

## USARHAW NA KOA AWARD FOR VOLUNTEER SERVICE NOMINATION FORM

Please read carefully and complete all required information. Incomplete nominations will be returned without action.

**Please indicate the type of award for which the individual is being nominated:**

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### Part I: Nominee Information – To be completed by Nominating Individual

Nominee Name:

Nominee Organization/Unit:

Nominee Mailing Address:

Nominator Email Address:

Volunteer Organization/Unit:

Volunteer Organization/Battalion POC:

Other organizations that volunteer serves:

Signature of Individual Writing Nomination:

Nominator Email Address:

Nominator Phone Number:

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### Part II: Justification – To be completed by Nominating Individual

1. Provide a justification in as much detail as possible using either BULLET or PARAGRAPH format.
2. Ensure the justification addresses the following:
  - a. List specific contribution(s) made by the volunteer during the period listed.
  - b. How did this volunteer improve the quality of the organization/unit and or for the USARHAW Community?
  - c. List any volunteer-related awards/recognition the volunteer received from your organization/unit over the past year.

JUSTIFICATION: (for additional space please attach a continuation sheet)

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**Part III: NOMINATION APPROVAL** – To be completed by the organization director or the MACOM commander/CSM or above. SIGNATURE VERIFIES ***nomination information only*** and does not automatically signify approval of the award. Assumption of Command orders must be attached in cases where the organization director or BDE Commander/CSM is not able to approve the nomination. In cases where the unit is deployed, the Rear Detachment Commander or designee may sign the nomination. Subject to panel review.

Name:

Rank:

Organization/Unit:

SIGNATURE:

**SUBMISSION INSTRUCTIONS:** Packets can be digitally sent to **Mary Ann Scott at [maryann.c.scott.civ@mail.mil](mailto:maryann.c.scott.civ@mail.mil)** or hand carried to **ACS, Bldg 690, 310 Brannon Rd, Schofield Barracks** **no later than 1630 on 8 March 2019.**

**Please verify registration and hour documentation information PRIOR to submission of this nomination.**

This nomination will be reviewed by the Installation Volunteer Awards Review Committee and approval will be based on a subjective review of the written justification in accordance with the established criteria.

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