

# **Joint Base San Antonio Nomination Instruction Package Volunteer of the Year Award (VOYA)**

*Award Period: 1 January - 31 December 2023*



## **Important Dates and Information**

**Nomination Packages Due: 1 March 2024**

Submit packages to the following email:  
[802FSS.FSYR.VolunteerServices@us.af.mil](mailto:802FSS.FSYR.VolunteerServices@us.af.mil)

VOYA nomination packets can be retrieved from the JBSA website:  
<https://www.jbsa.mil/Resources/Military-Family-Readiness/Volunteer-Resources>

**Ceremony Date: Wednesday, 17 April 2024, @ 1300**

Location: Fort Sam Houston Theatre, 2472 Stanley Road, Bldg. 2270  
JBSA-Fort Sam Houston, TX 78234

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## **2024 Virtual Volunteer Awards Nomination Writing Workshops:**

### **JBSA Fort Sam Houston to Register**

Wednesday, 10 January @ 1300-1500  
Wednesday, 24 January @ 0900-1100  
Wednesday, 14 February @ 1300-1500  
Wednesday, 28 February @ 0900-1100

For additional information or questions, contact your installation volunteer coordinator:

1. JBSA- Fort Sam Houston: [802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL](mailto:802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL)
2. JBSA- Lackland: [802FSS.FSFR@US.AF.MIL](mailto:802FSS.FSFR@US.AF.MIL)
3. JBSA- Randolph: [RANDOLPHMFR@US.AF.MIL](mailto:RANDOLPHMFR@US.AF.MIL)

**Joint Base San Antonio**  
**Volunteer of the Year Award (VOYA)**  
**Nomination Instructions**

**A. Purpose**

The annual JBSA Volunteer Awards identify and recognize outstanding and innovative volunteer efforts by the Joint Base San Antonio (JBSA) community, to include all branches of service. The awards honor those individuals who exemplify the role of volunteer, as well as make a significant positive impact on the lives of others. Volunteer service must have been performed at any time during the 12 month period of 1 January to 31 December 2023. Each military unit or volunteer organization, at each of the subordinate levels down to battalion/squadron/department, may submit one nomination per category listed below. Nominees can be nominated year to year, but cannot have won the award for the category they were nominated for the previous year. The recognition ceremony is for all volunteers and is not qualified by the number of hours contributed, however, number of hours does play a factor in determining impact therefore, registration with the installation volunteer coordinator and submission of hours through the Volunteer Management Information System (VMIS) is **Highly Encouraged**.

**B. Volunteer of the Year Award Allotments**

**Outstanding Service Member VOYA**

This award recognizes Service Members who have volunteered their time throughout the year and have impacted the Military and Civilian communities across JBSA. To be eligible, volunteers **MUST** have performed volunteer service off duty and have demonstrated broad and exceptional leadership or direct service to a cause, program, or project having excelled in length, quality and spirit of service to others in the JBSA community, be registered with their volunteer organization and have had official documented hours for the year they are nominated. Active Duty Military, National Guard or Reservists, are eligible for nomination. **Military units and or volunteer organizations may submit one nominee for this award.**

**Outstanding Youth VOYA**

This award recognizes Youth who have volunteered their time throughout the year and have impacted the Military and Civilian communities across JBSA. To be eligible, Youth volunteer must be between 13 and 17 years of age, must have demonstrated broad and exceptional leadership or direct service to a cause, program, or project having excelled in length, quality and spirit of service to others in the JBSA community, be registered with their volunteer organization and have had official documented hours for the year they are nominated. Children of Active Duty

Military, National Guard or Reservists, Civilians, and Retirees are eligible for nomination. **Military units and or volunteer organizations may submit more than one nominee for this award.**

#### **Outstanding Family Member VOYA**

This award recognizes a Spouse or Family Member 18 years of age or older of an Active Duty, National Guard, Reserve or Retiree Service Member who has volunteered their time throughout the year and has impacted the Military and Civilian communities throughout the JBSA. To be eligible the Family Member must have demonstrated broad and exceptional leadership or direct service to a cause, program, or project having excelled in length, quality and spirit of service to others in the JBSA community, be registered with their volunteer organization and have had official documented hours for the year they are nominated. **Military units and or volunteer organizations may submit one nominee for this award.**

#### **Outstanding Retiree VOYA**

This award recognizes a Military or Department of Defense Civilian Retiree who has volunteered their time throughout the year and has impacted the Military and Civilian communities throughout the JBSA. To be eligible the Retiree must have demonstrated broad and exceptional leadership or direct service to a cause, program, or project having excelled in length, quality and spirit of service to others in the JBSA community, be registered with their volunteer organization and have had official documented hours for the year they are nominated. **Military units and or volunteer organizations may submit one nominee for this award.**

#### **Outstanding Civilian VOYA**

This award recognizes a Department of Defense Civilian employee or non-military affiliated civilian volunteers who have volunteered their time throughout the year and have impacted the Military and Civilian communities across JBSA. To be eligible, volunteer must have demonstrated broad and exceptional leadership or direct service to a cause, program, or project having excelled in length, quality and spirit of service to others in the JBSA community, be registered with their volunteer organization and have had official documented hours for the year they are nominated. **Military units and or volunteer organizations may submit one nominee for this award.**

#### **JBSA Volunteer Family of the Year**

This award recognizes a Family who have volunteered their time throughout the year and have impacted the Military and Civilian communities across JBSA. To be eligible, the family must have demonstrated broad and exceptional leadership or direct service to a cause, program, or project having excelled in length, quality and spirit of service to others in the JBSA community, be registered with their volunteer organization and have had official documented hours for the year they are nominated. A “family” can be a couple with or without child(ren) or a single parent with child(ren) of an Active Duty, National Guard, Reserve or Retirees (military or

civilian) or DOD Civilians. **Military units and/or volunteer organizations may submit one nominee for this award.**

### **Small Group VOYA**

This award recognizes an Active-Duty unit or organization that has demonstrated extraordinary support for volunteer efforts in the JBSA community (i.e. number of registered active volunteers within the group, number of hours served, variety of services performed, etc.). To be eligible, the unit/organization has less than 50 volunteers registered with their volunteer organization and have had official documented hours for the year they are nominated. **Military units and or volunteer organizations may submit one nominee for this award.**

### **Large Group VOYA**

This award recognizes an active-duty unit or organization that has demonstrated extraordinary support for volunteer efforts in the JBSA community (i.e. number of registered active volunteers within the group, number of hours served, variety of services performed, etc.). To be eligible the unit/organization has 51 or more volunteers registered with their volunteer organization and have had official documented hours for the year they are nominated. **Military units and or volunteer organizations may submit one nominee for this award.**

## **C. Nomination Procedures**

### **Requirements**

1. Nominations must be submitted using the 20JBSA Volunteer Nomination Form found at: <https://www.jbsa.mil/Resources/Military-Family-Readiness/Volunteer-Resources/>.

Please note that all previous nomination forms are obsolete, and **will not be accepted**.

2. Each nominee will be considered and rated on a whole person concept using a scale of one to five, with five being the highest.

3. A panel of qualified local judges representing all segments of the community will select one nominee in each category from the nominations. The judging will be completed by a blind sight panel, which consists of excluding all personal identifiable information of the person being nominated.

4. **All nominations must be received by the Volunteer Coordinator by 1 March 2024.** Recipients of awards will be announced at the JBSA Volunteer Awards Ceremony on Wednesday, 17 April 2024, at 1300, at the Fort Sam Houston Theatre, JBSA-Fort Sam Houston.

5. **Nominations must be emailed to:**  
[802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL](mailto:802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL)

All emails containing PII or other sensitive information must be encrypted. If you are not able to encrypt your email, please use <https://safe.apps.mil/> to submit your form.

# Volunteer Nomination Instructions

## Instructions:

1. **Award Period:** 1 January-31 December 2023
2. **Category:** Select award you are submitting volunteer for
3. **Rank/Name of Nominee:** Type name of individual, youth, family, small/large group
4. **Hours Volunteered:** Number of hours from 1 January-31 December 2023
5. **Nominee's Contact Information:** Phone number and email address
6. **Volunteer's Organization:** Name(s) of the organization(s) where volunteer serves.
7. **Rank/Name of Unit Commander:** (if applicable)
8. **Commander's Contact Information:** Telephone and email address: (if applicable)
9. **Award History:** List previous volunteer awards and year received (if applicable)
10. **Nominator's Information:**
  - a) First and last name
  - b) Title/Position
  - c) Email address
  - d) Phone Number
  - e) Nominating Agency/Unit
  - f) Alternate POC
  - g) Alternate Phone Number
11. **Nominee/Group Introduction:** Two sentences to describe reason for nomination. Include volunteer's name and organization. **NOTE: For questions 12, 13, & 14- Nominee/Group's name MUST be omitted to ensure unbiased judging is based on achievements.**
12. **Volunteer/Group's Characteristics:** *What makes this nominee worthy of your nomination?* **Do not** include volunteer's name. List the distinguishing attributes or elements. Positive personal attributes may include: Self-improvement efforts, leadership skills, oral communication skills, organizational skills, people skills, initiative, aptitude for problem solving, and so forth.
13. **Volunteer/Group's Contributions:** *Describe your volunteer's scope of responsibility including time and initiative.* **Do not** include volunteer's name. Show the evidence of commitment to a project or task. Avoid placing too much emphasis on hours; the time spent accomplishing a task is not as important as the quality of work produced. Take into account the nature of the volunteer work itself and gauge the effort accordingly. List the areas in which the volunteer performed their work and how they went above and beyond what other volunteers performed.

**14. Volunteer/Group's Impact on the organization, its people, and the community.** ***Do not** include volunteer's name.* List the accomplishments the volunteer achieved. State details that apply to the volunteer's responsibilities and the positive impact on the organization, its people, and/or the community. The volunteer's efforts may have improved conditions, enhanced the quality of life or made other favorable changes. Identify the ways that the volunteer's service has impacted the organization and its clients. Explain how the volunteer motivated or increased the morale of the organization. What positive influences have they made on the organization, its people, and/or the community?

*All of this information may be obtained by interviewing your nominee; most volunteers are flattered to be nominated and are willing to answer any questions you may have to be able to write a winning nomination. If permitted by the nominee, interview those that work with them or for them as well as to gather as much information as possible.*

## **Nomination Writing Techniques**

Writing a winning nomination doesn't have to be an overwhelming task. To help here are a few tips to get you started and assure your nominee is presented in their best light.

**1. Read the nomination format carefully and be sure to include all required elements.**

Each piece of information requested in the form provides guidance to our judges and you do not want to omit anything that will help them to understand the contributions of your nominee.

**2. Remember that the judges are reading multiple nominations and are looking for specific information.** Too much information can be as harmful as too little, it is important to tell the nominee's story as clear and concise as possible.

**3. Well written nominations are appealing to the judges.**

- a. Write in sentences that are concise and give specific detail.
- b. Support what you have to say with observations and facts.
- c. List the most important information first and then elaborate as necessary.
- d. Proof read your work and ask others to review it for errors or to make suggestions.
- e. Use spell check before submitting your nomination package.