



MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
IKE SKELTON TRAINING SITE
2302 MILITIA DRIVE
JEFFERSON CITY, MISSOURI 65101-1203

S: 11 March 2016

NGMO-FWS-F

27 January 2016

MEMORANDUM FOR DISTRIBUTION A & D

SUBJECT: Missouri National Guard State Family Program Volunteer Awards

1. The Missouri National Guard (MONG) State Family Program Volunteer Awards is designed to demonstrate appreciation and recognition to MONG State Family Program volunteers, unit commanders, and unit members for significant achievement and service. The awards will be presented during the Annual Volunteer Workshop in April 2016.

2. All personnel involved in volunteer work supporting the MONG State Family Program and whose contribution benefits morale, cohesion, and quality-of-life are eligible for award nomination. Paid State Family Program staff personnel are not eligible for these awards. Military personnel are only eligible for the Family Readiness Liaison (FRL) and Outstanding Commander of the Year Awards. Award nominations must be submitted no later than **11 March 2016**.

3. Annual Awards.

a. The Adjutant General's Spirit Award. This award is presented to two individuals; an officer Family Member and a non-commissioned officer (NCO) Family Member who have met the requirements as listed on Enclosure 1. As a MONG volunteer, these individuals must demonstrate how their efforts positively impacted and enhanced the MONG's image in the local community. Volunteers must be endorsed by their unit and battalion/wing commanders. The volunteer must have 500 hours of documented volunteer service to the MONG with their time recorded in Activity Tracking on www.jointservicessupport.org (JSS). Submit Enclosures 1-4 for nomination.

b. Non-Commissioned Officer (NCO) Spouse / Family Member Award for Excellence. This award is presented to the spouse/Family Member who demonstrated leadership, compassion, selfless service, loyalty, enthusiasm and timeless dedication in support of the MONG State Family Readiness Program. Volunteers must be endorsed by their unit and battalion/wing commanders. Submit Enclosures 1-4 for nomination.

NGMO-FWS-F

SUBJECT: Missouri National Guard State Family Program Volunteer Awards

c. Family Readiness Program Volunteer of the Year Award – Army (1) and Air (1). This award is presented to recognize the selfless dedication and commitment of individuals who volunteer above and beyond their assigned duties. This individual has “gone the extra mile” or done that “extra thing” that makes the Family Readiness Group (FRG) a better and more efficient group. The Family Readiness Program Volunteer of the Year Award recognizes individuals who take on multiple responsibilities and whose services benefit the MONG and the State Family Program. There is one Army Guard and one Air Guard volunteer recognized each year. Each senior command/wing is allowed to nominate one volunteer per company-size element. Submit Enclosures 1-4 for nomination.

d. Family Readiness Group (FRG) of the Year. This award is presented to the FRG who demonstrates the spirit of teamwork by recruiting volunteers and working well with their community as a group. They have developed a working relationship with the command team in order to continuously provide service to Service Members and Family Members. Volunteers must be endorsed by their unit and battalion/wing commanders. Submit Enclosures 1-4 for nomination.

e. Family Readiness Liaison (FRL) of the Year. This award is presented to the Service Member who consistently displayed outstanding leadership by acting as a liaison between the State Family Program Office (SFPO) and the command. The Service Member must be endorsed by their unit and battalion/wing commanders. Submit Enclosures 1-4 for nomination.

f. Outstanding Commander of the Year. This award is presented to one MONG commander who contributed significantly to the MONG State Family Program. Commander must be endorsed by the next highest ranking commander. Submit Enclosures 1-4 for nomination.

4. Volunteer Appreciation Awards. Nomination is not required for this award, it is based off the hours reported in JSS from 1 January 2015 through 31 December 2015. The 2015 volunteers hours must be entered into JSS by 29 February 2016.

a. Volunteer Hour Awards. This award is presented to volunteers who made a significant, noticeable, and positive impact to the MONG, State Family Program, or FRG. This individual surpassed expectations and has done so in a manner which distinguishes them from their peers.

(1) Certificate of Appreciation Award: Has 1-50 volunteer hours in JSS for 2015.

(2) Impact Award: Has 51-100 volunteer hours in JSS for 2015.

NGMO-FWS-F

SUBJECT: Missouri National Guard State Family Program Volunteer Awards

- (3) Spirit Award: Has 101-200 volunteer hours in JSS for 2015.
- (4) Patriot Award: Has 201-500 volunteer hours in JSS for 2015.
- (5) Pinnacle Award. Has 501 or more volunteer hours in JSS for 2015.

b. Volunteer Years of Service Awards. Based on validated years of service, this award is for volunteers who give of themselves unselfishly year after year.

- (1) The Bronze Service Award is for five or more years of service.
- (2) The Silver Service Award is for ten or more years of service.
- (3) The Gold Service Award is for fifteen or more years of service.

5. The Point of Contact is Kay Calton, State Family Program Director, at 573-638-9891 or by email at kay.calton.civ@mail.mil.

FOR THE ADJUTANT GENERAL:



CHRISTOPHER W. MICKAN
LTC, GS, MOARNG
Chief, Family and Warrior Support Division

4 Encls

1. Volunteer Awards Checklist
2. Volunteer Award Nomination Form
3. Volunteer Agreement, DD Form 2793
4. Letter of Recommendation Sample

VOLUNTEER AWARDS CHECKLIST

The Adjutant General's Spirit Award

- _____ The volunteer must have a signed appointment memorandum.
- _____ The volunteer must have an Operation Ready Certificate on file at the State Family Program Office (SFPO).
- _____ The volunteer must have a signed Volunteer Service Confidentiality Agreement. A copy of this form is maintained in the Family Readiness Group (FRG) Orientation Handbook.
- _____ The volunteer must have a signed Volunteer Agreement Form (DD Form 2793) on file with the SFPO.
- _____ The volunteer must have an active Joint Services Support (JSS) account.
- _____ Has the volunteer showed the range and depth of FRG activities they have participated in and/or started? On the enclosed Letter of Recommendation, state how the volunteer has shown range and depth in FRG activities.
- _____ Has the volunteer been instrumental in forming FRGs and/or enlisting Family members to participate in unit Family activities? On the enclosed Letter of Recommendation, state how the volunteer has been instrumental in forming FRGs and/or enlisting Family member participation.
- _____ Does the volunteer demonstrate outstanding capability to cope with strains of deployments and help others do the same? On the enclosed Letter of Recommendation, state how the volunteer demonstrated an outstanding capability to assist others during deployment or other times of separation.
- _____ Has the volunteer provided inspiration and motivated others? Please complete the essay portion of the Award Nomination Form.
- _____ Does the volunteer have at least 500 hours of documented volunteer service to the Missouri National Guard (MONG) with their time recorded in Activity Tracking on JSS? Either the volunteer or the MACOM FRSA can print the hours log from JSS.

VOLUNTEER AWARDS CHECKLIST

Non-Commissioned Officer (NCO) Spouse / Family Member Award for Excellence

- _____ The volunteer must have a signed appointment memorandum.
- _____ The volunteer must have an Operation Ready Certificate on file at the SFPO.
- _____ The volunteer must have a signed Volunteer Service Confidentiality Agreement. A copy of this form is maintained in the FRG Orientation Handbook.
- _____ The volunteer must have a signed Volunteer Agreement Form (DD Form 2793) on file with the SFPO.
- _____ The volunteer must have an active JSS account.
- _____ Has the volunteer demonstrated leadership through hands-on involvement with Families? On the enclosed Letter of Recommendation, state how the volunteer demonstrated hands-on involvement with the Families.
- _____ Has the volunteer provided inspiration and motivated others? Please complete the essay portion of the Award Nomination Form.

VOLUNTEER AWARDS CHECKLIST

Family Readiness Program Volunteer of the Year Award – Army (1) and Air (1)

- _____ The volunteer must have a signed appointment memorandum.
- _____ The volunteer must have an Operation Ready Certificate on file at the SFPO.
- _____ The volunteer must have a signed Volunteer Service Confidentiality Agreement. A copy of this form is maintained in the FRG Orientation Handbook.
- _____ The volunteer must have a signed Volunteer Agreement Form (DD Form 2793) on file with the SFPO.
- _____ The volunteer must have an active JSS account.
- _____ Has the volunteer inspired and motivated other volunteers through his/her spirit and dedication to the mission of the Family Program? On the enclosed Letter of Recommendation, give details on how the volunteer has inspired and motivated other volunteers.
- _____ Has the volunteer demonstrated not only individual accomplishments, but also worked effectively as a team with unit staff and other volunteers? On the enclosed Letter of Recommendation, give examples of how the volunteer has demonstrated individual and team accomplishments.
- _____ Has the volunteer demonstrated skills that set the individual apart from the average volunteer through professional disposition and the ability to lead, recruit, and retain volunteers? On the enclosed Letter of Recommendation, state how the volunteer has shown professionalism through his/her leadership.
- _____ Has the volunteer effectively planned, developed, coordinated, and executed activities that positively impact, represent, and exceed the scope of duties and responsibilities that are outlined in the job description for the volunteer assigned role? On the enclosed Letter of Recommendation, state how the volunteer has effectively gone above and beyond their duties and responsibilities as a volunteer.

VOLUNTEER AWARDS CHECKLIST

Family Readiness Group (FRG) of the Year

- _____ The volunteer must have a signed appointment memorandum.
- _____ The volunteer must have an Operation Ready Certificate on file at the SFPO.
- _____ The volunteer must have a signed Volunteer Service Confidentiality Agreement. A copy of this form is maintained in the FRG Orientation Handbook.
- _____ The volunteer must have a signed Volunteer Agreement Form (DD Form 2793) on file with the SFPO.
- _____ The volunteer must have an active JSS account.
- _____ Has the FRG leader and volunteer's demonstrated outstanding support of military Families by providing and disseminating information to Soldiers/Family members? On the enclosed Letter of Recommendation, list times the FRG has supported military Families and the group's procedure in disseminating information to Soldiers and Family members.
- _____ Has the FRG leader and volunteer served as an active participant or coordinator in unit activities, which include Family Day, Soldier/Family briefings, pre- and post-deployment events, and holiday events? On the enclosed Letter of Recommendation, include all events the FRG has participated in or coordinated in the past 12 months.

VOLUNTEER AWARDS CHECKLIST

Family Readiness Liaison (FRL) of the Year

- _____ The FRL must have a signed appointment memorandum.
- _____ The FRL must have an Operation Ready Certificate on file at the SFPO.
- _____ Does the FRL provide timely information about new Soldiers and their Family members to the unit FRG volunteers? On the enclosed Letter of Recommendation, give details on the course of action the FRL uses to keep the FRG volunteers updated with Family information.
- _____ Does the FRL assist in planning Family Readiness Program activities by providing the unit FRG volunteers with information about the unit's training schedule? On the enclosed Letter of Recommendation, provide information on how the FRL assisted the FRG in planning activities in accordance with the unit's training schedule.
- _____ Does the FRL inform the commander of volunteers and activities to be recognized and supported? On the enclosed Letter of Recommendation, state how the FRL has kept the Commander informed on FRG volunteers and activities.
- _____ Has the FRL maintained a good working relationship with the unit FRG volunteers? On the enclosed Letter of Recommendation, state how the FRL has maintained a working relationship with the FRG volunteers.

VOLUNTEER AWARDS CHECKLIST

Outstanding Commander of the Year

- _____ The Commander must have an Operation Ready Certificate on file at the SFPO.

- _____ Did the Commander ensure an annual Family Readiness briefing was conducted in compliance with the governing regulation? On the enclosed Letter of Recommendation, include when the brief was conducted, targeted audience, topics briefed on, and name of presenters.

- _____ Is a Family Sponsorship Program in place? On the enclosed Letter of Recommendation, include details of the Family Sponsorship Program. Include information given to the Soldiers and Families, POC for the program, and how the sponsorship is conducted.

- _____ Has the Commander supported and encouraged unit FRG representatives and others who work on unit FRG activities. On the enclosed Letter of Recommendation, give details on how the commander supported and encouraged the FRG and activities.

- _____ Has the Commander promoted the FRG program as an ambassador? On the enclosed Letter of Recommendation, give details on how the Commander has promoted the FRG.

MISSOURI NATIONAL GUARD STATE FAMILY PROGRAM
VOLUNTEER AWARD NOMINATION FORM

Nominations must be submitted by **11 March 2016**

Nominee: Individual Group

Nominee/Group Name:

(Full Name of Individual/Group)

Address:

(Complete Address, City, State and Zip)

Unit:

(Unit Company Name/Wing)

POC:

(Contact Person for Nominee/Group)

Award Nomination: *Select category for which the individual or group is being nominated.*

- The Adjutant General's Spirit Award*
- Non Commissioned Officer (NCO) Spouse/Family Member Award for Excellence*
- Family Readiness Program Volunteer of the Year Award – Army (1) and Air (1)*
- Family Readiness Group (FRG) of the Year Award*
- Family Readiness Liaison (FRL) of the Year Award*
- Outstanding Commander of the Year Award*

Essay: *Illustrate in a brief essay why this nominee should be considered for this award.*

**MISSOURI NATIONAL GUARD STATE FAMILY PROGRAM
VOLUNTEER AWARD NOMINATION FORM**

Activities/Events: *List activities or events the individual or group has participated in or has organized. Specify the activities and how involved the individual or group was in the details. (Examples: Unit Mobilizations, unit SRPs, demobilization, award ceremonies, etc.)*

Activity/Event: _____ **Date:** _____
Details: _____

List additional activities/events on page 3 if needed ~ Optional

Length of years of volunteer service dedicated to the Missouri National Guard State Family Program:

Supporting Documents - Identify below supporting documents included in this Nomination Packet

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Nomination Form (4 pages) | * Required for All Awards |
| <input type="checkbox"/> | Unit FRG Appointment Letter | * Required for Family Readiness Group Award |
| <input type="checkbox"/> | Sample FRG Newsletter | * Required for Family Readiness Group Award |
| <input type="checkbox"/> | Appointment Letter | * Required for all awards except Outstanding Commander |
| <input type="checkbox"/> | Activity Tracker (Hours) | * Required for All Civilian Volunteer Awards – MACOM FRSSAs can pull these hours from JSS |
| <input type="checkbox"/> | Commander's Letter of Recommendation | * Required for All Awards |
| <input type="checkbox"/> | Extracts of Volunteer Portfolio | *Optional |
| <input type="checkbox"/> | Other: Suggestions would be newsletters, pictures, reports, public service announcements, certificates, or newspaper articles. | |

MISSOURI NATIONAL GUARD STATE FAMILY PROGRAM
VOLUNTEER AWARD NOMINATION FORM

List additional activities/events, ~ Optional

Activity/Event: _____ Date: _____

Details: _____

Note: Please make additional copies of this page for listing additional activities/events.

MISSOURI NATIONAL GUARD STATE FAMILY PROGRAM
VOLUNTEER AWARD NOMINATION FORM

Nominator Name:

Address:

Title:

Unit:

Phone:

Signature:

Award Nomination Packets may be sent via email or mail to the address below. Packets must be received no later than **11 March 2016**.

Kay Calton
State Family Program Director
Missouri National Guard

Family and Warrior Support Division
2405 Logistics Rd.
Jefferson City MO 65101
Office: 573-638-9891
BB: 573-645-9418

kay.calton.civ@mail.mil

VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES

NONAPPROPRIATED FUND INSTRUMENTALITIES

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>		2. YEAR OF BIRTH
3. INSTALLATION	4. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
5. PROGRAM WHERE SERVICE OCCURS	6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES		

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

9. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
10.a. TYPED NAME OF ACCEPTING OFFICIAL Kay Calton State Family Program Director	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

11. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)
12.a. TYPED NAME OF ACCEPTING OFFICIAL Kay Calton State Family Program Director	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

13. AMOUNT OF VOLUNTEER TIME DONATED				14. SIGNATURE	15. TERMINATION DATE (YYYYMMDD)
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS		
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>				b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

Adobe Professional 3.0



MISSOURI NATIONAL GUARD
UNIT
ADDRESS LINE 1
ADDRESS LINE 2 WITH ZIP

OFFICE SYMBOL

Date

MEMORANDUM FOR RECORD

SUBJECT: Letter of Recommendation for the Missouri National Guard State Family Program Volunteer Awards

1. Volunteer X has demonstrated to be an exemplified example as a MONG volunteer, through his/her efforts in positively impacting and enhancing the MONG's image in the local community.
2. Volunteer X has shown the range and depth of Family Readiness Group (FRG) activities they have participated in and/or started. (State here activities the volunteer participated in.)
3. Volunteer X has also been instrumental in forming FRGs and/or enlisting Family members to participate in unit Family activities. (State here how the volunteer was instrumental and enlisted Family member participation.)
4. Additionally, Volunteer X has demonstrated an outstanding capability to cope with strains of deployments and help others do the same. (State here how the volunteer has demonstrated an outstanding capability to cope with separations and helped other to do the same.)
5. Volunteer X has positively impacted and enhanced and proven to be a valuable asset to this company's Soldiers, Families and command team through his/her selfless dedication. I am honored to nominate Volunteer X for the (name of the award, i.e., Adjutant General's Spirit Award).
6. The Point of contact is (POC and phone number here).

COMMANDER'S NAME
CPT, BRANCH, MOARNG
Commanding