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**2023 USARHAW Installation
Volunteer Recognition Ceremony
Information Packet**



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REVISION 3

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2023 USARHAW INSTALLATION 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) Installation Volunteer Recognition Ceremony is an event to recognize exemplary achievement in volunteer service to USARHAW. This year's ceremony will be held on **Wednesday, 19 April 2023** at the 604 Ballroom & Conference Center, 1249 Kolekole Avenue, Schofield Barracks, Hawaii. 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 Installation Volunteer(s) of the Year and the USARHAW Na Koa Award. The 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. Volunteers are required to register and document hours in the Department of Army web-based Volunteer Management Information System (VMIS) located at www.armyfamilywebportal.com. In accordance with USARHAW Policy Letter #25 – Army Volunteer Corps (AVC) Program, all USARHAW Tenant organizations must appoint an Organization Point of Contact (OPOC) to serve as the Volunteer Manager for their Volunteer Program. The OPOC shall certify their volunteers' hours by the 15th of each month. This process is required to allow the installation to track the contributions of our volunteer workforce as well as provide benefits allowed by regulation and coverage under Federal Statute.

In addition, Organizations and MACOM/Tenant units may elevate their internal, **VMIS-registered** Volunteer of the Year awardees to be recognized at the USARHAW Installation Volunteer Recognition Ceremony and receive a Certificate of Appreciation (Civilian) or Certificate of Achievement (Service Member).

USARHAW leadership at all levels encourages internal award 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 Soldier and Family Readiness Group handbook. Unit Commanders and or organization directors should work closely with Volunteer Coordinators to develop these guidelines.

CRITICAL DATES

- IPRs - Designated representatives will attend all scheduled IPRs at ACS, Bldg. 690, Schofield Barracks, Hawaii.

10 January 2023 @ 1000-1100
07 February 2023 @ 1000-1100
07 March 2023 @ 1000-1100
04 April 2023 @ 1000-1100
- 15 January 2023: All volunteer hours **must** be submitted and certified for 2022 calendar year (1 January 2022 through 31 December 2022) to include any volunteer hours from 1 January 2020 through 31 December 2022.
- 24 March 2023: All volunteer recognition nominations are due.
- 19 April 2023: Annual USARHAW Installation Volunteer Recognition Ceremony. VRC will be recorded and posted on social media platform at the U.S. Army Garrison, Hawaii Facebook page.

INSTRUCTIONS FOR SUBMISSIONS FOR ALL AWARDS:

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1. 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 (Parental Permission Form) for youth volunteers. The DD 2793 and DA 5671 (if applicable) must be uploaded into VMIS for verification purposes. Volunteers must have current documented and certified hours in the system in order to be nominated. Nominating officials must verify that volunteer is current on registration and volunteer hours are certified prior to submission.

2. DoD Civilians, Active Duty Military, and contract employees are eligible for these awards as long as the volunteer service is not connected to their paid duties or conducted during their duty day.

3. A Volunteer must be nominated by an individual who has direct knowledge of the volunteer service. Self-nominations will not be accepted.

4. All volunteer recognition nominations are due NLT 1630 on 24 March 2023.

5. Packets can be digitally sent to Mary Ann Scott at maryann.c.scott.civ@army.mil or hand carried to ACS, Bldg. 690, 310 Brannon Rd, Schofield Barracks.

6. Incomplete nominations will be returned without action.

Point of contact for this Information Packet is Mary Ann Scott, Army Volunteer Corps Coordinator (AVCC), (808) 787-4227, email: maryann.c.scott.civ@army.mil.

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USARHAW AWARD CATEGORIES AND CRITERIA

CATEGORY I: USARHAW Volunteer of the Year Awards

This year, we continue the tradition of recognizing one of our most valuable assets to the Army: our Army Volunteers. Major Commands (MACOM), O6 tenant units, and organizations have the opportunity to submit nominations to recognize a USARHAW Volunteer of 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.*

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 timeline. All decisions are subjective based on the narrative provided.

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, **Attachment 2**, must be complete and forwarded to ACS NLT 1630 on 24 March 2023 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 2022 through 31 December 2022.

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

1. Nominees in these categories 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, **Attachment 2**, must be complete and forwarded to ACS NLT 1630 on 24 March 2023 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 2022 through 31 December 2022.

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, **Attachment 2**, must be complete and forwarded to ACS NLT 1630 on 24 March 2023 for review by the Volunteer Awards Review Committee.
5. Volunteers must be registered in VMIS and have certified hours for volunteer service performed 1 January 2022 through 31 December 2022.

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D. USARHAW Youth Volunteer of the Year

1. Nominees must be Army ID Card holders (ages 10-17).
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, **Attachment 2**, must be complete and forwarded to ACS NLT 1630 on 24 March 2023 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 2022 through 31 December 2022.

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 (Civilian) or certificate of achievement (Service Member). Please 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, **Attachment 4**, must be complete and forwarded to ACS NLT 1630 on 24 March 2023.
- D. Volunteer must be registered in VMIS and have certified hours for volunteer service performed 1 January 2022 through 31 December 2022.

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@army.mil or hand carried to ACS, Bldg. 690, 310 Brannon Rd, Schofield Barracks.
2. All volunteer recognition nominations are due NLT 1630 on 24 March 2023.
3. A Volunteer must be nominated by an individual who has direct knowledge of the volunteer service. Self-nominations will not be accepted.
4. Incomplete nominations will be returned without action.

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CATEGORY II: The USARHAW Na Koa Award

Starting with 2023's Annual Installation 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.

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 timeline. All decisions are subjective based on the narrative provided.

1. All adult and youth volunteers (ages 10-17), registered in VMIS, with at least 150 (adult)/50 (youth) certified hours since 1 January 2020, are eligible.
2. 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. A Volunteer must be nominated by an individual who has direct knowledge of the volunteer service. Self- nominations will not be accepted.
3. For all volunteers, hours documented beginning 1 January 2020 are counted toward Na Koa criteria. Accrual of hours will restart at the beginning of a three-year period, from 1 January 2020 to 31 December 2022.
4. USARHAW Na Koa Award Nomination Form, **Attachment 3**, must be complete and forwarded to ACS NLT 1630 24 March 2023 for review by the Volunteer Awards Review Committee.

A. Level 1: Na Koa Lapel Pin

1. Impact is within the volunteer's immediate organization;
2. 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;
3. Volunteer has been recognized at the organization level for individual contributions;
4. **Adult volunteers** must have documented (in VMIS) a minimum of **150 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);
5. **Youth volunteers** must have documented (in VMIS) a minimum of **50 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);
6. Volunteers may receive more than one Na Koa Lapel Pin Award; however, the justification must reflect contributions different from the previous award;
7. Nomination may be made by any individual who has direct knowledge of the volunteer service. Self- nominations will not be accepted;
8. 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.

B. Level 1: Na Koa Bronze

1. Impact is within the volunteer's immediate organization;
2. 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;
3. Volunteer has been recognized at the organization level for individual contributions;
4. **Adult volunteers** must have documented (in VMIS) a minimum of **300 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);

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5. **Youth volunteers** must have documented (in VMIS) a minimum of **100 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);

6. Volunteers may receive more than one Na Koa Lapel Pin Award; however, the justification must reflect contributions different from the previous award;

7. Nomination may be made by any individual who has direct knowledge of the volunteer service. Self-nominations will not be accepted;

8. 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.

C. Level 1: Na Koa Silver

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

2. 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;

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

4. **Adult volunteers** must have documented (in VMIS) a minimum of **450 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);

5. **Youth volunteers** must have documented (in VMIS) a minimum of **150 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);

6. Volunteers may receive more than one Na Koa Lapel Pin Award; however, the justification must reflect contributions different from the previous award;

7. Nomination may be made by any individual who has direct knowledge of the volunteer service. Self-nominations will not be accepted;

8. 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.

D. Level 1: Na Koa Gold

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

2. 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;

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

4. **Adult volunteers** must have documented (in VMIS) a minimum of **600 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);

5. **Youth volunteers** must have documented (in VMIS) a minimum of **200 hours** since 1 January 2020 through 31 December 2022 (may be combined total from more than one organization/unit);

6. Volunteers may receive more than one Na Koa Lapel Pin Award; however, the justification must reflect contributions different from the previous award;

7. Nomination may be made by any individual who has direct knowledge of the volunteer service. Self-nominations will not be accepted;

8. 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.

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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 tracking system, the Volunteer Management Information System (VMIS). The system is available at www.armyfamilywebportal.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 (ages 10-17) 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.

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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.

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 with. It is important to tell the nominee's story as you would to a stranger.

5. Describe unique specific characteristics to avoid being generic. 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 (808) 787-4227.