

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
Joint Base Lewis-McChord, Washington 98433-9500

JBLM Regulation
No. 672-3

2 August 2018

Decorations, Awards and Honors
COMMUNITY VOLUNTEER SERVICE AWARDS PROGRAM

1. **PURPOSE.** The Joint Base Lewis-McChord (JBLM) Community Volunteer Service Awards Program was established to provide the command a means of recognizing personnel in the community who have contributed significantly to noteworthy JBLM community volunteer activities.

2. **APPLICABILITY.** The provisions of this regulation are applicable to all JBLM and Madigan Healthcare System organizations and activities.

a. It does not change or supersede other directives on volunteer award programs currently applicable to a particular activity, e.g., awards JBLM presents to American Red Cross (ARC) volunteers under the provisions of this regulation will be in addition to and exclusive of any awards ARC may present for volunteer service.

b. Nominees for these awards are restricted to those who have accomplished their volunteer service within the confines of the JBLM community and its organizations. Examples of community activities include, but are not limited to the following:

- American Red Cross
- Boy Scouts
- Child & Youth Services
- Directorate of Personnel & Family Readiness
- Family Readiness Groups
- Girl Scouts
- Health Services Auxiliary
- Lewis Community Spouses' Club
- Museums
- Parent & Teacher Associations
- Post Chapels
- Retirement Services

*This regulation supersedes FL Reg 672-3, dated 16 November 2012

Santa's Castle
Thrift Shops

3. REFERENCES.

- a. AR 600-8-22, Military Awards, 25 June 2015.
- b. AR 672-20, Incentive Awards, 1 April 2014.
- c. DA Form 7013, Certificate of Appreciation (General), August 1991.
- d. DA Form 7012, Certificate of Appreciation for Patriotic Civilian Service, August 1991.
- e. DA Form 5231, Commander's Award for Public Service, September 1983.
- f. DA Form 7017, Department of the Army Outstanding Civilian Service Medal, August 1991.

4. POLICY.

a. It is appropriate to recognize individuals who have voluntarily contributed their time and efforts toward improving the quality of life on JBLM. Volunteers provide dedicated services to numerous organizations and greatly benefit the entire community. When volunteers have accumulated the specified hours of service described herein, recommendations for Community Service Awards should be submitted. Community Service Awards are not to be used as "departure gifts", but should be submitted in a timely manner for volunteer service performed.

b. Nominees for any special award of recognition must have earned the award and should not be recognized solely by position in the community, such as the Commander's spouse, Command Sergeant Major's spouse, etc.

c. In order for JBLM volunteers to be able to receive the awards listed below, they must be registered with the Volunteer Management Information System (VMIS) and have submitted their volunteer hours.

d. Military volunteers are authorized awards listed in para 5a, b, and c below. For sustained outstanding volunteer service, military personnel are authorized the Military Outstanding Volunteer Service Medal (MOVSM). The Installation Volunteer Corps (IVC) Program Manager will furnish volunteer data of military personnel to their unit

commander for consideration on the MOVSM award if the military volunteer is a registered JBLM volunteer and has been submitting their hours.

5. TYPES OF AWARDS AND CRITERIA.

a. Army Volunteer Corps pin, awarded at the appropriate directorate or agency level. Available to all registered military or civilian volunteers.

b. I Corps (America's Corps) Volunteer Pin, awarded at the appropriate directorate or agency level. Military or civilian volunteer must have contributed a total of 50 hours of volunteer service.

c. Memorandum of Appreciation signed at the appropriate directorate or agency level. Military or civilian volunteer must have contributed a total of 250 hours of volunteer service.

d. Certificate of Appreciation (DA Form 7013) signed by the JB Garrison Commander. Civilian volunteer must have contributed a total of 500 hours of volunteer service.

e. Certificate of Appreciation for Patriotic Civilian Service (DA Form 7012) signed by the Garrison Commander. Civilian volunteer must have contributed a total of 1,000 hours of volunteer service.

f. Commander's Award for Public Service (DA Form 5231) signed by the Garrison Commander. Civilian volunteer must have contributed a total of 2,000 hours of volunteer service. Individuals should have received awards 5c-e above before being nominated for this award.

g. The Commanding General's Superior Citizen Service Award signed by the Commanding General. Civilian volunteer must have contributed a total of 3,000 hours of volunteer service. Individuals should have received awards 5c-f above before being nominated for this award.

h. Department of the Army Outstanding Civilian Service Medal (DA Form 7017) signed by the Commanding General per AR 672-20. Civilian volunteer must have contributed a total of 5,000 hours of volunteer service. Individuals must have received awards at 5c-g above before being nominated for this award.

i. Commander's Certificate signed by the Commanding General. May be awarded to active, retired service members, civilian employees and family members that

contribute significantly (including volunteer service) to the benefit or well being of JBLM and its members.

j. Athletic youth team coaches will receive a maximum credit of 70 hours volunteer service for each team they coach. Volunteers can coach with more than one sport on a seasonal basis, in this case they will be awarded 70 hours for each sport they coach, e.g.; basketball, football, and baseball equals 210 hours.

6. NOMINATION PROCEDURES.

a. Nominations may be submitted to the Directorate of Personnel & Family Readiness (DPFR), MS 20, ATTN: FRC, IVC. Hours are cumulative, by year. A separate recommendation will be submitted for each Community Volunteer Service Award. Recommendations will be completed in accordance with APPENDIX.

b. Total number of volunteer hours, length of time as volunteer, and list of organizations that the volunteer has contributed volunteer service to will be included with each award recommendation.

c. In the event a volunteer has not contributed sufficient hours in one agency to qualify for an award but has a total number of hours in two or more agencies to sufficiently qualify for an award, the award recommendation will be written to include those volunteer agencies. The IVC office can provide an agency with the total number of hours volunteered for an individual and the agencies where they volunteer, if that information has been recorded in the volunteer's VMIS account.

7. RESPONSIBILITIES.

a. DFFR is responsible for:

(1) Administration of the Community Volunteer Service Awards Program.

(2) Processing recommendations and preparation of all award certificates in a timely manner.

(3) Arranging for an appropriate command representative to be present and/or participate in the presentation of the volunteer award upon request.

b. Organizations that have volunteers are responsible for:

(1) Ensuring that all volunteers are registered with VMIS.

(2) Ensuring that an effective volunteer recognition/awards program is implemented for their organization.

(3) Ensuring that volunteers have applied/submitted their application for volunteer position(s) and are recording their volunteer contributions in VMIS.

(IMLM-PRL, 253-967-2324)



NICOLE M. LUCAS
COL, LG
Commanding

APPENDIX – Sample Nomination for Community Volunteer Service Award

DISTRIBUTION:
B, C, D

APPENDIX

SAMPLE NOMINATION FOR COMMUNITY VOLUNTEER SERVICE AWARD

MEMORANDUM FOR Installation Volunteer Corps Program Manager, ATTN:
Directorate of Personnel & Family Readiness (DPFR), MS 20, ATTN: FRC, IVC, Joint Base
Lewis-McChord, Washington 98433-9500

SUBJECT: Nomination for Community Volunteer Service Award

1. AWARD: (State the type of award)

2. Name of Nominee:	Jane Doe
Volunteer Organization(s):	Thrift Shop, Santa's Castle
Length of time as a volunteer:	2 years, 1 month
Total number of hours volunteered:	575

3. Mrs. Doe is nominated for recognition for her contribution of over 500 hours of volunteer service to the Thrift Shop and Santa's Castle. She is now eligible to receive the above mentioned award.

4. Proposed citation:

For outstanding volunteer service and contributions to the Joint Base Lewis-McChord community. She has given freely of her time and expertise to the Thrift Shop and Santa's Castle. Mrs. Doe's dedication and commitment have had a positive impact on the quality of life for families, and reflect great credit upon her and the volunteer corps of Joint Base Lewis-McChord.

Signature of Organization Official