



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

31 January 2017

IMHW-MWA

MEMORANDUM FOR RECORD

SUBJECT: Na Koa Awards for Installation Volunteer Service, United States Army Hawaii (USARHAW)

1. Reference. AR 608-1, Army Community Service (ACS), 13 March 2013
2. Purpose. To provide specific award criteria for the subject award and pin. Installation Volunteer Recognition and Awards Program provides guidance for USARHAW installation volunteer awards to include adults and youth volunteers ages 10-17.
3. Facts.
 - a. The Na Koa Pin for Volunteer Service was created by the Installation Volunteer Advisory Council as an elite award for USARHAW volunteers who go above and beyond in their volunteer service. The symbol of "Na Koa", meaning the warriors, was used because of its significance to the installation's Hawaiian heritage. One key element in the award process is registration by the volunteer and documentation of volunteer hours each month in the Department of the Army web-based Volunteer Management Information System (VMIS) located at www.MyArmyOneSource.com. This process enables the installation to track the contributions of the volunteer workforce as well as provide the benefits allowed by law.
 - b. Beginning 1 January 2014, specific criteria has been identified to allow better recognition of volunteers. The criteria is outlined below.
 - c. The Na Koa Lapel Pin and Na Koa Bronze, Silver, and Gold awards are presented annually at a reception by the Senior Commander or his designated representative.
 - d. There is no limit to the number of nominations a unit or organization can submit, however, each nomination must be written specifically for that individual volunteer based on their respective contributions.

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e. All volunteers, to include youth volunteers, must be officially **REGISTERED** in the VMIS. Complete registration includes a current DD 2793, Volunteer Agreement Form for each statutory position, and a DA 5671, Parent Permission Form for youth volunteers. The DD 2793 and DA 5671 (if applicable) must be uploaded into VMIS for verification purposes. Volunteers must also have current documented hours in the system in order to be nominated. Nominating officials must verify hours prior to submission of the nomination that the volunteer is current on registration and hours.

f. For all volunteers, hours documented beginning 1 January 2014 are counted toward Na Koa criteria. Accrual of hours is on-going and will not restart at the beginning of a new year.

g. Individuals who are DoD civilians, active duty military, or contract employees are not eligible for this award unless the justification reflects volunteer service not connected with the individual's paid duties or duty day.

h. All nominations will be reviewed by the Volunteer Awards Review Committee (three to five members representing a cross section of volunteer agencies) who will base their decision (approval/disapproval) by comparing the nomination justification and the established criteria. It is **critical** that the written nomination be a detailed account of the contributions made by the volunteer during the identified quarter. All decisions are subjective, based on the narrative provided.

4. *Na Koa Lapel Pin*

a. Impact is within the volunteer's immediate organization;

b. Volunteer may serve in more than one organization. However, the nomination must be made by the organization to which the volunteer is contributing the majority of their volunteer service;

c. Volunteer has been recognized at the organization level for individual contributions;

d. Adult volunteers must have documented (in VMIS) a minimum of 300 hours since 1 January 2014, and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be combined total from more than one organization/unit);

e. Youth volunteers must have documented (in VMIS) a minimum of 150 hours since 1 January 2014 a combined total from more than one organization/unit), and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be a combined total from more than one organization/unit);

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f. Volunteer may not receive more than one Na Koa lapel pin;

g. Approval of the nomination is organization director or the O-6 Commander/CSM or above. This is an approval of the ***nomination only*** and does not automatically signify approval of the award. In cases where the unit is deployed, the Rear Detachment Commander or designee may sign the nomination. Assumption of Command orders must be provided with the nomination in cases where the organization director or the O-6 Commander/CSM is not able to approve the nomination.

5. ***Na Koa Bronze***

a. Significant impact on the volunteer's organization/unit or contributions to volunteer's organization or installation special event (such as planning of/coordinating an FRG event, Military Spouse Appreciation Day etc.);

b. Volunteer may serve in more than one organization. However, the nomination must be made by the organization to which the volunteer is contributing the majority of their volunteer service;

c. Volunteer has been recognized at the organization level for individual contributions;

d. Adult volunteers must have documented (in VMIS) a minimum of 500 hours and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be a combined total from more than one organization/unit);

e. Youth volunteers must have documented (in VMIS) a minimum of 250 hours and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be a combined total from more than one organization/unit);

f. Volunteers may receive more than one Bronze award; however, the justification must reflect contributions different from the previous award

g. Approval of the nomination is organization director or the O-6 Commander/CSM or above. This is an approval of the ***nomination only*** and does not automatically signify approval of the award. In cases where the unit is deployed, the Rear Detachment Commander or designee may sign the nomination. Assumption of Command orders must be provided with the nomination in cases where the organization director or the O-6 Commander/CSM is not able to approve the nomination;

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6. *Na Koa Silver*

a. Service impacts a specific segment of the entire community (contributes to the accomplishment of the USARHAW mission or to the welfare of Soldiers and Family Members);

b. Volunteer may serve in more than one organization. However, the nomination must be made by the organization to which the volunteer is contributing the majority of their volunteer service;

c. Volunteer has been recognized at the organization level for individual contributions;

d. Adult volunteers must have documented (in VMIS) a minimum of 750 hours and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be a combined total from more than one organization/unit);

e. Youth volunteers must have documented (in VMIS) a minimum of 400 hours and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be a combined total from more than one organization/unit);

f. Volunteers may receive more than one Silver award; however, the justification must reflect contributions different from the previous award.

g. Approval of the nomination is the organization director or the O-6 Commander/CSM or above. This is an approval of the *nomination only* and does not automatically signify approval of the award. In cases where the unit is deployed, the Rear Detachment Commander or designee may sign the nomination. Assumption of Command orders must be provided with the nomination in cases where the organization director or the O-6 Commander/CSM is not able to approve the nomination;

7. *Na Koa Gold*

a. Recognizes outstanding and distinguished support to the entire USARHAW community in at least two or more organizations or agencies, however, exceptional service impacting the entire installation in one organization for an extended period of time *may* be considered. Volunteer efforts are significant in nature and produce tangible results (i.e., increased earnings in Thrift Shop, Make a Difference Day impacting community, etc.);

b. Volunteer may serve in more than one organization. However, the nomination must be made by the organization to which the volunteer is contributing the majority of their volunteer service.

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c. Volunteer has been recognized at the organization level for individual contributions;

d. Adult volunteers must have documented (in VMIS) a minimum of 1,000 hours and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be a combined total from more than one organization/unit);

e. Youth volunteers must have documented (in VMIS) a minimum of 500 hours and includes hours within the calendar year being covered by the Annual Volunteer Recognition Ceremony (may be a combined total from more than one organization/unit);

f. Volunteers may receive more than one Gold award; however, the justification must reflect contributions different from the previous award.

g. Approval of the nomination is the organization director or the O-6 Commander/CSM or above. This is an approval of the ***nomination only*** and does not automatically signify approval of the award. In cases where the unit is deployed, the Rear Detachment Commander or designee may sign the nomination. Assumption of Command orders must be provided with the nomination in cases where the organization director or the O-6 Commander/CSM is not able to approve the nomination;

8. Point of contact for this SOP is the ACS Army Volunteer Corps Coordinator, Dr. Erin Paulus, at DSN 808-655-4ACS.



HENRY L. CASHEN

Chief, Army Community Service