

Part 2 – To be completed by nominator Justification

9. Completely list the volunteer's accomplishments (both quantitative and qualitative) and discuss his/her contributions to your organization, Joint Base San Antonio. Continue on additional pages if needed.

**Part 3 – To be completed by approving official
(Director, O-5 Commander/CSM or above)**

10. Approving Official

Name and Title: _____

Phone Number: () Email:

17. Signature

Date Part 4 – To be completed by the JBSA Volunteer Coordinator Office

Volunteer Registered with Volunteer Organization and VMIS
Volunteer Hours for Quarter: _____

Nomination Received by:

Date:

* All emails containing Personally Identifiable Information (PII) have to be digitally signed & encrypted. Other methods of transmitting PII include first class mail or hand delivering the document to any JBSA-Military & Family Readiness Center.