

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 & Management, Scope of Responsibility, Initiative & Reliability, Community Involvement, and Innovative & Creative Ideas. Nominators should be specific when giving the time frame of the accomplishment.

Nomination forms are due by **Monday, 3 March 2025**. 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 nominee's lifetime.

NAME OF NOMINEE: _____

Retired Grade/Rank (if applicable): _____

Nominee's Address: _____

Telephone: (Day) _____ (Evening) _____

Email: _____

NAME OF NOMINATOR: _____

Grade/Rank: _____ Office Symbol: _____

Telephone: (Day) _____ (Evening) _____

Email: _____

Nominating Organization: _____

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

Submissions should be in one-page, single-spaced narrative format. The nomination should clearly state the volunteer's impact on the community (military and/or civilian) and the long-term nature of their volunteer service. Nominees will be judged on their achievements in the following areas: Leadership and Management; Scope of Responsibility; Innovative and Creative Ideas; Community Involvement; and Initiative and Reliability.

Narratives are limited to no more than 6 lines per category. Information in excess will not be considered.

Please do not include the volunteer's name.

Note: Service members are ineligible for this award.

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.

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Leadership & Management

Scope of Responsibility

Initiative & Reliability

Community Involvement

Innovative and Creative Ideas

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