3rd Infantry Division Annual Volunteer of the Year

Award Nomination Packet

Active-Duty Soldier · Spouse · Civilian · Family · Youth

Nominations Due: 12 March 2026

Calendar Year of Volunteer Service being recognized:
1 January 2025- 31 December 2025

Submit nomination packets to: USAGFS-HAAF_ACS_AVC@army.mil

Point of contact: Ms. Fiona Mosley, Army Volunteer Corps Coordinator, (571) 801-6962, fiona.m.mosley.civ@army.mil

2026 3ID Volunteer of the Year

Award Description	The 3ID Volunteer of the Year award recognizes outstanding volunteers annually in the categories of: *Active-Duty Soldier, Spouse, Civilian, Family and Youth*
Award Presentation	This award is presented at the 3ID Annual Volunteer of the Year Ceremony. Five (5) Volunteers of the Year are named annually.
Components	Certificate signed by the Installation Commanding General; 3ID keepsake(s)
Approving Authority	3ID Commanding General: Nominations are reviewed by a selection panel. The panel consists of ➢ (2) two representatives from Division Command (one representing the 3ID and 3ID Commander, the other representing the 3ID and 3ID Command Sergeant Major) ➢ (2) two representatives from the Garrison Command (one representing the Garrison Commander and the other representing the Garrison Command Sergeant Major) ➢ (1) one representative from the Office of Staff Judge Advocate (SJA).
Criteria	Nominations are reviewed by the panel with the express objective of selecting award recipients based on nominations. • Each Brigade and Tenant Unit may submit one (1) nomination per category. ➢ 1ABCT ➢ 2ABCT ➢ 3CAB ➢ 3DSB ➢ DIVARTY ➢ MEDDAC (WACH, TAHC, DENTAC, SRU) ➢ FSGA Garrison (HAAF Garrison, RSO, private organizations – ARC, USO, MCSC, PTO's, etc.) ➢ 1/75 Ranger Regiment • Volunteer is registered in the Volunteer Management Information System (VMIS) and has tracked service hours • Volunteered with at least one (1) Unit/ Directorate/ Organization on 3ID and/or off-post community • If service is off-post, hours must be tracked and verified through VMIS under the organization Operation Helping Hand

Submission Packet	• Complete the 3ID Volunteer of the Year nomination form.
	  o Volunteer Name/Organization/Address/Telephone/Email
	  o Dates for period of volunteer service (within the calendar year)
	  o Total volunteer hours contributed
	• Justification Memorandum which describes exceptional service and impact to nominating entity warranting selection.
	• DA Form 1256 – completed and signed by Unit Commander/Director.
	• Citation write-up is required for this award
	• Ensure nomination packet is endorsed by Unit Commander/Director. (Each unit should conduct their own selection panel to nominate one (1) volunteer per category and submit that nomination packet to meet the suspense).

Staffing Channels	• Submit completed nomination packets to the AVCC by the suspense date for annual awards recognition

JUSTIFICATION MEMORANDUM
3ID VOLUNTEER OF THE YEAR
(EXAMPLE)

Office Symbol Date

MEMORANDUM FOR Army Volunteer Corps

ATTN: AVCC

SUBJECT: Nomination for Volunteer of the Year

1. Jane Doe is nominated in the category of_____.

2. Mrs. Doe deserves this award because of the outstanding volunteer service she has given to the 3ID Community during the period January 2025 through December 2025.

3. A total of at least **XXX** hours of volunteer service were contributed by this individual during the period covered by this nomination.

4. The noteworthy accomplishments of this volunteer include: (See examples below)

a. Brigade Family Readiness Group Advisor's: Jane Doe has been the driving force behind this group of Advisors and FRG Leaders, which meets on a monthly basis. She arranged for different organizations to brief this group on programs and changes taking place in the community. Armed with this information the unit's Advisors were able to go into the community and provide valuable service.

b. Honorary Chairperson and Advisor for XXX : Jane Doe's guidance and leadership was instrumental …..

c. Mrs. Doe's tireless efforts and selfless efforts have contributed greatly to the quality of life for all members of the Iron Horse family and are a direct reflection of personal dedication to the Army, its Soldiers, and their Family members.

5. Her outstanding performance, integrity, personal conducts have won her the respect of each organization for whom she has volunteered. Individual POC and telephone number for the organizations listed in paragraph 4 with whom we have coordinated this nomination are: **(List POC contact info in the format shown below)**

a. COL Smith, Brigade Commander, telephone (719) 555-0111, as identified in paragraph 4-a.

b. Jane Johnson, Thrift Shop Manager, telephone (719) 555-2211, as identified in paragraph 4-b.

c. Lee Jones, 3IDJoint Scholarship Fund, telephone (719) 555-2393, as identified in paragraph 4-c.

6. POC is (name of nominator), (phone number).

7. A proposed citation is attached. **(Use sample citation attached or customize citation)**

(SIGNATURE BLOCK)
Commander/Director

CITATIONS
(SAMPLES)

PROPOSED CITATION FOR JOHN SMITH

FOR EXCEPTIONALLY MERITORIOUS SERVICE IN SUPPORT OF THE 3ID YOUTH SERVICES' SPORTS PROGRAM FOR THE PERIOD JUNE 2025 THROUGH JUNE 2025. MR. SMITH IS A FULL TIME VOLUNTEER AND IS ASSISTANT TO THE SPORTS DIRECTOR IN THE OPERATION OF THE YOUTH PROGRAM. DURING 2025, HE VOLUNTEERED IN EXCESS OF 2,100 HOURS. HE HAS MADE EXCEPTIONAL CONTRIBUTIONS WHICH IS EVIDENT BY THE GROWING NUMBER OF PARENTS AND YOUTH INVOLVED IN VARIOUS PROGRAMS. MR. SMITH'S EFFORTS REFLECT GREAT CREDIT UPON HIMSELF, THE 3ID COMMUNITY, AND THE UNITED STATES ARMY.

PROPOSED CITATION FOR JANE DOE

FOR EXEMPLARY VOLUNTEER SERVICE TO THE 3ID COMMUNITY DURING THE PERIOD JANUARY 2025 THROUGH OCTOBER 2025. AS AN ADVISOR TO A NUMBER OF ORGANIZATIONS, MRS. DOE'S SUPPORT AND GUIDANCE WERE INSTRUMENTAL TO THE SUCCESS OF VARIOUS COMMENDABLE INITIATIVES, MOST NOTABLE WERE HER EFFORTS TO RUN OPERATION DEPLOY YOUR DRESS AND THE MARNE COMMUNITY AND SPOUSES CLUB FUND-RAISING EVENTS. SHE FOUNDED THE 3ID JOINT SCHOLARSHIP FUND, WHICH DISBURSED MORE THAN $30,000 IN SCHOLARSHIPS DURING ITS FIRST YEAR. MRS. DOE'S EFFORTS REFLECT GREAT CREDIT UPON HERSELF, THE 3IDCOMMUNITY, AND THE UNITED STATES ARMY.