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HQ, III Corps & Fort Hood  
Fort Hood, TX 76544  
221012 Sep 16

OPERATION ORDER PW 16-09-0849 (FORT HOOD VOLUNTEER OF THE YEAR CEREMONY 27 APR 17)

Reference: Garrison request, dated 8 Sep 16.

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 **27 Apr 17** (1830-2100) at Club Hood Grande Ballroom, Fort Hood, TX. The ACS and Army Volunteer Corps requests 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 for the Volunteer of the Year Award Ceremony **27 Apr 17** (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 nominations for the Volunteer of the Year Award Ceremony **27 Apr 17** (1830-2100) Club Hood Grande Ballroom, Fort Hood, TX. All Fort Hood Units and Volunteer Agencies may attend the Volunteer of the Year Award Ceremony **27 Apr 17** (1830-2100) at Club Hood Grande Ballroom, Fort Hood, TX. Special category nominations due NLT **16 Feb 17** all other nominations due NLT **23 Feb 17**.

b. Tasks to **All Fort Hood Units**:

(1) Nominate volunteers for the 2016 VOY categories with cover sheet, (Enclosure 1) and submit nomination memorandums, (Enclosure 2), to ACS, Army Volunteer Corps Action Officers.

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

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(3) **Garrison:**

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

1. Prepare and 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 at Fort Hood, TX.
4. Conduct a risk assessment with safety and coordinate with force protection with an AT event planning worksheet NLT 30 days prior to the 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 **23 - 29 Apr 17** 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) **Public Affairs Office (PAO):** Provide appropriate internal/external media coverage.

(4) **III Corps SGS:** Provide III Corps Colors for CG opening remarks, **271630 Apr 17** for setup prior to event.

c. Coordinating Instructions.

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

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(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 agencies (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 Military Family Member Scholarship Fund, Fort Hood Area Volunteer Child Care Fund, 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, 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
United Service Organization	1	Youth*	4
*Denotes Special Categories			

(4) Nomination writing training will be held **2 Feb 17, 7 Feb 17 (1000-1130)**, and **9 Feb 17 (1300-1430)** at Lane Volunteer Center, Fort Hood, TX.

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

<b>16 Feb 17</b>	Volunteer of the Year (VOY) Special Category Suspense Date: Consolidated Agency, Multiple Agency, Senior, Soldier, Family and Youth Categories.
<b>23 Feb 17</b>	ALL other VOY Nominations Suspense Date: All Brigade and MSC nominations, all agency nominations that have their own category. Example: USO, American Red Cross.

(6) All nominees must be registered in the Volunteer Management Information System (VMIS) and must have hours logged for the nomination period (CY2016).

(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](mailto:diane.williams50.civ@mail.mil) or Ms. CarolAnn Hone at (254) 287-8657 or [carol.a.hone.civ@mail.mil](mailto:carol.a.hone.civ@mail.mil).

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

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

ACKNOWLEDGE:

MACFARLAND  
LTG

OFFICIAL:

GAYDON  
G3

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

DISTRIBUTION: S

MS OPORD Format, dated 1 Aug 16.  
All other editions obsolete.

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