

## **AIR FORCE VOLUNTEER EXCELLENCE AWARD 2010 GUIDANCE**

**Award Description:** The Air Force Volunteer Excellence Award (VEA) was established to recognize federal civilians, family members, 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, military retirees, 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 award differs from the quarterly and annual volunteer awards. Quarterly and annual awards recognize volunteer service for the Aviano community for the previous quarter or year. The VEA considers long-term volunteerism over a number of years, which positively impact a military installation or surrounding community. 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.

**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 winners; 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:** Nominations will be one page (see VEA Nomination Form). 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. Nominees will be evaluated on their COMMITMENT TO THE COMMUNITY, SUSTAINMENT OF VOLUNTEER WORK, and PERSONAL ACCOMPLISHMENTS

**Award Period:** All nominations must be submitted to the Airman & Family Readiness Center by COB 29 Apr 10. POCs for packages are Mr. Jason Gunnarson and Ms. Michaela Kubacz.