

**Joint Base Elmendorf-Richardson  
Quarterly Volunteer Nomination Form**

TIMEFRAME	CATEGORY
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<input checked="" type="checkbox"/> Quarterly  <input type="checkbox"/> 1st <i>Jan-Mar</i>	<input type="checkbox"/> Active Duty    Rank: _____  <input type="checkbox"/> Adult Family Member <input type="checkbox"/> DoD Civilian <input type="checkbox"/> Retiree
<input type="checkbox"/> 2nd <i>Apr-Jun</i>	
<input type="checkbox"/> 3rd <i>Jul-Sep</i>	
<input type="checkbox"/> 4th <i>Oct-Dec</i>	

**The person being nominated for the award:**

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Nominee: \_\_\_\_\_ Title or Rank: \_\_\_\_\_

Cell/Home/Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Unit/Agency where they volunteered: \_\_\_\_\_

**Family Information: (If applicable)**

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Spouse's name: \_\_\_\_\_ Title or Rank (if applicable): \_\_\_\_\_

Cell/Home/Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

**The person submitting this form:**

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Nominator: \_\_\_\_\_ Title or Rank: \_\_\_\_\_

Cell/Home/Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Unit/Agency: \_\_\_\_\_

**Concurrence from Unit Commander / Agency Director / Supervisor / Private Organization President, etc: (This section is recommended as a courtesy to the command group. But is not necessarily mandatory to submit a nomination unless your command requires it.)**

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Commander/Director: \_\_\_\_\_ Title or Rank: \_\_\_\_\_

Cell/Home/Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Unit/Agency: \_\_\_\_\_

On the next page or a separate attachment, describe the volunteer's performed contributions that were outstanding in a sustained, direct and consequential nature either in our military or local civilian communities within the commuting distance to JBER. The volunteer service write-up must demonstrate impact, be significant and relevant, produce tangible results and reflect

Submissions for Volunteer of the Quarter nominations must be received by the JBER VC no later than COB on the 5<sup>th</sup> of the month following the end of the previous quarter.

**Quarterly Volunteer Nomination Form  
(Continuation Sheet)**

favorably on the military community (on or off base). Finally, as best as possible, list any other unit/agency where the nominee has volunteered.

**Volunteer's Service Write-up:** (The write-up may not exceed 2,500 characters including spaces and any headings (narrative style) or no more than 30 single line bullets, using Times New Roman or Arial, 12pt font)

**Other Unit/Agency volunteered for:**

Unit/Agency	Volunteer Position Title	Hours contributed during the previous quarter

**Total number of hours Volunteered:** \_\_\_\_\_

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