



REPLY TO  
ATTENTION OF

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

IMHW-ZA

DEC 6 2018

MEMORANDUM FOR Director, U.S. Army Installation Management Command-Pacific,  
(IMPC-ZA), 132 Yamanaga Street, Bldg 104, Fort Shafter, HI 96858-5520

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

1. Reference. AR 608-1, Army Community Service (ACS), 19 October 2017
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 Army web-based Volunteer Management Information System (VMIS) located at [www.MyArmyOneSource.com](http://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 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.
  - 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

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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 be 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 individuals paid duties or duty day.

h. All nominations will be reviewed by the Volunteer Awards Review Committee (three-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, 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);

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

g. Nomination may be made by any individual who has direct knowledge of the volunteer service;

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h. Approval of the nomination is organization chief or 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 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 designated quarter coinciding with the written justification (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 designated quarter coinciding with the written justification (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 the organization chief or 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.

## **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);

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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. Volunteers has been recongnized 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 designated quarter coinciding with the written justification (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 designated quarter coinciding with the written justification (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 chief or 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;

c. Adult volunteers must have documented (in VMIS) a minimum of 1000 hours and includes hours within the designated quarter coinciding with the written justification (may be a combined total from more than one organization/unit);

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d. Youth volunteers must have documented (in VMIS) a minimum of 500 hours and includes hours within the designated quarter coinciding with the written justification (may be a combined total from more than one organization/unit);

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

f. Approval of the nomination is the organization chief or 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 Installation Volunteer Corps Coordinator, Mary Ann Scott, at DSN 808-655-4ACS.



HENRY L. CASHEN  
Chief, Army Community Service

