

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



Important Dates and Information:

2022 JBSA Volunteer Awards Ceremony
Date: Wednesday, 20 Apr 2022 @ 1300
Location: Military & Family Readiness Center,
3060 Stanley Road, Bldg. 2797,
JBSA-Fort Sam Houston, TX, 78234

Nomination Packages Due: Monday, 14 Mar 2022

VOYA nomination packets can be retrieved at:

<http://www.jbsa.mil/Resources/Military-FamilyReadiness/Volunteer-Resources/>

Please email completed packet to: Randolphmfr@us.af.mil

NOTE: Only submit packets to the Workflow box above.

Contact your installation coordinator for questions.

For additional information, call JBSA-Fort Sam Houston
Military & Family Readiness Center at 210-221-2705

*2022 Volunteer Theme: We Salute You:
"Shining a light on the people and causes that inspire us to serve".*

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 a volunteer, and make a significant positive impact on the lives of others. Volunteer service must have been performed at any time during the 12 months of 1 January to 31 December 2021. Each military unit or volunteer organization, at each subordinate level down to battalion, squadron, and department, may submit one nomination per category listed below.

Nominees can be nominated each year but cannot have won the award for that nominated category for the previous year. The recognition ceremony is for all volunteers and is not qualified by the number of hours contributed; however, the number of hours does play a factor in determining impact. Therefore, registration with the installation volunteer coordinator and submitting 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 services off duty, 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 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 volunteers must be between 13 and 17 years old, 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 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 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 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 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 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, the 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 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 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 or organization must have less than 50 volunteers registered with their volunteer organization and have 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 or organization must have 51 or more volunteers registered with their volunteer organization and have 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

- a. Nominations must be submitted using the JBSA Volunteer Nomination Form, Attachment 1. Please note that all previous nomination forms are obsolete and **will not be accepted**.
- b. Each nominee will be considered and rated on a whole person concept using a scale of one to five, with five being the highest.
- c. 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 blindsight panel, excluding all personally identifiable information of the nominated person.
- d. All nominations must be received by the Volunteer Coordinator by 14 March 2022. Recipients of awards will be announced at the JBSA Volunteer Awards Ceremony on **Wednesday, 20 April 2022, at 1300**, at the Military & Family Readiness Center, JBSA-Fort Sam Houston.
- e. Nominations must be emailed to: randolphmfrfc@us.af.mil

Volunteer Nomination Instructions

Instructions:

1. **Award Period:** 1 January-31 December 2021
2. **Category:** Select award you are submitting volunteer for
3. **Rank/Name of Nominee:** Type name of individual, youth, family, small or large group
4. **Hours Volunteered:** Number of hours
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:** Rank and/or Name of Unit (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.

PLEASE NOTE For questions 12, 13, & 14: Nominee/Group name's MUST be omitted to ensure unbiased judging based on achievements during the period of 1 January through 31 December 2021.

12. Volunteer/Group's Characteristics: *What makes this nominee worthy of your nomination? **Do not** include the 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 the volunteer's name.* Show 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 the 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 how 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 can be obtained from simply interviewing your nominee, they will be flattered to be nominated and will be willing to answer any questions you may have to be able to write a winning nomination. If permitted by the nominee, interview those who worked with them or for them and 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 understand your nominee's contributions.

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

***For additional assistance contact the JBSA-Fort Sam Houston
Military & Family Readiness Center at 210-221-2705.***