



THE COMBINED ARMS CENTER AND FORT LEAVENWORTH VOLUNTEER AND SPECIAL AWARDS AND RECOGNITION HANDBOOK

Version 1

Please contact the Combined Arms Center Secretary to the General Office for comments, questions, or any discovery of obsolete or incorrect information.

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SECTION I: GENERAL OVERVIEW

1.1 PURPOSE:

1.1.1. The purpose of this handbook is to consolidate all known and current volunteer and special awards and recognition available to leaders within the Combined Arms Center (CAC) and Fort Leavenworth, Kansas (FLKS) to recognize outstanding performance.

1.2 AWARDS OVERVIEW:

1.2.1. TYPES OF RECOGNITION: There are two types of recognition, informal and formal.

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

- Sending a handwritten thank you note
- A public thanks in front of his/her peers
- Unit/directorate area “honor roll”
- Positions of increased responsibility
- Enlisting them to train other volunteers
- Letters of Recommendation when they seek employment¹
- Volunteer Spotlight in your organization/unit newsletter
- A card on the volunteer’s birthday
- Saying “thank you”

b. Formal Recognition involves a nomination and selection process in which an individual or group is nominated for an award in which they meet the criteria. The approval authority for that award will ultimately decide whether the individual or group will be recognized through presentation of the award. This handbook covers seven types of formal recognition:

- Unit Awards or Recognition
- Installation Awards or Recognition
- TRADOC Volunteer Awards
- FORSCOM Volunteer Awards
- Military Awards
- DoD, DA and Public Service Awards
- Army Branch Association Awards

1.2.2. UNIT/DIRECTORATE/ORGANIZATION AWARDS: Units award Unit/Directorate/Organizational Awards at the discretion of the organization. Unit/Directorate/Organizational Volunteer SOP should describe the organization/unit volunteer policy, volunteer job descriptions/job bank, and volunteer award recognition to include the

¹ Military and Civilian personnel should seek ethics advice from the servicing Ethics Counselor and/or legal office for employment letters of recommendation for volunteers.

awards criteria, components, approval authority, submission timeline, staffing channel, and the suggested award presentation.

1.3 PREPARING A NOMINATION

1.3.1. PREPARING TO NOMINATE AN INDIVIDUAL/VOLUNTEER: Writing a persuasive 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 individual/group/volunteer deserves recognition.

b. Focus on the nominee's individual/group/volunteer work in your program, specifically the details explaining the program, services, or performance. Then describe the nominee's other volunteer work or leadership positions in order of importance.

c. Relevant information for your nomination will include:

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

1.3.2. WRITING THE NOMINATION:

a. Begin with an outline. List the individual's regular duties (you can use their job or position 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. The recommender should obtain a list of all the nominee's previous awards to help determine the type of award to submit as well as what awards the nominee is still eligible to receive. Many awards may only be awarded once per individual, therefore it is recommended to start at the lowest level and work to higher awards when able.

d. Provide complete information about the nominee and the organization(s) they supported. It is important to tell the nominee's story as you would to a stranger.

e. 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.

f. Define acronyms if they are used.

g. Verify all information on the form(s) before submission.

1.3.3. NARRATIVE WORDS: 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. See Annex E for sample narratives/bullets.

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 the 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 of excellence
unending appetite for self-improvement	productive worker
without equal	great foresight

1.4. PRESENTATION OF THE AWARDS:

1.4.1 WHEN AND HOW TO PRESENT: Organizations can present awards informally, at unit/organization functions, or at formal ceremonies as appropriate for the level, type of, or specifications of the award(s). Refer to the published or provided guidelines for each award.

a. It is highly suggested to present volunteer awards at a special award ceremony or in front of the volunteer peers to include the FLKS 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.

SECTION II. VOLUNTEER INFORMATION

2.1 VOLUNTEER CODE OF ETHICS

2.1.1 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.

2.1.2 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.

2.1.3 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.

2.1.4 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.

2.1.5. 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.

2.2 TYPES OF VOLUNTEERS

2.2.1 STATUTORY VOLUNTEERS: Volunteer labor accepted in accordance with U.S.C. 1588 and AR 608-1.

2.2.2 INDIVIDUALS PROVIDING GRATUITOUS SERVICE VOLUNTEERS: Volunteer labor accepted by Armed Forces but not covered by 10 U.S.C. 1588. AR 608-1 addresses gratuitous service volunteers

2.2.3 VOLUNTEERS FOR PRIVATE ORGANIZATIONS: Volunteer labor accepted by Armed Forces but not covered by U.S.C. 1588. AR 608-1 addresses private organizations volunteers and local SOP's.

2.2.4 STUDENT INTERNS: Volunteer labor accepted by Armed Forces but not covered by 10 U.S.C. 1588. AR 608-1 addresses student intern volunteers and local Standard Operating Procedures (SOP).

2.3 VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

2.3.1 REGISTRATION INFORMATION: All volunteers serving agencies on Fort Leavenworth, Kansas (FLKS) 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 Leavenworth is a winning experience for everyone, and every year the installation celebrates the outstanding contributions of its volunteers at the Fort Leavenworth Annual Volunteer Awards Ceremony.

2.3.2 HOW TO REGISTER AS A VOLUNTEER ON VMIS

- a. Go to <https://vmis.training.armyfamilywebportal.com/>
- b. In the middle of the VMIS Home Page under the “Use Site as Guest” button, click on “Register”.
- c. Enter the required information into the following data fields: email, password, confirm Password.
- d. Select “Register”
- f. An automated email will be sent to the email that was entered in step 3 with a link and a token number.
- g. On the page that appears, enter the email address and the token number provided in the automated email.
- h. Select “Verify Email”.

2.3.3. HOW TO SEARCH FOR VOLUNTEER POSITIONS

- a. Go to <https://vmis.training.armyfamilywebportal.com/> and click on “Login” (in the middle right of the page); login with username and password.
- b. Within the VMIS Dashboard, on the left hand side, will be an Opportunities tab.
- c. The Opportunities page allows you to search for and apply to many different volunteer opportunities within various communities and organizations. You can sort and filter opportunities, and you can browse opportunities without creating a VMIS account.



Opportunities page

2.3.4 HOW TO LOG YOUR HOURS IN VMIS (ONCE YOU ARE ACCEPTED FOR THE POSITION IN VMIS)

- a. Select “Service Log” on the left-hand navigation menu of the VMIS dashboard.
- b. Select a Service Status using the drop-down, or select “All” to select from any approved volunteer positions.
 - Active indicates positions that you are actively volunteering within.
 - Finished indicates positions that you are no longer volunteering within.
 - Blocked indicates positions that you are temporarily prevented from volunteering within.
 - No Background Check indicates positions that you are temporarily prevented from volunteering within while waiting for favorable background check results.
 - Inactive indicates positions that are no longer valid. Contact your Organization Point Of Contact (OPAC) or AVCC for assistance.
- c. Use the Position drop-down to select the position for which you will be recording hours.
- d. Use the left and right arrow buttons to select the desired month.
- e. Select the date box corresponding to when the hours were performed.
- f. Enter the required information into the following data fields: hours, minutes, and submitter note (optional).
- g. Select the paperclip button to attach a document. This step is optional.
- h. Select “Submit” to submit your hours for certification.

NOTE: The VMIS Volunteer User Guide can be downloaded from the Army Family Web Portal Resource Center at <https://www.training.armyfamilywebportal.com/content/volunteer-management-information-system-0>.

2.4. MANUAL TRACKING OF VOLUNTEER HOURS

2.4.1 ABSENCE OF VMIS: In the event that an organization is not registered in VMIS or VMIS tracking of volunteer hours is not available or possible, manual tracking of volunteer access is authorized. Manual tracking in the form of signed memos/letters from the organization indicating dates and number of volunteer hours is requested. Dates and hours may be in the form of an Excel spreadsheet or similar tracker.

2.5 VOLUNTEER RECOGNITION REQUIREMENTS AND RECOMMENDATIONS

2.5.1. AWARD/ RECOGNITION REQUIREMENTS: In order for any volunteer to receive the above awards, they must:

a. Be registered into the Volunteer Management Information System (VMIS) located on the Army Family Web Portal at <https://vmis.training.armyfamilywebportal.com/>, unless the CAC Commanding General waives requirements for a specific award due to extenuating circumstances.

b. Have inputted hours into VMIS or have manual tracking supporting documentation.

c. Meet the criteria required for the specific award(s).

d. Have the proper requested documents submitted, i.e. memoranda, nomination form, citation, etc.

e. 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.

SECTION III: SUMMARY OF TYPES OF AWARDS

3.1 SUMMARY OF TYPES OF AWARDS

3.1.1 GENERAL: The following table is a consolidated list of most volunteer or special awards and recognition; however, the list is not all encompassing. A majority of the awards in this table are discussed in greater detail in subsequent sections; however not all have been expanded upon. Those awards not expanded upon have references listed where additional information can be located. The AVCC is also a good point of contact for additional information.

Category	Award	Criteria	Approving Authority	Notes
UNIT/ DIRECTORATE/ ORGANIZATIONAL AWARDS	Certificate of Appreciation/Achievement or Commander's Coin	This form of recognition is unique to the individual unit. Units award these at the discretion of the appropriate organizational levels (directorate, CoE, Company, Battalion or Brigade)	Unit Commander or Organization Director	Policies, procedures, procurement, and funding of these awards are the responsibility of the unit commander. Both military and department of the Army civilian volunteers are typically eligible for awards in this category.
	Audie Murphy Volunteer Service Award Certificate	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. A minimum of 50 volunteer hours during the previous quarter in support of two or more special events, units, or local agencies.	Unit Commander (Battalion or Brigade)	
	Volunteer Spotlight	Provide recognition for volunteer service to the Army at a local level. The Fort Leavenworth Lamp staff will choose one volunteer as the Spotlight Volunteer on a bi-weekly basis by randomly selecting a volunteer from all nominations submitted to the Fort Leavenworth Army Volunteer Corps office.	Fort Leavenworth Army Volunteer Corps Office ICW Fort Leavenworth Lamp staff.	
	Star of the Frontier	Provide recognition for volunteer service to the Army at a local level. A brigade or tenant unit (to include directorates) will select up to two volunteers to receive this award monthly. This award is appropriate for individuals who provide support for a special event or ongoing support to units, FRG, or local agencies.	O-6 signature authority for the Brigade or tenant unit	
	Keeper of the Tower	Provide recognition to a volunteer who provides outstanding service to a battalion or company sized unit or directorate and its families. Recommended for an FRG leader/co-leader or family member with a senior scope of responsibility.	O-5 level authority	A volunteer may only receive this award once during their tenure with a unit or directorate.

Category	Award	Criteria	Approving Authority	Notes
CAC AND FORT LEAVENWORTH AWARDS	CAC Child of the Frontier Certificate of Appreciation	This certificate is used to recognize children of military members for the support and dedication they selflessly provide as a military family member. This is a great option for presentations at retirement or like ceremonies.	CAC Commanding General	Unit requests certificate via memorandum of record.
	CAC Newborn Request for Orders	This document is used to recognize newborn or newly adopted children of military members assigned to CAC or Fort Leavenworth. The orders mimic an Army Soldier's military orders.	CAC Commanding General/ CSM	Any military member, unit, or Family member can request by submitting the required information to the CAC SGS email: usarmy.leavenworth.CAC.mbx.sgs-inbox@mail.mil.
	The Elizabeth Smith Award	Provide recognition to an outstanding member of the Fort Leavenworth Spouses Club. Elizabeth Smith, spouse of second lieutenant Smith whose first assignment was Fort Leavenworth, was instrumental in lobbying to change the 19th Amendment to allow military wives to vote in their home state regardless of their husband's assigned duty station. Additionally, that lobbying lead directly to the formation of what is today the Post Spouse's Club. This recognition is appropriate to recognize spouses who have provided significant substantial support within the role of the Fort Leavenworth Spouses Club.	CAC Commanding General	
	The Joanne von Schlemmer Award	Provide recognition to a military spouse who teaches or provides direct support to the USD 207 school district. Joanne von Schlemmer was a lifelong educator and military spouse who taught at the U.S. Disciplinary Barracks and Army Education Center on Fort Leavenworth.	CAC Commanding General	
	Twilight Toll Certificate of Recognition	The Combined Arms Center Twilight Toll honors and recognizes the efforts of CAC DA Civilians, Soldiers, military Families, or private sector citizens in the local/surrounding CAC and Fort Leavenworth Communities.	CAC Commanding General	
	Outstanding Spouse Volunteer of the Year	Provide recognition to one outstanding volunteer on Fort Leavenworth. This award is appropriate for spouses who provide significant substantial contributions to the mission of a military activity, command, or volunteer agency. Selection is not based on the number of volunteer hours only, but also on longevity, leadership, and team cooperation/building.	CAC Commanding General	

Category	Award	Criteria	Approving Authority	Notes
CAC AND FORT LEAVENWORTH AWARDS	Outstanding Military Volunteer of the Year	Provide recognition to one outstanding military volunteer on Fort Leavenworth. This award is appropriate for Soldiers who provide significant substantial contributions to the mission of a military activity, command, or volunteer activity. Volunteer must have documented volunteer hours.	CAC Commanding General	
	Outstanding Youth Volunteer of the Year	Provide recognition to one outstanding youth male and youth female volunteer on Fort Leavenworth. This award is appropriate for youth volunteers who provide substantial contributions to the mission of a military activity, command, or volunteer agency and has an above average impact on the organization or agency served. Volunteer must have documented volunteer hours.	CAC Commanding General	
	Department of the Army Civilian Volunteer of the Quarter	Provide recognition to one outstanding DA Civilian volunteer on Fort Leavenworth. This award is appropriate for DA Civilians who provide significant contributions to the mission of a military activity, command, or volunteer activity. Volunteer must have documented volunteer hours.	CAC Commanding General	
	Outstanding Family Volunteer of the Year	Provide Recognition to one outstanding volunteer Family on Fort Leavenworth. This award is appropriate for Families who provide significant substantial contributions to the mission of an military activity, command, or volunteer agency and has an above average impact on the organization or agency served.	CAC Commanding General	
TRADOC VOLUNTEER AWARD	Margaret C. Corbin Award	Spouses (male and female) of Soldiers of all ranks assigned to TRADOC elements; active Army, U.S. Army National Guard, and U.S. Army Reserve are eligible. A prestigious award intended to recognize volunteer service that makes a substantial contribution and has a positive impact on the quality of life for Soldiers and their families.	CG, TRADOC	Governed by TRADOC Regulation 672-8; An individual may receive only one Margaret C. Corbin Award and it is not intended to be awarded for a short term or single event recognition.

Category	Award	Criteria	Approving Authority	Notes
FORSCOM VOLUNTEER AWARDS	Dr. Mary E. Walker Award	<p>The Dr. Mary E. Walker Award is a prestigious award to recognize spouses whose volunteer service has made a substantial contribution and has a positive impact on the quality of life for Soldiers and their Families. The nominated volunteer should be an active member/supporter of a unit family support group or individual who actively supports (in a clearly distinguishable manner) a military organization which does not have an organized family support group.</p>	<p>Corps and Division CSMs (in conjunction with the Sergeant Audie Murphy Awards Board)</p>	<p>Governed by FORSCOM Reg 600-80-2</p>
	FORSCOM Well-Being Award	<p>The FORSCOM Well-Being award recognizes those spouses/family who have distinguished themselves by contributing significantly to the well-being of Soldiers and their Families during mobilization and deployments through Family Readiness Group participation. Nominees must be an active supporter of a unit Family Readiness Group or an individual who actively supports (in a clearly distinguishable manner) a military organization which does not have an organized Family Readiness Group.</p>	<p>FORSCOM Commanding General</p>	<p>Governed by FORSCOM Reg 215-9</p>
Military Volunteer Awards	Military Outstanding Volunteer Service Medal	<p>The MOVSM is awarded to members of the Armed Forces of the United States who, subsequent to 31 December 1992, performed outstanding volunteer community service of a sustained, direct, and consequential nature. To be eligible, an individual's service must (1) be voluntary (2) be to the civilian community, to include the military family community; (3) be significant in nature and produce tangible results; (4) reflect favorably on the Military Service and the Department of Defense; and (5) be of a sustained and direct nature. While there is no specific time threshold to qualify for the MOVSM, approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities.</p>	<p>Commander (LTC or above)</p>	<p>Governed by AR 600-8-22 as granted by Executive Order 12830 or DOD Manual 1348.33.</p> <p>For Active Duty Only.</p>

Category	Award	Criteria	Approving Authority	Notes
DoD, DA, and Public Service Awards	Distinguished Public Service Medal	The purpose of the DPSM is to award those who provide distinguished service making a substantial contribution to the accomplishment of the Army's missions. Awardee can only receive once. Award is to be given to civilians not employed by the Army, Presidential appointees and senior Army officials in non-career positions or technical personnel who serve the Army in an advisory capacity or as consultants. This award consists of a gold medal, lapel pin, and citation certificate. Volunteer nominees must be registered in VMIS.	The Secretary of the Army	Access additional information at:AR 672-20 (dtd SEP 2020), paragraph 9-2; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).
	Superior Public Service Medal	This award is given to those who have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by an Army commander. Award is given to those individuals not employed by the Army, or Presidential appointees and senior Army officials in non-career positions. This award is appropriate for spouses of military members provided they meet the criteria. Award consists of a silver medal, lapel button, and citation certificate.	The Secretary of the Army	Access additional information at:AR 672-20 (dtd SEP 2020), paragraph 9-3; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).
	Meritorious Public Service Medal	The purpose of this award is for outstanding service that makes a substantial contribution or is of significance to the organization concerned. This award may be awarded to civilians not employed by the Army, Presidential appointees and senior Army officials in non-career positions, or technical personnel who serve the Army in an advisory capacity or as consultants.	Per AR 672-20, the Secretary of the Army or commanders of ACOMs, direct reporting units, members of the SES and general officers serving as the director of a direct reporting unit, or the AASA for HQDA. Authority may be further delegated. Per TRADOC Delegations of Authority dated 25 March 2019, approval authority delegated to any TRADOC Commander in the rank of major general or above.	Access additional information at :AR 672-20 (dtd SEP 2020), paragraph 9-2; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).
	Public Service Commendation Medal	This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency. Award may be awarded to civilians not employed by the Army, Presidential appointees and senior Army officials in non-career positions, or technical personnel who serve the Army in an advisory capacity or as consultants.	Any commander (O-6 and above), commanders exercising courts-martial authority, Principal officials of HQDA staff agencies, Officials of general officer or SES rank.	Access additional information at: AR 672-20 (dtd SEP 2020), paragraph 9-5; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).

Category	Award	Criteria	Approving Authority	Notes
DoD, DA, and Public Service Awards	<p align="center">Patriotic Public Service Lapel Pin</p>	<p>The Patriotic Public Service Lapel pin recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or the welfare of Army personnel. This certificate may be awarded to civilians not employed by the Army or officials of DA at the policy development or approval level. It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units. This award is also appropriate for spouses of military members provided they meet the criteria.</p>	<p>Per AR 672-20, approval authority is any commander in the rank of lieutenant colonel (O-5) and above, with authority to further delegate to directors direct reporting units, members of the SES, and general officers. This authority may not be further delegated.</p> <p>Per CAC Delegation of Authority dated 25 March 2020, approval authority further delegated to the CAC Deputy Commanding General; DCG, ArmyU; DCG, CAC-T; and Director, MCCoE without further delegation authorized.</p>	<p>Access additional information at: AR 672-20 (dtd SEP 2020), paragraph 9-6; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).</p>
	<p align="center">Civilian Award for Humanitarian Service</p>	<p>This award consists of a medal, lapel button, and certificate. Private citizens of the United States, as well as private citizens and government officials of foreign nations, are eligible for consideration. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements. Achievements deserving of DA-wide recognition should be submitted through the Executive Secretary, AIAB to the Secretary of the Army for approval.</p>	<p>Per AR 672-20, approval authority is commanders of ACOMs, ASCCs, direct reporting units; members of the SES and general officers serving as the director of a direct reporting unit; and the AASA for HQDA. Further delegation authorized to commanders in the rank of MG and above or civilian equivalent.</p> <p>Per TRADOC Delegations of Authority dated 25 March 2019, approval authority delegated to Commander, Combined Arms Center; Commander, Center for Initial Military Training; and all 2-star and above commanders to approve the Civilian Award for Humanitarian Service.</p>	<p>Access additional information at: AR 672-20 (dtd SEP 2020), paragraph 9-7; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).</p>

Category	Award	Criteria	Approving Authority	Notes
DoD, DA and Public Service Awards	<p>Emma Marie Baird Award for Outstanding Volunteer Service</p>	<p>This award is intended to represent DA recognition of volunteers who have contributed outstanding service to ACS. Nominees must have volunteered in an ACS center at an installation/garrison and/or Joint Base Family Center in support of Army Family Programs. Nomination covers a minimum of 2,000 volunteer hours and a minimum period of one year of service within the center submitting the nomination. Nominee must have demonstrated a high degree of initiative and originality which resulted in tangible and/or intangible benefits to the agency and/or community; exhibited leadership in performing assigned duties that resulted in improved productivity, or new or improved work methods, programs and/or services; provided outstanding leadership in planning, organizing, or directing a major program of importance or complexity; established a pattern of excellence and achievement by receiving recognition for contributions made to other military and civilian community organizations; and must have the endorsement of the installation commander or equivalent.</p>	<p>Chief of Staff of the Army.</p> <p>All nominations must be routed through and endorsed by the garrison commander, respective IMCOM Directorate or designee, and the IMCOM CG.</p>	<p>Access additional information at: https://www.myarmyonesource.com/FamilyProgramsandServices/Volunteering/Awards/EmmaMarieBairdAward/NominatingProcedures.aspx</p>
	<p>Secretary of Defense Award for Outstanding Public Service</p>	<p>This is the second highest award presented by the DoD to private citizens and foreign nationals. This award recognizes contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but are lesser in scope and impact than is required for the DoD Distinguished Public Service Award.</p>	<p>The Secretary of Defense</p>	<p>For Additional Information, see DoDM 1432.04 (dtd AUG 2018).</p>

Category	Award	Criteria	Approving Authority	Notes
DoD, DA and Public Service Awards	Department of Defense Medal for Distinguished Public Service	This is the highest award presented by the DoD to private citizens and foreign nationals. The award recognizes those who have performed exceptionally distinguished service of significance to the DoD as a whole, or service of such exceptional significance to a DoD Component or function that recognition only at the component level is insufficient. The nominee may have rendered service or assistance at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility.	The Secretary of Defense	For Additional Information, see DoDM 1432.04 (dtd AUG 2018).
OTHER AWARDS AND RECOGNITION	Presidential Letter of Appreciation	A Presidential Letter of Appreciation, or retirement letter, is a standard letter of appreciation prepared by the White House and signed by the President of the United States. The letter recognizes military or Department of Defense civilian retirees with thirty (30) or more years of creditable service for retired pay. This award may be given to civilians, Service members who served in multiple branches, and those who served in both military and civilian positions.		Submissions should be at least 90 days prior to retirement date or retirement ceremony, whichever is first. Access additional information at https://www.esd.whs.mil/CMD/ploa
	Daily Point of Light Award	This award honors individuals that have made a commitment to connect Americans through service to help meet critical needs in their communities. Nominees must be legal U.S. residents actively engaged in voluntary service directed at domestic or international problem solving. The volunteer activity should have lasted for at least six uninterrupted months and should be ongoing. Work should demonstrate real impact from the activity and meet a community need or concern.	The Points of Light Foundation and the Corporation for National and Community Service	Access additional information at https://www.pointsoflight.org/dailypointoflight/

Category	Award	Criteria	Approving Authority	Notes
OTHER AWARDS AND RECOGNITION	President's Volunteer Service Award	This award recognizes individuals that have achieved a certain standard-measured by the number of hours of volunteer service over a 12-month period or cumulative hours earned over the course of a lifetime. Three levels of Bronze, Silver, and Gold are based on annual volunteer hours and age group. One award for all ages is based on lifetime volunteer hours. The nominee must be a U.S. citizen or lawful permanent resident of the U.S and at least five years of age.	Only certifying organizations can certify volunteers' eligibility. See additional information on certifying organizations at https://www.presidentserviceawards.gov/	Access additional information at https://www.presidentserviceawards.gov/
	Jefferson Award for Public Service	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. Nominees must demonstrate acts of courage, vision, dedication, and tenacity along with the impact on the community.	Nonprofit organization Multiplying Good (Formerly the Jefferson Awards Foundation)	Access additional information at https://www.multiplyinggood.org
	Congressional Award (Youth)	This award is the United States Congress award for young Americans. Participants earn Bronze, Silver, and Gold Congressional Award Certificates with 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. This program is open to all 14-23 year olds. The volunteer must first register on the website. Once registered, they will receive a packet and an advisor. Awards are given based on hours completed for each period.		Access additional information at: https://www.congressionaward.org/about/ \$25 registration fee required

Category	Award	Criteria	Approving Authority	Notes
OTHER AWARDS AND RECOGNITION	Secretary of the Army Award for Valor	The Secretary of the Army Award for Valor was established to acknowledge acts of heroism or bravery connected with an Army employee or Army activity, or that in some way benefits the Army. The nominee must have been in a situation involving personal hazard or danger and the voluntary risk of life, on or off the job. May be awarded posthumously. Nominations must be well documented with information.	The Secretary of the Army	Access additional information in AR 672-20 (dtd SEP 2020) paragraph 10-1
	The Lieutenant General Richard G. Trefry Lifetime of Service Award	This award is given to individuals who exemplify LTG Trefry's ethos and lifetime of extraordinary and selfless service to the Army. The awardee must have supported and promoted consistently the professional advancement and development of military and/or civilian personnel. Present or former members of the Army, including members of the Regular Army and Reserve Component, and present or former DA Civilians are eligible of this award.	The Secretary of the Army	Access additional information in AR 672-20 (dtd SEP 2020) Chapter 12
	Presidential Medal of Freedom	This is awarded to any person who has made an especially meritorious contribution to the security or national interests of the United States, World peace, or cultural or other significant public or private endeavors.		Contact the Defense Civilian Personnel Advisory Service (DCPAS) for more information and nomination procedures. See also Chapter 17 of AR 672-20.
	Presidential Citizens Medal	This medal may be bestowed upon any U.S. citizen who has performed exemplary deeds or service for his or her country or fellow citizens.		Contact the Defense Civilian Personnel Advisory Service (DCPAS) for more information and nomination procedures. See also Chapter 17 of AR 672-20.

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH ASSOCIATION AWARDS	The Ancient Order of Saint Barbara	The general criteria for accession into the Ancient Order are to have made extraordinary contributions through long-term service for, and on behalf of, the United States ADA or FA branches. The Ancient Order is reserved for those ADA and FA members whose careers have embodied the spirit, dignity, sense, and sacrifice, and commitment epitomized by Saint Barbara.	The Air Defense Artillery Board of Colonels and the Commanding General of the Fires Center of Excellence or The Field Artillery School Commandant	Access additional information at https://firsttofire.net/awards or https://www.fieldartillery.org/awards
	The Honorable Order of Saint Barbara	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 in either the US ADA or FA Branch with selflessness. The nominee must serve in either the ADA or FA Branch and significantly contributed in ways that stand out in the eyes of the recipient's seniors, subordinates, and peers.	The Air Defense Artillery Board of Colonels and the Commanding General or Field Artillery Colonels in current command or Field Artillery Commandant's Office	Access additional information at https://firsttofire.net/awards or https://www.fieldartillery.org/awards
	Artillery Order of Molly Pitcher	The Order of Molly Pitcher recognizes those individuals who have voluntarily contributed in significant and meaningful ways to the improvement of either the ADA or the FA Community. All spouses, civilians, and military personnel are eligible for this award via volunteer service. Molly Pitcher nominees are not required to purchase a membership if their spouse is a current member.	The Air Defense Artillery Board of Colonels and the Commanding General or Field Artillery Colonels in current command or Field Artillery Commandant's Office	Access additional information at https://firsttofire.net/awards or https://www.fieldartillery.org/awards
	The Order of Saint George	Three levels of The Order of Saint George have been established by the USCAA: Black, Bronze, and Silver. The nominee is of any combat arms or combat support branch and an active/current USCAA member. (assigned to an ABCT, SBCT or IBCT (CAB/BN/CAV SQDN). The nominee demonstrates outstanding leadership, technical and tactical competence, and exceptional teamwork while serving in Armor and Cavalry units	First LTC Commander who are active members of the USCAA	Access additional information at: https://cavalryandarmor.com/awards/#nomination

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The Noble Patron of Armor	<p>The Noble Patron of Armor (NPA) provides the commander to recognize combat support and combat service support soldiers other than armor soldiers, international officers, DoA civilians, individuals, and other supporters not eligible for an Order of St George medallion. The nominee does not have to be an Association member. The nominee contributes significantly to the morale and welfare of the Soldiers of Armor and Cavalry units and organizations.</p>	<p>First LTC Commander or higher in the chain of command or civilian equivalents who are active members of the USCAA</p>	<p>Access additional information at: https://cavalryandarmor.com/awards/#nominations</p>
	Order of Saint Joan D'Arc	<p>Award is given to honor spouses who consistently volunteer in the Family Support Group and other community events whose contributions significantly contributed to the morale, spirit, and welfare of Armor or Cavalry units and communities. Such voluntary contributions should exemplify the spirit of the Orders namesake in such service to others.</p>	<p>First LTC or higher in the Chain of command or civilian equivalent that are active/current USCAA members.</p>	<p>Access of additional information at: https://cavalryandarmor.com/awards/</p>
	Order of St. Michael Award	<p>The Order of Saint Michael was established between the Army Aviation Association of America (AAAA) and the U.S. Army Aviation Center (USAAVNC). There are currently four levels of the award: bronze, Silver, Gold and Honorary Knight. A nominee for induction in the Order of Saint Michael and the award of its medal(s) must have served the Army Aviation community with distinction. This service will include significant and/or long-lasting contributions. Additionally, a nominee must represent and have demonstrated the highest standards of integrity, moral character, ethical conduct, professional competence, and dedication to duty. Each level has additional and specific criteria that must be met.</p>	<p>Bronze Award: The President of the local AAAA Chapter. Silver Award: The OSM Selection Committee. Gold Award: The OSM Selection Committee. Honorable Knight: The President of the local AAAA Chapter</p>	<p>Access additional information at: https://www.quada.org/Public/Awards/Order_of_Saint_Michael/Public/Awards/Order_of_Saint_Michael.aspx?key=7aea8ea5-92f8-4f6a-93b6-08fc5caddabc</p>

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The Order of Our Lady of Loreto	<p>The Order of Our Lady of Loreto recognizes individuals for outstanding support to the Army Aviation Family and Army Aviation Community. This award celebrates the sacrifice, support, security, and caring provided by those at home that make it possible for Army Aviation soldiers to accomplish their missions despite changes in circumstances, location, and separation from loved ones. A nominee for induction in the Order of Our Lady of Loreto must have demonstrated conspicuous contributions to support the Army Aviation family and community. It should recognize those individuals who have generously given of their time and energy in support of not only their own family, but those Aviation families within their local Army Aviation community.</p>	<p>President of the local AAAA Chapter</p>	<p>Access additional information at: https://www.quada.org/Public/Awards/Order_of_Our_Lady_of_Loreto/Public/Awards/Order_of_Our_Lady_of_Loreto.aspx?hkey=64f211e3-30f7-4cff-ab42-599574584283</p>
	The Anne Morrow Lindbergh Award	<p>The Anne Morrow Lindbergh Award is an annual award that recognizes individuals who have voluntarily contributed to the improvement of their communities. These individuals 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.</p>	<p>The Commanding General, United States Army Aviation Center of Excellence</p>	<p>Access additional information at: https://home.army.mil/rucker/index.php/about/usaace-usaace-g1q4/anne-morrow-lindbergh-award</p>
	The Order of the Dragon Medallion	<p>The Order of the Dragon is a Chemical Corps Regimental Association program and is conducted in cooperation with the Chief Lifetime members who have contributed to the advancement of the Chemical, Biological, Radiological, and Nuclear mission and the association goals. There are three levels of the award: the Ancient Order of the Dragon, the Honorable Order of the Dragon, and the Order of the Dragon-Legionnaire. Criteria for each level differs, but commonalities include service in the Chemical Corps and/or the CBRN readiness mission and membership to the Chemical Corps Regimental Association.</p>	<p>The Chief of Chemical and/or Senior Chemical Corps Regimental Association Member (O-6)</p>	<p>Access additional information at: https://ccrassn.org/</p>

Category	Award	Criteria	Approving Authority	Notes
<p style="text-align: center;">ARMY BRANCH Association AWARDS</p>	<p style="text-align: center;">The Carol Ann Watson Award</p>	<p>A Chemical Corps Regimental Association Award to recognize significant contributions and support to the Chemical Corps, a Chemical unit, and Chemical families or a community. The nominee must be registered in the Volunteer Management Information System (VMIS) and obtain a minimum of 500 hours of volunteer service.</p>	<p>First Chemical Corps Colonel (with Association membership) in the chain of command</p>	<p>Access additional information at: https://ccrassn.org/</p>
	<p style="text-align: center;">Saint Isidore Cyber Award</p>	<p>The AFCEA Saint Isidore Award/Medal recognizes individuals who demonstrate exceptional initiative, leadership, insight, and cyber excellence within their area of expertise. The award consists of three levels: Gold, Silver, and Bronze. The Gold Medallion recognizes excellence at any point in cyber professionals' careers. The Silver Medallion Recognizes senior field grade officers, Command Sergeants Major and Sergeants Major, and DA Civilians who have made significant contributions to the promotion of the cyber mission in ways that stand out in the eyes of the recipients' superiors, subordinates, and peers. The Bronze Medallion recognizes government civilians or uniformed members of the armed forces who have demonstrated the highest standards of integrity, moral character, professional competence, and selflessness while contributing significantly to the promotion and betterment of the Cyber Command.</p>	<p>ACFEA International</p>	<p>Access additional information at: https://www.afcea.org/site/Awards-SaintIsidore-cyber</p>
	<p style="text-align: center;">de Fleury Medal</p>	<p>The de Fleury Medal honors and recognizes those individuals who have provided significant contributions to Army Engineering. The medal also emphasizes the history, customs, and traditions of the Corps of Engineers community. There are four orders of the medal — Gold, Silver, Bronze, and Steel. The Gold de Fleury medal is normally awarded only to a single individual each year and is the highest honor. The Steel de Fleury Medal is awarded annually to several junior soldiers and civilians within the Engineer Regiment based on input from senior Commanders and their Sergeants Major. Bronze and Silver nominees must be members of the Army Engineer Association.</p>	<p>U.S Army Chief of Engineers, Deputy Chief of Engineers, or Commandant of the U.S. Army Engineer School (Silver), Engineer Branch Colonel or higher who is a current member of the Army Engineer Association (Bronze), Engineer LTC or higher in command who is a current member of the Army Engineer Association (Steel)</p>	<p>Access additional information at: https://armyengineer.com/awards/</p>

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The Essayons Award	The Essayons Award honors spouses of members of the Engineer Regiment who have made significant voluntary contributions to the morale, welfare, and spirit of engineer units and organizations. The criteria for nominations are: (1) the nominee should be the spouse of an engineer Soldier or engineer DOD civilian; (2) the nominees 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. Spouses of military and civilian personnel from the Active Army, Army Reserve, or Army National Guard are eligible. Spouses of retired individuals are also eligible.	Chief of Engineers, Deputy Chief of Engineers, Commandant U.S. Army Engineer School, Assistant Commandant U.S. Army Engineer School and Engineer Brigade Commanders	Access additional information at: https://armyengineer.com/awards/
	The U.S. Army Finance Corps Hall of Fame	Designed to recognize individuals that have made positive and lasting contributions to the Finance Corps. Criteria include: lifetime member of the Finance Corps Association for at least three years, a former senior commissioned officer, senior non-commissioned officer, or senior civilian with prior Finance Regimental Affiliation, and retired with 26 years or more of honorable service. Select Killed in Action Soldiers.	Finance Corps General Officer Board of Directors and CSM/SGM Board of Advisors, the FCA President, and the CSM of the Finance Corps	Access additional information at: https://www.fincorps.org/awards
	The BG Robert C. Goetz Medallion	Designed to recognize individuals of unparalleled leadership and strategic vision: individual must leave an indelible impression on the very essence of the Corps and reflect a lifetime of dedication to the Finance Corps. Nominees must be an active member of the Finance Corps Association for at least three consecutive years, be a former or present finance commissioned officer, non-commissioned officer, enlisted Soldiers or civilian with prior Finance Regimental Affiliation and have 25 or more years of honorable service.	Finance Corps General Officer Board of Directors and CSM/SGM Board of Advisors, the FCA President, and the CSM of the Finance Corps	Access additional information at: https://www.fincorps.org/awards

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The MG Nathan Towson Medallion	Designed to recognize exceptional achievement or exemplary service that is distinguishable from peers. Nominee must be a Finance Corps Association member for at least three consecutive years, and currently be serving as a Finance commissioned officer, non-commissioned officer, enlisted Soldier or civilian.	Finance Corps Association Board of seven LTCs and SGMs	Access additional information at: https://www.fincorps.org/awards
	The Order of Saint Maurice	The Order of Saint Maurice is awarded by the National Infantry Association and the Chief of Infantry to recognize the significant contributions made by Infantrymen Infantry supporters and spouses. There are five levels of the Order of Saint Maurice. A nominee must have served the Infantry community with distinction; must have demonstrated a significant contribution in support of the Infantry; and must represent the highest standards of integrity, moral character, professional competence, and dedication to duty and must be a member of the National Infantry Association.	The National Infantry Association and Chief of Infantry	Access additional information and board dates at: https://infantryassn.com/awards/
	Shield of Sparta-Heroine of the Infantry	Awarded to a spouse who has contributed significantly to the Infantry. The NIA's goal is to recognize spouses of Infantrymen and other Soldiers in support roles, whose contributions deserve special recognition by the National Infantry Association and the Infantry community. The award is a token of appreciation for the sacrifice and commitment demanded of the wives and supporters of Infantrymen and other Soldiers. It further symbolizes these women as true patriots with selfless ideals and the courage to send their Soldier into harm's way.	The National Infantry Association and Chief of Infantry	Access additional information and board dates at: https://infantryassn.com/awards/

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	Order of the Military Medical Merit (O2M2)	<p>Membership in the Order recognizes those individuals who have clearly demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of professional competence, served in the Army Medical Department (for a minimum of 15 years) with selflessness, and have made a sustained contribution to the betterment of Army Medicine. Any Active Duty, Reserve Component, civilian, or retired member of the Army Medical Department who, through dedicated application of talent, effort, and spirit, has made a significant contribution having an impact on the whole of the AMEDD, shall be eligible for induction into the Order. A contract employee is not eligible. An individual, whose status is other than the aforementioned association with the AMEDD and who otherwise meets the above criteria, shall be eligible for induction as an honorary member. Any member of the Order in good standing may nominate other worthy individuals.</p>	<p>The Order of Military Medical Merit Advisory Council</p>	<p>Access additional information and board dates at: https://ameddregiment.amedd.army.mil/merit/o2m3.html</p>
	The Knowlton Award	<p>The Knowlton Award recognizes individuals who have contributed significantly to the promotion of Military Intelligence in ways that stand out in the eyes of the recipients, their superiors, subordinates, and peers. These individuals must also demonstrate the highest standards of integrity and moral character, display an outstanding degree of professional competence, and serve the MI Corps with distinction. Any officer, warrant officer, enlisted soldier, or civilian may receive the award. Both the nominator and the nominee for MICA's Knowlton Award must be members of MICA.</p>	<p>The Military Intelligence Corps Association</p>	<p>Access additional information at: https://www.mica-national.org/awards/</p>

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The Golden Rose Award	This award is intended to recognize a spouse whose volunteer service contributes substantially to the mission accomplishment of a MI unit, activity, command, or staff agency. It is a prestigious award to recognize volunteer service that makes a substantial contribution to the MI Corps and has a positive impact on the quality of life of soldiers and their families. This award is open to spouses of any MI Professional (officer, warrant officer, enlisted soldier of civilian). A nominee must have demonstrated exemplary volunteer service in support of the MI Community and the Army family.	The Military Intelligence Corps Association	Access additional information at: https://www.mica-national.org/awards/
	The MG Ralph H. Van Deman Award	This award specifically recognizes our Foreign Intelligence Professionals/Partners who have made significant contributions to furthering intelligence cooperation. This award is open to any Foreign Intelligence Professional. They must have made significant contributions to furthering intelligence cooperation and have demonstrated excellence and must have the highest standards of integrity, moral character, dedication to duty, and demonstrated superb professional competence.	The Military Intelligence Corps Association	Access additional information at: https://www.mica-national.org/awards/
	The Order of the Sphinx	The Order of the Sphinx Award is intended to recognize non-intel military and civilians who have contributed to the MI mission directly or through sponsorships that have exceed expectations to support the Military Intelligence Corps. Established in 2018 by MICA in support of the MI Corps, the Order of the Sphinx Award is not intended for recognition of a single, short-term event or contribution. It is a prestigious award to recognize volunteer service that makes a substantial contribution to the MI Corps. Any non-intel military or civilian may receive the Order of the Sphinx Award. A nominee must have demonstrated exemplary service in support of the MI Community or have contributed a sponsorship that has exceeded expectations to support the Military Intelligence Corps.	The Military Intelligence Corps Association	Access additional information at: https://www.mica-national.org/awards/

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH AWARDS	The Order of Marechausse-ee	The Military Police Regimental Association's (MPRA) Order of the Marechausse was officially established in 2000 to recognize exceptional dedication, competence, and contribution to the Military Police Corps Regiment over an extended period of time. The award was created with Gold, Silver, and Bronze levels of recognition. Nomination packets must contain an application and a narrative. Endorser must be a Military Police Colonel, Deputy Commandant, Military Police Nominative Command or Staff Sergeant Major, Chief Warrant Officer Five or above and a current standard member.	Chief of the Military Police Corps Regiment	Access additional information at: https://mpraonline.org/marechaussee/
	The Order of the Vivandieres	The Military Police Regimental Association's (MPRA) Order of the Vivandieres was officially established in 2005 to recognize spouses who voluntarily make significant contributions to the morale, welfare, and spirit of Soldiers and family members in their units of the Military Police Corps Regiment. Nomination packets must contain a narrative, a completed request form endorsed by a Military Police Colonel, Deputy Commandant, Military Police Nominative Command or Staff Sergeant Major, Chief Warrant Officer Five or above and a current standard member and \$40.00 payment to MPRA (cost of engraved medallion, lapel pin and certificate).	Chief of the Military Police Corps Regiment	Access additional information at: https://mpraonline.org/vivandieres/
	Friend of the Regiment (MP) Award	The Military Police Regimental Association's (MPRA) Friend of the Regiment Award was officially established in 2018 to recognize individuals who voluntarily make significant contributions to the morale, welfare, and spirit of Soldiers and Family members in various facets of the Military Police Corps Regiment. Nominations must be substantiated based on firsthand knowledge or documented research of nominee's exceptional dedication, competence, and contribution to the Regiment.	Chief of the Military Police Corps Regiment	Access additional information at: https://mpraonline.org/friendofther Regiment/

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The Ordnance Order of Samuel Sharpe	<p>The purpose of the Ordnance Order of Samuel Sharpe is to recognize those individuals who have served the United States Army Ordnance Corps with demonstrated integrity, moral character, and professional competence over a sustained period of time. And whose selfless contributions to the Corps stand out in the eyes of their seniors, peers, and subordinates alike. Any member of the Ordnance Corps may nominate a qualified candidate for the Ordnance Order of Samuel Sharpe. Nominators must use the Ordnance Corps Association's Samuel Sharpe nomination form to articulate the candidate's Time in the Corps, Level of Responsibility, Complexity / Difficulty of positions in which they served, Impact / Contribution to the Corps and Sacrifice in Service to the Corps and the Nation. An additional page may be attached if more space is required. The nomination form must also include the full name, rank, duty position, phone number, email address and mailing address of the nominee, nominator, endorser and if appropriate, the approval authority.</p>	<p>Ordnance Corps General Officers and full Colonels (06), respectively</p>	<p>Access additional information at: https://usaoca.org/index.php/samuel-sharpe-criteria/</p>
	Ordnance Corps Keeper of the Flame	<p>To recognize and show our appreciation for the invaluable service Ordnance spouses provide to our Corps. Any member of the Ordnance Corps may nominate a qualified candidate for the Keeper of the Flame.</p>	<p>Ordnance Corps General Officers and full Colonels (06), respectively</p>	<p>Access additional information at: http://usaoca.org/index.php/keeper-of-the-flame-criteria/</p>
	LTG Levin Hicks Campbell Distinguished Award of Merit	<p>The purpose of the LTG Levin Hicks Campbell Distinguished Award of Merit is to recognize members of the Ordnance Corps and others who, through meritorious achievements or acts, distinguish themselves, and in so doing reflect great credit upon the Ordnance Corps. Submission must include a brief example of a specific situation/ action that would warrant award of this certificate to an individual. An example of a situation, which would warrant award of this certificate to an individual, is participation in the Army Suggestion Program. The suggestion must be approved and present a significant cost savings or change in procedure leading to the betterment of the Ordnance Corps.</p>	<p>Ordnance Corps General Officers and full Colonels (06), respectively</p>	<p>Access additional information at: http://usaoca.org/index.php/campbell_award-criteria/</p>

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The Quartermas ter Corps Order of Saint Martin	The Saint Martin Award consists of three levels listed in order precedence: Ancient Order of Saint Martin, Honorable Order of Saint Martin, Distinguished Order of Saint Martin. Each level has different and specific nomination criteria.	The Quartermaster General	Access additional information at: https://associationofquartermasters.org/osm-criteria/
	The Quartermas ter Corps Catharine Littlefield Greene Award	The Catharine Greene award recognizes significant contributions and support provided by Quartermaster spouses. Any member of the Quartermaster corps may nominate a deserving candidate for the Catharine Greene Award. Although any member of the Quartermaster Corps may nominate a spouse, the nominating of your own spouse is highly discouraged. The nominee must be the spouse of a Quartermaster soldier or civilian. The nominee's spouse must be a member of AQM. 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.	The Quartermaster General	Access additional information at: https://associationofquartermasters.org/catherine-greene-award/catherine-greene-criteria/
	The Transportat ion Corps Distinguish ed Member of the Regiment and Transportat ion Corps Hall of Fame	Open to all Transportation Corps military and civilian personnel who have distinguished themselves by outstanding service and performance for or on behalf of the Transportation Corps. All Transportation Corps military and civilians are eligible for induction as a Distinguished Member of the Regiment immediately after retirement, separation, or posthumously. All Army Transportation Corps military and civilians are eligible for nomination and inclusion in the Hall of Fame after retirement or posthumously.	Chief of Transportation Or DMOR Selection Board	Access additional information at: https://transportation.army.mil/awards/

Category	Award	Criteria	Approving Authority	Notes
ARMY BRANCH Association AWARDS	The Transportation Corps Patron of the Wheel (Patronus Rotae)	<p>This award is for spouses of Transportation Corps Regimental Association members. The nominee must 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.</p>	<p>The Transportation Corps Regimental Association</p>	<p>Access additional information at: http://www.tcregt-association.org/page-1291917</p>
	The Military Order of Saint Christopher	<p>The Order of Saint Christopher was established with two levels, the Ancient Order and the Honorable Order. Membership in the Transportation Corps Regimental Association (TCRA) is a prerequisite. The Ancient Order is reserved for those few individuals whose careers embody outstanding achievements and accomplishments in the spirit, dignity, and sense of sacrifice and commitment epitomized by Saint Christopher. The Honorable Order of Saint Christopher recognizes those individuals who have demonstrated the highest standards of integrity and moral character; displayed an outstanding degree of professional competence; and served the Transportation Corps with selflessness. All Transporters (Active, Reserve, National Guard, DA Civilians and Retired) and any individual whose actions and service contributed to the promotion of the Transportation Corps in ways that stand out in the eyes of the recipient's superiors, subordinates and peers alike, are eligible.</p>	<p>The Transportation Corps Regimental Association</p>	<p>Access additional information at: http://www.tcregt-association.org/page-1291903</p>

Category	Award	Criteria	Approving Authority	Notes
MULTI – SERVICE AWARDS	<p>Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award</p>	<p>This award is presented to an individuals or organizations not employed by the DoD and its components, and that exemplifies the Fisher's personal qualities of patriotism, generosity, and selfless dedication to the members of the Armed Forces of the United States, through an outstanding humanitarian act or service. Nominee will have also selflessly contributed an extraordinary amount of time, talent, or resources to benefit member of the Armed Forces of the US.</p>		<p>Access additional information in AR 672-20 (dtd SEP 2020) paragraph 18-1 and AR 672-16 (dtd DEC 2019)</p>
	<p>Department of Defense Spirit of Hope Award</p>	<p>The DoD Spirit of Hope Award will be presented to one recipient nominated and selected by each of the Armed Forces. Recipient may be either an individual or an organization. The awardee must epitomize the values of Bob Hope: duty, honor, courage, loyalty, commitment, integrity, and selfless dedication. The person must significantly enhance the quality of life of Service members and their families service around the world.</p>		<p>For additional information, see DODI 1005.14 and AR 672-20 (dtd SEP 2020) paragraph 18-2</p>

SECTION IV: UNIT DIRECTORATE/ORGANIZATIONAL AWARDS

4.1 CERTIFICATE OF APPRECIATION/ACHIEVEMENT

4.1.1. 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.

4.1.2. Frequency of the Award – No frequency

4.1.3. Number of times awardee can receive award – Unlimited

4.1.4. Approval Authority – Any commander (Company, Battalion, Brigade) or director

4.1.5. 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.

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

4.1.7. Award Venue – In the unit footprint or at a location of the presenting units choosing.

4.1.8. 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.

4.1.9. Additional Award Information: a. Nomination MFR Template, Annex A

4.2 AUDIE MURPHY VOLUNTEER SERVICE AWARD

4.2.1. 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.

4.2.2. Frequency of the Award – No frequency

4.2.3. Number of times awardee can receive award – Unlimited

4.2.4. 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.

4.2.5. Award Description – Award consists of a certificate signed by the appropriate approval authority (Battalion or Brigade).

4.2.6. Approval Authority – The approval authority for this award is Battalion or Brigade commanders.

4.2.7. Award Venue – In the unit footprint or at a location of the presenting units choosing.

4.2.8. Nomination Procedures

a. Nominator will complete a memorandum for record (MFR) explaining why the recipient should receive certificate 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 awardee's VMIS account.

4.2.9. Additional Award Information: Nomination MFR Template, Annex A.

4.3 VOLUNTEER SPOTLIGHT

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

4.3.2. Frequency of the Award – Bi-weekly

4.3.3. Number of times awardee can receive award – Unlimited

4.3.4. Nomination Prerequisites

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

4.3.5. Award Description – Award consists of a short article and photo in The Lamp.

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

4.3.7. Award Venue – N/A

4.3.8. Nomination Procedures

a. Nominator will complete Volunteer Spotlight Form and send it to the Fort Leavenworth Army Volunteer Corps office.

b. The Lamp staff will randomly select an awardee.

4.3.9. Additional Award Information: Volunteer Spotlight Nomination Memo Template, Annex B.

4.4 STAR OF THE FRONTIER

4.4.1. Award Purpose – Provide recognition for volunteer service at a local level. A tenant unit, to include directorates, may select one to two volunteers to receive this award.

4.4.2. Frequency of the Award – Monthly

4.4.3. Number of times awardee can receive award – Unlimited

4.4.4. Nomination Prerequisites

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

b. Volunteer must be enrolled in VMIS.

4.4.5. Award Description – Award consists of a certificate signed by the CAC Commander and Command Sergeant Major.

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

4.4.7. Award Venue – In the unit footprint or at a location of the presenting units choosing.

4.4.8. Nomination Procedures

a. Nominator will fill out the Star of the Frontier 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 CAC Secretary to the General Staff (SGS) for CAC CMD Group signature.

d. CAC SGS will forward a signed nomination copy to the presenting unit. The unit OPOC or the awardee will enter the award into the awardee's VMIS account.

4.4.9. Additional Award Information: Star of the Frontier Nomination Template, Annex C.

4.5. KEEPER OF THE TOWER

4.5.1. Award Purpose – Provide recognition to a volunteer who provides outstanding service to a brigade, battalion, or company sized unit, to include directorates, and its families. Recommended for an FRG advisor and co-advisor with a senior scope of responsibility.

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

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

4.5.4. Nomination Prerequisites

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

b. Minimum of 250 volunteer hours in support of an organization.

4.5.5. Award Description – Award consists of a certificate signed by the CAC and FLKS Commanding General and a CAC poker chip.

4.5.6. Approval Authority – O-5 level Commander/Directorate/Chief of Staff

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

4.5.8. 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 O-6 approval authority will use his/her discretion in determining whether or not the nominee is deserving of the award.

c. The nominating unit will then send the memorandum to the CAC SGS for the CAC Command Group signature.

d. Once approved, CAC SGS 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 awardee's VMIS account.

4.5.9. Additional Award Information: MFR Nomination Template, Annex A.

SECTION V: INSTALLATION AWARDS AND RECOGNITION

5.1 CAC CHILD OF THE FRONTIER CERTIFICATE OF APPRECIATION

5.1.1. Award Purpose – To recognize children of military members for the support and dedication they selfishly provide as a military family member. This is a great option for presentations at retirement or like ceremonies.

5.1.2. Frequency of the Award – No frequency

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

5.1.4. Nomination Prerequisites: biological or legal child of a CAC or Fort Leavenworth military member

5.1.5. Award Description – Award consists of a certificate signed by the CAC and FLKS Commanding General and Command Sergeant Major.

5.1.6. Approval Authority – Commander/Director

5.1.7. Award Venue – Present at an award presentation of unit's choosing.

5.1.8. 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 nominating unit will then send the memorandum to the CAC SGS for the CAC Command Group signature.

c. Once approved, CAC SGS will submit a copy of the memorandum and signed certificate to the nominating unit for presentation.

5.1.9. Additional Award Information: MFR Nomination Template, Annex A.

5.2 CAC NEWBORN REQUEST FOR ORDERS

5.2.1. Award Purpose – To recognize newborn or newly adopted children of military members assigned to CAC or Fort Leavenworth. The orders mimic an Army Soldiers military orders.

5.2.2. Frequency of the Award – No frequency

5.2.3. Number of times awardee can receive award – One time per child

5.2.4. Nomination Prerequisites: biological or legal child of a CAC or Fort Leavenworth military member.

5.2.5. Award Description – Award consists of mock orders signed by the CAC and FLKS Commanding General.

5.2.6. Approval Authority – N/A

5.2.7. Award Venue – N/A

5.2.8. Nomination Procedures

a. Nominator (who can be any Soldier, unit, or family member) request orders by sending an email request to usarmy.leavenworth.CAC.mbx.sgs-inbox@mail.mil. Request should include the following:

- Child's full name
- Parent's full names
- Date and time of birth
- Childs height and weight at birth
- Hospital and/or city and state of birth
- Email address to return the signed orders.

b. Once approved, CAC SGS will scan and return a copy of the signed orders to the email address who submitted the request and/or was indicated in the request.

5.3 THE ELIZABETH SMITH AWARD

5.3.1. Award Purpose – Provide recognition to an outstanding member of the Fort Leavenworth Spouses Club. Elizabeth Smith, spouse of second lieutenant Smith whose first assignment was Fort Leavenworth, was instrumental in lobbying to change the 19th Amendment to allow military wives to vote in their home state regardless of their husband's assigned duty station. Additionally, that lobbying lead directly to the formation of what is today the Post Spouse's Club. This recognition is appropriate to recognize spouses who have provided significant substantial support within the role of the Fort Leavenworth Spouses Club.

5.3.2. Frequency of the Award – No frequency

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

5.3.4. Nomination Prerequisites

a. Volunteer must be an active member of the Fort Leavenworth Spouses Club making routine, significant, and recognizable contributions.

b. Minimum of 50 volunteer hours in support of the Fort Leavenworth Spouses Club.

5.3.5. Award Description – Award consists of a certificate signed by the CAC and FLKS Commanding General and Command Sergeant Major.

5.3.6. Approval Authority – O-5 level Commander/Director or Chief of Staff.

5.3.7. Award Venue – Present at a location of the unit's choosing.

5.3.8. 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 O-5 approval authority will use his/her discretion in determining whether or not the nominee is deserving of the award.

c. The nominating unit will then send the memorandum to the CAC SGS for the CAC Command Group signature.

d. Once approved, CAC SGS will submit a copy of the memorandum and signed certificate to the nominating unit for presentation.

5.3.9. Additional Award Information: MFR Nomination Template, Annex A.

5.4 THE JOANNE von SCHLEMMER AWARD

5.4.1. Award Purpose – Provide recognition to a military spouse who teaches or provides direct support to the USD 207 school district. Joanne von Schlemmer was a lifelong educator and military spouse who taught at the U.S. Disciplinary Barracks and Army Education Center on Fort Leavenworth.

5.4.2. Frequency of the Award – No frequency

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

5.4.4. Nomination Prerequisites

a. Volunteer must be an active participant or employee of the USD 207 school district making routine, significant, and recognizable contributions.

5.4.5. Award Description – Award consists of a certificate signed by the CAC and FLKS Commanding General and Command Sergeant Major.

5.4.6. Approval Authority – O-6 level Commander/Director or Chief of Staff.

5.4.7. Award Venue – Present at a location of the unit's choosing.

5.4.8. 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 O-6 approval authority will use his/her discretion in determining whether or not the nominee is deserving of the award.

c. The nominating unit will then send the memorandum to the CAC SGS for the CAC Command Group signature.

d. Once approved, CAC SGS will submit a copy of the memorandum and signed certificate to the nominating unit for presentation.

5.4.9. Additional Award Information: MFR Nomination Template, Annex A.

5.5. THE TWILIGHT TOLL CERTIFICATE OF RECOGNITION

5.5.1. Award Purpose – The Combined Arms Center Twilight Toll honors and recognizes the efforts of DA Civilians, Soldiers, military Families, or private sector citizens in the local/surrounding CAC and Fort Leavenworth communities. These individuals, through effort and support for CAC and Fort Leavenworth 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, deserving of the recognition.

5.5.2. Frequency of the Award – No frequency

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

5.5.4. Nomination Prerequisites

a. Displayed significant effort and support for CAC and Fort Leavenworth, significantly enhancing the quality of life of CAC Soldiers and their Families. Types of support include, but are not limited to, donation of volunteer time, goods, money, property, etc.

b. In some instances, this award may be presented to CAC or Fort Leavenworth visitors or special guests at the discretion of the CAC and FLKS CG.

5.5.5. Award Description – The award recipient(s) will receive a certificate signed by the CAC Commander and Command Sergeant Major. Additionally, the CAC HQs clock tower will be rung at 1900 hours in their honor.

5.5.6. Approval Authority – The CAC & Fort Leavenworth Commanding General

5.5.7. Award Venue – Presented at an award presentation or event.

5.5.8. Nomination Procedures

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

b. The first O-6 in the chain of command will use his/her discretion in determining whether the nominee is deserving of the award.

c. The nominating unit will then send the memorandum to the CAC SGS for the CAC Command Group signature.

5.5.9. Additional Award Information: Nomination MFR Template, Annex A

5.6 OUTSTANDING SPOUSE VOLUNTEER OF THE YEAR

5.6.1. Award Purpose – Provide recognition to one outstanding volunteer on Fort Leavenworth.

5.6.2. Frequency of the Award – Annual

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

5.6.4. Nomination Prerequisites

a. This award is appropriate for individuals who provide significant substantial contributions 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.

5.6.5. Award Description – This Award consists of a certificate signed by the CAC Commander and Command Sergeant Major as well as a trophy.

5.6.6. Approval Authority – The CAC and Fort Leavenworth Commanding General.

5.6.7. Award Venue – CAC will present the award at the next annual award ceremony held in the spring of each year on Fort Leavenworth.

5.6.8. 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 unit will then send the award to the CAC 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.

5.6.9. Additional Award Information: Annual Nomination Template, Annex D

5.7 OUTSTANDING MILITARY VOLUNTEER OF THE YEAR

5.7.1. Award Purpose – Provide recognition to one outstanding military volunteer on Fort Leavenworth.

5.7.2. Frequency of the Award – Annual

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

5.7.4. Nomination Prerequisites

a. This award is appropriate for military members who provide significant substantial contributions to the mission of an Army activity, command, or volunteer activity.

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

5.7.5. Award Description – Award consists of a certificate signed by the CAC Commander and Command Sergeant Major as well as a trophy.

5.7.6. Approval Authority – The CAC & FTLV Commanding General

5.7.7. Award Venue – CAC will present the award at the next annual award ceremony held in the spring of each year on Fort Leavenworth.

5.7.8. 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 unit will then send the award to the CAC 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 awardee's VMIS account.

5.8.9. Additional Award Information: Annual Nomination Template, Annex D.

5.8 OUTSTANDING YOUTH VOLUNTEER OF THE YEAR

5.8.1. Award Purpose – Provide recognition to one outstanding youth male and youth female volunteer on Fort Leavenworth.

5.8.2. Frequency of the Award – Annual

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

5.8.4. Nomination Prerequisites

a. The youth volunteer nominee must be 13-18 years old and unmarried.

b. This award is appropriate for Youth volunteers who provide substantial contributions 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.

5.8.5. Award Description – This award consists of a certificate signed by the CAC Commander and Command Sergeant Major as well as a trophy.

5.8.6. Approval Authority – CAC and Fort Leavenworth Commanding General.

5.8.7. Award Venue – CAC will present the award at the next annual award ceremony held in the spring of each year on Fort Leavenworth.

5.8.8. 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 CAC 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.

5.8.9. Additional Award Information: Annual Nomination Template Annex D

5.9 DEPARTMENT OF THE ARMY CIVILIAN VOLUNTEER OF THE YEAR

5.9.1. Award Purpose – Provide recognition to one outstanding DA civilian volunteer on Fort Leavenworth.

5.9.2. Frequency of the Award – Annual

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

5.9.4. Nomination Prerequisites

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

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

c. 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.

5.9.5. Award Description – Award consists of a certificate signed by the CAC Commander and Command Sergeant Major as well as a trophy.

5.9.6. Approval Authority – CAC and Fort Leavenworth Commanding General.

5.9.7. Award Venue – CAC will present the award at the next annual award ceremony held in the spring of each year on Fort Leavenworth.

5.9.8. 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 unit will then send the award to the CAC 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.

5.9.9. Additional Award Information: Annual Nomination Template, Annex D.

5.10 OUSTANDING FAMILY VOLUNTEER OF THE YEAR

5.10.1. Award Purpose – Provide recognition to one outstanding volunteer Family on Fort Leavenworth.

5.10.2. Frequency of the Award – Annual

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

5.10.4. 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 contributions to the mission of an Army activity, command, or volunteer agency and has an above average impact on the organization or agency served.

5.10.5. Award Description – Award consists of a certificate signed by the CAC Commander and Command Sergeant Major as well as a trophy.

5.10.6. Approval Authority – CAC and Fort Leavenworth Commanding General.

5.10.7. Award Venue – CAC will present the award at the next annual award ceremony held in the spring of each year on Fort Leavenworth.

5.10.8. 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 unit will then send the award to the CAC 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.

5.10.9. Additional Award Information: Annual Nomination Template, Annex D.

SECTION VI: TRADOC VOLUNTEER AWARDS

6.1 MARGARET C. CORBIN AWARD

6.1.1. Award Purpose – The MCC Award is a prestigious award to recognize volunteer service that makes a substantial contribution and has a positive impact on the quality of life for Soldiers and their families.

6.1.2. Frequency of the Award – No frequency

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

a. Spouses (male and female) of Soldiers of all ranks assigned to TRADOC elements; active Army, U.S. Army National Guard, and U.S. Army Reserve are eligible. All volunteers will have equal eligibility without consideration of military member's rank or position.

b. The intent of this award is to recognize those eligible spouses whose service to our country is in the form of volunteering and is often "behind the scenes." Their way of life is marked by efforts to improve their communities and enhance the overall military lifestyle.

6.1.4. Award Description – This award consists of an emblem and certificate

6.1.5. Approval Authority – TRADOC Commander

6.1.6. Award Venue – TRADOC elements will present the MCC Award to recipients in conjunction with the local SAMC Award induction ceremony. When the MCC Award recipient is not able to attend the SAMC Award induction ceremony, the organization will choose a proper venue worthy of this prestigious award to present the MCC Award.

6.1.7. Nomination Procedures: MCC Award selection process will be in five phases (the first three correspond with the SAMC selection process)

a. Phase 1 – Nomination: Anyone may nominate an eligible individual to the unit senior NCO. The senior NCO will screen and evaluate nomination packets prior to forwarding to initial SAMC selection board. Nomination packets will include the individual's identification, documentation of volunteer acts/service, recommendations, and justification for nomination, see figure B-3 for the MCC Award recommendation memorandum; TRADOC Regulation 672-8 dtd SEP 2008.

b. Phase 2 – SAMC initial selection board: The nomination packet(s) will be forwarded for review to the unit level initial SAMC selection board conducted under the direction of the unit senior NCO. MCC Award nomination packets selected to continue will be forwarded to the SAMC final selection board (see fig B-4 for the MCC Award endorsement memorandum).

c. Phase 3 – SAMC final selection board: The final selection board will review MCC Award nomination packets and determine if the volunteer warrants selection for the MCC Award. The final selection board need not select candidates if they do not meet required standards. Nomination packets of selected volunteers will be retained by the final selection

board: a memo/letter will be forwarded to the TRADOC CSM with SAMC board and MCC Award results (see fig B-5) for the MCC Award board results endorsement memorandum.

d. During phases 1 through 3, nomination packets not meeting required standards for the MCC Award will be reviewed to determine appropriate local recognition for the volunteer's contribution(s).

6.1.8. Additional Award Information: Reference TRADOC Regulation 672-8 dtd SEP 2008

SECTION VII: FORSCOM VOLUNTEER AWARDS

7.1 DR. MARY E. WALKER AWARD

7.1.1. Award Purpose – This award is for Army Spouses whose achievements and performance merit special recognition. The Dr. Mary E. Walker 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 Soldier's Families.

7.1.2. Frequency of the Award – Quarterly

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

7.1.4. 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.

7.1.5. Award Description – This award consists of a medallion and a certificate.

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

7.1.7. Award Venue – CAC will present the award at The Sergeant Audie Murphy Club (SAMC) presentation ceremony or like event.

7.1.8. 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 DA Form 1253, Volunteer Agreement Form, 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 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 award will enter the award into the awardee's VMIS account.

7.1.9. Additional Award Information: Reference FORSCOM Regulation 600-80-2.

7.2 FORSCOM WELL-BEING AWARD

7.2.1. 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.

7.2.2. Frequency of the Award – No frequency

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

7.2.4. Nomination Prerequisites

a. Awardee must be a Spouse or other Family member 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.

7.2.5. Award Description – Award consists of a medal and certificate.

7.2.6. Approval Authority – FORSCOM Commanding General

7.2.7. Award Venue – CAC will present the award at the next awards ceremony or like event.

7.2.8. 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

- Justification clearly specifying the exceptional volunteer contribution that warrants Army Command (ACOM) recognition.
- A document delineating eligibility criteria have been met along with the signature of the installation/Senior Commander.
- List of previously received awards.
- Date of desired presentation.

c. CAC 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 McPherson, Georgia 30330-1062.

d. Once approved, CAC 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.

7.2.9. Additional Award Information: Reference: FORSCOM Regulation 215-9.

SECTION VIII: MILITARY VOLUNTEER AWARD

8.1. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

8.1.1. 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 favorable on the Military Service and Department of Defense and be of a sustained and direct nature.

8.1.2. Frequency of the Award – No frequency

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

8.1.4. Nomination Prerequisites

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

b. Volunteer service must exceed 3 years and/or 500 hours of service.

8.1.5. Award Description – Award consists of a medal and citation certificate.

8.1.6. Approval Authority – Commander in the rank of LTC or above.

8.1.7. Award Venue – At a location of the presenting units choosing.

8.1.8. Nomination Procedures

a. Nominator will submit award recommendation on DA Form 638, Recommendation for Award.

b. Submit recommendations to the CAC G1 Awards section.

c. Nominator 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 awardee's VMIS account.

8.1.9. Additional Award Information: Reference AR 600-8-22, Paragraph 2-25.

SECTION IX: DoD, DA AND PUBLIC SERVICE AWARDS

9.1 PATRIOTIC PUBLIC SERVICE LAPEL PIN

9.1.1. Award Purpose – This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel.

9.1.2. Frequency of the Award – No frequency

9.1.3. Number of times awardee can receive award – Multiple, however the award period begins AFTER any previous award was granted.

9.1.4. Nomination Prerequisites

a. The Patriotic Public Service Lapel pin recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or the welfare of Army personnel. This certificate may be awarded to civilians not employed by the Army or officials of DA at the policy development or approval level. It also may be awarded to groups, including employees, business firms, fraternal organizations, and quasi-military units. This award is also appropriate for spouses of military members provided they meet the criteria.

b. This award is appropriate for spouses of military members provided they meet the criteria.

9.1.5. Award Description – This award consists of a lapel button and certificate.

9.1.6. Approval Authority – Per AR 672-20, approval authority is any commander in the rank of lieutenant colonel (O-5) and above, with authority to further delegate to directors direct reporting units, members of the SES, and general officers. This authority may be further delegated. Per CAC Delegation of Authority dated 25 March 2020, approval authority further delegated to the CAC Deputy Commanding General; DCG, ArmyU; DCG, CAC-T; and Director, MCCoE without further delegation authorized.

9.1.7. Award Venue – At location of units choosing.

9.1.8. Nomination Procedures

a. DA Form 1256 (dtd FEB 2019); Blocks 1-6 are required entries.

b. Justification (provide achievements and resulting benefits for the period nominated). NO acronyms or abbreviations.

c. Citation (NO acronyms or abbreviations).

d. List of previous public service awards (To include all previous volunteer awards).

e. Letter of Lateness (If applicable).

9.1.9. Additional Award Information:

a. Reference the AR 672-20 (dtd SEP 2020), paragraph 9-6; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).

b. For those directly tied to CAC HQ's: This level award must be submitted to CAC SGS 30 days prior to the proposed presentation date.

c. To avoid issues with contractual relationships and obligations, actual or perceived conflict of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DOD or Army, to include contractors, are ineligible for recognition. The single exception is if the contributions is deemed to be unrelated to and completely outside any contractual relationship with DOD and the recognition is clearly in the public interest.

9.2 PUBLIC SERVICE COMMENDATION MEDAL

9.2.1. Award Purpose – This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

9.2.2. Frequency of the Award – No frequency

9.2.3. Number of times awardee can receive award – Multiple, however the award period begins AFTER any previous award was granted.

9.2.4. Nomination Prerequisites

a. This award may be awarded to civilians not employed by the Army (for example, other Federal employees, private citizens, and so forth), Presidential appointees and senior Army officials in non-career positions, or technical personnel who serve the Army in an advisory capacity or as consultants.

b. This award is appropriate for spouses of military members provided they meet the criteria.

9.2.5. Award Description – This award consists of a bronze medal, lapel button, and citation certificate.

9.2.6. Approval Authority – Any commander (O-6 and above), Commanders exercising court-martial authority, Principal officials of HQDA staff agencies, Officials of general officer or SES rank.

9.2.7. Award Venue – At a location of the unit's choosing.

9.2.8. Nomination Procedures

a. DA Form 1256 (dtd FEB 2019); Blocks 1-6 are required entries.

b. Justification (provide achievements and resulting benefits for the period nominated). NO acronyms or abbreviations.

c. Citation (NO acronyms or abbreviations).

d. List of previous public service awards. (To include all previous volunteer awards).

e. Letter of Lateness (If applicable).

9.2.9. Additional Award Information

a. Reference the AR 672-20 (dtd SEP 2020), paragraph 9-5; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).

b. For those directly tied to CAC HQ's: This level award must be submitted to CAC SGS 30 days prior to the proposed presentation date.

c. To avoid issues with contractual relationships and obligations, actual or perceived conflict of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DOD or Army, to include contractors, are ineligible for recognition. The single exception is if the contributions are deemed to be unrelated to and completely outside any contractual relationship with DOD and the recognition is clearly in the public interest.

9.3 MERITORIOUS PUBLIC SERVICE MEDAL

9.3.1. Award Purpose – This award is for outstanding service that makes a substantial contribution or is of significance to the organization concerned.

9.3.2. Frequency of the Award – No frequency

9.3.3. Number of times awardee can receive award – Multiple, however the award period begins AFTER any previous award was granted.

9.3.4. Nomination Prerequisites

a. This award may be awarded to civilians not employed by the Army (for example, other Federal employees, private citizens, and so forth), Presidential appointees and senior Army officials in non-career positions, or technical personnel who serve the Army in an advisory capacity or as consultants.

b. This award is appropriate for spouses of military members provided they meet the criteria.

9.3.5. Award Description – This award consists of a bronze medal, lapel button, and citation certificate.

9.3.6. Approval Authority – Per AR 672-20, the Secretary of the Army or commanders of ACOMs, direct reporting units, members of the SES and general officers serving as the director of a direct reporting unit, or the AASA for HQDA. Authority may be further delegated. Per TRADOC Delegations of Authority dated 25 March 2019, approval authority delegated to any TRADOC Commander in the rank of major general or above.

9.3.7. Award Venue – Location of the units choosing.

9.3.8. Nomination Procedures

a. DA Form 1256 (dtd FEB 2019); Blocks 1-6 are required entries.

b. Justification (provide achievements and resulting benefits for the period nominated). NO acronyms or abbreviations.

c. Citation (NO acronyms or abbreviations).

d. List of previous public service awards. (To include all previous volunteer awards).

e. Letter of Lateness (If applicable).

9.3.9. Additional Award Information

a. Reference the AR 672-20 (dtd SEP 2020), paragraph 9-4; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).

b. This level award must be submitted to CAC SGS 30 days prior to the proposed presentation date.

c. To avoid issues with contractual relationships and obligations, actual or perceived conflict of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DOD or Army, to include contractors, are ineligible for recognition. The single exception is if the contributions are deemed to be unrelated to and completely outside any contractual relationship with DOD and the recognition is clearly in the public interest.

9.4 SUPERIOR PUBLIC SERVICE MEDAL

9.4.1. Award Purpose – Nominated individuals must have provided exceptional public service to the Army deserving of greater recognition than that which can be granted by an Army commander.

9.4.2. Frequency of the Award – No frequency

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

9.4.4. Nomination Prerequisites

a. The SECARMY awards this decoration to individuals not employed by the Army (for example, employees from other DOD Components or Federal agencies, and private citizens not employed by the Army during the period for which an award is recommended), or Presidential appointees and senior Army officials in non-career positions are eligible for this award. Contractors are not eligible for this award.

b. This award is appropriate for spouses of military members provided they meet the criteria.

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

9.4.6. Approval Authority – The Secretary of the Army.

9.4.7. Award Venue – Location of the unit's choosing.

9.4.8. Nomination Procedures

a. DA Form 1256 (dtd FEB 2019); Blocks 1-6 are required entries.

b. Biographical Data (When Secretary of the Army or higher approval is requested, biographical data is required. Military and civilian spouse's award nominations are exempt from this requirement.)

c. Justification (provide achievements and resulting benefits for the period nominated). NO acronyms or abbreviations.

d. Citation (NO acronyms or abbreviations).

e. List of previous public service awards. (To include all previous volunteer awards)

f. Awards for Approval at DA and/or DoD Form

g. Letter of Lateness (If applicable).

9.4.9. Additional Award Information

a. Reference the AR 672-20 (dtd SEP 2020), paragraph 9-3; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).

b. This level award must be submitted to CAC SGS no later than 125 days prior to award presentation date to meet the submission requirement for TRADOC 90 days prior to the proposed presentation date.

c. To avoid issues with contractual relationships and obligations, actual or perceived conflict of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DOD or Army, to include contractors, are ineligible for recognition. The single exception is if the contributions are deemed to be unrelated to and completely outside any contractual relationship with DOD and the recognition is clearly in the public interest.

9.5 DISTINGUISHED PUBLIC SERVICE MEDAL AWARD

9.5.1. Award Purpose – The SECARMY awards this decoration to those who provide distinguished service that makes a substantial contribution to the accomplishment of the Army's missions.

9.5.2. Frequency of the Award – No frequency

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

9.5.4. Nomination Prerequisites

a. This award may be awarded to civilians not employed by the Army (for example, other Federal employees, private citizens, and so forth, Presidential appointees and senior Army officials in non-career positions, 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.

9.5.5. Award Description – This award consists of a gold medal, lapel button, and citation certificate.

9.5.6. Approval Authority – The Secretary of the Army.

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

9.5.8. Nomination Procedures

a. DA Form 1256 (dtd FEB 2019); Blocks 1-6 are required entries.

b. Biographical Data (When Secretary of the Army or higher approval is requested biographical data is required. Military and civilian spouse's award nominations are exempt from this requirement.)

c. Justification (provide achievements and resulting benefits for the period nominated). NO acronyms or abbreviations.

d. Citation (NO acronyms or abbreviations).

e. List of previous public service awards. (To include all previous volunteer awards)

f. Awards for Approval at DA and/or DoD Form

g. Letter of Lateness (If applicable).

9.5.9. Additional Award Information

a. Reference the AR 672-20 (dtd SEP 2020), paragraph 9-2; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).

b. This level award must be submitted to CAC SGS no later than 125 days prior to award presentation date to meet the submission requirement for TRADOC 90 days prior to the proposed presentation date.

c. To avoid issues with contractual relationships and obligations, actual or perceived conflict of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DOD or Army, to include contractors, are ineligible for recognition. The single exception is if the contributions are deemed to be unrelated to and completely outside any contractual relationship with DOD and the recognition is clearly in the public interest.

9.6 EMMA MARIE BAIRD AWARD FOR OUTSTANDING VOLUNTEER SERVICE

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

9.6.2. Frequency of the Award – Annual

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

9.6.4. Nomination Prerequisites

a. Volunteer must have volunteered in ACS center at an installation/garrison and/or Joint Base Family Center in support of Army Programs.

b. Volunteered a minimum of 2,000 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.

e. Nominee must meet the following:

- demonstrated a high degree of initiative and originality which resulted in tangible and/or intangible benefits to the agency and/or community
- exhibited leadership in performing assigned duties that resulted in improved productivity, or new or improved work methods, programs and/or service
- provided outstanding leadership in planning, organizing, or directing a major program of importance or complexity
- established a pattern of excellence and achievement by receiving recognition for contributions made to other military and civilian community organizations
- and must have the endorsement of the installation commander or equivalent.

9.6.5. 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.

9.6.6. Approval Authority – Chief of Staff of the Army. All nominations must be routed through and endorsed by the garrison commander, respective IMCOM Directorate or designee, and the IMCOM CG.

9.6.7. Award Venue – At location of the unit's choosing.

9.6.8. 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 awardee's VMIS account.

9.6.9. Additional Award Information: Access additional information at the following link:
<https://www.myarmyonesource/familyprogramsandservices/volunteeringawards/emmamariebairdaward/background.aspx>.

9.7 CIVILIAN AWARD FOR HUMANITARIAN SERVICE

9.7.1. Award Purpose – Awarded for a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

9.7.2. Frequency of the Award – No frequency

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

9.7.4. 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. Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

9.7.5. Award Description – This award consists of a medal, lapel button, and certificate.

9.7.6. Approval Authority – Per TRADOC Delegations of Authority to DCG/CoS, TRADOC and Subordinate Commanders (dtd 16SEP2019): Delegate authority to Commander, Combined Arms Center; Commander, Center for Initial Military Training; and all 2-star and above commanders to approve the Civilian Award for Humanitarian Service.

9.7.7. Award Venue – Location of the unit's choosing.

9.7.8. Nomination Procedures

a. All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1-6 are required entries.

b. On a plain sheet of paper, provide a 1-2 page narrative justification and a proposed citation of 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 hour's volunteered year to date.

d. Battalion and Brigade level Commanders must provide endorsement via memorandum.

e. The submitting unit will process through the appropriate chain of command to CAC SGS. Upon approval of the nomination by the CAC CG, CAC SGS will print the certificate and issue the medal set.

f. Once approved, CAC SGS will submit a copy of the memorandum and signed certificate of 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 the AR 672-20 (dtd SEP 2020), paragraph 9-7; the TRADOC Awards Processing Guide (dtd 04APR2019); and the CAC Incentive Awards Processing Guide (dtd 16JUL2019).

b. This level award must be submitted to CAC SGS 30 days prior to the proposed presentation date.

c. To avoid issues with contractual relationships and obligations, actual or perceived conflict of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DOD or Army, to include contractors, are ineligible for recognition. The single exception is if the contributions are deemed to be unrelated to and completely outside any contractual relationship with DOD and the recognition is clearly in the public interest.

9.8 DEPARTMENT OF THE ARMY CERTIFICATE OF APPRECIATION

9.8.1. 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 (for example, other Federal employees, private citizens, and so forth). The certificate may also be overprinted for particular groups or events at the discretion of the Commander. Contractors may not receive this award.

9.8.2. Frequency of the Award – No frequency

9.8.3. Number of times awardee can receive award – Unlimited

9.8.4. Nomination Prerequisites: None.

9.8.5. Award Description – This award consists of a certificate.

9.8.6. Approval Authority – It may be granted by local commanders or other locally authorized individuals.

9.8.7. Award Venue – Location of the unit's choosing.

9.8.8. Nomination Procedures

a. All nominations must be made on DA Form 1256, Incentive Award Nomination and Approval. Blocks 1-6 are required entries.

b. On a plain sheet of paper, provide a 1-2 page narrative justification and a proposed citation of 5-6 lines maximum.

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

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

9.8.9. Additional Award Information

a. Reference AR 672-20 (dtd SEP 2020), paragraph 9-8.

b. To avoid issues with contractual relationships and obligations, actual or perceived conflict of interest, and actual or perceived acts of favoritism, persons, organizations, or companies having a commercial or profit-making relationship with the DOD or Army, to include contractors, are ineligible for recognition. The single exception is if the contributions are deemed to be unrelated to and completely outside any contractual relationship with DOD and the recognition is clearly in the public interest.

9.9 SECRETARY OF DEFENSE AWARD FOR OUTSTANDING PUBLIC SERVICE

9.9.1. Award Purpose – This is the second highest award presented by the DoD to private citizens and foreign nationals. This award recognizes contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but are lesser in scope and impact than is required for the DoD Distinguished Public Service Award.

9.9.2. Frequency of the Award – No frequency

9.9.3. Number of times awardee can receive award – Unlimited

9.9.4. Nomination Prerequisites: Volunteer must be registered in VMIS and must have documented hours in the system. The nominee must not derive his or her principal livelihood over the course of his or her career from the Federal Government, such as a private citizen, a political appointee, or an employee on a term appointment that is not expected to extend for a significant duration.

9.9.5. Award Description – Upon approval, the OSD or DoD Component concerned receives a medal set, citation, and certificate signed by the Secretary of Defense. Subsequent awards consist of the medal set and a bronze, silver, or gold palm, as appropriate.

9.9.6. Approval Authority – Secretary of Defense

9.9.7. Award Venue – Presentation is at the discretion of the Component.

9.9.8. Nomination Procedures

a. Nominator will submit the nomination in letterform and nomination must include documentation of factual evidence that a highly significant service has been provided to DOD shall be forwarded with each nomination.

b. Nominator will submit the nomination through CAC command channels then to the TRADOC Awards Secretary for further processing. It will then be submitted to the Executive Secretary, Army Incentives Award Board (AIAB) for further processing at DOD.

c. Once approved, CAC SGS will submit a copy of the memorandum and signed certificate to the nominating unit for presentation. The unit OPOC or the award will enter the award into the awardee's VMIS account.

9.9.9. Additional Award Information

a. Reference DoDM 1432.04 (dtd AUG 2018), section 3.2.b.

b. This level award must be submitted to CAC SGS no later than 125 days prior to award presentation date.

9.10 DEPARTMENT OF DEFENSE MEDAL FOR DISTINGUISHED PUBLIC SERVICE

9.10.1 Award Purpose – This is the highest award presented by the DoD to private citizens and foreign nationals. The award recognizes those who have performed exceptionally distinguished service of significance to the DoD as a whole, or service of such exceptional significance to a DoD Component or function that recognition only at the component level is insufficient. The nominee may have rendered service or assistance at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility.

9.10.2 Frequency of the Award – No frequency

9.10.3 Number of times awardee can receive award – Unlimited

9.10.4 Nomination Prerequisites: Volunteer must be registered in VMIS and must have documented hours in the system. The nominee must not derive his or her principal livelihood over the course of his or her career from the Federal Government, such as a private citizen, a political appointee, or an employee on a term appointment that is not expected to extend for a significant duration. The recommending DoD Component head must show how the nominee worked directly or had personal interaction with the senior-most officials in the Federal Government, including the Secretary of Defense, the Deputy Secretary of Defense, and the Chairman of the Joint Chiefs of Staff

9.10.5 Award Description – Upon approval, the OSD or DoD Component concerned receives a medal set, citation, and certificate signed by the Secretary of Defense. Subsequent awards consist of the medal set and a bronze, silver, or gold palm, as appropriate.

9.10.6 Approval Authority – Secretary of Defense

9.10.7 Award Venue - Presentation is at the discretion of the component.

9.10.8 Nomination Procedures

a. Nominator will submit the nomination in letterform and nomination must include documentation of factual evidence that a highly significant service has been provided to DOD shall be forwarded with each nomination.

b. Nominator will submit the nomination through CAC command channels then to the TRADOC Awards Secretary for further processing. It will then be submitted to the Executive Secretary, Army Incentives Award Board (AIAB) for further processing at DOD.

c. Once approved, CAC SGS will submit a copy of the memorandum and signed certificate to the nominating unit for presentation. The unit OPOC or the award will enter the award into the awardee's VMIS account.

9.10.9. Additional Award Information

a. Reference DoDM 1432.04 (dtd AUG 2018), section 3.2 a.

b. This level award must be submitted to CAC SGS no later than 125 days prior to award.

SECTION X: OTHER AWARDS AND RECOGNITION

10.1 PRESIDENTIAL LETTER OF APPRECIATION

10.1.1. Award Purpose – A Presidential Letter of Appreciation, or retirement letter, is a standard letter of appreciation prepared by the White House and signed by the President of the United States. The letter recognizes military or Department of Defense civilian retirees with thirty (30) or more years of creditable service for retired pay. This award may be given to civilians, Service members who served in multiple branches, and those who served in both military and civilian positions.

10.1.2. Approval Authority – Executive Secretary of the United States

10.1.3. Additional Information: Access additional information at <https://www.presidentialserviceawards.gov/>

10.2 DAILY POINT OF LIGHT AWARD

10.2.1. Award Purpose – This award honors individuals that have made a commitment to connect Americans through service to help meet critical needs in their communities.

10.2.2. Frequency of the Award – Quarterly

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

10.2.4. Nomination Prerequisites

a. Any individual actively engaged in voluntary service directed at domestic or international problem solving.

b. Volunteer activity should have lasted for at least six uninterrupted months and should be ongoing.

c. Work should demonstrate real impact from the activity.

10.2.5. Award Description – this award consists of recognition of 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 their community service.

10.2.6. Approval Authority – The Points of Light Foundation and the Corporation for National Community Service

10.2.7. Award Venue – Presented at the venue of the units discretion.

10.2.8. Nomination Procedures

a. Nominations are accepted via online form on website.

b. Nominations are judged quarterly.

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

10.2.9. Access additional information at: <https://www.pointsoflight.org/dailypointoflight/>

10.3 PRESIDENT'S VOLUNTEER SERVICE AWARD

10.3.1. Award Purpose – This award recognizes individuals that have achieved a certain standard-measured by the number of hours of volunteer service over a 12-month period or cumulative hours earned over the course of a lifetime. Three levels of Bronze, Silver, and Gold are based on annual volunteer hours and age group. One award for all ages is based on lifetime volunteer hours.

10.3.2. Frequency of the Award – No frequency

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

10.3.4. Nomination Prerequisites

- a. Any United States citizen or lawful permanent resident of the US.
- b. Must be at least five years old.

10.3.5. Award Description – award consists of a lapel pin, certificate, and letter from the President.

10.3.6. Approval Authority – Only certifying organizations can certify volunteers' eligibility. See additional information on certifying organizations at <https://www.presidentialserviceawards.gov/>

10.3.7. Award Venue – Presented at the venue of the units discretion.

10.3.8. Nomination Procedures

- a. Nominations must come from a Certifying Organizations.
- b. Submit written documentation indicating number of hours, verified on VMIS, along with a payment for the award to the Army Volunteer Corps office.

10.3.9. Access additional information at: <https://www.presidentialserviceawards.gov/>

10.4 JEFFERSON AWARD FOR PUBLIC SERVICE

10.4.1. 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.

10.4.2. Frequency of the Award – No frequency

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

10.4.4. Nomination Prerequisites

a. Any individual is eligible for this award.

b. Selectors review acts of courage, vision, dedication, and tenacity along with the impact on the community.

10.4.5. Award Description – This award consists of a certificate.

10.4.6. Approval Authority – Nonprofit organization Multiplying Good (Formerly the Jefferson Awards Foundation)

10.4.7. Award Venue – Presented at the venue of the units discretion.

10.4.8. Nomination Procedures

a. Complete the local nominator form on the website.

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

10.4.9. Access additional information at: <https://www.multiplyinggood.org/>

10.5 CONGRESSIONAL AWARD (YOUTH)

10.5.1. Award Purpose – This 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.

10.5.2. Frequency of the Award – One time

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

10.5.4. Nomination Prerequisites: This program is open to all 14-23 year olds.

10.5.5. Award Description – This award consists of a certificate and/or medal.

10.5.6. Award Venue – Presented at the venue of the units discretion.

10.5.7. Nomination Procedures

a. Volunteer must register on the website. Once registered, the volunteer will receive a packet and will need to set goals with their Advisor.

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

10.6.8. Access additional information at: <https://www.congressionalaward.org/about/>

SECTION XI: ARMY BRANCH AWARDS

11.1 THE ANCIENT ORDER OF SAINT BARBARA

11.1.1. Award Purpose – This award recognizes those Air Defense Artillery and Field Artillery members who stand above their peers in the Honorable Order of Saint Barbara. The general criteria for accession into the Ancient Order are to have made extraordinary contributions through long-term service for, and on behalf of, the United States Army Air Defense or Field Artillery branches. The Ancient Order is reserved for those ADA and FA members whose careers have embodied the spirit, dignity, sense, and sacrifice, and commitment epitomized by Saint Barbara.

11.1.2. Branch – Air Defense Artillery and Field Artillery

11.1.3. Approval Authority – The Air Defense Artillery Board of Colonels and the Commanding General of the Fires Center of Excellence or The Field Artillery School Commandant.

11.1.4. Additional Information – <https://firsttofire.net/awards> or <https://www.fieldartillery.org/awards>

11.2 THE HONORABLE ORDER OF SAINT BARBARA

11.2.1. 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 in either the United States Army Air Defense Artillery or Field Artillery Branch with selflessness. The nominee must serve in either the ADA or FA Branch and significantly contributed in ways that stand out in the eyes of the recipient's seniors, subordinates, and peers alike.

11.2.2. Branch – Air Defense Artillery and Field Artillery

11.2.3. Approval Authority – The Air Defense Artillery Board of Colonels and the Commanding General or The Field Artillery School Commandant

11.2.4. Additional Information – <https://firsttofire.net/awards> or <https://www.fieldartillery.org/awards>

11.3 ARTILLERY ORDER OF MOLLY PITCHER

11.3.1. Award Purpose – The Order of Molly Pitcher recognizes those individuals who have voluntarily contributed in significant and meaningful ways to the improvement of either the Air Defense Artillery or the Field Artillery Community. All spouses, civilians, and military personnel are eligible for this award via volunteer service. Molly Pitcher nominees are not required to purchase a membership if their spouse is a current member in good standing.

11.3.2. Branch – Air Defense Artillery and Field Artillery

11.3.3. Approval Authority – The Air Defense Artillery Board of Colonels and the Commanding General or The Field Artillery School Commandant.

11.3.4. Additional Information – <https://firsttofire.net/awards> or <https://www.fieldartillery.org/awards>

11.4 THE ORDER OF SAINT GEORGE

11.4.1. Award Purpose – Three levels of The Order of Saint George have been established by the USCAA: Black, Bronze, and Silver. The nominee is of any combat arms or combat support branch and an active/current USCAA member. (assigned to an ABCT, SBCT or IBCT (CAB/BN/CAV SQDN). The nominee demonstrates outstanding leadership, technical and tactical competence, and exceptional teamwork while serving in Armor and Cavalry units or authorized TDA positions.

11.4.2. Branch – Armor

11.4.3. Approval Authority – First LTC Commander who are active members of the USCAA

11.4.4. Additional Information – <https://cavalryandarmor.com/awards/#nomination>

11.5 THE NOBLE PATRON OF ARMOR

11.5.1. Award Purpose – The Noble Patron of Armor (NPA) provides the commander to recognize combat support and combat service support soldiers other than armor soldiers, international officers, DoA civilians, individuals, and other supporters not eligible for an Order of St George medallion. It is in the tradition of the NOBLE PATRON -- a culture of companionship and service alongside the mounted warrior -- that Commanders recognize all supporters. The nominee does not have to be an Association member. The nominator and approving authority is the first LTC or higher in the chain of command or civilian equivalents and are active/current USCAA members. The nominee contributes significantly to the morale and welfare of the Soldiers of Armor and Cavalry units and organizations.

11.5.2. Branch – Armor

11.5.3. Approval Authority – First LTC Commander or higher in the chain of command or civilian equivalents who are active members of the USCAA

11.5.4. Additional Information – <https://cavalryandarmor.com/awards/#nomination>

11.6 ORDER OF SAINT JOAN D'ARC

11.6.1. Award Purpose – Award is given to honor spouses 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 Orders namesake in such service to others.

11.6.2. Branch – Armor

11.6.3. Approval Authority – First Armor Colonel in the Chain of command or higher or civilian equivalent.

11.6.4. Additional Information – <https://cavalryandarmor.com/awards/>

11.7 ORDER OF SAINT MICHAEL AWARD

11.7.1. Award Purpose – The Order of Saint Michael was established between the Army Aviation Association of America (AAAA) and the U.S. Army Aviation Center (USAAVNC). There are currently four levels of the award: bronze, Silver, Gold and Honorary Knight. A nominee for induction in the Order of Saint Michael and the award of its medal(s) must have served the Army Aviation community with distinction. This service will include significant and/or long-lasting contributions. There are no automatic criteria for induction into the OSM (e.g. retirement, PCS, deployment rotation). Additionally, a nominee must represent and have demonstrated the highest standards of integrity, moral character, ethical conduct, professional competence, and dedication to duty. Each level has additional and specific criteria that must be met.

11.7.2. Branch – Armor

11.7.3. Approval Authority – First Armor Colonel in the Chain of command or higher or civilian equivalent.

11.7.4. Additional Information – <https://cavalryandarmor.com/awards/>

11.8 THE ORDER OF OUR LADY OF LORETO

11.8.1. Award Purpose – The Order of Our Lady of Loreto recognizes individuals who are worthy of special recognition for outstanding support to the Army Aviation Family and Army Aviation Community. This award celebrates the sacrifice, support, security, and caring provided by those at home that make it possible for Army Aviation soldiers to accomplish their missions despite changes in circumstances, location, and separation from loved ones. A nominee for induction in the Order of Our Lady of Loreto must have demonstrated conspicuous contributions to support the Army Aviation family and community. It should recognize those individuals who have generously given of their time and energy in support of not only their own family, but those Aviation families within their local Army Aviation community.

11.8.2. Branch – Aviation

11.8.3. Approval Authority – President of the local AAAA Chapter

11.8.4. Additional Information – https://www.quada.org/Public/Awards/Order_of_Our_Lady_of_Loreto/Public/Awards/Order_of_Our_Lady_of_Loreto.aspx?hkey=64f211e3-30f7-4cff-ab42-599574584283

11.9 THE ANNE MORROW LINDBERGH AWARD

11.9.1. Award Purpose – The U.S. Army Aviation Center established the Order of Anne Morrow Lindbergh Award in 1997. It is an annual award that recognizes individuals who have voluntarily contributed to the improvement of their communities. These individuals 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.

11.9.2. Branch – Aviation

11.9.3. Approval Authority – The Commanding General, United States Army Aviation Center of Excellence

11.9.4. Additional Information – <https://home.army.mil/rucker/index.php/about/usaace/usaace-g1g4/anne-morrow-lindbergh-award>

11.10 THE ORDER OF THE DRAGON MEDALLION

11.10.1. Award Purpose – The order of the Dragon is a Chemical Corps Regimental Association program and is conducted in cooperation with the Chief Lifetime members who have contributed to the advancement of the Chemical, Biological, Radiological, and Nuclear mission and the association goals. There are three levels of the award: the Ancient Order of the Dragon, the Honorable Order of the Dragon, and the Order of the Dragon-Legionnaire. Criteria for each level differs, but commonalities include service in the Chemical Corps and/or the CBRN readiness mission and membership to the Chemical Corps Regimental Association.

11.10.2. Branch – Chemical

11.10.3. Approval Authority – The Chief of Chemical and/or Senior Chemical Corps Regimental Association Member (O-6)

11.10.4. Additional Information – <https://ccrassn.org/>

11.11 THE CAROL ANN WATSON AWARD

11.11.1. Award Purpose – A Chemical Corps Regimental Association Award to recognize significant contributions and support to the Chemical Corps, a Chemical unit, and Chemical families or a community. The nominee must be registered in the Volunteer Management Information System (VMIS) and obtain a minimum of 500 hours of volunteer service.

11.11.2. Branch – Chemical

11.11.3. Approval Authority – First Chemical Corps Colonel (with Association membership) in the chain of command

11.11.4. Additional Information – <https://ccrassn.org/>

11.12 SAINT ISIDORE CYBER AWARD

11.12.1. Award Purpose – The AFCEA Saint Isidore Award/Medal recognizes individuals who demonstrate exceptional initiative, leadership, insight, and cyber excellence within their area of expertise. The award consists of three levels: Gold, Silver, and Bronze. The Gold Medallion recognizes excellence at any point in cyber professionals' careers. The Silver Medallion Recognizes senior field grade officers, Command Sergeants Major and Sergeants Major, and DA Civilians who have made significant contributions to the promotion of the cyber mission in ways that stand out in the eyes of the recipients' superiors, subordinates, and peers. The Bronze Medallion recognizes government civilians or uniformed members of the armed forces who have demonstrated the highest standards of integrity, moral character, professional competence, and selflessness while contributing significantly to the promotion and betterment of the Cyber Command.

11.12.2. Branch – Cyber

11.12.3. Approval Authority – ACFEA International

11.12.4. Additional Information – <https://www.afcea.org/site/Awards-SaintIsidore-cyber>

11.13 DE FLUERY MEDAL

11.13.1. Award Purpose – The de Fleury Medal honors and recognizes those individuals who have provided significant contributions to Army Engineering. The medal also emphasizes the history, customs, and traditions of the Corps of Engineers community. There are four orders of the medal — Gold, Silver, Bronze, and Steel. The Gold de Fleury medal is normally awarded only to a single individual each year and is the highest honor. The Steel de Fleury Medal is awarded annually to several junior soldiers and civilians within the Engineer Regiment based on input from senior Commanders and their Sergeants Major. Bronze and Silver nominees must be members of the Army Engineer Association.

11.13.2. Branch – Engineer

11.13.3. Approval Authority – U.S Army Chief of Engineers, Deputy Chief of Engineers, or Commandant of the U.S. Army Engineer School (Silver), Engineer Branch Colonel or higher who is a current member of the Army Engineer Association (Bronze), Engineer LTC or higher in command who is a current member of the Army Engineer Association (Steel)

11.13.4. Additional Information – <https://armyengineer.com/awards/>

11.14 THE ESSAYONS AWARD

11.14.1. Award Purpose – The Essayons Award honors spouses of members of the Engineer Regiment who have made significant voluntary contributions to the morale, welfare, and spirit of engineer units and organizations. The criteria for nominations are: (1) the nominee should be the spouse of an engineer Soldier or engineer DOD civilian; (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. Spouses of military and civilian personnel from the Active Army, Army Reserve, or Army National Guard are eligible. Spouses of retired individuals are also eligible.

11.14.2. Branch – Engineer

11.14.3. Approval Authority – Chief of Engineers, Deputy Chief of Engineers, Commandant U.S. Army Engineer School, Assistant Commandant U.S. Army Engineer School and Engineer Brigade Commanders

11.14.4. Additional Information – <https://armyengineer.com/awards/>

11.15 THE U.S. ARMY FINANCE CORPS HAL OF FAME

11.15.1. Award Purpose – Designed to recognize individuals that have made positive and lasting contributions to the Finance Corps. Criteria include: lifetime member of the Finance Corps Association for at least three years, a former senior commissioned officer, senior non-commissioned officer, or senior civilian with prior Finance Regimental Affiliation, and retired with 26 years or more of honorable service. Select Soldiers Killed in Action

11.15.2. Branch – Finance

11.15.3. Approval Authority – Finance Corps General Officer Board of Directors and CSM/SGM Board of Advisors, the FCA President, and the CSM of the Finance Corps

11.15.4. Additional Information – <https://www.fincorps.org/awards>

11.16 THE BG ROBERT C. GOETZ MEDALLION

11.16.1. Award Purpose – Designed to recognize individuals of unparalleled leadership and strategic vision: individual must leave an indelible impression on the very essence of the Corps and reflect a lifetime of dedication to the Finance Corps. Nominees must be an active member of the Finance Corps Association for at least three consecutive years, be a former or present finance commissioned officer, non-commissioned officer, enlisted Soldiers or civilian with prior Finance Regimental Affiliation and have 25 or more years of honorable service. Accomplishments must reflect a lifetime of dedication to the Finance Corps' core values.

11.16.2. Branch – Finance

11.16.3. Approval Authority – Finance Corps General Officer Board of Directors and CSM/SGM Board of Advisors, the FCA President, and the CSM of the Finance Corps

11.16.4. Additional Information – <https://www.fincorps.org/awards>

11.17 THE MG NATHAN TOWSON MEDALLION

11.17.1. Award Purpose – Designed to recognize exceptional achievement or exemplary service that is distinguishable from peers. Nominee must be a Finance Corps Association member for at least three consecutive years, and currently be serving as a Finance commissioned officer, non-commissioned officer, enlisted Soldier or civilian.

11.17.2. Branch – Finance

11.17.3. Approval Authority – Finance Corps Association Board of seven LTCs and SGMs

11.17.4. Additional Information – <https://www.fincorps.org/awards>

11.18 THE ORDER OF SAINT MAURICE

11.18.1. Award Purpose – The Order of Saint Maurice is awarded by the National Infantry Association and the Chief of Infantry to recognize the significant contributions made by Infantrymen, Infantry supporters and spouses. There are five levels of the Order of Saint Maurice. A nominee must have served the Infantry community with distinction; must have demonstrated a significant contribution in support of the Infantry; and must represent the highest standards of integrity, moral character, professional competence, and dedication to duty and must be a member of the National Infantry Association.

11.18.2. Branch – Infantry

11.18.3. Approval Authority – The National Infantry Association and Chief of Infantry

11.18.4. Additional Information – <https://infantryassn.com/awards/>

11.19 THE SHIELD OF SPARTA-HEROINE OF THE INFANTRY

11.19.1. Award Purpose – Awarded to a spouse who has contributed significantly to the Infantry. The NIA's goal is to recognize spouses of Infantrymen and other Soldiers in support roles, whose contributions deserve special recognition by the National Infantry Association and the Infantry community. The award is a token of appreciation for the sacrifice and commitment demanded of the wives and supporters of Infantrymen and other Soldiers. It further symbolizes these women as true patriots with selfless ideals and the courage to send their Soldier into harm's way.

11.19.2. Branch – Infantry

11.19.3. Approval Authority – The National Infantry Association and Chief of Infantry

11.19.4. Additional Information – <https://infantryassn.com/awards/>

11.20 ORDER OF THE MILITARY MEDICAL MERIT (O2M2)

11.20.1. Award Purpose – Membership in the Order recognizes those individuals who have clearly demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of professional competence, served in the Army Medical Department (for a minimum of 15 years) with selflessness, and have made a sustained contribution to the betterment of Army Medicine. Any Active Duty, Reserve Component, civilian, or retired member of the Army Medical Department who, through dedicated application of talent, effort, and spirit, has made a significant contribution having an impact on the whole of the AMEDD, shall be eligible for induction into the Order. Active duty and Reserve Component Soldiers must have demonstrated appropriate Soldiering skills and obtained military education commensurate with their rank. 18Ds, Special Forces Aidmen, are eligible for Honorary induction into the Order. A contract employee is not eligible. An individual, whose status is other than the aforementioned association with the AMEDD and who otherwise meets the above criteria, shall be eligible for induction as an honorary member. Honorary members are not eligible to nominate others for the Order. Any member of the Order in good standing may nominate other worthy individuals for induction.

11.20.2. Branch – Medical and Medical Service

11.19.3. Approval Authority – The Order of Military Medical Merit Advisory Council

11.19.4. Additional Information – <https://ameddregiment.amedd.army.mil/merit/o2m3.html>

11.21 THE KNOWLTON AWARD

11.21.1. Award Purpose – The Knowlton Award recognizes individuals who have contributed significantly to the promotion of Military Intelligence in ways that stand out in the eyes of the recipients, their superiors, subordinates, and peers. These individuals must also demonstrate the highest standards of integrity and moral character, display an outstanding degree of professional competence, and serve the MI Corps with distinction. Any officer, warrant officer, enlisted soldier, or civilian may receive the award. Both the nominator and the nominee for MICA's Knowlton Award must be members of MICA.

11.21.2. Branch – Military Intelligence

11.21.3. Approval Authority – The Military Intelligence Corps Association

11.21.4. Additional Information – <https://www.mica-national.org/awards/>

11.22 THE GOLDEN ROSE AWARD

11.22.1. Award Purpose – This award is intended to recognize a spouse whose volunteer service contributes substantially to the mission accomplishment of a Military Intelligence (MI) unit, activity, command, or staff agency. It is a prestigious award to recognize volunteer service that makes a substantial contribution to the MI Corps and has a positive impact on the quality of life of soldiers and their families. This award is open to spouses of any MI Professional (officer, warrant officer, enlisted soldier or civilian). A nominee must have demonstrated exemplary volunteer service in support of the MI Community and the Army family.

11.22.2. Branch – Military Intelligence

11.22.3. Approval Authority – The Military Intelligence Corps Association

11.22.4. Additional Information – <https://www.mica-national.org/awards/>

11.23 THE MG RALPH H. VAN DEMAN AWARD

11.23.1. Award Purpose – This award specifically recognizes our Foreign Intelligence Professionals/Partners who have made significant contributions to furthering intelligence cooperation. This award is open to any Foreign Intelligence Professional. They must have made significant contributions to furthering intelligence cooperation and have demonstrated excellence and must have the highest standards of integrity, moral character, dedication to duty, and demonstrated superb professional competence.

11.23.2. Branch – Military Intelligence

11.23.3. Approval Authority – The Military Intelligence Corps Association

11.23.4. Additional Information – <https://www.mica-national.org/awards/>

11.24 THE ORDER OF THE SPHINX

11.24.1. Award Purpose – The Order of the Sphinx Award is intended to recognize non-intel military and civilians who have contributed to the MI mission directly or through sponsorships that have exceeded expectations to support the Military Intelligence Corps. Established in 2018 by MICA in support of the MI Corps, the Order of the Sphinx Award is not intended for recognition of a single, short-term event or contribution. It is a prestigious award to recognize volunteer service that makes a substantial contribution to the MI Corps. Any non-intel military or civilian may receive the Order of the Sphinx Award. A nominee must have demonstrated exemplary service in support of the MI Community or have contributed a sponsorship that has exceeded expectations to support the Military Intelligence Corps.

11.24.2. Branch – Military Intelligence

11.24.3. Approval Authority – The Military Intelligence Corps Association

11.24.4. Additional Information – <https://www.mica-national.org/awards/>

11.25 THE ORDER OF MARECHAUSSEE

11.25.1. Award Purpose – The Military Police Regimental Association’s (MPRA) Order of the Marechaussee was officially established in 2000 to recognize exceptional dedication, competence, and contribution to the Military Police Corps Regiment over an extended period of time. The award was created with Gold, Silver, and Bronze levels of recognition. Nomination packets must contain an application and a narrative. Endorser must be a Military Police Colonel, Deputy Commandant, Military Police Nominative Command or Staff Sergeant Major, Chief Warrant Officer Five or above and a current standard member.

11.25.2. Branch – Military Police

11.25.3. Approval Authority – Chief of the Military Police Corps Regiment

11.25.4. Additional Information – <https://mpraonline.org/marechaussee/>

11.26 THE ORDER OF THE VIVANDIERES

11.26.1. Award Purpose – The Military Police Regimental Association’s (MPRA) Order of the Vivandieres was officially established in 2005 to recognize spouses who voluntarily make significant contributions to the morale, welfare, and spirit of Soldiers and family members in their units of the Military Police Corps Regiment. Nomination packets must contain a narrative, a completed request form endorsed by a Military Police Colonel, Deputy Commandant, Military Police Nominative Command or Staff Sergeant Major, Chief Warrant Officer Five or above and a current standard member and \$40.00 payment to MPRA (cost of engraved medallion, lapel pin and certificate).

11.26.2. Branch – Military Police

11.26.3. Approval Authority – Chief of the Military Police Corps Regiment

11.26.4. Additional Information – <https://mpraonline.org/vivandieres/>

11.27 FRIEND OF THE REGIMENT (MP) AWARD

11.27.1. Award Purpose – The Military Police Regimental Association’s (MPRA) Friend of the Regiment Award was officially established in 2018 to recognize individuals who voluntarily make significant contributions to the morale, welfare, and spirit of Soldiers and Family members in various facets of the Military Police Corps Regiment. Nominations must be substantiated based on firsthand knowledge or documented research of nominee’s exceptional dedication, competence, and contribution to the Regiment.

11.27.2. Branch – Military Police

11.27.3. Approval Authority – Chief of the Military Police Corps Regiment

11.27.4. Additional Information – <https://mpraonline.org/friendoftheregiment/>

11.28 THE ORDNANCE ORDER OF SAMUEL SHARPE

11.28.1. Award Purpose – The purpose of the Ordnance Order of Samuel Sharpe is to recognize those individuals who have served the United States Army Ordnance Corps with demonstrated integrity, moral character, and professional competence over a sustained period of time. And whose selfless contributions to the Corps stand out in the eyes of their seniors, peers, and subordinates alike. Any member of the Ordnance Corps may nominate a qualified candidate for the Ordnance Order of Samuel Sharpe. Nominators must use the Ordnance Corps Association's Samuel Sharpe nomination form to articulate the candidate's Time in the Corps, Level of Responsibility, Complexity / Difficulty of positions in which they served, Impact / Contribution to the Corps and Sacrifice in Service to the Corps and the Nation. An additional page may be attached if more space is required. The nomination form must also include the full name, rank, duty position, phone number, email address and mailing address of the nominee, nominator, endorser and if appropriate, the approval authority.

11.28.2. Branch – Ordnance

11.28.3. Approval Authority – Ordnance Corps General Officers and full Colonels (O6), respectively

11.28.4. Additional Information – <https://usaoca.org/index.php/samuel-sharpe-criteria/>

11.29 ORDNANCE CORPS KEEPER OF THE FLAME

11.29.1. Award Purpose – To recognize and show our appreciation for the invaluable service Ordnance spouses provide to our Corps. Any member of the Ordnance Corps may nominate a qualified candidate for the Keeper of the Flame.

11.29.2. Branch – Ordnance

11.29.3. Approval Authority – Ordnance Corps General Officers and full Colonels (O6), respectively

11.29.4. Additional Information – <http://usaoca.org/index.php/keeper-of-the-flame-criteria/>

11.30 LTG LEVIN HICKS CAMPBELL DISTINGUISHED AWARD OF MERIT

11.30.1. Award Purpose – The purpose of the LTG Levin Hicks Campbell Distinguished Award of Merit is to recognize members of the Ordnance Corps and others who, through meritorious achievements or acts, distinguish themselves, and in so doing reflect great credit upon the Ordnance Corps. Submission must include a brief example of a specific situation/ action that would warrant award of this certificate to an individual. An example of a situation, which would warrant award of this certificate to an individual, is participation in the Army Suggestion Program. The suggestion must be approved and present a significant cost savings or change in procedure leading to the betterment of the Ordnance Corps.

11.30.2. Branch – Ordnance

11.30.3. Approval Authority – Ordnance Corps General Officers and full Colonels (O6), respectively

11.30.4. Additional Information – http://usaoca.org/index.php/campbell_award-criteria/

11.31 THE QUARTERMASTER CORPS ORDER OF SAINT MARTIN

11.31.1. Award Purpose – The Saint Martin Award consists of three levels listed in order precedence: Ancient Order of Saint Martin, Honorable Order of Saint Martin, Distinguished Order of Saint Martin. Each level has different and specific nomination criteria.

11.31.2. Branch – Quartermaster

11.31.3. Approval Authority – The Quartermaster General

11.31.4. Additional Information – <https://associationofquartermasters.org/osm-criteria/>

11.32 THE QUARTERMASTER CORPS CATHARINE LITTLEFIELD GREENE AWARD

11.32.1. Award Purpose – The Catharine Greene award recognizes significant contributions and support provided by Quartermaster spouses. Any member of the Quartermaster corps may nominate a deserving candidate for the Catharine Greene Award. Although any member of the Quartermaster Corps may nominate a spouse, the nominating of your own spouse is highly discouraged. The nominee must be the spouse of a Quartermaster soldier or civilian. The nominee's spouse must be a member of AQM. 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.

11.32.2. Branch – Quartermaster

11.32.3. Approval Authority – The Quartermaster General

11.32.4. Additional Information – <https://associationofquartermasters.org/catherine-greene-award/catherine-greene-criteria/>

11.33 THE TRANSPORTATION CORPS DISTINGUISHED MEMBER OF THE REGIMENT AND TC HALL OF FAME

11.33.1. Award Purpose – Open to all Transportation Corps military and civilian personnel who have distinguished themselves by outstanding service and performance for or on behalf of the Transportation Corps. All Transportation Corps military and civilians are eligible for induction as a Distinguished Member of the Regiment immediately after retirement, separation, or posthumously. All Army Transportation Corps military and civilians are eligible for nomination and inclusion in the Hall of Fame after retirement or posthumously.

11.33.2. Branch – Transportation

11.33.3. Approval Authority – Chief of Transportation or DMOR Selection Board

11.33.4. Additional Information – <https://transportation.army.mil/awards/>

11.34 THE TRANSPORTATION CORPS PATRON OF THE WHEEL (PATRONUS ROTAE)

11.34.1. Award Purpose – This award is for spouses of Transportation Corps Regimental Association members. The nominee must 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.

11.34.2. Branch – Transportation

11.34.3. Approval Authority – The Transportation Corps Regimental Association

11.34.4. Additional Information – <http://www.tcregt-association.org/page-1291917>

11.35 THE MILITARY ORDER OF SAINT CHRISTOPHER

11.35.1. Award Purpose – The Order of Saint Christopher was established with two levels, the Ancient Order and the Honorable Order. Membership in the Transportation Corps Regimental Association (TCRA) is a prerequisite. The Ancient Order is reserved for those few individuals whose careers embody outstanding achievements and accomplishments in the spirit, dignity, and sense of sacrifice and commitment epitomized by Saint Christopher. The Honorable Order of Saint Christopher recognizes those individuals who have demonstrated the highest standards of integrity and moral character; displayed an outstanding degree of professional competence; and served the Transportation Corps with selflessness. All Transporters (Active, Reserve, National Guard, DA Civilians and Retired) and any individual whose actions and service contributed to the promotion of the Transportation Corps in ways that stand out in the eyes of the recipient's superiors, subordinates and peers alike, are eligible.

11.35.2. Branch – Transportation

11.35.3. Approval Authority – The Transportation Corps Regimental Association

11.35.4. Additional Information – <http://www.tcregt-association.org/page-1291903>

ANNEX A: MEMORANDUM FOR RECORD



DEPARTMENT OF THE ARMY
U.S. ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
415 SHERMAN AVENUE
FORT LEAVENWORTH KS 66027-2300

OFC-SYMBOL

Date

MEMORANDUM FOR Record

SUBJECT: Nomination of _____ for the _____ Award

1. *Nominee* is the quintessential Army Soldier, 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. *Nominee's* volunteer efforts truly demonstrate a selfless spirit, and *nominee's* enthusiasm and dedication have won the respect of all those around *nominee*. *Nominee* has brought great credit upon *nominee*, and the *unit*. *Nominee's* limitless dedication and personal sacrifice have significantly contributed to our way of life. Without a doubt *nominee* is a perfect choice to receive the _____ Award.

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

//ORIGINAL SIGNED//

ANNEX B: VOLUNTEER SPOTLIGHT NOMINATION FORM

Volunteer Spotlight

Combined Arms Center & Fort Leavenworth

Submission Form for The Lamp

Volunteer's Name: _____

Volunteer's Hometown: _____

Duty Status: Active Duty

Unit: _____

Duty Title: _____

DA Civilian

Civilian

Unit/Organization volunteering for: _____

Volunteer Title: _____

Volunteer's Contact Info (for Lamp Staff to coordinate photo):

Phone Number: (____) _____ email: _____

A short synopsis of why the volunteer volunteer's:

ANNEX D: CAC & FLKS ANNUAL AWARD NOMINATION FORM

CAC & FLKS ANNUAL AWARD NOMINATION FORM COVER SHEET

Name of Annual Award (Check one):

- Outstanding Spouse Volunteer of the Year
- Outstanding Soldier Volunteer of the Year
- Outstanding Youth Volunteer of the Year
- Department of the Army Civilian Volunteer of the Year
- Outstanding Family Volunteer of the Year

NAME: _____
(Last, First, MI)

Sponsor's Name: _____
(Last, First, MI)

Sponsor's SSN: _____

Unit: _____



DEPARTMENT OF THE ARMY
U.S. ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
416 SHERMAN AVENUE
FORT LEAVENWORTH KS 66027-2300

OFC-SYMBOL (RN ARIMS Number)

Date

MEMORANDUM FOR RECORD

SUBJECT: Nomination of _____ for the _____ Award

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 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 not stranger to hardship. She has experienced numerous separations from her spouse while he deployed to Iraq for 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, *Nominee's* 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. *Nominee's* 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 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 redeployed. *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 *nominee's* brief time as the Battalion FRG Treasurer (March 2007 to September 2007), she completed and provided monthly financial reports to the Battalion Command Team.

OFC-SYMBOL (RN ARIMS Number)

SUBJECT: Nomination of _____ for the _____ Award

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 *nominee's* 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 *nominee* 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 American 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. *Nominee's* volunteer efforts truly demonstrate a selfless spirit, and *nominee's* 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 _____ Award.

6. the point of contact for this memorandum is BN CSM (name/unit) at (xxx) xxx-xxxx or email:

//ORIGINAL SIGNED//

ANNEX E: SAMPLE AWARD NARRATIVES/CITATIONS

Example Justification

for

Distinguished Public Service Medal

Note: A well-supported justification describes the volunteer's contributions in detail for the period of service being recognized. Any periods of service recognized by a previous public service award should not be used as justification for the current award. Justification statements should include a description of specific voluntary services and their effect upon the community. If there are examples of cost savings, this should be included in the justification. A weak justification may only state that the private citizen contributed to the welfare of the military family but fails to explain how the achievements impact the community or the Army family.

#1

Mrs. Jane Volunteer left an indelible mark on Fort Volunteerism, the surrounding community, and the Army during the past three years. Since her arrival in May YYYY she readily allied with the (insert Organization/Command)) Command Group and sought out information and opportunities to connect with the community and the Army. Jane willingly and cheerfully contributed her time, energy, and leadership to foster the strong sense of community among the families of Fort Volunteerism and the surrounding area.

For the past three years, Mrs. Volunteer served as the Honorary President of the Fort Volunteerism Spouses Club and as the Honorary President of the Friends of the Army Museum. In these positions, Jane provided mentorship and advice to the groups' elected leaders. The Fort Volunteerism Spouses Club leads the way for supporting both military families and reaching out to the local community. The Spouses Club annually raises thousands of dollars for educational scholarships and grants. These funds were raised to better the lives of the families of Soldiers and those of the local community. Through her personal efforts she demonstrated how the Army is truly a "family" and how, through collective efforts, we can improve the quality of life for Army families and families in the surrounding communities.

The Friends of the Army Museum seeks to preserve the rich history of Fort Volunteerism and its historical link to the surrounding community. Again Jane provided her leadership and advice to this organization. The annual Fort Volunteerism Historic Home Tour is a major fundraiser for the museum, and for the past three years Jane opened her home for the tour. The tour raised thousands of dollars used for the restoration, preservation and the promotion of Fort Volunteerism history.

Jane is an exemplar when it comes to team building and representing the Army's Senior Leaders. She led monthly steering committee meetings for senior spouses on Fort Volunteerism, providing mentorship and camaraderie among the senior spouses. She has freely given of her time to host foreign, national, local, civil and US military leaders. Such events are part of CAC's strategic outreach role and Jane eagerly used these opportunities to share the "Army Story." Jane ensured all senior leaders were properly welcomed upon their arrival to Fort Volunteerism and warmly farewelled at the conclusion of their tours. Jane also hosted numerous social events for the staff and students of the (insert Organization/Command). These events were instrumental in building esprit de corps amongst the diverse group of military and civilians that make-up the (insert Organization/Command) Team. During the Army's Pre-Command Courses for Brigade and Battalion Command Teams, Jane often contributed her expertise to panel discussions. She shared her 33

years of experience with Family Readiness in the efforts to help these future command teams' better help their commands. She participated in social events that provided these future senior leaders with an example to emulate. These lessons have an immeasurable impact across the brigade and battalion formations throughout the Total Army.

Jane's contributions over the past three years at Fort Volunteerism build on her past and continued dedication to serving the Soldiers, families, and communities. In her role as the spouse to the (insert Organization/Command) Commander, Jane enthusiastically and graciously served as an "Ambassador at Large" for the Army by engaging with numerous foreign military leaders, US national and local government leaders; serving as an exemplar for the future Army Command teams; and acting as a role model for Fort Volunteerism and surrounding community. Her exceptional service in these roles has made a substantial contribution to accomplishment of the Army's mission.

#2

Mr. Jack Volunteer left an indelible mark during her time with the Fort Volunteerism, Kansas post. From his arrival in November YYYY, she readily allied with the (insert Organization/Command) Command Group and sought out information and opportunities to connect with his new, residential community. He did this eagerly and earnestly. Mr. Volunteer willingly, consistently, and cheerfully contributed his time, energy, and leadership to connect, understand, and cultivate relationships with Soldiers, spouses, and Family members at Fort Volunteerism.

For the past two years, Jack has immersed himself in several, local organizations and volunteer groups. He served as the Honorary President over two, very established and entrenched Fort Volunteerism organizations: Friends of the Army Museum and the Fort Volunteerism Spouses Club. Jack also focused a great amount of attention with involvement for the Survivor Outreach Services (SOS) as a Program Volunteer. His efforts to help others go far beyond a willingness to devote the time needed to do so. He has genuine, compassionate zeal for wanting to become involved with, engage in, and contribute results toward the organizations with which he is a part.

Ginger had a prominent role in both the Brigade and Battalion Command Team Spouse Development Programs as a Spouse Panelist. His experiences and guidance provided hundreds of newly assigned command spouses with reassurance, salient advice, and meaningful insight.

Looking at his previous award history, Jack is the deserving recipient of myriad awards to include the Presidential Volunteer Service Award. Here at Fort Volunteerism, Jack has demonstrated continued, exceptional service by way of direct, volunteer involvement and meaningful contribution to the ACS Army Volunteer Corps Program, Special Troops Battalion / Command Family Readiness Group, and the Stray Animal Enrichment Volunteer at the Stray Animal Facility.

Historically, in 1997, Retired General Colin Powell spearheaded a national call to volunteerism asking Americans to make long-term commitments to serve their communities. His message then (and it still continues today) is to make an on-going commitment of time to make the needed changes within our communities. Jack Volunteer is the truest embodiment of this call to volunteerism. Our community, here at Fort Volunteerism, is the fortunate recipient of his selflessness in service and dedication.

Example Justifications
for
Meritorious Public Service Medal

Note: A well-supported justification describes the volunteer's contributions in detail for the period of service being recognized. Any periods of service recognized by a previous public service award should not be used as justification for the current award. Justification statements should include a description of specific voluntary services and their effect upon the community. If there are examples of cost savings, this should be included in the justification. A weak justification may only state that the private citizen contributed to the welfare of the military family but fails to explain how the achievements impact the community or the Army family.

#1

During the period June 2012 to August 2019, Mrs. Volunteer exhibited exceptional individual effort to improve the quality of life for soldiers and their families at Fort Swampy. Mrs. Volunteer served in numerous official and unofficial volunteer capacities during her tenure at the installation.

Mrs. Volunteer single-handedly revamped and automated the entire thrift shop operation. Last year, the thrift shop realized a profit of over \$60,000. As a result, many post activities were enhanced for Army families and numerous scholarships were awarded to deserving students. In 2012 and 2014, the direct results of her tireless efforts resulted in \$28,000 for scholarships and \$29,000 for welfare related activities. Her outstanding management skills, contagious enthusiasm, and relentless motivation led to a marked increase in membership of the Officers' Wives Club during the last 3 years.

Jane Volunteer worked continuously to support the Army mission through the Army Family Team Building program. Her regular contact with the Family Support Division kept her in touch with the most critical needs facing our Army families. Student education was one of Mrs. Volunteer's top priorities. She constantly stressed the importance of education and the development of future leaders in our community. To promote this effort, she implemented a school page in the post's weekly paper—the Bayonet. She also suggested that a school representative be included in the installation-wide quarterly retreat ceremony to symbolize the high priority of education at Fort Volunteerism.

One of the most significant contributions during the period was Mrs. Volunteer's hosting of the highly successful Army Family 2016 Symposium. Mrs. Volunteer spent endless hours in planning and coordinating the activities for this Army wide conference. At the conclusion of the conference, Mrs. Volunteer was recognized by Mrs. Shinseki, wife of the Chief of Staff of the Army, for her dedication and service to Army families.

#2

Mrs. Jane Volunteer's professionalism, devotion, and contributions will be felt for many years to come. During the period of October YYYY to May YYYY, she personally devoted significant energy and effort to maintain and strengthen, numerous Fort Volunteerism organizations aimed

at improving military spouse knowledge, military Family quality of lives, and available resources. Jane's outstanding performance, integrity, and personal conduct has won her the respect of each organization for which she has volunteered.

Mrs. Volunteer served as the Fort Volunteerism Spouses Club Hospitality Chair for three years. The Spouses Club annually raises thousands of dollars for educational scholarships and grants. The funds raised better the lives of the families of Soldiers and those of the local community. Her dedication and professionalism led to her selection and appointment as an Honorary Advisor by Mrs. Smith, the Commanding General's spouse. In such role, Jane ensured she was available for every executive and general board meeting as well as every committee meeting—a selfless action that resulted in dedicating much of her time to assisting and mentoring the spouse's club members and elected leadership. The advice Jane provided energized the club allowing them to continue to build community cohesiveness and camaraderie despite the onset of COVID-19 and the social challenges presented by the protective measures necessary to prevent further spread. With her assistance, the club was able to generate creative solutions that allowed meetings and fundraising events to continue despite these challenges. As such, the club was able to continue to provide scholarships and grants in support of military Families.

During her three and half years on Fort Volunteerism, Mrs. Volunteer also actively volunteered with the Friends of the Army Museum. The Friends of the Army Museum seeks to preserve the rich history of Fort Volunteerism and its historical link to the surrounding community. Jane volunteered as their webmaster and actively participated in their events and engagements. The annual Fort Volunteerism Historic Home Tour as well as the Fort Volunteerism Historic Home Ghost Tour are major fundraisers for the museum, and Jane graciously opened her home for both tours. In addition to opening her home every year, Jane also served as a tour volunteer. The tour raised thousands of dollars used for the restoration, preservation and the promotion of Fort Volunteerism history.

Mrs. Volunteer also routinely shared her experiences and expertise with Brigade and Battalion Command Teams during the Army's Pre-Command Courses. She attended and engaged spouses attending the pre-command course during the course icebreaker events and panels and was continuously engaged by former course students, providing advice and coaching. Additionally, she has filled the role of Senior Mentor for the Pre-Command Course Spouses Program and devoted her time and expertise to fill the mentor rolls covering the weeklong brigade spouse's course.

Mrs. Volunteer served as the Command's Senior Co-Advisor, distinguishing herself by dedicating numerous hours towards developing spouses across the Army. She has assisted and developed Headquarters social events and holiday parties and attended Steering Committee meetings and coordinated the Senior Spouse gatherings and the International Liaison Officers gatherings. She has also provided an invaluable contribution to maintaining the strength of the International Liaison Officer (ILO) program. She built quality relationships with the ILO families and ensured they felt welcome and included during key events and gatherings here on Fort Volunteerism as well as in the greater outlying Communities. This included hosting three ILO Hail and Farewells.

Mrs. Volunteer's dedication to serving the community and their families extended to her volunteer support with the Catholic Charities of Volunteerism where she served as a Food Pantry Volunteer. The Catholic Charities of Volunteerism helps support low-income individuals

and families who need food or assistance with basic utility payments, housing, clothing or medical prescriptions. Volunteering at the food pantry includes sorting food, hygiene and other items and packaging as well as taking inventory of donations. This is truly indicative of Jane's giving and selfless spirit.

Mrs. Volunteer provided the vision, leadership, and mentorship necessary to successfully raise thousands of dollars and materials to support numerous family support programs. Jane is an outstanding military spouse who demonstrated dedication and exemplary volunteerism, that improved the quality of life for Soldiers and their families. Jane's involvement as volunteer and advisor, coupled with her genuine concern for the welfare of Army families has made a positive and lasting impact throughout the Fort Volunteerism Community. Her understanding of the challenges that face the military community combined with her sensitivity to Army family issues enable her to provide excellent counsel to spouses and civilians. Her superior service is truly deserving of recognition.

Example Justifications
for
Public Service Commendation Medal

Note: A well-supported justification describes the volunteer's contributions in detail for the period of service being recognized. Any periods of service recognized by a previous public service award should not be used as justification for the current award. Justification statements should include a description of specific voluntary services and their effect upon the community. If there are examples of cost savings, this should be included in the justification. A weak justification may only state that the private citizen contributed to the welfare of the military family but fails to explain how the achievements impact the community or the Army family.

#1

Over the past ten years Mrs. Jane Volunteer has been a valuable member of the military community wherever the Volunteer Family's Army adventure has brought them. Whether supporting other military families through her advocacy with the National Military Family Association and Family Readiness Groups or supporting the installation's children through coaching and school volunteering, Jane can always be found supporting her community. Since returning to Fort Volunteerism in July YYYY, Jane has spent time volunteering with or leading five local organizations. Working with two of the four schools on Fort Volunteerism, Mrs. Volunteer is entering her second year as the president of the America Elementary School Site council and third as a member of the America Junior High School Site Council. In addition to working with the Site Councils, Jane can frequently be found in the classrooms of America Elementary as a parent volunteer. When the Fort Volunteerism Eagle Swim Team faced a vacant presidency on the parent board, Jane stepped in to fill the position, in which she is responsible for coordinating additional parent volunteers to support two swim meets a year and serve as the lead parent representative to the coaching staff. In addition to these leadership positions, Jane currently volunteers with the local Girl Scout Troops and the Fort Volunteerism Spouses' Club.

#2

During the period of November YYYY to October YYYY, Mrs. Jane Volunteer exhibited exceptional individual effort to improve the quality of life for Soldiers and their families at Fort Volunteerism. Mrs. Volunteer's selfless volunteerism has made a long lasting impact on the Special Troops Battalion, the (insert command) and Fort Volunteerism community.

Mrs. Volunteer is a volunteer who sets the standard for commitment and caring through her active involvement in many family support and quality of life organizations on Fort Volunteerism. Mrs. Volunteer was critical to the Special Troops Battalion Family Readiness Group, routinely hosting events/meetings and actively participating. She provided spouse and family guidance when needed.

Mrs. Volunteer was also an active member of the Fort Volunteerism Protestant Women of the Chapel (PWOC) and Senior Spouses Club. She distinguished herself by dedicating numerous hours towards volunteering for these organizations and assisting with developing spouses. She

has assisted and developed social events and holiday parties, attended Committee meetings and coordinated the Command Senior Spouse gatherings.

Mrs. Volunteer's involvement as volunteer and advisor, coupled with her genuine concern for the welfare of Army families has made a positive and lasting impact throughout the Fort Volunteerism Community. Her understanding of the challenges that face the military community combined with her sensitivity to Army family issues enabled her to provide wise counsel to officer and noncommissioned officer spouses and civilians.

Mrs. Volunteer's caring, involved leadership, inspiration and selfless service are hallmarks of her association with the (insert command) and deserves special recognition. The Special Troops Battalion Soldiers, Spouses, and Family Members will forever be grateful of her support.

Example Citations for Public Service Medals

#1

For extraordinary service to the United States Army (insert Organization/Command) during the period June YYYY to August YYYY. Mrs. Volunteer's dedicated and exceptional service as an Army spouse, and most importantly as a leader and community volunteer, has had a tremendous influence on service to the Army and the Nation. As a result of her tireless efforts, thousands of dollars have been given in scholarships and welfare donations. Mrs. Volunteer's enthusiasm, dedication, genuine concern for others, and sincere involvement enhanced all aspects of the family support system. The Army and the Nation will remain forever grateful for her dedicated service.

#2

FOR DISTINGUISHED SERVICE IN SUPPORT OF THE SOLDIERS AND FAMILIES OF THE COMBINED ARMS CENTER AND FORT LEAVENWORTH, KANSAS. MRS. VOLUNTEER'S WILLINGNESS TO GIVE HER TIME AND ENERGY HAS GREATLY IMPACTED THE SOLDIERS AND SPOUSES OF THE COMBINED ARMS CENTER AND FORT LEAVENWORTH, KANSAS. HER SACRIFICE AND SELFLESS SERVICE ARE IN KEEPING WITH THE HIGHEST TRADITIONS OF CITIZEN SUPPORT TO THE ARMED FORCES AND REFLECT GREAT CREDIT UPON HER, THE ARMY COMMUNITY, AND THE UNITED STATES OF AMERICA.

#3

For exceptional support to Army families and the Greater Fort Volunteerism Community. Mr. Jack Volunteer's commitment to improving the community around him and supporting the children of the installation through volunteerism has made a truly meaningful impact on the community. His selfless volunteer efforts reflect great credit upon himself, his family, the (insert organization), the (insert command), and the Fort Volunteerism Community.

#4

For extraordinary service to the United States Army, and the (insert organization/command) and Fort Volunteerism from May YYYY to December YYYY. Mrs. Jane Volunteer's mentorship to Army Command teams and passion to better the community left an indelible mark on the Army, Fort Volunteerism and the surrounding community. Her invaluable advice led to the fundraising of thousands of dollars in scholarships and grants which bettered the military and local communities. Her zeal towards building relations by hosting memorable and important social events for foreign, national, and local, civil and military leaders created a welcoming atmosphere that will truly be missed. Mrs. Jane Volunteer's distinguished service reflects great credit upon her, the (insert organization), the (insert command), and the Fort Volunteerism Community.

