

2019 USARHAW Volunteer Recognition Information Packet



Army Volunteer Corps Coordinator, ACS
(808) 655-4ACS

Annex A

2019 USARHAW VOLUNTEER RECOGNITION CEREMONY

“Volunteers: The Heart of the Army Community”

OVERVIEW

Volunteers play an essential role in installation programs that affect Soldier, Family, organization, and installation readiness. Recognition for volunteer service not only fosters retention but also promotes continued volunteer program development.

The U.S. Army Hawaii (USARHAW) Volunteer Recognition Ceremony is an event to recognize exemplary achievement in volunteer service to USARHAW. This year's ceremony will be held on **Wednesday, 17 April 2019**. The theme is, “Volunteers: The Heart of the Army Community”. This year's ceremony will recognize individuals through two types of USARHAW-specific awards; the USARHAW Na Koa Award and the USARHAW Installation Volunteer(s) of the Year. A Volunteer Awards Review Committee will review the submissions and base their decisions (approval/disapproval) by comparing the nomination justification write-up with the established criteria. All volunteers must be registered in the Volunteer Management Information System (VMIS) and have their volunteers hours certified by their Organization Point of Contact (OPOC).

In addition, Organizations and MACOM/Tenant units may elevate their internal, VMIS-registered Volunteer of the Year awardees to be recognized at the USARHAW Volunteer Recognition Ceremony and receive a certificate of appreciation.

USARHAW leadership at all levels encourages internal awards events held from Company to Division levels and organizational levels to recognize volunteers and ensure that the volunteer program is fully supported. Volunteers should be recognized through a hierarchy of awards. It is critical that units and/or organizations establish an internal recognition schedule that fits their own needs/requirements. Guidelines may be established in the organization's Standing Operating Procedures or other publication, such as a Family Readiness Group handbook. Unit Commanders and or organization directors should work closely with Volunteer Coordinators to develop these guidelines.

CRITICAL DATES

- 8 March 2019: All volunteer recognition nominations are due.
- 17 April 2019: USARHAW Installation Annual Volunteer Recognition Ceremony and Reception at the Nehelani Banquet and Conference Center, Schofield Barracks.

INSTRUCTIONS FOR SUBMISSIONS FOR ALL AWARDS:

1. Packets can be digitally sent to Mary Ann Scott at maryann.c.scott.civ@mail.mil or hand carried to ACS, Bldg 690, 310 Brannon Rd, Schofield Barracks.
2. All volunteer recognition nominations are due NLT 1630 on 8 March 2019.
3. Incomplete nominations will be returned without action.

Annex A

USARHAW AWARD CATEGORIES AND CRITERIA

CATEGORY I: The USARHAW Na Koa Award

This year, we continue the tradition of recognizing one of our most valuable assets to the Army: our Army Volunteers. Starting with 2019's Installation Annual Volunteer Recognition Ceremony, the USARHAW community honors its most dedicated volunteers with the "Na Koa Awards". The symbol of "Na Koa" meaning "the warriors" is used to honor our shared ties and roots to our Hawaiian heritage. This is an elite award for USARHAW Volunteers who go above and beyond in their volunteer service. The award has four levels: Na Koa Lapel Pin, Na Koa Bronze, Na Koa Silver, and Na Koa Gold. **Please see the USARHAW Na Koa Award SOP for award and nomination details.**

- A. All adult and youth volunteers, registered in VMIS, with at least 300 (adult)/150 (youth) certified hours since 1 January 2014, are eligible.
- B. USARHAW Na Koa Award SOP, **Annex A**, provides additional criteria for nominations.
- C. USARHAW Na Koa Award Nomination Form, **Annex B**, must be complete and forwarded to ACS NLT COB 8 March 2019 for review by the Volunteer Awards Review Committee.

CATEGORY II: USARHAW Volunteer of the Year Awards

Major Commands (MACOM), O6 tenant units, and organizations have the opportunity to submit nominations to recognize a USARHAW Volunteer of the Year in the following categories: A. *USARHAW Soldier Volunteer of the Year*, B. *USARHAW Civilian/Spouse/Retiree Volunteer of the Year*, C. *USARHAW Family Volunteer of the Year*, and D. *USARHAW Youth Volunteer of the Year*.

A. USARHAW Soldier Volunteer of the Year

- 1. Nominees in this category must be an Active Duty (Active, Reserve, or National Guard) ID card holder.
- 2. Volunteer service must have made a significant impact on the USARHAW Community (as determined by the justification write-up) and cannot fall within the normal duty day.
- 3. An organizational selection committee will be at the discretion of the command or organization leadership prior to submission to the Volunteer Awards Review Committee.
- 4. The USARHAW Volunteer of the Year Nomination Form, **Annex D**, must be complete and forwarded to ACS NLT COB 8 March 2019 for review by the Volunteer Awards Review Committee.
- 5. Volunteer must be registered in VMIS and have certified hours for volunteer service performed 1 January 2018 through 31 December 2018.

B. USARHAW Civilian/Spouse/Retiree Volunteer of the Year

- 1. Nominees in this category are civilians and cannot be in an Active Duty status.
- 2. Volunteer service must have made a significant impact on the USARHAW Community (as determined by the justification write-up) and cannot fall within performance of any official paid duties.
- 3. An organizational selection committee will be at the discretion of the command or organization leadership prior to submission to the Volunteer Awards Review Committee.
- 4. The USARHAW Volunteer of the Year Nomination Form, **Annex D**, must be complete and forwarded to ACS NLT COB 8 March 2019 for review by the Volunteer Awards Review Committee.
- 5. Volunteer must be registered in VMIS and have certified hours for volunteer service performed 1 January 2018 through 31 December 2018.

C. USARHAW Family Volunteer of the Year

- 1. Nominees must be Army ID Card holders.
- 2. Volunteer service must have made a significant impact on the USARHAW Community (as determined by the justification write-up) and cannot fall within the normal duty day for Service Members or within the performance of any official paid duties. More than one VMIS-registered volunteer is required.
- 3. An organizational selection committee will be at the discretion of the command or organization leadership prior to submission to the Volunteer Awards Review Committee.
- 4. The USARHAW Volunteer of the Year Nomination Form, **Annex D**, must be complete and forwarded to ACS NLT COB 8 March 2019 for review by the Volunteer Awards Review Committee.
- 5. Volunteer must be registered in VMIS and have certified hours for volunteer service performed 1 January 2018 through 31 December 2018.

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D. *USARHAW Youth Volunteer of the Year*

1. Nominees must be Army ID Card holders.
2. Volunteer service must have made a significant impact on the USARHAW Community (as determined by the justification write-up) and cannot fall within the performance of any official paid duties.
3. An organizational selection committee will be at the discretion of the command or organization leadership prior to submission to the Volunteer Awards Review Committee.
4. The USARHAW Volunteer of the Year Nomination Form, **Annex D**, must be complete and forwarded to ACS NLT COB 8 March 2019 for review by the Volunteer Awards Review Committee.
5. Volunteer must be registered in VMIS and have certified hours for volunteer service performed 1 January 2018 through 31 December 2018.

ORGANIZATIONAL AWARDS RECOGNIZED AT THE USARHAW VOLUNTEER CEREMONY

MACOM/Tenant/Organizational Volunteer of the Year

Organizations and MACOM/O6 Tenant units may elevate their internal, VMIS-registered Volunteer of the Year awardees to be recognized at the USARHAW Installation Annual Volunteer Recognition Ceremony and receive a certificate of appreciation. Please select and submit the name of the one (1) selected exemplary volunteer by doing the following:

- A. Nomination packet must be complete and based on the individual volunteer's contributions.
- B. Nomination packets must be signed and approved by the organization director or the MACOM/Tenant Commander/CSM or above.
- C. USARHAW MACOM/Tenant Unit/Organization Volunteer of the Year Nomination Form, **Annex E**, must be complete and forwarded to ACS NLT COB 8 March 2019.
- C. Volunteer must be registered in VMIS and have certified hours for volunteer service performed 1 January 2018 through 31 December 2018.

INSTRUCTIONS FOR SUBMISSIONS FOR ORGANIZATIONAL VOLUNTEER OF THE YEAR AWARDS:

1. Packets can be digitally sent to Mary Ann Scott at maryann.c.scott.civ@mail.mil or hand carried to ACS, Bldg 690, 310 Brannon Rd, Schofield Barracks.
2. All volunteer recognition nominations are due NLT 1630 on 8 March 2019.
3. Incomplete nominations will be returned without action.

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VOLUNTEER STATUS:

A. Statutory Volunteers. Federal statute, 10 USC S1588, gives the Department of Defense (DoD) authority to accept certain voluntary services. When properly registered and working under a written position description, volunteers are covered under the Worker's Compensation Act and the Federal Tort Claims Act. Authorized programs include, but are not limited to, the following:

- (1) Medical, dental, nursing, or other health-care related programs.
- (2) Museum or natural resources program.
- (3) Programs providing services to members of the armed forces and their Families to include:
 - (a) Family support programs.
 - (b) Child development and youth programs.
 - (c) Library and education programs.
 - (d) Religious programs.
 - (e) Housing referral programs.
 - (f) Employment assistance to assist spouses of such members.
 - (g) Morale, welfare, and recreation programs, to the extent not covered within 10 USC S1588, S1491.
- (h) Member of a funeral honors detail under section 10 USC 1491.

B. Private Organization Volunteers. Private organizations are self-sustaining, non-Federal entities which are operated on Army/Department of Defense (DoD) installations, such as the Spouses Clubs, Boy/Girl Scouts, etc. Volunteers participating in activities sponsored by these organizations, whether or not it is in direct support of an installation activity, are the responsibility of the sponsoring organization, to include all liability.

REGISTRATION AND HOUR DOCUMENTATION:

a. Statutory volunteers. All statutory volunteers must be registered at the installation level with the AVCC office using the Department of Army's web-based tacking system, the Volunteer Management Information System (VMIS). The system is available at www.myarmyonesource.com. In addition to the web-based registration, a Department of Defense (DD) Form 2793, Volunteer Agreement for Appropriated Fund Activities or Non-appropriated Fund Instrumentalities must be completed for each statutory activity. Youth volunteers must also be registered in the VMIS. A parent/guardian must sign the DA Form 5671, Parental Permission Form. The original copy of the DA2793 must be kept in the unit/organization files.

b. Private organization volunteers. Authorized private organization volunteers do not qualify for benefits as outlined under the federal statute, therefore do not complete DD Form 2793. Private organizations, whose primary mission is to provide service to the installation, Soldiers and their Families, may request to participate as an installation volunteer program. Approval will allow organization volunteers to participate in all installation sponsored activities such as awards, training, and quarterly recognition activities. All volunteers associated with the private organization must also be registered within the VMIS and follow the same hour documentation procedures as statutory volunteers.

ADDITIONAL GUIDANCE:

1. Interview your volunteer nominee. It is acceptable practice to ensure you have all the information you need. Most people are flattered to be nominated as a volunteer.

- a. Ask all the questions you need to and listen for information you can use to support your own thoughts and ideas.
- b. If permitted by the volunteer nominee, contact people who work for and with them.
- c. Gather as much information as possible. Be accurate and write down specific examples that will reinforce why you believe the volunteer deserves recognition.

2. Focus on the program that the volunteer nominee contributed the most to. Provide detail explaining the program or services, then describe the nominee's other volunteer work or leadership positions as they rank in importance.

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3. Organize your thoughts carefully and follow the nomination format.

- a. Focus on key questions.
- b. Detail accomplishments and their impact.
- c. Describe leadership abilities and how the nominee has made a difference through volunteerism.
- d. Create a unique picture of nominee.

4. Provide the unit's selection committee with complete information about the nominee and organization that they volunteer for. It is important to tell the nominee's story as you would to a stranger.

5. Describe unique characteristics that are more than just what a great or nice person this nominee is. Choose one or two qualities that make this person truly outstanding and then give specific examples (i.e. listening, teambuilding, collaboration, creativity, and professionalism).

6. Nominees who have initiated a program that addresses a community problem or provides a needed service attract attention. Be sure to include examples of how the program had an impact and what results were achieved. Include any unusual challenges the nominee had to overcome (i.e. handicaps, limited funding, and public perception). Describe the amount of time and resources spent on the activity or service.

7. Verify all information on the form. Selected nominations are checked carefully to verify all information that is submitted.

For more information, contact the Army Volunteer Corps Coordinator at 655-4ACS.