



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-CFA (608)

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Memorandum of Instruction (MOI) - Fort Knox Outstanding Volunteer of the Year Recognition

1. Purpose: This MOI assigns responsibilities and establishes procedures for recognition of the Fort Knox Outstanding Volunteer of the Year.

2. General:

a. The Fort Knox Volunteer Recognition Program conducts a ceremony annually to honor a deserving youth and adult who provide exceptional volunteer service to the community. The ceremony provides Command the opportunity to publicly recognize and thank these "Outstanding Volunteers of the Year," as well as the dedicated efforts of all community volunteers.

b. The Garrison Commander will host the 2003 Outstanding Volunteer of the Year Recognition Ceremony at 1130, 22 April, in the Leaders' Club, immediately following the April Command Information Exchange Meeting. A reception with light refreshments will follow for community volunteers, their family members, friends, and co-workers.

c. All nominees will assemble in Candlelight Room A of the Leaders' Club NLT 1100, 22 April. The Ceremony will begin promptly at 1130.

d. Appropriate dress is duty uniform or casual civilian attire.

3. Responsibilities:

a. Fort Knox Community. Any member of the community can nominate a volunteer by completing the attached Outstanding Volunteer of the Year Nomination/Biography Form. Nominations may be hand carried to Army Community Service (ACS), Building 77 Binter St, or sent by fax to (502) 624-6223/1858. Deadline to submit nominations is **NLT 1630, April 2003**.

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b. Fort Knox Organizations/Agencies. Individuals who submit nominations are encouraged to invite the nominee, as well as other volunteers who support their respective activities, to attend the recognition ceremony and reception.

c. The Directorate of Community and Family Activities, ACS.

(1) Submit nominations to the Garrison Manager NLT 1200, 14 April 2003.

(2) Prepare and submit certificates of appreciation for Commanding General's signature for the Outstanding Youth and Adult Volunteers of the Year.

(3) Prepare and submit certificates of appreciation for Garrison Commander's signature for all nominees.

(4) Mail invitations to all nominees NLT 14 April 2003.

(5) Ensure community-wide distribution of MOI.

(6) Secure additional awards for volunteers of the year, e.g., gift certificates, savings bonds, coins, etc.

(7) Publish program for the Outstanding Volunteer of the Year Ceremony.

(8) Provide an after action report to the Garrison Commander NLT 30 April 2003.

4. Coordinating Instructions: A rehearsal for all nominees for Outstanding Volunteer of the Year will be conducted at **1800, 21 April 2003, at ACS, Bldg 77 Binter St.**

5. POC is Sherri Hagan, Installation Volunteer Coordinator, 624-6291/8391.

Encl

KEITH A. ARMSTRONG
Colonel, AR
Garrison Commander

DISTRIBUTION:
A plus
100 – ATZK-CFA