

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

Award Period: 1 January - 31 December 2024



Important Dates and Information

Nomination Packages Due: 3 March 2025 Submit packages
to the following email:
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: Tuesday, 22 April 2025, @ 1400
Location: Fort Sam Houston Theatre, 2472 Stanley Road, Bldg. 2270
JBSA-Fort Sam Houston, TX 78234

2025 Virtual Volunteer Awards Nomination Writing Workshops:
Call JBSA Fort Sam Houston to Register – 210-221-2705

Wednesday, 8 January @ 1300-1500
Wednesday, 22 January @ 0900-1100
Wednesday, 12 February @ 0900-1100
Wednesday, 12 February @ 1300-1500
Wednesday, 26 February @ 0900-1100

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

1. JBSA- Fort Sam Houston: 802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL
2. JBSA- Lackland: 802fss.fsfr.volunteerservices@us.af.mil
3. JBSA- Randolph: RANDOLPHMFCR@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 2024. 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. 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 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

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

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 has 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 50 or fewer 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.**

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

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 **3 March 2025**. Recipients of awards will be announced at the JBSA Volunteer Awards Ceremony on Tuesday, 22 April 2025, at 1400, at the Fort Sam Houston Theatre, JBSA-Fort Sam Houston.
5. Nominations must be emailed to: 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.

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

Volunteer Nomination Instructions

Instructions:

1. **Award Period:** 1 January – 31 December 2024
2. **Category:** Select award you are submitting volunteer for
3. **Volunteer's Age on 31 Dec 24:** Enter the volunteer's age as of the last day of 2024
4. **Nominee Information**
 - a. **Nominee's Branch of Service:** Select branch for service member or military retiree or "N/A" for all Others
 - b. **Rank:** Enter Rank (not grade) for service member or military retiree (this is what will be entered on the nomination certificate); N/A for all others
 - c. **Name of Nominee:** Type name of individual, youth, family, small/large group
5. **Nominee's Contact Information**
 - a. **Phone Number** (For youth, enter parent's phone number)
 - b. **Email Address** (For youth, enter parent's email address)
6. **Volunteer's Organization:** Name(s) of the organization(s) where volunteer serves. (Note: if your nominee volunteers at more than one organization, consider collaborating on the nomination package)
7. **Hours Volunteered:** Number of hours from 1 January – 31 December 2024
8. **Award History:** List previous volunteer awards and year received (if applicable). Note: You are not required to list previous *nominations* if the volunteer was not selected.
9. **Unit Commander Information:** (check the box if not applicable)
 - a. Rank
 - b. Name
 - c. Phone Number
 - d. Email Address
10. **Nominator's Information:**
 - a. First and last name
 - b. Title/Position
 - c. Phone Number
 - d. Email Address
 - e. Nominating Agency/Unit
 - f. Alternate POC
 - g. Alternate POC Phone Number
 - h. Alternate POC Email Address

Joint Base San Antonio

Volunteer of the Year Award (VOYA)

Nomination Instructions

11. **Nominee/Group Introduction:** Two-three 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. Consider 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 in which 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?

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.

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

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. Proofread your work and ask others to review it for errors or to make suggestions.
- e. Use spell check before submitting your nomination package.