

## JBSA VOLUNTEER EXCELLENCE AWARD (VEA) COVER SHEET

**Writing the Nomination:** Nomination will be a single sheet (page 2). 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. Categories to be reviewed 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 forms are due by **Friday, 1 March 2024**. Please refer to the attached **Volunteer Excellence Award (VEA) Guidance** for information regarding eligibility, nominating procedures, and selection criteria.

**NOTE: Narrative should contain volunteer activities spanning over the nominees lifetime.**

**NAME OF NOMINEE:** \_\_\_\_\_

Grade/Rank: \_\_\_\_\_

Office Symbol: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email: \_\_\_\_\_

**NAME OF NOMINATOR:** \_\_\_\_\_

Grade/Rank: \_\_\_\_\_ Office Symbol: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email: \_\_\_\_\_

All emails containing PII or other sensitive information must be encrypted. If you are not able to encrypt your email, please use <https://safe.apps.mil/> to submit your form.

## JBSA Volunteer Excellence Award (VEA) Nomination Form - Page 2

***The Volunteer Excellence Award (VEA) is a Lifetime Achievement Award.***

*Nominations will be one-page, single-spaced narrative. The nomination should emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary. Categories to be reviewed 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. (Limited to 43 lines.)*

*Please do not include the volunteer's name.*