



2025 U.S. Army Garrison Daegu Installation
Volunteer Recognition Ceremony
Information Packet

ACS-Army Volunteer Corps
(315) 763-4419
Last Updated: 16 Jan 2025



OVERVIEW

Volunteers play an essential role in installation programs that affect Soldier, Family, organization, and installation readiness. Recognition for volunteer service not only fosters retention but also promotes continued volunteer program development.

The annual U.S. Army Garrison Daegu (USAG Daegu) Installation Volunteer Recognition Ceremony is an event to recognize exemplary achievement in volunteer service to the Area IV community. This year's ceremony will recognize individuals in the following six categories: Active Duty, Family Member, Sports Coach, DA Civilian/Invited Contractor, Youth (Under 18 years old), and Korean National with the Overall USAG Daegu Volunteer of the Year being derived from the six previous categories mentioned.

VOLUNTEER STATUS

A. **Statutory Volunteers.** Federal statute, 10 USC S1588, gives the Department of Defense (DoD) authority to accept certain voluntary services. When properly registered and working under a written position description, volunteers are covered under the Worker's Compensation Act and the Federal Tort Claims Act. Authorized programs include, but are not limited to, the following:

- (1) Medical, dental, nursing, or other health-care related programs.
- (2) Museum or natural resources program.
- (3) Programs providing services to members of the armed forces and their Families to include:
 - (a) Family support programs.
 - (b) Child development and youth programs.
 - (c) Library and education programs.
 - (d) Religious programs.
 - (e) Housing referral programs.
 - (f) Employment assistance to assist spouses of such members.
 - (g) Morale, welfare, and recreation programs, to the extent not covered within 10 USC S1588, S1491.
 - (h) Member of a funeral honors detail under section 10 USC 1491.

B. **Private Organization Volunteers.** Private organizations are self-sustaining, non-Federal entities, which are operated on Army/Department of Defense (DoD) installations, such as the Spouses Clubs, Scouting America, etc. Volunteers participating in activities sponsored by these organizations, regardless of whether the activity directly supports an installation event, are the responsibility of the sponsoring organization, including all associated liability.

REGISTRATION AND HOUR DOCUMENTATION

A. **Statutory volunteers.** All statutory volunteers must be registered at the installation level with the AVCC office using the Department of Army's web-based tracking system, the Volunteer Management Information System (VMIS). The system is available at www.armyfamilywebportal.com. In addition to the web-based registration, a Department of Defense (DD) Form 2793, Volunteer Agreement for Appropriated Fund Activities or

Nonappropriated Fund Instrumentalities must be completed for each statutory activity. Youth volunteers (under 18) must also be registered in the VMIS. A parent/guardian must sign the DA Form 5671, Parental Permission Form. The original copy of the DA 2793 must be kept in the unit/organization files. A copy of the DA 2793 Form is to be provided to the volunteer prior to volunteer service.

B. Private organization volunteers. Authorized private organization volunteers do not qualify for benefits as outlined under the federal statute, therefore do not complete DD Form 2793. Volunteers are strongly encouraged to participate in VMIS for the purpose of recruitment, recordkeeping, and recognition. Participation in VMIS will facilitate inclusion of authorized PO volunteers in installation awards and recognition ceremonies.

ADDITIONAL GUIDANCE

1. **Interview** your volunteer nominee. It is an acceptable practice to ensure you have all the information you need.

- a. Ask all the questions you need to and listen for information you can use to support your own thoughts and ideas.
- b. If permitted by the volunteer 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 deserves recognition.

2. **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 nominee.

3. **Provide** the unit's selection committee with complete information about the nominee and organization that they volunteer with. It is important to tell the nominee's story as you would to a stranger.

4. **Describe** unique specific characteristics to avoid being generic. Choose one or two qualities that make this person truly outstanding and then give specific examples (e.g. listening, teambuilding, collaboration, creativity, and professionalism).

5. Nominees who have **initiated** a program that addresses a community problem or provides a needed service should be spotlighted. Be sure to include examples of how the program had an impact and what results were achieved. Describe the amount of time and resources used on the activity or service.

6. **Verify** all information on the form. Selected nominations are checked carefully to verify all information that is submitted.

INSTRUCTIONS FOR SUBMISSIONS

1. All volunteers, to include youth volunteers, **must be officially REGISTERED in the VMIS**. Complete registration includes a current **DD 2793** (Volunteer Agreement Form) for each **statutory position**, and a **DA 5671** (Parental Permission Form) for youth volunteers. The DD 2793 and DA 5671 (if applicable) must be uploaded into VMIS for verification purposes. Volunteers must have current documented and certified hours in the system to be nominated. Nominating officials must verify that volunteer is current on registration and volunteer hours are certified prior to submission.
2. DoD Civilians, Active Duty Military, and contract employees are eligible for these awards as long as the volunteer service is not connected to their paid duties or conducted during their duty day.
3. **A volunteer must be nominated by an individual who has direct knowledge of the volunteer service. Self-nominations will not be accepted. Nominees can be nominated in only one category.**
4. All volunteer recognition nominations are due NLT 1600 on 14 March 2025.
5. Packets can be digitally sent to Amanda Verrillo at Amanda.c.verrillo.civ@army.mil
6. Incomplete nominations will be returned without action. Point of contact for this Information Packet is Amanda Verrillo, Community Services Program Manager, at (315) 763-4419, email: Amanda.c.verrillo.civ@army.mil.



USAG DAEGU VOLUNTEER OF THE YEAR 2025

Information entered on this nomination form covers the period from 1 JAN 2024 to 31 DEC 2024.

SUBMISSION DEADLINE 4:00PM, FRIDAY, 14 MAR 2025

Any organization or community member at large can submit a nomination. There is no limit on the number of nominations. The nominee does not need to be the individual who contributed the most hours, but rather the volunteer who has added significant or unique value to the community. **Nominee cannot be submitted for more than ONE category.**

Nominee's volunteer service must have been certified in VMIS at <https://vmis.armyfamilywebportal.com>.

Nominee documents are printed based upon this form – Please TYPE or PRINT LEGIBLY and VERIFY SPELLING

NOMINEE'S INFORMATION

PLEASE ENSURE INFORMATION IS COMPLETE AND ACCURATE TO ENSURE NOMINEE CAN BE CONTACTED

Nominee's Name *(as it should appear on a certificate)* _____

Mailing address _____

Phone _____ Email _____

Arrival date to Korea (MM/YYYY) _____ Departure date from Korea (MM/YYYY) _____

Please check ONE that applies:

- Active Duty Military
 Family Member
 Sports Coach
 Youth (Under 18)
 Civilian
 KN

VOLUNTEERING DETAILS

Volunteer Organization Name _____

Nominee's Position _____

Nominee's start date with Volunteer Organization (MM/YYYY) _____

Total hours contributed in nomination period _____

Location where Nominee performs volunteer service _____

List all organizations for which Nominee volunteers _____

List all awards Nominee received during nomination period _____

NOMINATOR'S INFORMATION

Nominator's Name _____ Rank/Grade _____

Unit/Organization _____ Title/Position _____

Email _____ Phone _____

**PLEASE DO NOT INCLUDE THE NOMINEE'S NAME, REFER TO THEM AS "NOMINEE" INSTEAD.
PLEASE DO NOT EXCEED SPACE ALLOCATED BELOW.**

What is the description of the position the Nominee holds or what tasks does the Nominee perform for your organization?

Provide examples of the Nominee's outstanding accomplishments to the agency or organization they served. Highlight leadership, dedication, or unique contributions that set them apart from others.

Describe how the Nominee's service has impacted the USAG Daegu community. How have their efforts improved quality of life or created lasting positive change?

NOMINATOR'S SIGNATURE _____ DATE _____

Thank you for nominating a member of our community!

PLEASE COMPLETE AND EMAIL THIS NOMINATION FORM TO amanda.c.verrillo.civ@army.mil with
Subject Line: 2025 VOY Submission

**NOMINATIONS SUBMISSION DEADLINE
4:00PM, FRIDAY, 14 MAR 2025**