

Information Paper

SUBJECT: 2023 Fort Liberty 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 Liberty Army Community Service (ACS) facilitates the acceptance of nominations and selection of a Fort Liberty Family of the Year.
3. Discussion. The 2023 Fort Liberty Family of the Year award criteria is outlined below:
 - a. Any Family **assigned to Fort Liberty** may be nominated for this award. This includes all tenant units to include Forces Command, Reserve Command, United States Army Special Operations Command, Joint Special Operations Command and Pope Field.
 - b. Nominated Families must have a **minimum of one year** remaining at Fort Liberty prior to the active duty member's PCS/ETS date. This allows Families to participate in events and other activities as the Family of the Year throughout the following year.
 - c. 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 RESPONSES PROVIDED!** Nomination forms must include ALL of the following information:
 - (1) Name of Family being nominated (to include first names/ages of all Family members);
 - (2) Family address;
 - (3) Family home phone number (best number for Family to be reached);
 - (4) Family e-mail address (if applicable);
 - (5) Unit the service member is assigned to;
 - (6) Commander's name, phone number and email address;
 - (7) BATTALION/BRIGADE COMMANDER ENDORSEMENT MEMO. This memo will serve as validation of the Family nomination and ensure awareness by the Commander of the nominees within his/her chain of command.
 - (8) All nominations must be typed.
 - (9) Nominations must include a photo of the Family in a jpeg format.

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(10) 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.

4. Submission. To ensure receipt and all information is correct/complete, hard copy nominations delivered to the ACS, IVS office are preferred. Nominations may be emailed however, it is recommended a staff reply or read receipt are maintained to verify staff have received the document.

5. ANY NOMINATION SUBMITTED WITH INCOMPLETE INFORMATION/ RESPONSES WILL BE RETURNED WITHOUT ACTION.

6. 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.

7. 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.

8. The awards are presented by the XVIII Airborne Corps Commanding General or his designee in conjunction with the DFMWR Annual Christmas Tree Lighting event (tentatively scheduled for Thursday, 30 Nov 23). Nominating commands must ensure the nominated service member and his/her Family are available to attend the scheduled ceremony as all Families are recognized for their accomplishment by the Corps senior leadership.

9. Nominations must be submitted to ACS (main desk or Installation Volunteer Services) by close of business on the established deadline. For the 2023 award, nominations will be accepted beginning Friday, 1 Sep 23 and will close on Friday, 20 Oct. The written nomination review panel will tentatively meet the week of 30 Oct and the interviews will tentatively take place the week of 6 Nov.

10. Military Family Month 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.

11. If you need more information reference the Fort Liberty Family of the Year, please call 910-396-2458, or 910-907-3393.

FORT LIBERTY FAMILY OF THE YEAR 2023
Nomination Form
ALL INFORMATION BELOW IS REQUIRED!!

Family Last Name _____

List All Family Members (use another sheet if needed)

Service Member _____

Spouse _____

Child(ren) 1. _____

2. _____

3. _____

4. _____

5. _____

Family Mailing Address _____

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

Primary Phone Number (may be cell number) _____

Family Email address _____

Rank of Service Member _____ **Anticipated PCS/ETS Date** _____

Service Member Unit _____

Name of Individual Writing Nomination _____

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

Contact Phone Number _____ **Email Address** _____

Commander's Printed Name/Rank _____

Must be O-5 Commander or Above (or current Delegation of Authority)

Commander's Phone Number _____

Commander's Email Address _____

Commander's Signature _____

Helpful hints for an effective written nomination...

- 1. Plan ahead! Do not wait until the last minute to submit the nomination! If something is incomplete, you will not have time to correct it once the deadline has passed!**
- 2. 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.**
- 3. Answers must provide specific details about the Family as a unit - what do they do as a Family, how do they interact, what sets them apart from others?**
- 4. Please avoid generalizations such as "great, dedicated, special, awesome, etc." Provide information as to what makes them great, dedicated, special and awesome!**
- 5. Ensure the focus is on the ENTIRE FAMILY, not just the individual activities or accomplishments of the service member, spouse, or the children. What makes them special as a FAMILY!**
- 6. Keep it honest and straightforward - avoid too much "fluff."**
- 7. Volunteer service is only a small part of what is considered. If every Family member is going in different directions all the time and they spend little time together, how can they be portrayed as a cohesive Family unit?**
- 8. Ensure your write-up includes how they interact, the things they do, how others see them. Use words that create a visual of that Family - the more the panel members can relate to that Family, the more effective the nomination will be.**

EACH OF THE TWO QUESTIONS BELOW MUST BE ANSWERED ON A SEPARATE SHEET AS NOTED. Submission MUST be typed – handwritten nominations will be returned. DEADLINE IS FRIDAY, 20 OCT - NO EXCEPTIONS!

REMINDER - DO NOT USE THE NAME(S) OF THE FAMILY/FAMILY MEMBERS/UNIT IN THE NOMINATION JUSTIFICATION.

QUESTION #1 - TO BE ANSWERED BY THE NOMINATED FAMILY.

Using ONE word, describe your Family, and then explain how that one word plays into your daily lives, both at home, within the unit, and within the community. For example - "Resilient" - describe in detail how your Family is resilient in all aspects of their military life.

QUESTION #2 - TO BE ANSWERED BY THE NOMINATOR.

From your perspective, provide a detailed description (include 3-5 specific qualities/ characteristics) that this Family has exhibited over the past year and how this has impacted their own Family as well as your unit. The nominator should also include validation of the response provided in Question #1.

Date Received _____

ACS Staff Member _____