

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

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ATTENTION OF: (POC)

MEMORANDUM FOR Directorate of Family and MWR, Army Community Service (ACS), ATTN: Army Volunteer Corps, ACS Lane Volunteer Center, Bldg. 16005, TJ Mills Boulevard and Old Ironsides Avenue.

SUBJECT: Nomination for the 2016 III Corps and Fort Hood Volunteer of the Year for (nominee's name), in the category (category nominated for).

1. **Ms. Janet Pepper** is hereby nominated for the 2016 III Corps and Fort Hood Volunteer of the Year. An invaluable resource across the community, this volunteer has had a direct significant, positive impact on the Soldiers, civilians, retirees, and Family members of the Fort Hood area. Her contributions are many and are well deserving of recognition and appreciation.

a. Army Family Team Building (AFTB) (Estimated Volunteer Hours 503)

(1) This volunteer is a key player and leader in Fort Hood's highly successful AFTB Program. She has served as an invaluable asset, dedicating many hours to helping Family members to help themselves.

(2) As an AFTB Trainer, she is unsurpassed in her superior instructional skills. She contributes many hours to teaching a variety of classes, sharing her wisdom, optimistic outlook, and sense of caring with Family members at all levels of experience. She has been able to really connect with her students and has reached them on a level that allows for a special exchange of information, opinions, and respect. Her course feedback forms are, without exception, glowing. Her students have repeatedly shared that they enjoyed her special teaching style and felt that their investment of time and attention was well spent.

(3) As an AFTB Master Trainer, she serves as a nurturing mentor to new trainers and works consistently to revise and adapt curriculum. As the AFTB Train-the-Trainer Coordinator, she has worked to revise the training process to make it more "user friendly," efficient, and effective. She has coordinated training sessions, established agendas, and staffed sessions with dynamic trainers, and ensured all logistical requirements were arranged.

(4) A strong advocate for AFTB, she also helps the Program by recruiting new trainers and administrative volunteers. She attends the yearly AFTB Steering Committee, Master Trainer and AFTB General meetings and is always active during these sessions. She speaks out only after much thought and careful consideration, and other "AFTBers" listen to and respect her opinions. Her contributions as part of the AFTB Steering Committee help to decide program changes and directions. Her participation is invaluable.

(5) She is also an AFTB Major Subordinate Command (MSC) Point of Contact (POC), serving as a valuable link between 13th ESC and AFTB. Her MSC POC Program and Process serve as examples for others to follow. She has done a fantastic job coordinating classes and exchanging information. There are never any problems when she is "in charge" of a training session and on site to answer questions and provide guidance.

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(6) AFTB would quite simply not be as successful as it is on Fort Hood without this volunteer's involvement. She is always available to help with whatever she can and eagerly offers assistance whenever we need her. Her active contributions to AFTB are integral to units reaching out to their spouses to ensure they have the benefit of this outstanding program.

b. Army Family Action Plan (AFAP) (Estimated Volunteer Hours 400)

(1) As an active member of the Installation AFAP Steering Committee, this volunteer served with the same dedication and determination she has demonstrated in other programs. She attended all Steering Committee meetings and was key to the success of this body.

(2) As the Chairperson for the Budget and Logistics Subcommittee, she calculated the budget for the 2013 Conference, inventoried all equipment and materials, accepted requests from all other subcommittees, and executed the budget effectively and economically, always with the goal to meet logistical need while expending the least amount of resources possible.

(3) She attended all delegate, facilitator, recorder, and transcriber training, and served as a facilitator during the Symposium, when an originally scheduled facilitator was unexpectedly unavailable due to an ill child. While the duties of facilitator are demanding and difficult, she was able to pull her work group together and assist them with producing issue papers and recommend solutions that were well thought out and well stated.

(4) During the Symposium, and indeed, during all AFAP meetings, her warmth and positive attitude helped other participants feel more comfortable and willing to provide input. Through her AFAP contributions, she has continued to reach out to the community and worked tirelessly to enhance quality of life and community connections. Her AFAP involvement has really made a difference on a number of levels.

c. Family Readiness Group (FRG) (Estimated Volunteer Hours 350)

(1) As the HHC, 544th Maintenance Battalion, 13th ESC, FRG Leader and Senior Advisor to its five subordinate companies, she is very active and involved with the members of these groups. Not only does she attend yearly Steering Group meetings; she attends meetings for each of the five companies she advises. She ensures information and communication is flowing in both directions.

(2) As Senior Advisor to the Company FRG's, she takes her job very seriously and works to ensure members are provided with the most current and correct information that is available. She is very successful in building unit cohesion, showing a caring attitude and concern for people and the results are successful FRG's. She is always there to assist in any way that she can and spends a lot of her time and efforts trying to help others.

(3) In her effort to reach out to FRG members, she developed a special FRG questionnaire, which has been especially helpful to new members of the battalion. She also consistently coordinated AFTB Training sessions for her battalion and personally attended the sessions herself, to ensure everything ran smoothly and the attendees felt welcome.

(4) This volunteer wants so much to take care of her FRG's. One way she demonstrated this commitment was to personally purchase decorations for the unit formal and put the decorations up her. Approximately 350 guests enjoyed the results of her efforts.

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d. Santa's Workshop (Estimated Volunteer Hours 320)

(1) This volunteer was a key, often-overlooked player, in the huge success of this incredible program. Preferring to avoid the spotlight, she spent her time working diligently for the children of the Fort Hood community. She worked tirelessly, demonstrating her giving spirit in yet another effort to care for others.

(2) As "Special Elf", this volunteer coordinated food concession booths for a special Charity Basketball Game with the Dallas Cowboys, and also participated in a variety of other fundraising activities, such as Pictures with Santa, Buy-A-Smile, Adopt-A-Child, and gift-wrapping.

(3) She helped to plan, coordinate, and execute a huge and attention-getting Grand Opening for Santa's Workshop, personally hand-made a new suit for Santa, inventoried toys and books, made appointments for Soldiers to come in and shop, and any other task that needed doing. No job was too big, or too small.

(4) As a vital member of Santa's Workshop team, this volunteer helped to raise approximately \$63,000 as well as a large inventory of new and used toys. All of which will make Christmas brighter for our youngest members of the Fort Hood community.

e. Hood Country Hello (HCH) Spouse Welcoming Program (SWP) (Estimate Volunteer Hours 30)

This dedicated volunteer helped to kick off this invaluable program, which is designed to welcome incoming spouses and help them become familiar with the many resources available at The Great Place. This volunteer was one of the first tour guides and was very effective. Feedback was overwhelmingly positive. She also served to promote and advocate for this fledgling program, helping to market it wherever she would.

f. Catholic Continuing Education (CCE) (Estimated Volunteer Hours 40)

She again served our youth by volunteering as an assistant CCE instructor for fifth graders.

g. Copperas Cove Junior High School and Mae Stevens Elementary School Elementary School (Estimated Volunteer Hours 50)

Contributing her time and energy to band and sports events, as well as to various classroom activities, this volunteer also reached into our schools to help out.

h. Other (Estimated volunteer hours significant, but impossible to capture.)

She also supported, promoted, and participated in Make A Difference Day and consistently serves others in a variety of "non-structured" ways. For instance, to help the Central Texas College with their new Adopt-a-Duck Fundraiser, this volunteer manned a booth in the mall to help advertise the event. She handed out literature and informed people of the opportunities this event would bring, and as always, made volunteer work fun.

2. This volunteer manages to give so much and still be a wonderful mother of two and spouse to a very busy Soldier. It is virtually impossible to overstate this volunteer's capacity for selfless giving. She is the embodiment of giving from the heart and her exceptional level of community

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involvement stands as a shining example for others to emulate. She has and continues to touch many lives. Her seemingly boundless energy and genuine desire and determination to make a difference are truly inspiring.

3. The following people may be contacted for more information:

- a. AFTB, Manager, 286-6600
 - b. AFAP, Manager, 287-AFAP
 - c. HHC, 544th Maintenance Battalion, 13th ESC Family Readiness Group, LTC George I. Soldier, 287-2345
 - d. Santa's Workshop, Mrs. Claus, 287-TOYS
 - e. Hood Country Hello (HCH) Spouse Welcoming Program (SWP), Tammy Heart, Coordinator, 539-9483
 - f. Catholic Continuing Education (CCE), Chaplain (MAJ) Paul Goodman, 287-7698
 - g. Copperas Cove Junior High School, Jan Giving, Vol Coordinator, 618-2424; Mae Stevens Elementary School Elementary, Jake Caring, 618-3535
4. POC is Sally Sonota, 1st Superior Brigade FRSA, 618-3536.
5. Alternate POC is SSG Frank Burns, 1st Superior Brigade Family NCOIC, 289-9965.

(signature required)
Jason M. Wilson
COL, Commanding
1st Superior Brigade