

# VOLUNTEER AWARDS CHECKLIST

(Updated 1/21/11)

Please use the following checklist when planning for volunteer awards. Refer to FB Regulation 608-1 for awards, criteria, and appropriate submission timelines.

1. Verify registration of the volunteer. Volunteer must have a current registration and have the appropriate DD 2793 uploaded into the DA VMIS. Awards will not be processed without complete registration. \_\_\_\_\_
2. Verify hours documented in the VMIS for the volunteer. If hours are not documented, hours must be input appropriately by the OPOC (entered by DAY for the designated time period) prior to submitting the award packet. Download and print the DA4713 (not the VSR) and attach to the nomination form. \_\_\_\_\_
3. Identify the award most suited for the volunteer. Use the Volunteer Award Matrix in the back of FB 608-1 for guidance. The DA Public Service awards are progressive awards and should be given in the order designated unless extraordinary service is reflected in the justification. **AWARDS ARE NEVER PRESENTED BASED ON RANK/POSITION OF THE SOLDIER AND SHOULD NOT BE PRESENTED SOLELY AS A FAREWELL TOKEN.** \_\_\_\_\_
4. **For Iron Mike Award:**
  - Prepare Iron Mike Nomination Form with appropriate justification. The DA 1256 is not used for the Iron Mike Award. \_\_\_\_\_
  - Download DA 4713 (not VSR) from VMIS and attach to nomination. Please note that hours must be entered by DAY in order to download to the DA 4713; hours entered by PERIOD will not show up. \_\_\_\_\_
  - Nominations are submitted quarterly and deadlines are typically the first Friday of the month following the end of the quarter. Please contact the IVS office to verify exact dates. \_\_\_\_\_
5. **For DA Public Service and Higher Level Awards:**
  - Prepare DA 1256, Incentive Award Nomination and Approval and obtain appropriate approval authority signatures. \_\_\_\_\_
    - Prepare a written justification on why the volunteer is being nominated for the award. PLEASE PROVIDE SPECIFIC DETAILS as to the nature of the service to include dates, etc. (samples available in the IVS office). \_\_\_\_\_
  - Prepare the draft citation, provide the name/signature block of the individual signing the award, and presentation date. \_\_\_\_\_
  - Provide original documentation above to the ACS, Installation Volunteer Services Office, Soldier Support Center, Bldg. 4-2843, Normandy Dr. with ample time to process and obtain appropriate signature on certificate. **THESE AWARDS ARE NOT PROCESSED AT CPAC – PAPERWORK WILL BE REFERRED TO IVS FOR PROCESSING.** Refer to the Volunteer Awards Matrix in FB 608-1 for timelines. \_\_\_\_\_

**For award selection guidance or more information,  
please contact the Installation Volunteer Services Office at 396-8160.**