

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

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## Important Dates and Information:

2023 JBSA Volunteer Awards Ceremony  
Date: Wednesday, 19 APRIL 2023 @ 1300

Location: Military & Family Readiness Center,  
3060 Stanley Road, Bldg. 2797  
JBSA-Fort Sam Houston, TX, 78234

## **Nomination Packages Due: Monday, 01 March 2023**

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

**Submit completed packets to:**  
[802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL](mailto:802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL)

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: [RANDOLPHMFCR@US.AF.MIL](mailto:RANDOLPHMFCR@US.AF.MIL)

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

## A. Purpose

The annual Joint Base San Antonio (JBSA) Volunteer Awards identify and recognize outstanding and innovative volunteer efforts by the 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 2022. 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 13-17 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**

1. Nominations must be submitted using the 2023 JBSA VOYA Nomination form found at <http://www.jbsa.mil/Resources/Military-Family-Readiness/Volunteer-Resources>. 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 sighted panel, excluding all personally identifiable information of the nominated person.
4. **All nomination packets must be received by the Volunteer Coordinator by Wednesday, 1 MARCH 2023.** Recipients of awards will be announced at the JBSA Volunteer Awards Ceremony on Wednesday, 19 April 2023 at 1300, at the JBSA-Fort Sam Houston Military & Family Readiness Center, 3060 Stanley road.
5. Nominations must be emailed to: [802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL](mailto:802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL).

# Volunteer Nomination Instructions

## Instructions:

1. **Award Period:** 1 January-31 December 2022
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. **NOTE Questions 12, 13, & 14: The Nominee/Group name MUST be omitted to ensure unbiased judging based on achievements.**
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 the information needed to complete a nomination packet may be obtained by simply 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 the nominee permits, interview others who've worked with or for them, gathering 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.

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. 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 or [802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL](mailto:802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL).