

Information Paper

SUBJECT: 2019 Fort Bragg Family of the Year Nominations

1. Purpose. To provide information on the above subject.
2. Facts. Each November, as part of Military Family Month, Fort Bragg Army Community Service (ACS) facilitates the acceptance of nominations and selection of a Fort Bragg Family of the Year.
3. Discussion. The 2019 Fort Bragg Family of the Year award criteria is outlined below:

(1) Any Family assigned to Fort Bragg may be nominated for this award (all tenant units to include Forces Command, Reserve Command and Pope Field).

(2) Family must have **minimum one year** remaining at Fort Bragg prior to PCS/ETS date. This allows Families to participate in events and other activities as the Family of the Year throughout the following year.

(3) Each nomination must be submitted on the designated form and each question answered in detail. The information provided must reflect the activities of the Family, their cohesiveness as a Family, and their contributions to the unit as well as the community. The responses may be in paragraph or bullet format. **DO NOT INCLUDE THE FAMILY NAME OR UNIT IN THE INFORMATION/RESPONSES PROVIDED.**

(4) Nomination forms must include all of the following information:

- (a) Name of Family being nominated (to include first names/ages of all Family members);
- (b) Family address;
- (c) Family home phone number;
- (d) Family e-mail address (if applicable);
- (e) Unit Soldier is assigned to;
- (f) Commander's name, phone number and email address;
- (g) **BATTALION/BRIGADE COMMANDER ENDORSEMENT MEMO - validating nomination of the Family, and ensuring awareness by the Commander of the nominees within his/her chain of command.**

(5) All nominations must be typed.

(6) Nominations must be signed and dated by the individual writing the justification, along with contact information. This enables us to contact the individual with first-hand knowledge of the write-up if there are any questions.

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(7) To ensure receipt and all information is correct/complete, nominations **WILL NOT** be accepted via email/fax.

(8) **ANY NOMINATION SUBMITTED WITH INCOMPLETE INFORMATION/RESPONSES WILL BE RETURNED WITHOUT ACTION.**

(8) A local records check through the Military Police as well as domestic violence/child abuse/neglect screening will be requested through the Family Advocacy Program for ALL nominated Families.

(9) Written nominations will be reviewed by an independent panel consisting of community members who work closely with Families, i.e. chaplain, Command Sergeant Major, Senior Spouse, etc. and scored based on specific criteria established for this award. The five Families with the highest score on the written justification will be interviewed by a second panel, consisting of different panel members. The interview score will determine the winning Family.

(10) The awards are presented by the XVIII Airborne Corps Commanding General or his designee in late November or early December (based upon calendar availability), usually in conjunction with the annual Christmas Tree Lighting event.

(11) Commercial sponsorship is not a guarantee, therefore prizes may be limited to donations through the Directorate of Family and Morale, Welfare and Recreation (DFMWR) Marketing office.

(12) Nominations must be submitted to ACS (main desk or Installation Volunteer Services) by close of business on the established deadline each year. **For the 2019 award, nominations will be accepted beginning 3 Sep and will close 25 Oct.** The written nomination review panel will **tentatively** meet the week of 4 Nov; the second panel will conduct interviews the week of 12 Nov. (*Please note that 11 Nov is a federal holiday.*)

4. Unit/Command Activities. Unit commanders are encouraged to host Family activities during the month of November to acknowledge the dedication and support their Families have exhibited over the past year.

5. The points of contact for the Fort Bragg Family of the Year nominations are Alice Stephens, 910-396-2458, email at alice.d.stephens.civ@mail.mil; or Catherine Mansfield, 910-396-8194, email at catherine.m.mansfield.civ@mail.mil

**FORT BRAGG FAMILY OF THE YEAR 2019
Nomination Form**

ALL REQUESTED INFORMATION BELOW IS REQUIRED!!

Last Name of Family _____

List All Family Members (to include Soldier)
(use another sheet if needed)

Age

Soldier Name _____

N/A _____

Spouse Name _____

N/A _____

Child _____

Child _____

Child _____

Child _____

**if more room is need, please add another page*

Family Mailing Address _____

City _____ **State** _____ **Zip** _____

Family Primary Phone Number (may be cell number) _____

Family Email Address _____

Rank of Soldier _____ **Soldier Unit** _____

Estimated PCS/ETS Date _____

Name of Individual Writing Nomination _____

Relationship to the Nominee (friend, supervisor, CO, 1SG, etc.) _____

Phone Number _____ **Email Address** _____

***Commander's Printed Name/Rank** _____

***Must be O-5 Commander or Above**

Commander's Phone Number _____

Commander's Email Address _____

Commander's Signature _____

PLEASE ANSWER THE QUESTIONS BELOW ON A SEPARATE SHEET.

2019 – NO OTHER FORM ACCEPTED!

EACH OF THE QUESTIONS BELOW MUST BE RESPONDED TO **SEPARATELY** – EACH WITH CLEARLY DEFINED ANSWERS. Submission **MUST** be typed – handwritten nominations will be returned.

HELPFUL HINTS FOR THE WRITTEN NOMINATION:

- **PLAN AHEAD – DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT THE NOMINATION! If something is incomplete, you will NOT be given the chance to correct it!**
- **Nominations should only be submitted for those Families who meet the criteria for recognition as the Family of the Year. There is no “per unit” requirement, therefore only those truly deserving should be submitted.**
- **Answers must provide specific details about the Family as a whole.**
- **Please avoid generalizations such as “great, dedicated and special,” etc. unless you provide specific information to describe what exactly makes them “great, dedicated, and special.”**
- **Ensure the focus is on the ENTIRE FAMILY, not just the individual activities/accomplishments of the spouse, the Soldier, or the children.**
- **Keep it honest and straightforward – avoid too much “fluff.”**
- **Volunteer service is only a small part of what is considered – ensure your write-up includes how they bond as a Family, things they do together, how they interact, etc.**
- **Use words that create a clear picture – the more the review panel can “visualize” about the Family, the more effective the nomination will be.**
- **DO NOT USE THE NAME(S) OF THE FAMILY/FAMILY MEMBERS/UNIT IN THE WRITE UP.**

QUESTIONS #1 & #2 MUST BE ANSWERED BY THE NOMINATED FAMILY.

- 1) Describe some of the activities you share as a Family and how it affects your daily lives.
- 2) If you could describe your Family using ONE word, what would that word be and why.

QUESTIONS #3 & #4 MUST BE ANSWERED BY THE NOMINATOR.

- 3) From your perspective, provide a minimum of 3 and maximum of 5 qualities/ characteristics that this Family has exhibited each of these over the past year and how this has impacted the unit/Family.
- 4) Please provide a list of organizations/activities in which the Family has been involved over the past year (can include both Fort Bragg and the local community).

Date Received _____ ACS Staff Member _____