



DEPARTMENT OF THE ARMY
HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT)
2700 INDIANA AVENUE
FORT CAMPBELL, KENTUCKY 42223-5627

REPLY TO
ATTENTION OF:

AFZB-CSM

13 May 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the 101st Airborne Division (AASLT) and Ft Campbell, Dr. Mary E. Walker Award Selection Board.

1. PURPOSE: To clarify the administration of the Dr. Mary E. Walker Award for the 101st Airborne Division (AASLT) and Ft Campbell.

2. REFERENCES: FORSCOM Regulation 215-5, MWR DR. Mary E Walker Award, 1 June 1996.

3. The Dr. Mary E. Walker (DRMEW) award is a reward for Army spouses whose achievements and performance merit special recognition. The DRMEW 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 concern for families of Soldiers. Spouses (male and female) of Active Army, Army National Guard, and Army Reserve Soldiers of all enlisted ranks are eligible. All eligible volunteers will have equal eligibility without consideration of military member's rank or position. The DRMEW 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.

4. Administration:

a. The office of the Division Command Sergeant Major is responsible for the administration of the Dr. Mary E. Walker Award packets and selection in conjunction with the Sergeant Audie Murphy Awards Board.

b. The Dr. Mary E. walker award is not a short term or single event recognition. An individual may only receive one DR. Mary E. Walker award.

c. The Dr. Mary E. Walker board will be held on a quarterly basis and presented at the local SAMA presentation ceremony.

d. Administration packets not meeting the required standards for the Dr. Mary E. Walker award will be reviewed to determine an appropriate local recognition for the volunteers' contributions.

e. The Division FRSA will provide the board members with a record of each candidate's record of logged volunteer hours and previous recognition awards. This record will be used to consider approval or down grade to other award level recognition.

f. The board will evaluate each candidate and determine eligibility. The board has authorization to approve, disapprove, or downgrade to the appropriate public service award. This includes the Outstanding Civilian Service Award, Commander's Award for Public Service, and Certificate of Appreciation. In addition the board can recommend upgrade to Decoration for Distinguished Civilian Service or the Secretary of the Army Public Service Award. The different Civilian Awards are listed below:

- a. **Honorary Awards.** Nominees for honorary awards have established a demonstrable pattern of excellence and achievement. The following are honorary awards that may be awarded: Secretary

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of Defense Medal for the Defense of Freedom, The Decoration for Exceptional Civilian Service, Meritorious Civilian Service Award, Superior Civilian Service Award, and Commander's Award for Civilian Service.

- b. **Public Service Awards.** Public service awards are given to private citizens for exceptional public service to the Army. The following are public service awards that may be awarded: Decoration for Distinguished Public Service, Secretary of the Army for Public Service Award, Outstanding Civilian Service Award, and Commander's Award for Public Service, Certificate of Appreciation for Patriotic Service, Civilian Award for Humanitarian Service, and Certificate of Appreciation.
- c. **Impact Awards.** Impact Volunteer Awards are given for special acts of service, to recognize direct support and active volunteer participation in the Fort Campbell community or a unit. The following are impact volunteer awards that may be awarded: Fort Campbell Certificate of Appreciation, 101st Airborne Division Certificate of Appreciation, Eagle Service Award, and the Two-Star Commander's Certificate.

5. Legible, PDF format Dr. Mary E. Walker Award packets will be submitted NLT the following dates listed below. Packets will be sent digitally to SSG Muirheid, Tara, email address: tara.kaye.muirheid@us.army.mil, DSN 270-798-9607.

Packet Due Dates:

Board Dates

10 November 2011
10 February 2012
10 May 2012
10 August 2012

17 November 2011
16 February 2012
17 May 2012
16 August 2012

6. The Dr. Mary E. Walker Award nomination packets consist of the following documents in the order listed in this memorandum of instruction.

- a. Completed Cover Sheet
- b. Letter of Recommendation
- c. Candidate's Spouse Current ERB/ORB
- d. Candidate's record of logged volunteer hours and previous recognition awards

7. For explanation on eligibility criteria, refer to FORSCOM Regulation 215-5.

8. POC for this memorandum is SSG Tara K Muirheid, Administrative NCO for the Division CSM at 270-798-9607, email: tara.kaye.muirheid@us.army.mil.

3 Encls

- 1. Cover Sheet
- 2. DRMEW Nomination Example
- 3. DRMEW Biography Example



SCOTT C. SCHROEDER
CSM, USA
Division Command Sergeant Major

DR. MARY E. WALKER AWARD

NAME: _____

(LAST, FIRST, MI)

Spouse Name _____

(LAST, FIRST, MI)

Spouse SSN: _____

UNIT: _____



REPLY TO
ATTENTION OF

UNIT CREST

AFZB-KB-CSM

18 May 2008

MEMORANDUM FOR DR. MARY E. WALKER AWARD SELECTION BOARD

SUBJECT: Nomination of _____ for the Dr. Mary E. Walker 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 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 no stranger to hardship. She has experienced numerous separations from her spouse while he deployed for Iraq on 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. *Nominees'* 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. *Nominees* 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 years while she has been in the *unit* include Senior Spouse Advisor for the *unit* and mentor of company FRG leaders and ISG spouses while Soldiers were deployed. *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 *nominees* brief time as the Battalion FRG Treasurer (March 2007 to September 2007), she completed and provided monthly financial reports to the Battalion Command Team. 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 *nominees* 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 *nominees* 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 America 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. *Nominees* volunteer efforts truly demonstrate a selfless spirit, and *nominees* 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 Mary E. Walker Award.

6. The point of contact for this memorandum is *BN CSM* (name/unit) at *phone number*.

//ORIGINAL SIGNED//



REPLY TO
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UNIT CREST

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18 May 2008

MEMORANDUM FOR DR. MARY E. WALKER AWARD SELECTION BOARD

SUBJECT: Biography of _____ for the Dr. Mary E. Walker Award.

1. *Nominee* grew up south of Chicago, Illinois. She has six brothers and sisters and was raised by her mother, a single parent since *Nominee* was nine years old. She attended *High School Name* where she graduated in 1985. Her first job was detasseling corn at the age of 13. She met her now husband on a blind date at a concert in November 1983. In 1985 she married *spouse* and has enjoyed a fulfilling marriage for the past 22 years.
2. *Nominee* faithfully supported the decision to become a military spouse when her husband joined the military under the "buddy" system with her brother. They have moved over 14 times and have been to amazing places like Alaska, Germany, North Carolina and Georgia just to name a few and she doesn't regret any of it.
3. Her key accomplishments includes: being an Assistant Manager for a flower shop, a Bank Teller, Assistant Manager of Mall Office, and a Blue Cross Blue Shield Claims Processor. She created and pitched her position as a Customer Satisfaction Manager for two automobile dealerships and was quite successful. Additionally she took college classes in Criminal Law with Central Texas College while living in Germany. Although she has held a variety of employment positions, she decided to work and turn her attention on her family's welfare.
4. Her deepest passion for the past 17 years has been participating; educating, encouraging and watching her children grow into smart, well mannered and very caring individuals. Some of her hobbies include making flower arrangements, cooking, quilting, and most recently making "Military Spouse Survival Kits" for support, encouragement and strength for the new FRG Leaders and Senior spouses during deployments.
5. The point of contact for this memorandum is *BN CSM* (name/unit) at *phone number*.

//ORIGINAL SIGNED//