warrants Army Command (ACOM)

(2) A document delineating that eligibility criteria have been met; the signature of the installation/Senior Commander;

(3) A list of previously received awards

(4) The date of desired presentation.

c. G1 will 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 Mc-Pherson, Georgia 30330-1062.

d. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Reference FORSCOM Regulation 215-9



V. BRANCH LEVEL AWARDS

A. AIR DEFENSE ARTILLERY BRANCH

1. THE ANCIENT ORDER OF SAINT BARBARA

a. Award Purpose – This award recognizes those Air Defense Artillery Association (ADAA) Members who stand above their peers in the Honorable Order. The general criteria for accession into the Ancient Order are to have made extraordinary contributions through long-term service for, on behalf of, the United States Army Air Defense Artillery branch.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The Ancient Order is reserved for those ADAA members whose careers have embodied the spirit, dignity, sense of sacrifice and commitment epitomized by Saint Barbara.

(2) Membership in the Honorable Order of Saint Barbara is not a prerequisite for membership in the Ancient Order.

e. Award Description - This award consists of a medallion and a certificate.

f. Approval Authority – The Air Defense Artillery Board of Colonels and the Commanding General

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Fill out all the information on the nomination order form.

(2) A short synopsis of the nominee's military and educational career, highlighting major contributions to the branch, must be included in the memorandum.

(3) Nominations should be received at least six weeks prior to the date requested on the award.

i. Additional Award Information:

(1) Access additional information at the following link:

<http://sill-www.army.mil/ADASchool/docs/ADAA-Award-process.pdf>

2. THE HONORABLE ORDER OF SAINT BARBARA

a. Award Purpose – The Honorable Order recognizes those individuals who have demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of competence and served the United States Army Air Defense Artillery Branch with selflessness.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The nominee must serve in the ADA Branch.

(2) This award is open to those who have significantly contributed in ways that stand out in the eyes of the recipient's seniors.

e. Award Description - This award consists of a medallion and a certificate.

f. Approval Authority – The Air Defense Artillery Board of Colonels and the Commanding General

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Fill out all the information on the nomination order form.

(2) Nominations should be received at least six weeks prior to the date requested on the award.

i. Additional Award Information:

(1) Access additional information at the following link:

<http://sill-www.army.mil/ADASchool/docs/ADAA-Award-process.pdf>

3. MOLLY PITCHER AWARD

- a. Award Purpose – The Artillery Order of Molly Pitcher recognizes individuals who have voluntarily contributed in a significant way to the improvement of the Field Artillery Community.
- b. Frequency of the Award – No frequency
- c. Number of times awardee can receive award – One time
- d. Nomination Prerequisites:
 - (1) The nominee must serve in the ADA Branch.
 - (2) This award is open to those who have significantly contributed in ways that stand out in the eyes of the recipient's seniors.
 - (3) Membership in the Honorable Order of Saint Barbara is not a prerequisite for membership in the Ancient Order.
- e. Award Description - This award consists of a medallion and a certificate.
- f. Approval Authority – Field Artillery Commander, LTC or above.
- g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).
- h. Nomination Procedures:
 - (1) Approval authority, nominator, and nominee must be members of the United States Field Artillery Association (if not, cost of award will include membership).
 - (2) Complete nomination form and return for processing NLT one month before award ceremony.
- i. Additional Award Information:
 - (1) Access additional information at the following link:
<http://sill-www.army.mil/ADASchool/docs/ADAA-Award-process.pdf>

B. ARMOR BRANCH

1. ORDER OF SAINT JOAN D'ARC

a. Award Purpose – 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.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The award nominee must have provided contribution that contributed significantly to the morale, spirit, and welfare of Armor or Cavalry units and communities.

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

f. Approval Authority – Approval authority for this award is the First Armor Colonel in the chain of command. For units without an Armor chain of command (separate units, ROTC, staffs, etc.), an endorsement from the Senior Armor Officer will suffice.

g. Award Venue – Presented at a venue of the unit's discretion at an occasion that underscores the significance of the Order of Saint Joan D'Arc.

h. Nomination Procedures:

(1) Fill out all the information on the nomination order form.

(2) Nomination packets must arrive at Fort Knox three-four weeks in advance of presentation and must include:

(i) A letter of nomination that details the nominee's significant contributions.

(ii) Payment.

(iii) Endorsement from the First Armor Colonel (O-6) in the chain of command, approving the award. Such an endorsement will indicate that it is from the Senior Armor Officer available.

(3) 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.

i. Additional Award Information:

(1) Access additional information at the following link:

www.usarmor-assn.org/joanofarc.aspx

C. ARMY AVIATION CORPS

1. ORDER OF OUR LADY OF LORETO

a. Award Purpose – This award celebrates the sacrifice, support, security, and caring provided by those at home and in the larger Army Aviation Community that make it possible for Army Aviation Soldiers to accomplish their mission despite changes in circumstances, location , and separation from loved ones.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The nominee must demonstrate conspicuous contributions to support the Army Aviation family and community.

e. Award Description - Award consists of a certificate and a lapel pin.

f. Approval Authority – Approval of this award is the President of the local AAAA Chapter or the National Executive Board.

g. Award Venue – Presented at a venue of the unit's discretion at an occasion that underscores the significance of the award.

h. Nomination Procedures:

(1) Submit the official nomination form to AAAA.

(2) Submit a brief outline of not more than 100 words citing the main reason(s) for the nomination. The nominator may attach additional supporting information but is the attachment is limited to 1,500 words or three pages (whichever is greater).

(3) The nomination should include a photograph of the nominee of any size.

(4) Packets should allow for 30-60 days for processing

i. Additional Award Information:

(1) Access additional information at the following link:
AAAA Chapter, www.quad-a.org

2. ANNE MORROW LINDBURGH AWARD

a. Award Purpose – This award recognizes individuals who have voluntarily contributed significantly to the improvement of the Active Duty Aviation Community over a long period.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) Nominees 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.

(2) A nominee for the Order of Anne Morrow Lindbergh should be a Spouse or Family Member who has given of their team to support the community. This support must contribute significantly to the overall improvement, well-being, or quality of life for members of their community.

(3) This award should cover service over an extended period of time or a career.

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

f. Approval Authority – The approval authority for the Order of Anne Morrow Lindbergh is the Commanding General, United States Army Aviation Center of Excellence.

g. Award Venue – Presented at a venue of the unit's discretion at an occasion that underscores the significance of the award

h. Nomination Procedures:

(1) Units may submit award nominations 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) Units should route the submission of the nomination packet through the supervising Brigade/Colonel level Commander.

(3) Units can obtain official nomination packets from the Aviation proponent Office.

i. Additional Award Information:

(1) Anne Morrow Lindburgh Template Appendix 6 Annex A

(2) Access additional information at the following link:

AAAA Chapter, www.quad-a.org

D. CHEMICAL CORPS

1. CAROL ANN WATSON SPOUSE

a. Award Purpose – This award is given to honor Spouses who have voluntarily provided significant contribution and support to the Chemical Corps, a Chemical Unit, Chemical Families, or a community.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) To be eligible you must be a Spouse of a Chemical Corps Soldier or a civilian associated with service to the Chemical Corps and/or CBRN readiness.

e. Award Description - This award consists of an Official Medallion (bronze in color) with distinctive neck ribbon and a certificate.

f. Approval Authority – Approval authority for this award is the first Chemical Corps O-6 in the Chain of Command or Responsibility who is a current member of the CCRA or by an Officer of the CCRA.

g. Award Venue – Presented at a venue of the unit's discretion at an occasion that underscores the significance of the award.

h. Nomination Procedures:

(1) Nominations will include name and information of requestor, name and information of the nominee, and date of request.

(2) Nomination will also include a one-two page justification/biography of/for the nominee

i. Additional Award Information:

(1) Access additional information at the following link:

(i) www.chemical-corps.org/honors/cawsa.htm

E. CORPS OF ENGINEERS

1. ESSAYONS AWARD

a. Award Purpose – 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.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) Spouses of Engineer Soldiers or Engineer DOD Civilians, to include Spouses of retired individuals, are eligible for this award.

(2) The nominee's Spouse should be a member of AEA.

(3) 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.

(4) Most importantly, the Spouse must possess qualities that set the individual apart from other Engineer Corps Spouses or their peers

e. Award Description - This award consists of a medal.

f. Approval Authority – The approval authority for this award is Engineer School Commandant or Chief of Engineers.

g. Award Venue – Presented at a venue of the unit's discretion at an occasion that underscores the significance of the award.

h. Nomination Procedures:

(1) Colonel/Senior Executive Service must endorse nominations.

(2) Application forms available on website.

(3) Allow four weeks to process application.

i. Additional Award Information:

(1) Access additional information at the following link:
http://www.armyengineer.com/aea_awards.html

F. FIELD ARTILLERY

1. THE ANCIENT ORDER OF SAINT BARBARA

a. Award Purpose – This award recognizes those Field Artillery Association (FAA) Members who stand above their peers in the Honorable Order. The general criteria for accession into the Ancient Order are to have made extraordinary contributions through long-term service for, on behalf of, the United States Army Field Artillery branch.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The Ancient Order is reserved for those FAA members whose careers have embodied the spirit, dignity, sense of sacrifice and commitment epitomized by Saint Barbara.

(2) Membership in the Honorable Order of Saint Barbara is not a prerequisite for membership in the Ancient Order.

e. Award Description - This award consists of a medallion and a certificate.

f. Approval Authority – Commanding General of the Fires Center of Excellence at Fort Sill

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Fill out all the information on the nomination order form.

(2) A short synopsis of the nominee's military and educational career, highlighting major contributions to the branch, must be included in the memorandum.

(3) Nominations should be received at least six weeks prior to the date requested on the award.

i. Additional Award Information:

(1) Access additional information at the following link

(i) http://fieldartillery.org/usfaa_awards/index.html

2. THE HONORABLE ORDER OF SAINT BARBARA

a. Award Purpose – The Honorable Order recognizes those individuals who have demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of competence and served the United States Army Field Artillery Branch with selflessness.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

- (1) The nominee must serve in the FA Branch.
- (2) This award is open to those who have significantly contributed in ways that stand out in the eyes of the recipient's seniors.

e. Award Description - This award consists of a medallion and a certificate.

f. Approval Authority – Field Artillery commanders who are O-6 or above in current command.

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

- (1) Fill out all the information on the nomination order form.
- (2) Nominations should be received at least six weeks prior to the date requested on the award.

i. Additional Award Information:

- (1) Access additional information at the following link
 - (i) http://fieldartillery.org/usfaa_awards/index.html

3. MOLLY PITCHER AWARD

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

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) This award is open to those who have significantly contributed to the improvement of the Field Artillery Community.

e. Award Description - This award consists of a medallion and a certificate.

f. Approval Authority – Field Artillery commanders who are O-6 or above in current command.

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Approval authority, nominator, and nominee must be members of the United States Field Artillery Association (if not, cost of award will include membership).

(2) Complete nomination form and return for processing NLT one month before award ceremony.

i. Additional Award Information:

(1) Access additional information at nomination packets at the following link: http://fieldartillery.org/usfaa_awards/index.html

G. INFANTRY

1. SHIELD OF SPARTA-HEROINE OF THE INFANTRY

a. Award Purpose – The National Infantry Association and the Infantry Community award Shield of Sparta to a Spouse who has contributed significantly to the Infantry and whose contributions deserve special recognition.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) Units may award an Infantry Spouse or other esteemed lady in a support role.

e. Award Description - This award consists of a medallion.

f. Approval Authority – The approval authority for this award is National Infantry Association.

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(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.

i. Additional Award Information:

(1) Access additional information at nomination packets at the following link: <http://www.infantryassn.com/pages/awards.html>

H. MILITARY INTELLIGENCE CORPS

1. GOLDEN ROSE AWARD

a. Award Purpose – The award is intended to recognize a spouse whose volunteer service contributes substantially to the mission accomplishment of a military intelligence unit, activity, commander, or staff agency.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) May be awarded to an Infantry Spouse or other esteemed lady in a support role.

e. Award Description - This award consists of a medallion.

f. Approval Authority – The approval authority must be a member in good standing with MICA and must be a MI LTC or above or the President of an active MICA Chapter

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Forms and instructions are available on the website on how to nominate an individual. 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.

i. Additional Award Information:

(1) Access additional information at nomination packets at the following link: Military Intelligence Corps Association (MICA), www.micorps.org or contact administrator@micorps.org

I. MILITARY POLICE CORPS

1. ORDER OF THE VIVANDIERES

a. Award Purpose – This award is designed to honor spouses who voluntarily make significant contributions to the morale, welfare, and spirit of Soldiers and Family Members in their unit of the Military Police Corps Regiment.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) Nominee must be a Spouse of an Active Duty, Reserve, or National Guard Soldier who is a current MPRA member.

e. Award Description - This award consists of a medallion.

f. Approval Authority – Approval for this nomination is Military Police Colonel who is a current MPRA member.

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Nominee must meet the criteria for each level of the award.

(2) Nominations will contain an application, and a one-page narrative.

(3) Units will process through appropriate chain of command.

i. Additional Award Information:

(1) Access additional information at nomination packets at the following link: <http://www.mpraonline.org>

J. ORDNANCE CORPS

1. KEEPER OF THE FLAME

a. Award Purpose – 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.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) Nominee must be a Spouse of an Active Duty, Reserve, or National Guard Soldier who is a current MPRA member.

e. Award Description - This award consists of a medallion.

f. Approval Authority – The approval authority is delegated to Ordnance General Officers and Colonels (O-6) 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 reviews and coordinate approval by the Chief of Ordnance

g. Award Venue – Presented at a venue of the unit’s discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(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. The nomination form must also include the full name, rank, 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.

i. Additional Award Information:

(1) Access additional information at nomination packets at the following link: <http://www.usaocaweb.org/awards/htm#>

K. QUARTERMASTER CORPS

1. CATHARINE LITTLEFIELD GREENE AWARD

a. Award Purpose – This award is given to recognize significant contributions and support provided by Quartermaster Spouses.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The nominee must be the Spouse of a Quartermaster Soldier or Civilian.

(2) The nominee's spouse must be a member of Association of Quartermasters.

(3) 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.

e. Award Description - This award consists of a certificate and medallion.

f. Approval Authority – Approval authority for this award is Quartermaster Corps General Officers and Quartermaster Colonels (O-6) in command respectively. If there is not a Quartermaster General or the nominator must endorse Colonel available in the nominee's organization, then the nomination is 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.

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Pay for the award and complete the nomination packet on the website.

(2) Nominating one's own Spouse is highly discouraged.

i. Additional Award Information:

(1) Access additional information at nomination packets at the following link: http://www.associationofquartermasters.com/cg_award.htm

L. SIGNAL CORPS

1. WAHATCHEE

a. Award Purpose – 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.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The award has two levels, Silver and Bronze, paralleling the Order of Mercury.

(i) The Bronze Wahatchee is for individuals who have voluntarily contributed in a significant way to the improvement of the Signal Corps community.

(ii) The Silver Wahatchee is for individuals who have voluntarily contributed significant, long-term service to the improvement of the Signal Corps community.

e. Award Description - This award consists of a Silver and Bronze medal, pin, and certificate.

f. Approval Authority – 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.

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) The nomination packet for the Bronze and Silver Wahatchee award should include the following:

(i) a cover memorandum from the nominator

(ii) a one-page justification which details the nominee's contributions to the Signal Corps community

(iii) a point of contact with complete mailing address and desired presentation date; and payment for the award.

(2) Pay for the award and complete the nomination packet on the website.

i. Additional Award Information:

Access additional information at nomination packets at the following link:

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

2. ORDER OF MERCURY

a. Award Purpose – 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.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The award has two levels, Silver and Bronze.

(2) 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.

e. Award Description - This award consists of a certificate with either a silver or bronze medal.

f. Approval Authority – Approval authority is the SCRA National Awards Board.

g. Award Venue – Presented at a venue of the unit's discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(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.

i. Additional Award Information:

Access additional information at nomination packets at the following link:

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

M. TRANSPORTATION CORPS

1. PATRONUS ROTAE-“PATRON OF THE WHEEL”

a. Award Purpose – The award is given to recognize those who have made a significant positive impact on the Transportation Corps, a unit, or the community and have demonstrated the highest standards of integrity and moral character.

b. Frequency of the Award – No frequency

c. Number of times awardee can receive award – One time

d. Nomination Prerequisites:

(1) The award has two levels, Silver and Bronze, paralleling the Order of Mercury.

(i) The Bronze Wahatchee is for individuals who have voluntarily contributed in a significant way to the improvement of the Signal Corps community.

(ii) The Silver Wahatchee is for individuals who have voluntarily contributed significant, long-term service to the improvement of the Signal Corps community.

e. Award Description - This award consists of a Silver and Bronze medal, pin, and certificate.

f. Approval Authority – Approval authority for this award is the Transportation Corps Battalion or Brigade Commander in the Sponsor’s chain of command. If not available, the Chief of Transportation is the approval authority.

g. Award Venue – Presented at a venue of the unit’s discretion (unit award ceremony, change of command, change of responsibility, retirement ceremony, etc.).

h. Nomination Procedures:

(1) Complete the order form.

(2) A one-page justification letter must accompany the nomination form.

i. Additional Award Information:

(1) Access additional information at nomination packets at the following link: www.tc-regt-association.or/patronus_rotae.htm



VI. OTHER AWARDS

A. MILITARY FAMILY AWARD

1. Award Purpose – 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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. 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.

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

6. Approval Authority – Executive Secretary of the United States.

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

a. Anyone over 18 can nominate their own or another Family.
b. See website for nomination deadlines and guidelines.
c. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Access additional information at the following link:

(1) Reference: <http://www.militaryfamily.org/>

B. DAILY POINT OF LIGHT AWARD MILITARY FAMILY AWARD

1. Award Purpose – 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.

2. Frequency of the Award – Quarterly.

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. 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.

b. To be eligible, the volunteer activity should have lasted for at least six uninterrupted months and should be ongoing.

5. Award Description - 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.

6. Approval Authority – Executive Secretary of the United States.

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

a. Nominations are accepted via online form on website on a rolling basis.
b. Nominations are judged quarterly.
c. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Access additional information at the following link:

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

C. PRESIDENT'S VOLUNTEER SERVICE AWARD

1. Award Purpose –The President's Volunteer Service Award recognized 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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Any U.S. Citizen is eligible for this award.

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

6. Approval Authority – Executive Secretary of the United States.

7. Award Venue – Division will present the award at the next annual award ceremony held during the National Volunteer Week of each year on Fort Stewart.

8. Nomination Procedures:

a. Nominations must come from a Certifying Organization (i.e., Fort Stewart Army Volunteer Corps).

b. Submit written documentation indicating number of hours (to be verified in Volunteer Management Information System) along with a payment for the award to Army Volunteer Corps office (a Certifying Organization).

9. Additional Award Information:

a. Access additional information at the following link:

(1) <http://www.presidentialserviceawards.gov/index.cfm>

D. JEFFERSON AWARD

1. Award Purpose –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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

- a. Any “Unsung Hero” is eligible for this award.
- b. First, the selectors review acts of courage, vision, dedication, and tenacity. Is there anything outstanding, unique, and heroic about the nominee and his or her character?
- c. 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.

5. Award Description - Award consists of a certificate.

6. Approval Authority – Executive Secretary of the United States

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

- a. Complete the local nominator form on the website.
- b. Nominations are accepted year-round.
- c. Once approved, G1 will submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

- a. Access additional information at the following link:
(1) <http://www.jeffersonawards.org/>

E. CONGRESSIONAL AWARD (YOUTH)

1. Award Purpose –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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

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

5. Award Description - This award consists of a certificate and/or medal.

6. Approval Authority – Executive Secretary of the United States.

7. Award Venue – Division will present the award at the next awards ceremony or at Hunter Army Airfield at the monthly Community Leaders Information Forum (CLIF).

8. Nomination Procedures:

a. The young person must register on the website for the award.

b. After registration, they will receive a registration packet and will need to set goals with their Advisor.

c. Awards are given based on hours completed for each period.

d. Once approved, submit a copy of the memorandum and signed certificate to the Nominating unit for presentation. The unit OPOC or the awardee will enter the award into the awardees VMIS account.

9. Additional Award Information:

a. Access additional information at the following link:

(1) <http://www.congressionalaward.org/index.php>

F. PRESIDENT'S STUDENT SERVICE CHALLENGE (YOUTH) (YOUTH)

1. Award Purpose – 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.

2. Frequency of the Award – No frequency

3. Number of times awardee can receive award – One time

4. Nomination Prerequisites:

a. Youth in kindergarten through college are eligible for this award.

5. Award Description - 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.

6. Approval Authority – Executive Secretary of the United States.

7. Award Venue – Division will present the award at the next annual award ceremony held during the National Volunteer Week of each year on Fort Stewart

8. Nomination Procedures:

a. 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.

b. The Fort Stewart Army Volunteer Corps office requires written documentation (to be verified in Volunteer Management Information System) of number of volunteer hours.

c. The Fort Stewart Army Volunteer Corps office acts as a Certifying Organization and will order the award.

d. Nominator must pay cost of award at time of nomination.

9. Additional Award Information:

a. Access additional information at the following link:

(1) <http://www.presidentialserviceawards.gov/tg/PSSA/#a3>



VII. Annexes

Annex A Memorandum for Record, 3ID Volunteer Award SOP



Unit Office Symbol

Date

MEMORANDUM FOR Record

SUBJECT: Nomination of _____ for the _____ Award

1. *Nominee* is the quintessential Army Solider, Spouse, or Youth. *Nominee's* loyalty, dedication, and selfless service have immeasurably enhanced and contributed to the *nominee's unit*, accomplishments, and above all else the United States Army. *Nominee* is completely devoted to the care, welfare and training of each Soldier and his or her 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. *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 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. *Nominees* volunteer efforts truly demonstrate a selfless spirit, and *nominees* enthusiasm and dedication have won the respect of all those around *nominee*. *Nominee* has brought great credit upon *nominee*, and the *unit*. *Nominees'* limitless dedication and personal sacrifice have significantly contributed to our way of life. Without a doubt *nominee* is a perfect choice to receive the Mary E. Walker Award.

4. The point of contact for this memorandum is _____ (name/unit) at *phone number*.

//ORIGINAL SIGNED//

Volunteer Spotlight

**Fort Stewart-Hunter Army Airfield
Submission Form for The Frontline**

Name:

Hometown:

Unit Volunteering For:

Volunteer Title:

A short synopsis of why you volunteer:

Star of the Marne Nomination Form

Annex C Star of the Marne/General Screven Nomination Form, 31D Volunteer SOP

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, U.S. Code, Section 3012. PRINCIPLE PURPOSE: To record essential background information on volunteers. ROUTINE USES: Processing and recognition of volunteers. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Providing information is voluntary. Not providing information may preclude nomination.

Nominee Information

Name of Nominee:		Rank if Military:	
Street Address:			
City, State, Zip:		Cell/Work Phone:	
Email Address:			
Spouse's Name		Spouse's Unit:	

Name of Unit/Directorate/Private Organization and Location where the Volunteer Serves:

Nominee's Volunteer Positions:

Nominator's Rank/Name/Title:	Phone Number(s):
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Nominator's Signature:	Date:
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Approved By: (Name, Rank, Title of Director, Brigade/Rear Det Commander):

Approval Signature:	Date:
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List the volunteer's major accomplishments and their impact upon the FS/HAAF quality of life. (An information Paper may be attached to this form if desired.)

Annex D 3ID Annual Award Nomination Form, 3ID Volunteer Awards Guide

1. PURPOSE: To clarify the administration of the Marne Spirit Award and volunteer of the Year for the 3rd Infantry Division and Fort Stewart.

2. Annual Awards: This annual Third Infantry Division award is reserved for volunteers who demonstrate sustained superior performance of volunteer duties and outstanding leadership abilities and continue to make a significant contribution to the nominating organization or to the entire installation. This award is presented during the Annual Volunteer Ceremony.

3. Administration:

a. All Nominations are submitted through BDE S1s to G1 POC CPT Travis Kyle, at phone: (912) 435-1750 or email: travis.p.kyle.mil@mail.mil.

b. The Marne Spirit Award nomination packets consist of the following documents in the order listed in this memorandum of instruction.

a. Completed Cover Sheet (See Attached)

b. MFR for Nomination (See Attached)

d. DA FORM 1256 – Incentive Award Nomination and Approval (See Annex E)

7. POC for this action is CPT Jacob Blakeslee, Division FR Action Officer, at phone: (912) 435-9566 or email: Jacob.b.blakeslee.mil@mail.mil.

Name of Annual Award:

NAME: _____
(LAST, FIRST, MI)

Sponsors Name: _____
(LAST, FIRST, MI)

Sponsors SSN: _____

UNIT: _____

Annex D 3ID Annual Award Nomination Form, 3ID Volunteer Award SOP



REPLY TO
ATTENTION OF

UNIT
CREST

AFZP-CDR

Date

MEMORANDUM FOR RECORD

SUBJECT: Nomination of _____ for the _____.

1. *Nominee* is the quintessential Army spouse. *Nominee's* loyalty, dedication, and selfless service have immeasurably enhanced and contributed to the *nominee's unit*, accomplishments, and above all else the United States Army. *Nominee* is completely devoted to the care, welfare and training of each Soldier and his or her 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. *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 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 devastated 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 buckets, banners, fences, and barracks for Soldiers on redeployment, and *nominee* has attended Battalion FRG meetings to plan and coordinate social events and activities. *Nominee* has organized Battalion Appreciation luncheons for FRG leaders and Co-leaders. During *nominees* brief time as the Battalion FRG Treasurer (March 2007 to September 2007), she completed and provided monthly financial reports to the Battalion 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 during Soldier casualties by providing special need and assistance to Family members. *Nominee* represented *unit* during monthly *unit* meetings and *nominee* actively participated in several Enlisted Spouses Club events and *unit* CSM/SGM spouse meetings/socials. As an FRG volunteer at *duty station* *nominee* actively supported her spouse during the SGM Academy, and contributed recipes for the SGM Academy cookbook. While at *duty station* *nominee* established a FRG once *nominees* spouse received orders to deploy to Iraq. *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* has assisted teachers and students with the Advanced Reading Program. *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. *Nominees* volunteer efforts truly demonstrate a selfless spirit, and *nominees* enthusiasm and dedication have won the respect of all those around *nominee*. *Nominee* has brought great credit upon *nominee*, and the *unit*. *Nominees'* limitless dedication and personal sacrifice have significantly contributed to our way of life. Without a doubt *nominee* is a perfect choice to receive the Marne Spirit Award.

6. The point of contact for this memorandum is *BN CSM* (name/unit) at *phone number*.

//ORIGINAL SIGNED//