



ADMINISTRATION &
ORGANIZATIONAL POLICY

OFFICE OF THE CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

December 30, 2020

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
COMMANDANT, U.S. COAST GUARD

SUBJECT: Call for Recipients - 2021 Department of Defense Spirit of Hope Award

Each year, the Military Services, the U.S. Coast Guard, and the Office of the Secretary of Defense (OSD) (inclusive of the Joint Staff, the National Guard Bureau, and the Defense Agencies, and DoD Field Activities) present the DoD Spirit of Hope Award to individuals or organizations that epitomize selfless service and dedicated commitment to our military, and are reflective of the significant impact of Mr. Hope.

The Department of the Army and U.S. Coast Guard may each send forward a single recipient. The Department of the Navy may send forward two recipients – a Navy recipient and a U.S. Marine Corps recipient. The Department of the Air Force may send forward two recipients - an Air Force recipient and a Space Force recipient. Recipients must be submitted to the Washington Headquarters Services (WHS) Human Resources Directorate (HRD) at whs.pentagon.hrd.mbx.awards@mail.mil no later than **Friday, May 14, 2021**.

To assist you in identifying recipients, I have attached the required approval authorization template (TAB A), an example of what an approval authorization must look like (TAB B), and an award overview slide deck (TAB C).

Please address questions to Ms. Alyssa Heisey, Performance Management and Awards Division, WHS/HRD, at whs.pentagon.hrd.mbx.awards@mail.mil.

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Thomas M. Muir
Director

Attachments:

As stated

cc:

AA to SecArmy

DoN AA

SAF/AA

USCG Chief of Staff

A

MEMORANDUM FOR ASSISTANT DIRECTOR, PERFORMANCE MANAGEMENT
AND AWARDS DIVISION, HUMAN RESOURCES
DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Nomination for the 2021 Department of Defense Spirit of Hope Award

In accordance with Administrative Instruction 1005.14, "Department of Defense (DoD) Spirit of Hope (SOH) Award" and Director of Administration and Organizational Policy, Office of the Chief Management Officer guidance, I highly recommend [**Dr./Mr./Mrs Full Name or Organization Title**] for the 2021 DoD SOH Award. [**Dr./Mr./Mrs Last Name or Organization Title**] epitomizes selfless service and dedication to our military, and has made significant contributions to the DoD. The following required information is provided in support of this nomination:

- **Name:** *(required, individual's or organization's title as to appear on certificate and medallion)*
- **Office/Home Address:** *(required)*
- **Organization/Location:** *(required)*
- **Present Position:** *(if applicable)*
- **Employer During Period of Service:** *(if applicable)*
- **Summary of Contributions:** Attached at Tab A. *(required, not to exceed 2 double spaced pages)*
- **Supporting Documentation:** Attached at Tab B. *(optional)*
- **Proposed Citation:** Attached at Tab C. *(required, not to exceed 90 words)*
- **Contractual Relationship Validation Statement:** I validate that if this nominee has a contractual relationship with the Department of Defense, the contribution being recognized is both clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship and is clearly in the public interest.
 MARK TO VALIDATE **MARK IF NOT APPLICABLE**
- **Foreign National Validation Statement:** I validate that if this nominee is a foreign national, both a statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned to the country of the foreign national nominee) and a statement of concurrence from the Defense Intelligence Agency are attached to this nomination.
 MARK TO VALIDATE **MARK IF NOT APPLICABLE**

[Nominating Authority Signature]
[Title]

Attachments:
As stated

B

MEMORANDUM FOR ASSISTANT DIRECTOR, PERFORMANCE MANAGEMENT
AND AWARDS DIVISION, HUMAN RESOURCES
DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Recipient of the 2021 Department of Defense Spirit of Hope Award

In accordance with Administrative Instruction 1005.14, "Department of Defense (DoD) Spirit of Hope (SOH) Award" and Director of Administration and Organizational Policy, Office of the Chief Management Officer guidance, I approve Mr. Kevin C. Jenkins for the 2021 DoD SOH Award. Mr. Jenkins epitomizes selfless service and dedication to our military, and has made significant contributions to the DoD. The following required information is provided in support of this approval:

- **Name:** Mr. Kevin C. Jenkins
- **Office/Home Address:** 4800 Mark Center Drive, Suite 07D08, Alexandria, VA 22311
- **Organization/Location:** Department of the Air Force
- **Present Position:** Human Resources Specialist
- **Employer During Period of Service:** USAF Human Resources
- **Summary of Contributions:** Attached at Tab A.
- **Supporting Documentation:** Not applicable.
- **Proposed Citation:** Attached at Tab B.
- **Contractual Relationship Validation Statement:** I validate that if this recipient has a contractual relationship with the Department of Defense, the contribution(s) being recognized is both clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship and is clearly in the public interest.
 MARK TO VALIDATE MARK IF NOT APPLICABLE
- **Foreign National Validation Statement:** I validate that if this recipient is a foreign national, both a statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned to the country of the foreign national nominee) and a statement of concurrence from the Defense Intelligence Agency are attached to this approval authorization.
 MARK TO VALIDATE MARK IF NOT APPLICABLE

Jane C. Doe
Jane C. Doe

Attachments:
As stated

TAB

A

Summary of Contributions

Department of Defense Spirit of Hope Award Nomination of

Mr. Kevin C. Jenkins

Mr. Kevin C. Jenkins epitomized the values of Bob Hope throughout calendar year 2020 through his leadership efforts to boost morale within his organization, his activities in the greater Washington, DC community, and his commitment to U.S. Armed Forces Service Members and their families. Mr. Jenkins demonstrated the Bob Hope's loyalty and commitment by directing and managing morale-related events both within Department of the Air Force and across the Pentagon community. Under Mr. Jenkin's leadership, a strategic outreach and engagement effort evolved to include multiple teams of volunteers from across a joint environment with clearly established goals and coordinated efforts in support of our service members and their families. He established a legally vetted, nonprofit organization to account for funds. Even during the trying times that have defined 2020, he oversaw 16 virtual fundraising and morale events that focused volunteers on a yearlong collaborative campaign that streamlined efforts and resources aimed at maximizing collective benefit for Service members and families. These fundraising and morale events support a wide-range of organizations including the Wounded Warrior Project, the Fisher House Foundation, the USO, Homes for Our Troops, and Operation Second Chance.

Always a professional, Mr. Jenkins embodied the Bob Hope values of duty, honor, and integrity by not only developing and mentoring junior staff members, but by partnering with the Department of the Air Force Learning and Organizational Development team to champion utilizing mentorships as a strategic tool to improve organizational performance. He was selected by the Office of Personnel Management to deliver a presentation about the mentorship model deployed by Department of the Air Force in 2020 and was called upon by other Federal Agencies to provide perspective and consult about how the model could fit into their business operations. Additionally and in coordination with the Vietnam Commemoration Program, Mr. Jenkins dedicated countless hours outside of the office documenting veterans'

experiences and personal histories. His efforts in this area served multiple purposes to include providing veterans with a comforting and caring voice as social distancing became a reality for many across the Nation.

Mr. Jenkins exemplifies a service-before-self attitude. He dedicated hundreds of hours, considerable talents, and significant energy in the 2020 calendar year to taking care of U.S. Armed Forces Service members and their families. His efforts undoubtedly enhanced the quality of life of his team members, the greater Pentagon community, the men and women of our Armed Forces, and their families. Mr. Jenkins actions and character embodied the values and spirit of Bob Hope and set an outstanding example for others to follow.

TAB

B

Proposed Citation

Department of Defense Spirit of Hope Award Nomination of

Mr. Kevin C. Jenkins

Mr. Kevin C. Jenkins is recognized for notable service to members of the Armed Forces, their families and Service veterans, from January 2020 to December 2020. Mr. Jenkins distinguished himself by exemplifying the values of the Spirit of Hope Award. His loyalty to Service members and selfless service within and outside his community benefited United States Armed Forces Service members and their families. Mr. Jenkins never failed to exhibit courage, integrity, and honor while executing his duties, thus providing a positive example for all others to follow.

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Department of Defense Spirit of Hope Award

Award Overview, General Guidance, & Submission Procedures



“In times of war and peace, during good times and bad, Bob Hope entertained our troops and brought them a familiar and comforting sense of home, while they defended our Nation’s interests around the world. The honor, courage, loyalty, commitment, integrity, and selfless dedication he embodied reflect upon an unwavering pledge to significantly enhance the quality of life of Service members and their families.”

This document was last modified by the Washington Headquarters Services in December 2020.



Content Overview

- **Recognition Overview**
- **Who is Eligible for this Recognition?**
- **Who is Authorized to Approve this Award?**
- **Submission & Coordination Requirements**
 - *Military Department & United States Coast Guard Recipient Submission Requirements*
 - *Office of the Secretary of Defense, Office of the Chairman of the Joint Chiefs of Staff, & National Guard Bureau Nomination Coordination & Submission Requirements*
- **Points of Contact & Additional Information**

Recognition Overview

- The Department of Defense (DoD) Spirit of Hope Award is a Competitive DoD-level honorary award that recognizes seven (7) recipients annually (individuals and/or organizations) whose patriotism and service to members of the United States Armed Forces reflect the patriotism and service of Bob Hope.
- This award is presented annually to recognize those who:
 1. Epitomize the values of Bob Hope: duty, honor, courage, loyalty, commitment, integrity, and selfless dedication.
 2. Significantly enhance the quality of life of Service members and their families serving around the world.
 3. Selflessly contribute an extraordinary amount of time, talent, or resources to benefit Service members.
- This annual award recognizes a period of service from January 1 through December 31 of the calendar year preceding each award ceremony. A multi-year or lifetime contribution may also be recognized.
- Recipients are recognized at an annual ceremony hosted by the Office of the Secretary of Defense in the fall.

Who is Eligible for this Recognition?

- Private citizens or organizations and current or former Department of Defense (DoD) military or civilian personnel are eligible to receive the award.
 - **Contactors:** Individuals or organizations having a commercial or profit-making contractual relationship with DoD or with a DoD Component may be eligible to receive the award if (1) the contribution is clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship and (2) the recognition is clearly in the public interest.
 - **Foreign Nationals:** Before approval of an award or submission of a nomination, the DoD Component or the commander initiating the recommendation for an award to a foreign national must (1) coordinate with the appropriate U.S. Embassy to ensure that the award is consistent with the overall interests of the United States, (2) request that the pertinent military counterintelligence organization conduct a counterintelligence records check to ensure foreign national has no known involvement with international terrorism or foreign intelligence services, (3) requests that Defense Intelligence Agency review.
 - **Posthumous Awarding:** The award may be presented posthumously.



Who is Authorized to Approved this Award?

- The **Director of Administration and Organizational Policy, Office of the Chief Management Officer** approves a single recipient annually from nominations received from across the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff, the National Guard Bureau, the Defense Agencies, the DoD Field Activities.
- The **Secretary of the Army** approves a single recipient annually.
- The **Secretary of the Navy** approves two recipients annually (one individual or organization from the Navy and one individual or organization from the Marine Corps).
- The **Secretary of the Air Force** approves two recipients annually (one individual or organization from the Air Force and one individual or organization from the Space Force).
- The **Commandant of the Coast Guard** approves a single recipient annually.



Military Department & United States Coast Guard Recipient Submission Requirements

- Recipient must be submitted to Washington Headquarters Services (WHS) at whs.pentagon.hrd.mbx.awards@mail.mil by the deadline prescribed within the annual call for recipients.
- Recipient will only be accepted if submitted on Military Department (MILDEP) or Coast Guard (USCG) letterhead using the approval template provided within the annual call for recipients released by WHS annually.
- Approval must be endorsed by an appropriate approval authority and adjoined by the required *Summary of Contributions* and *Proposed Citation*.
 - *Statement of Contributions* must not exceed two double-spaced pages.
 - *Proposed Citation* must not exceed 90 words.
- MILDEP or USCG must mark an appropriate box associated with each of the required Validation Statements (*Contractual Relationship Validation Statement* and *Foreign National Validation Statement*).
 - If a Foreign National is nominated, submission must be accompanied by counterintelligence records check and DIA review.

MEMORANDUM FOR ASSISTANT DIRECTOR, PERFORMANCE MANAGEMENT
AND AWARDS DIVISION, HUMAN RESOURCES
DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Recipient of the 2021 Department of Defense Spirit of Hope Award

In accordance with Administrative Instruction 1005.14, "Department of Defense (DoD) Spirit of Hope (SOH) Award" and Director of Administration, Office of the Chief Management Officer guidance, I approve [Dr./Mr./Mrs Full Name or Organization Title] for the 2020 DoD SOH Award. [Dr./Mr./Mrs Last Name or Organization Title] epitomizes selfless service and dedication to our military, and has made significant contributions to the DoD. The following required information is provided in support of this approval:

- Name: *(Individual's or organization's title as to appear on certificate and medalion)*
- Office/Home Address: *(required)*
- Organization/Location: *(required)*
- Present Position: *(if applicable)*
- Employer During Period of Service: *(if applicable)*
- Summary of Contributions: Attached at Tab A. *(not to exceed 2 double spaced pages)*
- Supporting Documentation: Attached at Tab B. *(optional)*
- Proposed Citation: Attached at Tab C. *(not to exceed 90 words)*
- Contractual Relationship Validation Statement: I validate that if this recipient has a contractual relationship with the Department of Defense, the contribution(s) being recognized is both clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship and is clearly in the public interest.
 MARK TO VALIDATE MARK IF NOT APPLICABLE
- Foreign National Validation Statement: I validate that if this recipient is a foreign national, both a statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned to the country of the foreign national nominee) and a statement of concurrence from the Defense Intelligence Agency are attached to this approval authorization.
 MARK TO VALIDATE MARK IF NOT APPLICABLE

[Approval Authority Signature]
[Title]

Attachments:
As stated

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Office of the Secretary of Defense, Office of the Chairman of the Joint Chiefs of Staff, & National Guard Bureau Nomination Coordination & Submission Requirements

- Nominations must be submitted to Washington Headquarters Services (WHS) at whs.pentagon.hrd.mbx.awards@mail.mil by the deadline prescribed within the annual call for nominations.
- Each Component Head (e.g., Chairman of the Joint Chiefs of Staff, Chief of the National Guards Bureau, Office of the Secretary of Defense (OSD) Principal Staff Assistant (PSA), Director of A Defense Agency, or Director of a DoD Field Activity, may submit one nomination annually.
 - *Defense Agency and DoD Field Activity (DAFA) nominations must be submitted to aligning offices of the OSD PSAs, who will then submit these nominations to WHS for consideration. Please note that WHS will not accept nominations directly from a DAFA. As such, offices of the OSD PSAs should actively communicate expectations and internal deadlines (if deemed necessary) to aligning DAFAs to allow for submission of nominations to WHS by the deadline prescribed within the annual call for nominations.*
- Nominations will only be accepted if submitted on Component letterhead using the nomination template provided within the annual call for nominations released by WHS annually.
- Nominations must be endorsed by a Component Head and adjoined by the required *Summary of Contributions* and *Proposed Citation*.
 - *Statement of Contributions* must not exceed two double-spaced pages.
 - *Proposed Citation* must not exceed 90 words.
- Component must mark an appropriate box associated with each of the required Validation Statements (*Contractual Relationship Validation Statement* and *Foreign National Validation Statement*).
 - If a Foreign National will be recognized, recipient submission must be accompanied by counterintelligence records check and DIA review.

Points of Contact & Additional Information

Ceremony Planning:

Christopher Bisett
Plans and Programs Office
Washington Headquarters Services

- Phone: (703) 692-5129
- E-mail: christopher.d.bisett.civ@mail.mil

Selection/Nomination Process:

Alyssa Heisey
Human Resources Directorate
Washington Headquarters Services

- Group Inbox: whs.pentagon.hrd.mbx.awards@mail.mil

Downloadable Nomination Template:

<https://whs.sp.pentagon.mil/HRD/LMER/HA/SitePages/HonoraryAwards.aspx> under the “Templates” link

