

**USAG Wiesbaden
2021 Volunteer of the
Year Nomination Packet**



“Volunteers: We Salute You”

Important Dates and Locations:

- **Deadline for all Volunteer of the Year Nominations: 15 April 2021**
- **How to submit Nomination Packets : In person at Army Community Service (ACS), Building 7790 Hainerberg or via Quick Response Code (QR Code)**
- **Volunteer of the Year Recognition Ceremony Date: To Be Determined!**
- **Location: To Be Determined!**

Ceremony Theme: *"We Salute You"*

For additional information, please call the Army Volunteer Coordinator at DSN: 548-9201 or CIV: 0611-143-548-9201

2021 USAG WIESBADEN VOLUNTEER RECOGNITION CEREMONY PURPOSE:

The Annual Volunteer Recognition Ceremony identifies the outstanding contributions of the volunteers in United States Army Garrison (USAG) Wiesbaden and distinguishes those volunteers who have contributed innovative and exemplary service. The Volunteer of the Year Awards (VOYA) honors those individuals who exemplify the role of the volunteer, as well as those who make a significant positive impact on the lives of others. The volunteer service for those nominated for the VOYA must have been performed during the period between 1 April 2020 and 31 March 2021. While the Volunteer Recognition Ceremony (VRC) recognizes all volunteers, regardless of their registration in the Volunteer Management Information System (VMIS), those volunteers who are nominated for the VOYA must be registered in VMIS and have their volunteer hours submitted and certified. Volunteers can self-register and submit their hours in VMIS by going to <https://vmis.armyfamilywebportal.com> or they can be registered as a "non-user" by their Organizational Point of Contact (OPOC). Regardless of nomination status, VMIS registration and logging hours is highly encouraged.

This year we will also recognize the Category I, II, III, IV organizations with the highest number of VMIS certified hours during the period between 1 April 2020 to 31 March 2021.

RECOMMENDATION:

Organizations and agencies should ensure monthly and quarterly awards and/or recognition for volunteers (Military and Civilian) are performed internally. For the myriad awards available and ideas on ways to recognize volunteers within an organization, please contact the Army Volunteer Coordinator (AVC) at CIV: 0611-143-548-9201

I. 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 duty 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.

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(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 Club, 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.

C. 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 VMIS. The system is available at <https://vmis.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. A parent/guardian must sign the DA Form 5671, Parental Permission Form. The original copy of the DA Form 2793 must be kept in the unit/organization files, with a copy sent to the AVCC office for inclusion in the installation data base.

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

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with the private organization must also be registered within the VMIS and follow the same hour documentation procedures as statutory volunteers.

II. ORGANIZATION CATEGORIES

A. CATEGORY I: 1-25 active volunteers registered in VMIS with certified hours logged during the current volunteer period.

B. CATEGORY II: 26-50 active volunteers registered in VMIS with certified hours logged during the current volunteer period.

C. CATEGORY III: 51-99 active volunteers registered in VMIS with certified hours logged during the current volunteer period.

D. CATEGORY IV: 100+ active volunteers registered in VMIS with certified hours logged during the current volunteer period.

III. AUTHORIZED NOMINATION ALLOTMENTS

A. CATEGORY I ORGANIZATIONS – 1 nomination

B. CATEGORY II ORGANIZATIONS – 2 nominations

C. CATEGORY III ORGANIZATIONS – 3 nominations

D. CATEGORY IV ORGANIZATIONS – 4 nominations

IV. AWARD CATEGORIES

A. INDIVIDUAL VOLUNTEERS OF THE YEAR AWARD:

The VOYA was established to recognize individuals who have volunteered their time throughout the year and have impacted the military and civilian communities throughout the USAG Wiesbaden area of responsibility. To be eligible, individuals must have demonstrated broad and exceptional leadership or direct service to a cause, program or project, having excelled in length, quality and spirit of service to others.

Active-duty military, Civilians, Family Members, and Military/Federal retirees are eligible for nomination. The number of nominations an organization is allotted is contingent on the number of active volunteers who are registered in VMIS with certified hours during the period between 1 April 2020 and 31 March 2021.

1. MILITARY VOLUNTEER OF THE YEAR:

1A. Nominees in this category must be an Active, Reserve, or National Guard ID card holder.

1B. Volunteer service made a significant impact on the USAG Wiesbaden Community and cannot fall within the normal duty day.

1C. The Volunteer of the Year Nomination Form, **Appendix A**, must be completed and forwarded to the AVC NLT 15 April 2021 for review by the VOYA selection committee.

1D. Military nominee must be registered in VMIS and have certified hours for volunteer service performed between 1 April 2020 and 31 March 2021.

2. CIVILIAN EMPLOYEE VOLUNTEER OF THE YEAR:

2A. Nominees in this category are DoD Civilian Employees or Contractors over the age of 18 (cannot be in an active duty status).

2B. Volunteer service made a significant impact on the USAG Wiesbaden Community.

2C. The Volunteer of the Year Nomination Form, **Appendix A**, must be completed and forwarded to the AVC NLT 15 April 2021 for review by the VOYA selection committee.

2D. Civilian nominee must be registered in VMIS and has certified hours for volunteer service performed between 1 April 2020 and 31 March 2021.

3. RETIREE VOLUNTEER OF THE YEAR:

3A. Nominees in this category are retired ID card holders.

3B. Volunteer service made a significant impact on the USAG Wiesbaden Community.

3C. The Volunteer of the Year Nomination Form, **Appendix A**, must be completed and forwarded to the AVC NLT 15 April 2021 for review by the VOYA selection committee.

3D. The Retiree nominee must be registered in VMIS and have certified hours for volunteer service performed between 1 April 2020 and 31 March 2021.

4. ADULT FAMILY MEMBER VOLUNTEER OF THE YEAR:

4A. Nominees in this category are Family Member ID card holders over the age of 18 (cannot be in an active duty status).

4B. Volunteer service made a significant impact on the USAG Wiesbaden Community.

4C. The Volunteer of the Year Nomination Form, **Appendix A**, must be complete and forwarded to the AVC NLT 15 April 2021 for review by the VOYA selection committee.

4D. Adult Family member nominee must be registered in VMIS and has certified hours for volunteer service performed between 1 April 2020 and 31 March 2021.

5. YOUTH VOLUNTEER OF THE YEAR:

3A. Nominees in this category are civilian ID card holders under the age of 18.

3B. Volunteer service made a significant impact on the USAG Wiesbaden Community.

3C. The Volunteer of the Year Nomination Form, **Appendix A**, must be completed and forwarded to the AVC NLT 15 April 2021 for review by the VOYA selection committee.

3D. Youth nominees must be registered in VMIS, with parental permission, and have certified hours for volunteer service performed between 1 April 2020 and 31 March 2021.

3E. Statutory Youth Volunteers must have a signed DA 5671.

3F. Private Organization Youth Volunteers must adhere to the youth volunteer policy of the organization.

6. FAMILY VOLUNTEER OF THE YEAR AWARD

4A. Two or more members of the same household must hold volunteer positions in USAG Wiesbaden.

4B. Nominee Family Members must be ID card holders.

4C. Volunteer service made a significant impact on the USAG Wiesbaden Community.

4D. The Family Volunteer of the Year Nomination Form, **Appendix A**, must be completed and forwarded to the AVC NLT 15 April 2021 for review by the VOYA selection committee.

4E. Family nominees must be registered in VMIS, with parental permission if applicable, and have certified hours for volunteer service performed between 1 April 2020 and 31 March 2021.

7. OUTSTANDING ORGANIZATION OF THE YEAR

a. SMALL ORGANIZATION OF THE YEAR

1A. The winning small organization will be a Category I organization.

1B. The organization will have the highest number of certified volunteer hours for all Category I organizations.

b. MEDIUM ORGANIZATION OF THE YEAR

1A. The winning medium organization will be a Category II organization.

1B. The organization will have the highest number of certified volunteer hours for all Category II organizations.

c. LARGE ORGANIZATION OF THE YEAR

1A. The winning large organization will be a Category III organization.

1B. The organization will have the highest number of certified volunteer hours for all Category III organizations.

d. MEGA ORGANIZATION OF THE YEAR

1A. The winning large organization will be a Category IV organization.

1B. The organization will have the highest number of certified volunteer hours for all Category IV organizations.

V. ORGANIZATIONAL NOMINATION RECOMMENDATIONS

A. 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.

1. Ask all the questions you need to and listen for information you can use to support your own thoughts and ideas.
2. If permitted by the volunteer nominee, contact people who work for and with them.

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3. Gather as much information as possible. Be accurate and write down specific examples that will reinforce why you believe the volunteer deserves recognition.

4. Acknowledge any other organizations the nominee volunteers with.

B. Focus on the program that the volunteer nominee contributed the most to.

1. Provide details explaining the program or services, then describe the nominee's other volunteer work or leadership positions as they rank in importance.

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

1. Focus on key questions.

2. Detail accomplishments and their impact.

3. Describe leadership abilities and how the nominee has made a difference through volunteerism.

4. Create a unique picture of nominee.

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

D. Define unique characteristics

1. Choose one or two qualities that make this person truly outstanding and then give specific examples (i.e. listening, teambuilding, collaboration, creativity, and professionalism).

E. Highlight extraordinary accomplishments.

1. Nominees, who have initiated a program that addressed a community problem or provided 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.

**USAG WIESBADEN VOLUNTEER OF THE YEAR NOMINATION INSTRUCTIONS:
PLEASE FILL OUT THE FOLLOWING INFORMATION-**

1. **AWARD PERIOD:** April 1, 2020 – March 31, 2021
2. **CATEGORY:** Title of award you are submitting the volunteer for – Military, Civilian, Retiree, Adult, Youth or Family
3. **RANK/NAME OF NOMINEE:** No rank required for civilians
4. **HOURS VOLUNTEERED:** Number of hours between 1 April 2020 and 31 March 2021
5. **NOMINEE'S TELEPHONE:** Volunteer's duty (DSN) and home phone numbers
6. **UNIT/OFFICE SYMBOL/STREET ADDRESS /STATE/ZIP CODE:** Only if applicable
7. **VOLUNTEER'S MAILING ADDRESS**
8. **RANK/NAME OF UNIT COMMANDER/TELEPHONE:** Only if applicable
9. **AWARD HISTORY:** List any previous volunteer awards that the nominee has received in the past.
10. **NOMINATOR INFORMATION:** First and last name of nominator
11. **TITLE/POSITION:** No rank required for civilians
12. **EMAIL/PHONE NUMBER:** Good email and contact phone numbers
13. **NOMINATING AGENCY/UNIT:** Name of organization that is nominating the volunteer
14. **ALTERNATE POC/PHONE NUMBER:** Good contact phone number
15. **NOMINEE INTRODUCTION:** Two sentences to describe reason for nomination. Include the volunteer's name and volunteer organization.
16. **VOLUNTEER ACTIVITIES/ACCOMPLISHMENTS:** Use the headings listed below for all nominees. All information in the narrative should be single spaced in bullet format, not to exceed one page. Include any other organizations the nominee volunteers for.
 - a. VOLUNTEER IMPACT ON THE ORGANIZATION
 - b. VOLUNTEER IMPACT ON THE USAG WIESBADEN COMMUNITY
 - c. VOLUNTEER CONTRIBUTIONS
 - d. VOLUNTEER TIME AND INITIATIVE
 - e. PERSONAL CHARACTERISTICS OF THE VOLUNTEER