

## **JBPHH VOLUNTEER RECOGNITION PROGRAM GUIDE**

This guide governs the Joint Base Volunteer Recognition Program and explains the purpose, eligibility, and criteria for the various awards. NOTE: nominations are due to Military and Family Support Center NLT 28 Mar 2016.

### Purpose:

1. To recognize and honor outstanding volunteers, families, Units/Commands, and community/nonprofit agencies which enhance the quality of life at Joint Base Pearl Harbor-Hickam.
2. To enhance the visibility of volunteers and the important services they provide to JBPHH/local communities.

### Award Categories:

#### 1. Volunteer Family of the Year.

- o Eligibility. Nominees must be a family of an active duty member who is assigned to JBPHH, Headquarters PACAF, COMPACFLT or tenant agency physically located in Hawaii. Families are able to provide their volunteer community service individually or as a collective group.
- o Award Period. 1 January through 31 December 2015.
- o Volunteer service must be performed in the JBPHH and/or local communities. Services must be on a voluntary basis (outside of regular work and school hours) and cannot be part of a tasking. Volunteer service must be significant in character, produce tangible results, and reflect favorably on the United States military.

#### 2. Volunteer Spouse of the Year.

- o Eligibility. Nominees must be a spouse of an active duty member who is assigned to JBPHH, Headquarters PACAF, COMPACFLT or tenant agency physically located in Hawaii.
- o Award Period. 1 January through 31 December 2015.
- o Volunteer service must be performed in the JBPHH and/or local communities. Services must be on a voluntary basis (outside of regular work hours) and cannot be part of a tasking. Volunteer service must be significant in character, produce tangible results, and reflect favorably on the United States military.

#### 3. Volunteer Youth of the Year.

- o Eligibility. Nominees must be a son or daughter of an active duty member who is assigned to JBPHH, Headquarters PACAF, COMPACFLT or tenant agency physically located in Hawaii.
- o Award Period. 1 January through 31 December 2015.
- o Volunteer service must be performed in the JBPHH and/or local communities. Services must be on a voluntary basis (outside of regular work and school hours). Volunteer service must be significant in character, produce tangible results, and reflect favorably on the United States military.

4. Volunteer Command/Unit/ Directorate of the Year.

- o Eligibility. Commands/Directorates must be assigned to JBPHH, Headquarters PACAF, or tenant agency physically located in Hawaii. They must complete attachment 3 and provide their members' information and volunteer hours.
- o Award Period. 1 January through 31 December 2015
- o Volunteer service must be performed in JBPHH and/or local communities. Services must be on a voluntary basis (outside of regular work hours) and cannot be part of a tasking.

5. Volunteer Community/Nonprofit Agency of the Year.

- o Eligibility. Nominees must be a community/nonprofit agency that provide services and programs which enhance the quality of life of personnel assigned to the JBPHH, Headquarters PACAF, or tenant agency physically located in Hawaii.
- o Award Period. 1 January through 31 December 2015

6. JBPHH Community Volunteer of the Year.

- o Eligibility. Nominees must have no direct affiliation with JBPHH and perform their volunteer service within the JBPHH community in Hawaii.
- o Award period: 1 January through 31 December 2015
- o Volunteer services must be on a voluntary basis (outside of regular work hours) and cannot be part of a tasking. Volunteer service must be significant in character, produce tangible results, and reflect favorably on the United States military.

### Nomination Process:

1. Commands/Units/ community/nonprofit agencies may submit nominations for these awards. Samples of the nomination format are provided at Attachments 1 through 3.
2. All nominations (with the exception of the Volunteer Command/Unit/ Directorate of the Year) must be limited to one page (10-12 point font), and signed by the Commander or Agency Head. Three legible copies, are due to the Military and Family Support Center (4827 Bougainville Drive), or emailed to MFSCHawaii@navy.mil by COB 28 Mar 2016.

### Selection Board:

1. Nominations will be reviewed by a board selected by the Military and Family Support Center (MFSC) Site Manager who will also serve as the board chairperson.
2. The board chairperson will preside over and provide guidance to board members regarding the selection criteria, scoring methods, and other relevant issues. All board members will review and score the nominations, and determine the winner for each award category.

### Recognition Ceremony:

1. The recognition ceremony will be held on 26 April from 1400 to 1530 at the Hickam Officer's Club Lanai. The JBPHH CO will present awards to all nominees and winners.
2. RSVP for the ceremony NLT 13 April 2016 on GreatLifeHawaii.com (MFSC Class Calendar). For further information regarding the ceremony or the nomination process please call Susan Hodge at 474-0086 or Janice Crawley at 474-0088.

## **Attachment 1**

### **AWARD NOMINATION FORMAT (Limited to one page; 10-12 point font)**

(Date)

MEMORANDUM FOR Military and Family Support Center

FROM: (Command or Community/Nonprofit Agency)

SUBJECT: (Volunteer Family of the Year), (Volunteer Spouse of the Year),  
(Volunteer Youth of the Year), or (JBPHH Community Volunteer of  
the Year)

1. Command or Community/Nonprofit Agency Supervisor's Name, duty phone number, and e-mail address
2. (Volunteer's Name) or (Family Members' Names for the Volunteer Family of the Year Award) is/are nominated for the (Air Force Volunteer Excellence Award), (Volunteer Family of the Year), (Volunteer Spouse of the Year), (Volunteer Youth of the Year), or (JBPHH Community Volunteer of the Year)
3. Sponsor's name, branch of service, rank, Command, duty phone number, and e-mail address
4. Brief description of volunteer work and scope of responsibility (20 points):
5. Significant accomplishments achieved during the award period (50 points):
6. Number of hours donated by the volunteer, family, or Command/directorate during the award period (10 points):
7. Impact the volunteer, family, or Command/directorate had on the morale and welfare of the JBPHH and/or local communities (20 points):

(Signature of the Command  
Commander or Agency Head)

## **Attachment 2**

### **AWARD NOMINATION FORMAT (Limited to one page; 10-12 point font)**

(Date)

MEMORANDUM FOR Military and Family Support Center

FROM: (Community/Nonprofit Agency)

SUBJECT: Volunteer Community/Nonprofit Agency of the Year

1. Community/Nonprofit Agency POC, duty phone number, and e-mail address
2. (Name of Community/Nonprofit Agency) is nominated for the Volunteer Community/Nonprofit Agency of the Year.
3. Brief description of services and programs, which enhanced the quality of life of our JBPHH personnel assigned to JBPHH, Headquarters PACAF, or tenant agency physically located in Hawaii (25 points):
4. Significant quality of life enhancements and/or accomplishments, and their impact on the morale and welfare of our JBPHH personnel (75 points):

(Signature of the Agency Head)

**VOLUNTEER COMMAND/UNIT/DIRECTORATE OF THE YEAR**  
**HOURS FOR CY 13**

**POC:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

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