

**USAG Rheinland-Pfalz
2025 (CY2024)**

**Volunteer of the Year
Nomination Packet**



***We Salute You: “Shining a light on our
Volunteers”***

Important Dates and Locations:

How to submit Nomination Packets: via email to:

usarmy.rheinland-pfalz.id-europe.mbx.garrison-acs@army.mil

Deadline for Volunteer of the Year Nominations: **7 February 2025**

Volunteer of the Year Recognition Ceremony:

Date: 25 April 2025

Time: 1800 – 2000

Rehearsal: 1700 on 25 Apr 2025

Location: The Armstrong's Club, Vogelweh Housing

For additional information, please call the Army Volunteer Corps Coordinator at

DSN: 541-9000, 531-2850 or CIV: 0611-143-531-2850 , 0611-143-541-9000

2025 (CY2024) USAG RHEINLAND-PFALZ VOLUNTEER RECOGNITION CEREMONY

PURPOSE:

The Annual Volunteer Recognition Ceremony identifies the outstanding contributions of the volunteers in United States Army Garrison (USAG) Rheinland-Pfalz and distinguishes those volunteers who have contributed innovative and exemplary service. The Volunteer of the Year Awards (VOYA) honor 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 January and 31 December 2024. 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.

RECOMMENDATION:

Organizations, agencies, and units should ensure monthly and quarterly awards and/or recognition for volunteers (Military and Civilian) are performed internally. For the myriad of awards available and ideas on ways to recognize volunteers within an organization, please contact the Army Volunteer Coordinator (AVC) at CIV: 0611-143-541-9000 or 0611-143-531-2850.

VOLUNTEER STATUS:

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:

Medical, dental, nursing, or other health-care related programs.

Museum or natural resources program.

Programs providing services to members of the armed forces and their Families to include:

- * Family support programs.
- * Child development and youth programs.
- * Library and education programs.
- * Religious programs.
- * Housing referral programs.
- * Employment assistance to assist spouses of such members.

Morale, welfare, and recreation programs, to the extent not covered within 10 USC S1588, S1491.

- * Member of a funeral honors detail under section 10 USC 1491.

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.

REGISTRATION AND HOUR DOCUMENTATION:

(1) 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 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.

(2) 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.

AWARD CATEGORIES

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 Rheinland-Pfalz 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. Each organization may nominate up to one (1) volunteer from each Volunteer of the Year category (Youth, Teen, Single Soldier, Military, DoD Civilian, Family Member)

(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 Rheinland-Pfalz Community and cannot fall within the normal duty day.

1C. The Volunteer of the Year Nomination form and volunteer photo must be forwarded to the AVC NLT 7 February 2025 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 January and 31 December 2024.

(2) DoD 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 Rheinland-Pfalz Community.

2C. The Volunteer of the Year Nomination form and volunteer photo must be forwarded to the AVC NLT 7 February 2025 for review by the VOYA selection committee.

2D. DoD Civilian nominee must be registered in VMIS and have certified hours for volunteer service performed between 1 January and 31 December 2024.

(3) SINGLE SOLDIER VOLUNTEER OF THE YEAR:

3A. Nominees in this category must be a Single Soldier Active, Reserve, or National Guard ID card holder.

3B. Volunteer service made a significant impact on the USAG Rheinland-Pfalz Community and cannot fall within the normal duty day.

3C. The Volunteer of the Year Nomination form and volunteer photo must be forwarded to the AVC NLT 7 February 2025 for review by the VOYA selection committee.

3D. Single Soldier nominee must be registered in VMIS and have certified hours for volunteer service performed between 1 January and 31 December 2024.

(4) 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 Rheinland-Pfalz Community.

4C. The Volunteer of the Year Nomination form and volunteer photo must be forwarded to the AVC NLT 7 February 2025 for review by the VOYA selection committee.

4D. Adult Family member nominee must be registered in VMIS and have certified hours for volunteer service performed between 1 January and 31 December 2024.

(5) YOUTH VOLUNTEER OF THE YEAR (8th Grade and below):

5A. Nominees in this category are civilian ID card holders 8th Grade and below.

5B. Volunteer service made a significant impact on the USAG Rheinland-Pfalz Community.

5C. The Volunteer of the Year Nomination form and volunteer photo must be completed and forwarded to the AVC NLT 7 February 2025 for review by the VOYA selection committee.

5D. Youth nominees must be registered in VMIS, with parental permission, and have certified hours for volunteer service performed between 1 January and 31 December 2024.

5E. Statutory Youth Volunteers must have a signed DA 5671.

5F. Private Organization Youth Volunteers must adhere to the youth volunteer policy of the organization.

(6) TEEN VOLUNTEER OF THE YEAR AWARD (9th – 12th Grade)

6A. Nominees in this category are civilian ID card holders in 9th – 12th Grades.

6B. Volunteer service made a significant impact on the USAG Rheinland-Pfalz Community.

6C. The Volunteer of the Year Nomination form and volunteer photo must be

completed and forwarded to the AVC NLT 7 February 2025 for review by the VOYA selection committee.

6D. Teen nominees must be registered in VMIS, with parental permission, and have certified hours for volunteer service performed between 1 January and 31 December 2024.

6E. Statutory Youth Volunteers must have a signed DA 5671.

6F. Private Organization Youth Volunteers must adhere to the youth volunteer policy of the organization.

NOMINATION RECOMMENDATIONS

Interview your volunteer nominee. It is an 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.

(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.

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

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

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.

Define unique characteristics.

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

Highlight extraordinary accomplishments.

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.

USAG RHEINLAND-PFALZ VOLUNTEER OF THE YEAR NOMINATION
INSTRUCTIONS: PLEASE FILL OUT THE FOLLOING INFORMATION – MUST BE
TYPED!

AWARD PERIOD: 1 January – 31 December 2024

CATEGORY: Title of award you are submitting the volunteer for – Single Soldier,
Military, DoD Civilian, Youth, Teen or Family Member

RANK/NAME OF NOMINEE: No rank required for civilians.

HOURS VOLUNTEERED: Number of hours between 1 January and 31 December
2024. (Please note that Volunteer hours are real time hours, not value hours. For
example, teaching a 1 hour class to 30 students is equivalent to 1 volunteer hour, not
30).

NOMINEE'S TELEPHONE: Volunteer's duty (DSN) and home phone numbers

UNIT/OFFICE SYMBOL/STREET ADDRESS /STATE/ZIP CODE: Only if applicable
VOLUNTEER'S MAILING ADDRESS

RANK/NAME OF UNIT COMMANDER/TELEPHONE: Only if applicable

AWARD HISTORY: List any previous volunteer awards that the nominee has
received in the past.

NOMINATOR INFORMATION: First and last name of nominator

TITLE/POSITION: No rank required for civilians

EMAIL/PHONE NUMBER: Good email and contact phone numbers

NOMINATING AGENCY/UNIT: Name of organization that is nominating the
volunteer

ALTERNATE POC/PHONE NUMBER: Good contact phone number

NOMINEE INTRODUCTION: Two sentences to describe reason for nomination.
Include

the volunteer's name and volunteer organization.

VOLUNTEER ACTIVITIES/ACCOMPLISHMENTS: Use the headings listed below
for all nominees. The VOYA selection committee will use the following point
structure in their selection process. All information in the narrative should be typed,
single spaced in bullet format, not to exceed one page. Include any other
organizations the nominee volunteers for.

Description and Scope of Duties (5 pts)

Impact of volunteer's activities on the Rheinland-Pfalz community (10 pts)

Demonstrated performance (15 pts)

Impact of volunteer's activities on the Organization (10 pts)

USAG RHEINLAND-PFALZ 2025 VOY NOMINATION FORM

1. CATEGORY: Military <input type="checkbox"/> DoD Civilian <input type="checkbox"/> Teen <input type="checkbox"/> Adult FM <input type="checkbox"/> Youth <input type="checkbox"/> Single Soldier <input type="checkbox"/>	
2. RANK/NAME OF NOMINEE: (First, Middle, Last)	3. HOURS VOLUNTEERED: (See Nomination Instructions)
4. NOMINEE'S TELEPHONE: (DSN and/or CIV)	5. NOMINEE'S MAILING ADDRESS: (CMR BOX and APO)
6. RANK/NAME OF UNIT COMMANDER / TELEPHONE / EMAIL: (Only if applicable)	
7. AWARD HISTORY: (List any previous volunteer awards that the nominee has received in the past)	
8. RANK/NAME OF NOMINATOR: (First, Middle, Last)	9. NOMINATOR'S POSITION:
10. NOMINATORS TELEPHONE & EMAIL: (DSN and/or CIV)	11. ORGANIZATION/UNIT:
12. ALTERNATE POC/CONTACT INFORMATION:	
NOMINATIONS ARE DUE NO LATER THAN 7 February 2024	FOR OFFICE USE:

13. NOMINEE INTRODUCTION: Two sentences to describe reason for nomination.
Please do not include the volunteer's name on this page.

14. NOMINEE ACTIVITIES/ACCOMPLISHMENTS:

a. DESCRIPTION AND SCOPE OF DUTIES (5 pts):

b. IMPACT OF VOLUNTEER'S ACTIVITIES ON THE COMMUNITY (10 pts):

c. DEMONSTRATED PERFORMANCE (15 pts):

d. IMPACT OF VOLUNTEER'S ACTIVITIES ON THE ORGANIZATION (10 pts):

FOR OFFICE USE:

SELECTION COMMITTEE NOTES:

SCORE: