

2023 Joint Base San Antonio Volunteer Excellence Award (VEA) Nomination Instruction Package



Important Dates and Information:

2023 JBSA Volunteer Awards Ceremony Date: Wednesday, 19 April 2023 @ 1300
Location: Military & Family Readiness Center, 3060 Stanley Road, Bldg. 2797,
JBSA-Fort Sam Houston, TX, 78234

Nomination Packages Due: Monday, 01 March 2023

VEA nomination packets can be retrieved from the JBSA website:

<http://www.jbsa.mil/Resources/Military-Family-Readiness/Volunteer-Resources>

Submit VEA nomination packets to:

802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL

For additional information or questions, contact your installation volunteer coordinator:

1. JBSA-Fort Sam Houston: 802FSS.FSYR.VOLUNTEERSERVICES@US.AF.MIL
2. Lackland: 802FSS.FSFR@US.AF.MIL
3. JBSA-Randolph: RANDOLPHMFRC@US.AF.MIL

2023 Joint Base San Antonio Annual Volunteer Excellence Award (VEA) Nomination Guidelines

Purpose

The Volunteer Excellence Award (VEA) recognizes federal civilians, family members, military retirees, and federal retirees from 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 other military installations or local civilian communities. The service performed must have been voluntary, not as part of a tasking and must not have resulted in any personal gain. (See Attachment 1 for complete guidance).

Award Recognition

Up to four VEA nominees from across JBSA (Lackland/Medina, Camp Bullis, Randolph, and Fort Sam Houston) will be selected and awarded this prestigious award. All JBSA Volunteer Excellence Award (VEA) nominees and winners will be recognized at the JBSA Volunteer Awards Ceremony.

Nomination Procedures

1. Refer to 2023 Volunteer Excellence Award (VEA) Guidance, Attachment 1.
2. Complete the 2023 JBSA Volunteer Excellence Award (VEA) Cover Sheet and the Nomination Form. VEA nomination packets can be retrieved from <http://www.jbsa.mil/Resources/Military-Family-Readiness/Volunteer-Resources> and **must be submitted on the 2-page JBSA VEA Form.**
3. All previous nomination forms are obsolete and **will not be accepted**. All nominations from each of the JBSA campuses must be submitted to 802fss.fsy.volunteerservices@us.af.mil, **no later than Monday, 01 March 2023.**

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

Writing the Nomination

Nomination packets should be written in complete sentences that share specific details of the volunteer experience. Packets should also reflect information that sets your nominee apart from others and should include references to the following areas:

- I. Leadership & Management
- II. Scope of Responsibility
- III. Initiation & Reliability
- IV. Community Involvement
- V. Innovation & Creative ideas

2023 Volunteer Excellence Award (VEA) Guidance

Attachment 1 (Reference: AFI 36-3009)

Award Description: The 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 the 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 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 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 local civilian community; for example, long-term service as a Family Services volunteer, Boy or 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 presented to representatives of the deceased as deemed appropriate by the commander.

Selection Board: The United States Air Force shall authorize the award by on behalf of the Air Force Chief of Staff. This authority is delegated to wing commanders. At his or her discretion, the commander 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 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 (front only). 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 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.

Award Period: All nominations must be submitted in time to be reviewed so the award can be presented during National Volunteer Week.