

UNCLASSIFIED

HQ, III Corps & Fort Hood
Fort Hood, TX 76544
300926 Dec 15

OPERATION ORDER 15-12-1088 (FORT HOOD VOLUNTEER OF THE YEAR
CEREMONY 12 APR 16)

Reference: Garrison request dated, dated 27 Nov 15.

Time Zone Used Throughout Order: Local.

Task Organization: Omitted

1. SITUATION. The Army Community Service (ACS) requests III Corps support for the Volunteer of the Year (VOY) Award Ceremony **12 Apr 16 (1830-2100)** at Club Hood Grande Ballroom, Fort Hood, TX. The ACS and Army Volunteer Corps request nominations for the Installation Volunteer of the Year Award Program. This Program is an annual event designed to recognize exemplary achievement in volunteer service to Fort Hood, TX.

2. MISSION. All Fort Hood Units provide support the Volunteer of the Year Award Ceremony **12 Apr 16 (1830-2100)** at Club Hood Grande Ballroom, Fort Hood, TX in order to enhance military-to-civilian relations.

3. EXECUTION.

a. Concept of Operations. All Fort Hood Units and Volunteer Agencies provide nominees for the Volunteer of the Year Award Ceremony **12 Apr 16 (1830-2100)** Club Hood Grande Ballroom, Fort Hood, TX.

b. Tasks to **All Fort Hood Units and Volunteer Organizations**: Nominate volunteers for the 2015 VOY categories and submit nomination memorandums, sample in (Enclosure 1), with cover sheet, (Enclosure 2) to ACS, Army Volunteer Corps, and the Action Officers by suspense date(s). All Fort Hood Units and Volunteer Agencies may attend the Volunteer of the Year Award Ceremony **12 Apr 16 (1830-2100)** at Club Hood Grande Ballroom, Fort Hood, TX.

(2) **1st Cavalry Division**: Provide a Jazz ensemble to perform prior to and during the awards portion of the event.

(3) **III Corps Public Affairs Office (PAO)**: Provide appropriate internal/external media coverage.

(4) **III Corps Protocol Office**: Provide III Corps Colors for CG opening remarks, **121630 Apr 16** for setup prior to event.

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(5) **Garrison:**

(a) **Directorate of Family and MWR (DFMWR), Army Community Service (ACS), Army Volunteer Corps Office:**

1. Prepare, send invitations to all nominated volunteers and unit/organization leaders.
2. Provide nomination writing training and coordinate all aspects of the Fort Hood Volunteer of the Year Ceremony.
3. Coordinate for use of the Club Hood, Grande Ballroom.
4. Conduct risk assessment for event.
5. Prepare certificates of appreciation for all nominated volunteers.
6. Submit work request/coordinate with Visual Information (VI) Branch for event support: <https://www.vios-west.army.mil> or (254) 287-3909.

(b) **DFMWR Marketing and Advertising:**

1. Develop a Marketing Plan for National Volunteer Week **11 - 15 Apr 16** and Fort Hood Volunteer of the Year Event.
2. Coordinate the printing of signs, posters and flyers for event.
3. Coordinate with Public Affairs for publicity support.

c. Coordinating Instructions.

(1) Tasked Units will make direct coordination with ACS POC Ms. Diane Williams at (254) 287-2327 or diane.williams50.civ@mail.mil and Ms. Carol Ann Hone at (254) 287-8657 or carol.a.hone.civ@mail.mil upon receipt of this order.

(2) VOY Allotments and Special Categories: Each Major Subordinate Command (MSC), tenant organizations and volunteer agencies are authorized one VOY nominee. Smaller agencies are in a consolidated agency category which will be coordinated through the AVC office. Small agencies (less than 50 volunteers) are authorized one VOY nominee. Large agency (more than 50 volunteers) in a fiscal year may qualify for their own category. This will be determined by the AVC Office. Agencies in this category are authorized one VOY nominee. Agencies may include, but are not limited to: Armed Services YMCA, Combined Federal Campaign, Fort Hood

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Military Family Member Scholarship Fund, Fort Hood Area Volunteer Child Care Fund, Individual Layette Programs and the Fisher House.

(3) The multiple agencies category is designed for volunteers who serve a wide variety of organizations and programs. The nominations for Youth VOY are reserved for volunteers who have not yet graduated from high school. The senior category is for ages 55 and up. Soldier category includes all Active Component Military, Reserve and National Guard personnel. On-post museum and Layette volunteers are covered under their appropriate division, Unit, and agency. Volunteer Family category is for a military Family where two or more members are volunteers. The names of the VOY selectees will then be forwarded to the AVC as nominations for the III Corps and Fort Hood VOY. Individual Unit and agency VOYs and the overall III Corps and Fort Hood VOYs are honored at the annual volunteer recognition event. Special Categories are marked with an asterisk (*).

Organization	Allotment	Organization	Allotment
Divisional Unit Headquarters	1 each	Chaplains' Program	1
Each Brigade	1 each	Multiple Organization*	1-2
Garrison Command	1	Better Opportunities for Single Soldiers	1
Separate Units	1 each	U.S. Air Force Units	1 each
Garrison Directorates	1 each	Boy Scouts	1
Phantom Spouses	1	Girl Scouts	1
Army Community Service	1	Enlisted Spouses' Club	1
Community Life Program	1	Spouses' Club	1
American Red Cross	1	Family	1
Thrift Shop	1	Soldier*	1-2
Red Cross	1	Senior*	1
Santa's Workshop	1	Consolidated Organization*	2
USO	1	Youth*	4
*Denotes Special Categories			

(4) Nomination writing training will be held **2, 4 and 9 Feb 16 (1000-1130)** at Lane Volunteer Center.

(5) Award nominations will be submitted to the Army Community Service, Army Volunteer Corps Action Officers by the following suspense date(s):

11 Feb 16	VOY Special Category Suspense Date: Consolidated Agency, Multiple Agency, Senior, Soldier, Family and Youth Categories.
18 Feb 16	ALL other VOY Nominations Suspense Date: All Brigade and MSC nominations, all agency nominations that have their own category. Example: USO, American Red Cross.

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(6) All nominees must be registered in the volunteer management information system (VMIS) and must have hours logged for the nomination period (CY2015).

(7) All nominees must adhere to the appropriate attire for ceremony: Army Service Uniform (Military) and coat and tie (Civilian).

4. SUSTAINMENT. Omitted

5. COMMAND AND SIGNAL.

a. Command. Omitted.

b. Signal.

(1) The ACS Action Officer POC is Ms. Diane Williams at (254) 287-2327 or diane.williams50.civ@mail.mil and Ms. Carol Ann Hone at (254) 287-8657 or carol.a.hone.civ@mail.mil.

(2) Garrison Operations POC is Steven Shaw at (254) 287-8316, steven.m.shaw1.civ@mail.mil or Lacey Eide at (254) 285-6412, lacey.j.eide.civ@mail.mil.

(3) III Corps G3 POC is Mr. Orlando Medina at (254) 287-4775 or orlando.medina.civ@mail.mil.

ACKNOWLEDGE:

//ORIGINAL SIGNED//
MACFARLAND
LTG

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OFFICIAL:

WOODWARD
G3

ENCLOSURE 1: COVER SHEET SAMPLE.
ENCLOSURE 2: NOMINATION MEMORANDUM SAMPLE.

DISTRIBUTION: C

MS OPORD Format, dated 8 Aug 14.
All other editions obsolete.

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