



# National Guard Volunteer Awards Program

FY  
2019

The National Guard Family Program recognizes the importance of volunteers as valuable contributors to the Family Program mission. Volunteers serve by giving freely of their time and talents, providing services, resources, or by sharing their skills to benefit Service members and their families. As a most precious resource, volunteers are acknowledged through a national volunteer recognition program.

The National Guard Volunteer Awards Program was established in 2008 by NG-J1 Family Program as a way to thank and honor volunteers who, by their demonstrated commitment and example, inspire others to engage in volunteer service. It is designed to promote superior performance among all volunteers throughout the National Guard and recognize outstanding contributions made by statutory volunteers and organizations.

The FY2019 Volunteer Awards nomination submission period will be from 1 August to 15 September 2019. The Volunteer Training Team (VTT) will do a blind review of the nominations and select recipients for awards in seven (7) categories with a total of eighteen (18) award recipients. The performance period, except for the Gold Award, will be for the fiscal year (1 October 2018 to 30 September 2019). The Gold Award is based on longevity, thus encompasses the entire National Guard volunteer's service time.

Award recipients must be active statutory volunteers who positively represents National Guard Family Program and enhances the quality of life of Service members and families, either directly or indirectly. Statutory volunteers are authorized by federal statute (10 USC 1588); require an executed DD Form 2793 (Volunteer Agreement); and serve in a designated volunteer position in direct support of the National Guard Family Program.

## **1. Eligibility Criteria:**

- a. Must be a statutory volunteer in good standing for the National Guard (Joint, Army, or Air) and have an executed DD Form 2793, Volunteer Agreement, on file.
- b. Must have been a statutory volunteer for a minimum of one year, except for Gold award which requires a minimum of 5 years.
- c. May be an appropriated funds or non-appropriated funds statutory volunteer.
- d. Self-nominations are not accepted.
- e. Service members are not eligible, except for inclusion as a family member nominee for the "National Guard Family of the Year Award." One member of the family must be a statutory volunteer.
- f. National Guard Family Program paid personnel are not eligible.

- g. Nomination is fully completed, to include name and contact info for nominator and a minimum of one (1) reference. A reference is someone who can corroborate the accomplishments of the volunteer nominated. Incomplete nominations will not be considered.
- h. Volunteer activities documented in submitted nomination must comply with all Department of Defense (DoD), National Guard, and Service-specific regulations and policies.
- i. Must meet the criteria outlined for award category being nominated per para 3.
- j. A statutory volunteer who has been an award recipient in the previous five years is not eligible for consideration in the award category to which he/she had previously won.
- k. Nominations must be submitted during the open nomination period. Nomination before or after the announced nomination period will not be accepted.
- l. Nominations may be submitted for the same volunteer for multiple award categories, if eligibility criteria for each award category are met. Upon the completion of rating, if volunteer is selected as “winner” for more than one award category, the volunteer will receive only one award - the highest based on order of precedence in para 3.
- m. The “Community Purple Award” must be a group, organization, or business; nominations for an individual are not accepted for this award category. Any nomination that only consists of an individual’s name will not be considered. Nominee does not have to be a statutory volunteer for the Community Purple Award.

## **2. Award Nomination and Selection Procedures:**

- a. Any member of a state, territory, or district may nominate a National Guard statutory volunteer, a family, group, and/or organization for applicable awards by completing the online nomination form (see para 8 for overview of information required for award submission).
- b. The nomination input forms are located on the Joint Services Support (JSS) portal at: <https://www.jointservicessupport.org/Survey/Default.aspx>. They are listed by type of award. Each award has a separate nomination input form. Each award nomination input form has slightly different questions based on the criteria of the award. Award criteria is listed in para 3.
- c. Open nomination period will commence at 00:01am ET on 1 August 2019 and will close at 11:59pm ET on 15 September 2019. Nominations submitted outside of this timeframe will not be accepted. Once open nomination period closes corrections and additional information will not be accepted or added to existing submissions. No exceptions.

- d. Nominations will be reviewed by the Volunteer Program Manager (PM) to ensure completeness of nomination and eligibility criteria is met.
- e. The VTT will review acceptable nominations using a blind review process and rate recipients based on the established award rating form. Ratings will be conducted by each entity independently and without collusion. All rating forms must be received by NG-J1-FP NLT 8 November 2019.
- f. The Volunteer PM will tally results and identify all award category winners.
- g. Once all award category winners are identified, they will be sent to the State Family Program Director (SFPD) of the nominees' state for review and approval. SFPDs will ensure they are a statutory volunteer with a executed DD Form 2793 on file; meets eligibility criteria; are in good standing; and are not a Service member (except for the National Guard Family of the Year award category) or a Family Program paid staff member; and have not won the award in the last five (5) years. SFPDs will also verify name(s) to be engraved on awards. It is up to the SFPD to coordinate with their State's ANG POCs, if the winner is from the Air National Guard.
- h. The NG-J1 will announce award winners in a military memorandum sent via email to all SFPDs and state J1/J9s in January 2020.
- i. NGB will send the award plaque in February 2020 to the SFPD for presentation at an appropriate venue of the state's choosing.

### **3. FY2019 National Guard Family Program Volunteer Awards, in order of precedence:**

- a. National Guard Family of the Year Award – Presented to one Army Guard and one Air Guard Family (consists of 2 or more immediate family members) that shows outstanding and exceptional service to the National Guard Family Program as a collective. (2 recipients) Nomination URL: [www.jointservicessupport.org/S/30H652](http://www.jointservicessupport.org/S/30H652)
- b. The Gold Award – Presented to an adult volunteer showing long-term (5 or more years as a statutory volunteer supporting Family Programs), consistent, and dedicated support to volunteering with the National Guard Family Program and within their community. Nominations will include all accomplishments from their 5+ years of service. (1 recipient) Nomination URL: [www.jointservicessupport.org/S/63Y821](http://www.jointservicessupport.org/S/63Y821)
- c. Youth Volunteer Award – Presented to a National Guard youth (15-17 years old) volunteer who exhibits exemplary commitment to and support of the National Guard Family Program and/or Youth Program, their school, and community. (1 recipient) Nomination URL: [www.jointservicessupport.org/S/95M968](http://www.jointservicessupport.org/S/95M968)

d. Extra Mile Award – Presented to one Army Guard and one Air Guard retiree who distinguishes themselves with outstanding and exceptional service to the National Guard Family Program by continuing to serve the National Guard through their volunteer efforts. (2 recipients) Nomination URL:

[www.jointservicessupport.org/S/97W355](http://www.jointservicessupport.org/S/97W355)

e. Youth Development Volunteer Award – Presented to an adult volunteer who has made a significant impact in the development and support of the National Guard Youth Program. (1 recipient) Nomination URL:

[www.jointservicessupport.org/S/41X014](http://www.jointservicessupport.org/S/41X014)

f. Regional Volunteer of the Year Award – Presented to one adult volunteer from each of the ten (10) regions who shows outstanding and exceptional service to the National Guard Family Program. (10 recipients) Nomination URL:

[www.jointservicessupport.org/S/79O465](http://www.jointservicessupport.org/S/79O465)

g. Family Program Community Purple Award - Presented to a community group, organization, or business that best exemplifies the true meaning of the “purple” concept within the National Guard Family Program by working with and/or supporting both Army and Air National Guard activities, Service members, and/or families. (1 recipient) Nomination URL:

[www.jointservicessupport.org/S/40D016](http://www.jointservicessupport.org/S/40D016)

## 4. Regional Map

This regional map will be used to determine what states fall into what regions for the purposes of nominating a volunteer for “Regional Volunteer of the Year” award.



**5. Tips for Success:**

a. All responses to nomination questions will be answered in short bullet format, i.e., one or two statements per field. Long narrative format will no longer be used.

b. Do **not** use the nominee's name in narrative section. Use **"Him/Her" or "He/She"**. This assists NGB-J1-FP with the blind ratings process, since all names must be removed from nominations prior to rating to ensure nominations are anonymous.

c. List detailed examples of National Guard Family Program and/or Youth Program support activities (e.g., holiday parties, homecoming activities, ceremonies, family day, leadership roles, etc.) during the fiscal year.

d. Describe how the nominee has made a positive impact for the National Guard. Use numbers, cost savings, timeframes, or examples within bullets.

e. Quality is appreciated more than quantity. Well-written and documented comments increases the likelihood of a positive outcome.

f. Avoid the use of special characters at the beginning or within the nomination, whenever possible. Do **not** use a ● or a - in front of comments or use " " or ' ' within the nomination. Our online nomination system is unable to process symbols.

g. Consider writing and saving comments for volunteer accomplishments in a word-processing document and then "copy-and-paste" them into the online nomination form. See enclosure 1-7 for template of nomination input forms that can be used to "draft" your nomination.

h. The nomination must be completed at one sitting. There is no way to save the nomination and come back later to complete or add additional information. Once survey is started it will create a nomination record. If all mandatory fields in the survey are not completed, the nomination will be considered incomplete and nomination record deleted.

**6. Disqualification: Nominations will be disqualified if:**

a. Incomplete and/or non-verifiable information is on nomination.

b. Incomplete or lack of nominee and nominator information.

c. Incomplete or lack of a minimum of one reference to include reference's contact information.

- d. An executed DD Form 2793, Volunteer Agreement, is not on file in the state.
- e. Has less than 1 year serving as a statutory volunteer. Appointment date is determined by execution date on DD Form 2793.
- f. Any nominations received before 1 August 2019 or after 15 September 2019.
- g. Any nominee that is a Service member (except for the “National Guard Family of the Year” award) or family program staff member.

## 7. Awards Processing Timeline:

- a. Email notification to SFPDs, to include this booklet: 15-19 Jul 2019
- b. Marketing information sent out to registered users of JSS and through other marketing methods: 1 August – 15 September 2019
- c. Award nomination period opens in JSS: 00:01am ET, 1 August 2019
- d. Award nomination period closes in JSS: 11:59pm ET, 15 September 2019
- e. Independent rating of eligible nominations by VTT, A1, & G1: 1 October – 8 November 2019
- f. Tally ratings to identify award winners: 12-15 December 2019
- g. Verification of winners with SFPDs, to include ensuring winner meets eligibility criteria, is SPFD approved, and verification of winner(s) name(s) for engraving: 18 November 2019 – 13 December 2019
- h. NG-J1 award winner notification letter sent to all SFPDs: 7-10 January 2020
- i. Awards plaque sent to SFPD: Early February 2020
- j. Award presentation to winner at an appropriate state venue: As determined by winner’s state. National Volunteer Appreciation Week is 19-25 April 2020.

**8. Awards Nomination Input Form.** Most nomination input forms consists of the following information (except for the “Family Program Community Purple Award” which focuses on community service):

- a. Nominee's region and state (see para 7 for regional map).
- b. Nominee's name, email address, and daytime phone number.
- c. Nominator's name, email address, and daytime phone number.
- d. Reference's name, email address, and daytime phone number.
- e. The number of years of volunteer service with the National Guard.
- f. The total number of volunteer hours performed during fiscal year (FY) (Actual or Estimated).
- g. Volunteer position title(s) (allows up to 3).
- h. National Guard training attended during FY.
- i. Volunteer accomplishment comments (1-2 sentences per field) (allows up to 12).
- j. National Guard leadership, mentoring, and guidance bullets (allows up to 3).
- k. Number of statutory Volunteers recruited.
- l. Nominator's personal endorsement statement.
- m. Nominator's statement of accuracy (Yes or No).

**9. National Guard Volunteer Awards Point of Contact at NGB-J1-FP:**

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