



## **Joint Base McGuire-Dix-Lakehurst 2019 Volunteer Appreciation/Nomination Guidelines**

The Annual Volunteer Appreciation Event will be held on Tuesday, 17 April 2019, at Tommy B's Community Center, 1300-1400. The Volunteer Program is designed to provide a comprehensive, standardized base appreciation program to acknowledge the vital role all volunteers played in our community during the period of **01 Jan 2018 through 31 Dec 2018**. Volunteers, Leadership, guests and supervisors may register for this event at <https://booknow.appointment-plus.com/3yjbr5kq/10>.

### **Awards will be presented for the following categories:**

- a. Active Duty Member Volunteer of the Year: Active duty member assigned to JB MDL
- b. Civilian Employee Volunteer of the Year: Federal employee assigned to JB MDL
- c. Family Member Volunteer of the Year: Family Member assigned to JB MDL, age 18 and older
- d. Youth Volunteer of the Year: Youth assigned to JB MDL, ages 9 to 17
- e. Key Spouse, Ombudsman, or Family Readiness Group Leader Volunteer of the Year: Appointed by Group/Squadron/Unit Commander; provided support services to the spouses and members at designated Squadron or Unit.
- f. The Volunteer Excellence Award (VEA) recognizes federal civilians, family members, and military federal retirees who performed outstanding volunteer community service. The service must be significant in character and produce tangible results. The VEA is a lifetime achievement award and is intended to recognize exceptional long-term community support, not a single act or achievement. The VEA may only be awarded once during the volunteer's service career. Official VEA guidance is attached.
- g. The President's Volunteer Service Award through Points of Light encourages and recognizes citizens for their commitment to ongoing volunteer service and civic engagement. Individuals, families and groups are honored at different stages of their service journey by acknowledging annual volunteer hours served and the resulting positive community impact. For more information about President's Volunteer Service Award please go to <http://www.pointsoflight.org/programs/recognition/presidents-volunteer-service-award>

**Expected deliverables are listed below to be completed NLT 15 March 2019:**

a. Each agency with volunteers is requested to submit a volunteer report. The report should include the names and email of volunteers with hours contributed during the period of 01 Jan 2018 through 31 Dec 2018. The report will be utilized to determine the overall volunteer hours contributed with estimated dollar amounts that were provided to the JB MDL Community during 2018. Please submit the completed volunteer report to the Military and Family Support Center by **COB 15 March 2019**. Reports may be sent via email to [jacqueline.abell.1@us.af.mil](mailto:jacqueline.abell.1@us.af.mil)

b. Nominees of the year (categories a-f on page one): Please complete the attached Nomination for Award AF IMT 1206 and submit the completed nomination package to the Military and Family Support Center by **COB 15 March 2019**. Nominations may be sent via email to [jacqueline.abell.1@us.af.mil](mailto:jacqueline.abell.1@us.af.mil)

c. VEA nominations (category f): Please review the attached VEA guidelines and use the VEA Nomination for Award AF IMT 1206 to nominate your outstanding volunteers. Once the AF IMT 1206 is complete, submit the completed nomination package to the Military and Family Support Center by **COB 15 March 2019**. Nominations may be sent via email to [jacqueline.abell.1@us.af.mil](mailto:jacqueline.abell.1@us.af.mil)

d. If you have a Volunteer(s) who have been tracking their hours in Points of Light (category g) and has the required certified hours between 1 Jan-31 Dec 2018 to receive the Points of Light, President's Volunteer Service Award, please contact the Military and Family Support Center to further discuss. Information is available at [www.pointsoflight.org/.../presidents-volunteer-service-award](http://www.pointsoflight.org/.../presidents-volunteer-service-award).

The 2019 Annual Volunteer Appreciation Event will be hosted by Military and Family Support Center, Tuesday, 17 Apr 2019, at Tommy B's Community Center, 1300-1400. Awards will be presented to the volunteers selected in each category. Please register for this event at <https://booknow.appointment-plus.com/3yjbr5kq/10>.

For any questions, please contact the Military and Family Support Center at 609-754-3154 or via email at [jacqueline.abell.1@us.af.mil](mailto:jacqueline.abell.1@us.af.mil)

## **Volunteer Excellence Award (VEA)**

**Purpose:** The Volunteer Excellence Award (VEA) was established to recognize federal civilians, family members, military retirees and federal retirees of all branches who perform outstanding volunteer community service of a sustained, direct and consequential nature. This lifetime achievement award, authorized by the United States Air Force Chief of Staff, recognizes exceptional long-term community support that is significant in character, produces tangible results and reflects favorably on the United States Armed Forces. The VEA is intended to honor direct support of community activities that may have been performed over time to include that from another military installation or local civilian community. The service performed must have been on a voluntary basis; not as part of a tasking, and must not have resulted in any personal gain.

**Award Description:** The Air Force Volunteer Excellence Award (VEA) was established to recognize federal civilians, family members, and military retirees and federal retirees who perform outstanding volunteer community service of a sustained, direct, and consequential nature.

**Award Eligibility:** Authorized by United States Air Force Chief of Staff, for federal civilians, family members and military and federal retirees who perform outstanding volunteer community service. To be eligible, an individual's service must be performed either in the local civilian community, or the military family community, and be of a sustained and direct nature. The volunteer service must be significant in character, produce tangible results and reflect favorably on the United States Air Force. To be awarded the VEA, eligible persons must be nominated by their supervisor in the form of a memorandum or by the voluntary agency for which they donated their service.

Approval authorities shall ensure the service to be honored merits the special recognition afforded by this award. The VEA is intended to recognize exceptional long term community support and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group would not normally be considered qualifying service, while manning a community crisis action phone line would. The volunteer service may have been donated over time at another military installation or in a local civilian community. For example, long term service as a Family Services volunteer, Boy/Girl Scout Leader, etc. The nominee must be performing services on a voluntary basis, not as part of a tasking, and may not result in any personal gain. This award will not be reflected in personnel records or earn promotion credit for federal employees selected to receive this award. The VEA may be awarded posthumously and when so awarded, may be presented to such representatives of the deceased as deemed appropriate by the commander.

**Selection Board:** Award of the VEA shall be authorized by the United States Air Force on behalf of the Air Force Chief of Staff. This authority is delegated to wing commanders. The commander, at his or her discretion, may convene a board or establish another review process to screen and select award winner; however, the commander will retain final award approval. The approving authority shall certify that the individual meets all eligibility criteria and that service was honorable throughout the award period. Individuals may receive only one award of the VEA. Subsequent service may be recognized by local volunteer efforts. The awarding of the VEA is limited to no more than one award per quarter. However, commanders may choose the option of a semi-annual or annual award period.

**Writing the Nomination:** Direct, fact-filled, results-oriented nominations are preferred. The nomination should emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary. Some suggestions for consideration are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative, and reliability. Nominators should be specific when giving the time frame of the accomplishment. Nomination packages should be written in complete sentences that share specific details of the volunteer experience.