



# Joint Base Elmendorf-Richardson

## Annual Volunteer Recognition Ceremony

### Nomination Packet



## Program

1. The Joint Base Elmendorf - Richardson Volunteer Recognition Ceremony is an annual event which recognizes the exemplary achievement in volunteer service to the JBER Community. The event is hosted by the JBER Installation Commander with Senior Leadership receiving an invitation. JBER will recognize the outstanding dedication and service by volunteers who have provided volunteer service for the period of 1 January – 31 December 2025. All nominees within the JBER community expound selfless service as demonstrated by their accomplishments, impact of service, and personal merit.
2. Each Command Unit and volunteer agency or group of agencies may conduct a Volunteer(s) of the Year (VoY) selection process to determine its Volunteer(s) of the Year in any or all the following categories below. The VoY Award Nomination Packets will be submitted on the **Annual Volunteer of the Year Nomination Form (Attached)**. Packets for each VoY category must be submitted to the JBER Volunteer Coordinator (JVC) **NLT COB 13 Mar 2026** to be included in the award selection process. The VoY packets must be signed by either the commander or supervisor of that squadron, unit or organization to verify hours of service.

## VoY categories and criteria

- (1) Military VoY – Active Duty and/or Active Guard/Reserve
  - (2) Civilian VoY – DoD Civilian or Retiree and/or Key Spouse or Soldier Family Readiness Group (SFRG) member such as the SFRG Leader, Treasurer, Key Caller, or a military spouse volunteering in any capacity.
  - (3) Group VoY – Any Organization serving JBER, or Unit operating on or off JBER
  - (4) Youth VoY – 18 and under living with military parent(s) or guardian
  - (5) Family VoY – 2 or more persons from the same household
3. The Volunteer Excellence Award (VEA) will be awarded to federal civilians, family members, military retirees, and federal retirees who have performed outstanding volunteer community service of a **sustained, direct, and consequential nature**, and who have been nominated by their supervisor in the form of a memorandum or by the agency for which they donated their service.
    - o Submitted on the **AF Form 1 206 Volunteer Excellence Award (Attached)**
    - o Nomination packet for VEA must be submitted to the JVC by **COB 13 Mar 2026**.
  4. **All members must be registered in VMIS, located on the VMIS site on armyfamilywebportal.com or submit a completed Volunteer Name and Hours Spread Sheet for the period of 1 Jan-31 - Dec 2025. The spread sheet must be verified by Chain of Command or a supervisor and submitted with the completed nomination form NLT 13 Mar 2026.**

## Nomination Instructions:

1. Each organization is allowed to submit one nomination packet for a volunteer in each of the five (5) award categories, if applicable.
2. Nominations must include the following:

- a. Volunteer service record obtained from VMIS or Volunteer Name & Hours Spread Sheet, verified by chain of command or supervisor.
- b. Information on specific volunteer service in sufficient detail to identify nature.
- c. Any volunteer service in the area(s) outside of the nominating unit, organization, or agency.
- d. Point of contact for nomination.
- e. Current phone number and email address of nominee *and* person nominating.
- f. Summary of accomplishments or contributions to include:
  - (1) Impact on organization.
  - (2) What makes the accomplishment of nominees more significant than others?
  - (3) Nominee's special skills, qualities, and/or leadership.
  - (4) Any relevant accomplishment, awards or honors nominee achieved.
  - (5) Hours logged for **1 JAN – 31 DEC 25**

3. Completed nomination packages must be ***signed by the commander***

***or supervisor*** and emailed to: [673FSS.FSFR.FamilyPrograms@us.af.mil](mailto:673FSS.FSFR.FamilyPrograms@us.af.mil)

**NLT 1700hrs on 13 Mar 2026.**

**Nomination Criteria:**

1. Nominating organization must be an approved organization in the Volunteer Management Information System (VMIS) in [armyfamilywebportal.com](http://armyfamilywebportal.com) database or by Unit Command. All selected volunteers must agree to accept the award and confirm attendance at the JBER Annual Volunteer Recognition Ceremony (AVRC) on **22 April 2026 (TBD)** or notify their chain of command or supervisor **and** the JBER Volunteer Coordinator if they cannot attend. They may have someone, to include in their chain of command, accept the award in their absence.
2. All nominations must be submitted and approved by the chain of command or supervisor for the nominating organization.
3. The nominated volunteer may be youth (under 18), Active-Duty Military Member, Military Family Member, DoD Civilian, Veteran or Retiree who distinguished themselves by providing either superior short-term or sustained service (in one or more units, agency, or organizations) which significantly impacted the quality of life of Soldiers, Civilian employees, retirees, and Family Members of the JBER Community.
4. Volunteer Excellence Award (VEA) nomination instructions attached.

- All nominees must be registered in VMIS or have an updated volunteer log with hours certified during the period of 1 Jan through 31 Dec 25. The nomination is not solely dependent on the number of hours served, although hours are required to be recorded. **Award Packets submitted without volunteer hour logs will be returned and will not be submitted to the Selection Panel.**

**Please Note:**

- From each of the five categories, one person from the list of nominees will be selected by members of an independent selection panel not directly affiliated with MFRC/ACS or the nominated volunteers.
- All nominees will be notified by the JBER Volunteer Coordinator (JVC) informing them that they were nominated for one of the five categories of Volunteer of the Year. Each nominee will receive a personal invitation to the Annual Volunteer Recognition Ceremony.
- The Volunteer of the Year in each of the five categories will be announced at the 2025 JBER Annual Volunteer Recognition Ceremony, **22 April 2026 (TBD)**.

**Table 1 – Important Dates**

| Event   | Date                      | Time      | Location   |
|---|---------------------------|-----------|--|
| Nomination packets submitted to the JVC at the corresponding email address.       | NLT 13 Mar 2026           | 1700      | <a href="mailto:673FSS.FSFR.FamilyPrograms@us.af.mil">673FSS.FSFR.FamilyPrograms@us.af.mil</a><br>Or<br><a href="mailto:sherry.worthy@us.af.mil">sherry.worthy@us.af.mil</a> |
| VOY Screening and Selection by Panel, VEA by Installation Command.                | 18-25 March 2025          |           | Independently  |
| Volunteer Recognition Ceremony (Leadership may determine an alternate date/time). | <b>22 April 2026, TBD</b> | 1630-1800 | AWEC, Susitna Room:<br>- Social Reception 1630<br>- Ceremony begins 1700   |
| AVRC Invitations sent out by JVC (Attendance by invitation only).                 | 30 Mar - 6 Apr 2025       | NA        | Via email  |

**ENCLOSURE LIST:**

- Volunteer of the Year and Volunteer Excellence Award Nomination Form
- AF form 1206 VEA Nomination Form
- Guidance on Volunteer Excellence Award
- AF Volunteer Name and Hours Spreadsheet
- Tips for Writing a Winning Nomination (attached to this packet)

## Tips for Writing a Winning Nomination

Writing a winning nomination doesn't have to be an overwhelming task. To help you we have compiled a few helpful tips that will get you started and ensure that your nominee is presented in their best light.

### First things first.

- 1. Read the nomination format carefully and be sure to include all required elements.** Each piece of information requested in the form provides guidance to our Selection Panel and you do not want to omit anything that will help them to understand the contributions of your nominee.
- 2. Remember that the panel is reading multiple nominations** and is looking for specific information. Too much information can be as harmful as too little.
- 3. Well-written nominations are appealing to the panel.**
  - a. Write short sentences that are concise and give specific details.
  - b. Support what you have to say with observation and fact.
  - c. Avoid praising adjectives. List the most important information in the first few sentences and then elaborate as necessary.
  - d. Proofread your work and then ask others (in your chain of command is helpful) to review it for errors or to make suggestions.
- 4. Follow the instructions** in the nomination format, and be sure to include the cover sheet, suggested citation, and all required information.
- 5.** Nomination packets are submitted to the Selection Panel electronically.

### Tips/Information to Include.

- 1. Volunteer Activities Performed:**  
Describe the types of activities and services that your nominee provides. Include the special talents and skills that are a major contributor to their success and impact as a volunteer.
- 2. Organizations Served and Time Given:**  
Include the organizations where services occurred and the number of hours that the nominee has volunteered.
- 3. Overall Impact:**  
Describe how the nominee's work had a significant impact on others or the community. Were they influential or inspirational? What did they do to affect change?
- 4. Obstacles Overcome:**  
Were there any challenges in the life of the nominee that motivated them to volunteer? If yes, tell how they overcame these obstacles as they relate to their volunteer activities.
- 5. Other Relevant Information:**  
Describe information not included in the other sections. Write about special contributions, how the volunteer went above and beyond the call of duty, or any other information that you believe sets your nominee apart.
- 6. Use Numerical Measures:**  
Use dollar amounts for fundraisers, numbers for groups, and include volunteer hours.
- 7. Use the Volunteer's Name Only Once!**  
After that, refer to the volunteer as this volunteer, he, she, her, his, etc.

## **Let's get started.**

- 1. Interview with your nominee: this is acceptable practice to ensure you have all the information you need.** Most people are flattered to be nominated.
  - a. Ask all the questions you need and listen to information you can use to support your own thoughts and ideas.
  - b. If permitted by the nominee, contact people who work for and with them.
  - c. Gather as much information as possible. Be accurate and write down specific examples that will reinforce why you believe the volunteer(s) deserve recognition.
  
- 2. Focus your program first as the one that most exemplifies the nominee's work.** Provide detail explaining the program or services, then describe the nominee's other volunteer work or leadership positions as they rank in importance.

## **Time to start writing.**

- 1. 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 your nominee.
  
- 2. Provide the panel with complete information** about the nominees and organization that they volunteer for. It is important to tell the nominee's story as you would to a stranger.
  
- 3. Describe unique characteristics** that are more than just what a great or nice person this nominee is. Choose one or two qualities that make this person truly outstanding and then give specific examples (i.e. listening, teambuilding, collaboration, creativity, and professionalism).
  
- 4. 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.
  
- 5. Verify all the information on the form.** Winning nominations are checked carefully to verify all information that is submitted for accuracy.
  
- 6. That's it!** Turn it in!

For more information, contact Sherry Worthy at [sherry.worthy@us.af.mil](mailto:sherry.worthy@us.af.mil)