

Fort Hood Area Military Family Member Scholarship Fund



Applications now being accepted!



If you are a dependent child or spouse of a US military member (Active Duty or Retired), you may be eligible for a scholarship. All applicants are selected on the basis of academic merit, community contribution, letters of recommendations and a brief essay. Financial need is not considered. Please visit our website for details. **All applications must be submitted by March 4, 2017.**

www.fhamfmsf.com or Facebook: Fort Hood Area Military Family Member Scholarship Fund

FACT SHEET

OSJA
Mrs. LeeAnna George (286-5062)
4 January 2017

AFZF-JA-LA

SUBJECT: Fort Hood Tax Center – Tax Year 2016

1. **PURPOSE:** To provide information about the services offered by the Fort Hood Tax Center (FHTC).
2. **FACTS:** The FHTC is **open** from **23 Jan – 18 Apr 2017**. The FHTC main information phone number is (254) 288-7995. Questions may be directed to the FHTC at (254) 288-7995 and (254) 287-3294.
 - a. **Location.** The FHTC is located in the Fort Hood Consolidated Client Services building, building 13, on 52d Street (just West of the III Corps Headquarters Building). The FHTC has its own entrance at the back (West side) of the building.

Children in the facility: Space is limited in the waiting room and tax preparation area. As such, children are not allowed in the tax preparation area and there are no facilities to care for them at the FHTC. Children cannot be left alone in the waiting area.
 - b. **Hours.** Hours of operation are Mon – Wed & Fri, 0930-1700, Thu, 0930-1900. The FHTC is closed on Saturday, Sunday, all federal holidays and III Corps training holidays.
 - c. **Appointments only.** The FHTC provides tax assistance on an **appointment basis**. We will begin scheduling appointments on Thu, 19 Jan for the weeks of 23 and 30 Jan 2017.
 - d. **1040EZ Drop-off.** The FHTC has a 1040EZ drop-off program. These customers will complete the questionnaires, be screened, and provide all the necessary documents for tax return preparation. Following two duty days, the client will need to return to the FHTC to sign the return so we can electronically file it or you can pick it up and mail in.
 - e. **Eligibility & Services Offered.** Tax services are **free** to all active duty Soldiers, Retirees, and their authorized family members. In addition, services are available to Reserve and National Guard Soldiers serving in Title 10 status for at least 30 days, and their authorized family members. Services offered include: (1) distribution of federal income tax forms; (2) assistance with and preparation of federal and state income tax returns; (3) electronic filing of eligible current year federal and state tax returns; and (4) direct deposit of refunds or automatic debit of tax owed.
 - f. **What is Required?** FHTC taxpayers need to bring their military issued ID cards and all tax-related documents, including income information such as W-2 forms, 1099 forms, records of child-care expenses and child-care provider information, power of attorney (if spouse is unavailable), and a social security card for each Family member shown on the return. Powers of attorney must specifically state 'for income tax' **and** for which tax year the agent is allowed to file. For direct deposit of refunds or electronic debit of amount owed, you must provide the routing number and account number to the banking facility, as well as the type of account (an account card or a check that we can make a copy of are highly encouraged – we cannot accept deposit slips).
 - g. **Limitation of Services.** Unfortunately, there are limitations regarding the tax services the FHTC can provide (1) Rental property – Assistance is provided for up to three rental properties. A multi-family residence counts as the number rentable units it has. (2) Sale of stock – Assistance provided for up to 10 stock sales. If the 1099-B has a roll-up of totals, we will enter the total and print out the return for the taxpayer to mail in to the IRS, and attach the 1099-B to the return. (3) Self-Employment/Personal Business – Returns with self-employment income or for businesses are not prepared. An exception is made for: (a) childcare providers who are located on Fort Hood and are registered Family Child Care providers; and (b) an individual with a 1099-Misc and income in block 7, and not claiming any expenses. Any other individuals with self-employment or a personal business must prepare their own Schedule C or seek assistance elsewhere. If a Schedule C is prepared, the FHTC will enter the figures provided by the taxpayer and retain the Schedule C with our records. We reserve the right to decline to prepare a return based on the figures on the Schedule C.

h. **Tax Briefings.** The Post Tax Officer (PTO) is available to provide briefings to units, Family support groups or similar organizations on basic tax information and FHTC operations. Call 254-288-5036 to schedule a briefing.

i. **State Taxes.** State tax returns will be prepared if the information is completed on the FHTC questionnaire. Some state returns may be able to be electronically filed, but, the federal return must first be accepted and then the state return can be filed. Our facility must electronically file the federal return in order to electronically file the state return.

j. **Prior Year Taxes.** The separate Fort Hood Tax Office will prepare prior year federal and state tax returns (for 2015 and earlier), amendments, as well as assist with responding to correspondence from the IRS or a state tax authority by appointment. Call 288-5040 to schedule an appointment. The Fort Hood Tax Office is also located in the Fort Hood Consolidated Client Services building.

QUALIFYING FOR COMBAT ZONE TAX BENEFITS

1. PURPOSE: To provide information on the various tax benefits afforded to Soldiers who serve in a Combat Zone (CZ), Qualified Hazardous Duty Area (QHDA), or area "in direct support" of a combat zone.

2. What are the current CZs? For tax year 2016, there are three current operations designated CZs: **(a)** Executive Order 12744 designates the Persian Gulf, Red Sea, Gulf of Oman, Gulf of Aden, the Arabian Sea north of 10 degrees north latitude and west of 68 degrees east longitude, Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates and the airspace above these locations as a CZ effective 17 Jan 1991. **(b)** Executive Order 13119 designates the former Federal Republic of Yugoslavia (Serbia/Montenegro), Albania, the Adriatic Sea, the Ionian Sea north of the 39th parallel and the airspace above these locations as a CZ effective 24 Mar 1999. **(c)** Executive Order 13239 designates Afghanistan/airspace as a CZ effective 19 Sep 2001.

3. What are the benefits of serving in a CZ, QHDA, or "in direct support" of a CZ? The most significant benefits include: **(a)** Providing a 180-day extension after departing the combat zone for filing, paying, and performing certain other tax related acts, plus the possible addition of extra days. The deadline is extended for every day left in the filing season when the Soldier entered the CZ/QHDA. These provisions apply to spouses, certain civilians in the combat zone in support of the U.S. Armed Forces, such as Red Cross personnel, accredited correspondents, and civilian personnel acting under the U.S. Armed Forces direction. **(b)** IRC § 112 - Allows enlisted Soldiers and warrant officers (but not civilians) to exclude from gross income all compensation received during the months spent in a CZ/QHDA. Commissioned officers can exclude up to the highest enlisted Soldier's pay (\$7,894.50) plus the hostile fire pay amount (\$225.00) (for 2015 the maximum amount is \$8,119.50 per month). If a Soldier spends any part of a month in the CZ/QHDA, compensation for that entire month is excluded. The Soldier's servicing finance office must be notified of service so that the Soldier's W-2 accurately reflects excluded pay. **(c)** Other potential benefits are IRC § 2(a)(3) (special rule for "surviving spouse status" if MIA service member is later determined to be deceased); IRC §692 (death in a CZ results in tax free wages); IRC §4253(d) (exempts from excise tax toll telephone calls originating from a CZ); and IRC §6013(f)(1) (allows surviving spouse to file a joint return if service member is MIA). Additional benefits may apply if a Soldier is hospitalized due to injury or disease occurring in the combat zone.

4. IRS Changes Affecting Activated/Deployed Reservists and Active Duty Soldiers

(a) CZ/QHDA/ "direct support" of CZ excluded income may be included to allow Earned Income Credit (EIC). The IRS now allows the inclusion of excluded combat pay for purposes of determining a Soldier's eligibility for and amount of EIC. **(b)** IR-2006-152 allows activated reservists to withdraw payments from their individual retirement accounts, 401(K) plans, and 403(b) tax-sheltered annuities without having to pay the early withdrawal penalty. **(c)** The Heroes Earned Retirement Opportunities (HERO) Act, signed into law on Memorial Day 2006, allows taxpayers to count tax-free combat pay for purposes of determining whether they qualify to contribute to a Roth or traditional IRA.

AUTHENTICATION: LTC Joseph M. Fairfield, LTC, DSJA

Initials: JMF

Date: 4 January 2017



HOOD HOWDY



Enter To



Community Info Fair

Information about the local area, including: schools, give-a-ways, businesses, on and off-post agencies, housing and Family and MWR programs.

Mini-Career Fair

Feb 10 10 am - 2 pm

Open to the Public

HoodMWR.com

Special thanks to Our Sponsors



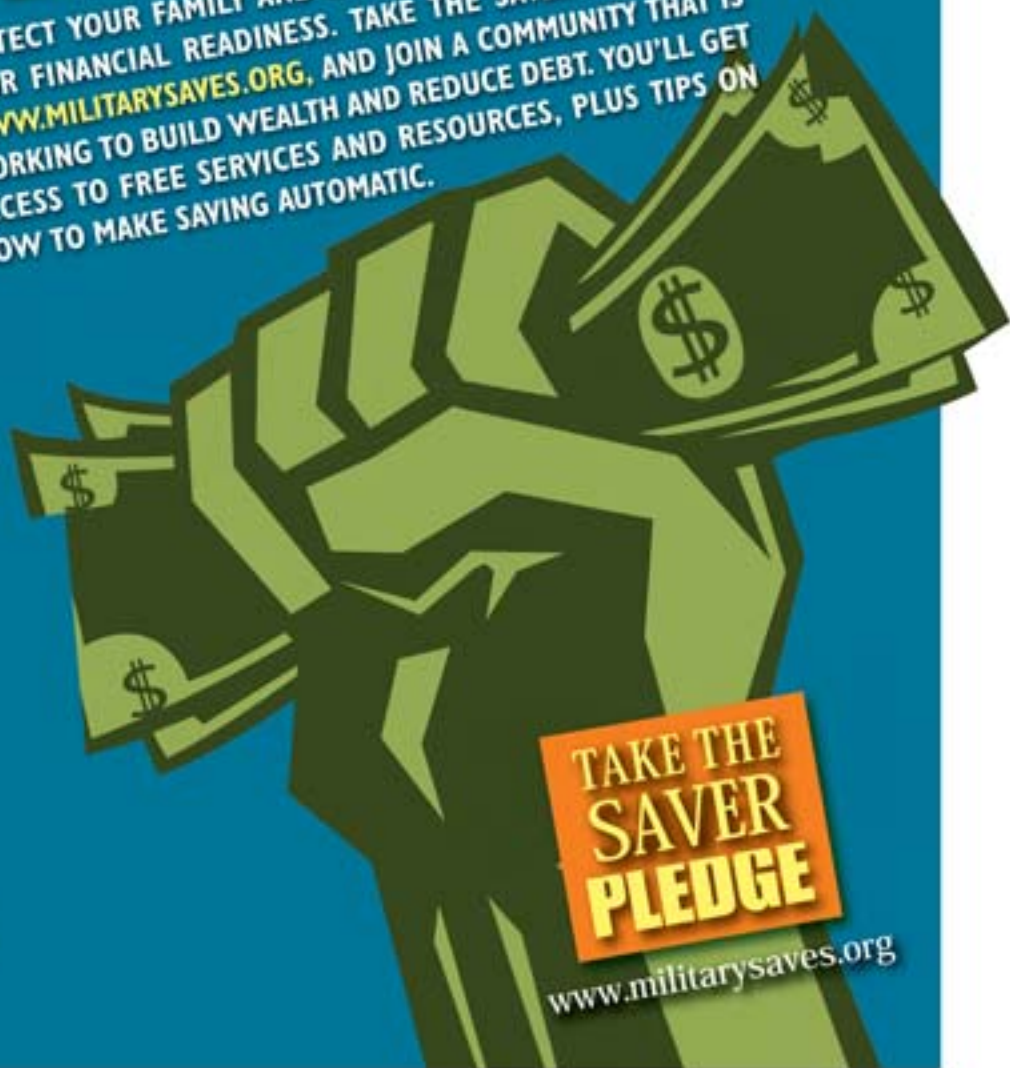
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HQ, III Corps & Fort Hood
Fort Hood, TX 76544
221012 Sep 16

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

Reference: Garrison request, dated 8 Sep 16.

Time Zone Used Throughout Order: Local.

Task Organization: Omitted

1. **SITUATION.** The Army Community Service (ACS) requests III Corps support for the Volunteer of the Year (VOY) Award Ceremony **27 Apr 17 (1830-2100)** at Club Hood Grande Ballroom, Fort Hood, TX. The ACS and Army Volunteer Corps requests nominations for the Installation Volunteer of the Year Award Program. This Program is an annual event designed to recognize exemplary achievement in volunteer service to Fort Hood, TX.

2. **MISSION.** All Fort Hood Units provide support for the Volunteer of the Year Award Ceremony **27 Apr 17 (1830-2100)** at Club Hood Grande Ballroom, Fort Hood, TX in order to enhance military-to-civilian relations.

3. **EXECUTION.**

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

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

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

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

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(3) **Garrison:**

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

1. Prepare and send invitations to all nominated volunteers and unit/organization leaders.
2. Provide nomination writing training and coordinate all aspects of the Fort Hood Volunteer of the Year Ceremony.
3. Coordinate for use of the Club Hood, Grande Ballroom at Fort Hood, TX.
4. Conduct a risk assessment with safety and coordinate with force protection with an AT event planning worksheet NLT 30 days prior to the event.
5. Prepare certificates of appreciation for all nominated volunteers.
6. Submit work request/coordinate with Visual Information (VI) Branch for event support: <https://www.vios-west.army.mil> or (254) 287-3909.

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

1. Develop a Marketing Plan for National Volunteer Week 23 - 29 Apr 17 and Fort Hood Volunteer of the Year Event.
2. Coordinate the printing of signs, posters, and flyers for event.
3. Coordinate with Public Affairs for publicity support.

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

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

c. **Coordinating Instructions.**

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

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

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

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

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

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

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

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

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

4. SUSTAINMENT. Omitted

5. COMMAND AND SIGNAL.

a. Command. Omitted.

b. Signal.

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

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

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

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

ACKNOWLEDGE:

MACFARLAND
LTG

OFFICIAL:


GAYDON
G3

ENCLOSURE 1: COVER SHEET SAMPLE.

ENCLOSURE 2: NOMINATION MEMORANDUM SAMPLE.

DISTRIBUTION: S

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

ENCLOSURE 1: SAMPLE COVER SHEET

Cover Sheet

2016 III Corps and Fort Hood Volunteer of the Year Award Nomination

CATEGORY: (Category Nominated For)

Nominating Unit/Organization: 1st Superior Brigade

Nominee: Janet Pepper Conversational Name: Janie

Address: 16005 Peppy Lane Fort Hood, TX 76544

Phone Numbers: H: (254) 539-1111 C: (254) 287-1111

Sponsor's Name (if military): SSG John Pepper

Sponsor's Unit: 96th Hooah Battalion, 1st Superior Brigade, 33D Cavalry Division.

POC: Sally Sonota

Title/Position: FRSA

Agency/Unit: 1st Superior Brigade

Address: 121 Sunshine Street, Fort Hood, TX 76544

Phone Numbers: W: (254) 287-1111 C: (254) 690-1111

Email: sally.g.sonota.civ@mail.mil

Alternate POC: SSG Frank Burns

Phone Numbers: W: (254) 286-1111 C: (254) 539-1111

Email: frank.x.burns.mil@mail.mil

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

(Seal)

(Letterhead)

(Office Symbol)

ATTENTION OF: (POC)

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

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

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

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

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

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

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

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

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

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

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

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

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

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

ENCLOSURE 1: SAMPLE COVER SHEET

Cover Sheet

2016 III Corps and Fort Hood Volunteer of the Year Award Nomination

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Address: 16005 Peppy Lane Fort Hood, TX 76544

Phone Numbers: H: (254) 539-1111 C: (254) 287-1111

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Sponsor's Unit: 96th Hooah Battalion, 1st Superior Brigade, 33D Cavalry Division.

POC: Sally Sonota

Title/Position: FRSA

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Email: sally.g.sonota.civ@mail.mil

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Phone Numbers: W: (254) 286-1111 C: (254) 539-1111

Email: frank.x.burns.mil@mail.mil

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

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

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

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

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

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ENCLOSURE 2: SAMPLE NOMINATION MEMORANDUM

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

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

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

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

Fort Hood
Army Community Service
Mobilization, Deployment & Stability Support Operations (MD&SSO)

*It's
Time
To*

'Get REAL'

**Readiness Essentials for Army Leaders (R.E.A.L.)
FAMILY READINESS FOUNDATION TRAINING MODULE**

Family Readiness Group Foundations
Command Team Training (CDR/CSM/1SG)
Family Readiness Group Leader Training
Family Readiness Liaison/Support Assistant (FRL/FRSA Training)
Key Contact Training
Informal Funds Custodian Training

**January 24, 2017
9:00 am - 11:00 am**

**January 31, 2017
5:30 pm - 7:30 pm**

Lane Volunteer Center, Bldg. 16005, corner of T. J. Mills and Old Ironsides Avenue

For more information and to register for training, please contact:
Soldier and Family Readiness Branch, 254-288-2794 or visit the FH ACS Webpage at
http://hoodmwr.com/acs/sfrb_mobdep.html



Individuals who require assistance or accommodations due to a disability, please contact ACS Mobilization and Deployment 254-288-2794



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