

# Joint Base San Antonio Annual Volunteer Awards Ceremony Nomination Instruction Package for the Volunteer Excellence Award (VEA)



## **Important Dates and Information:**

Nomination Packages Due: Friday, 21 February 2020

Please email completed packet to [802FSS.FSFR@us.af.mil](mailto:802FSS.FSFR@us.af.mil)

**NOTE:** Only submit packets to the Workflow box above.

Joint Base San Antonio Annual Volunteer Awards Ceremony

Date: Monday, 20 April 2020 @ 0800

Location: Military & Family Readiness, 3060 Stanley Road, BLDG 2797,  
JBSA-Fort Sam Houston, TX 78234

*Volunteer Theme: JBSA Volunteers' Walk of Fame*

For additional information, contact the  
JBSA-Lackland Military & Family Readiness Center at 210-671-3722

# Joint Base San Antonio Annual Volunteer Awards Ceremony

## Annual Volunteer Excellence Award (VEA) Nomination Guidelines

### 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. (Please see Attachment 1 for complete guidance).

### Award Recognition

Up to four VEA nominees from across JBSA (Lackland/Medina, Camp Bullis, Randolph & 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 held at the JBSA-Fort Sam Houston Military & Family Readiness Center, 3060 Stanley Road, Bldg. 2797, JBSA-Fort Sam Houston, TX 78234.

### Nomination Procedures

1. Refer to Attachment 1: Volunteer Excellence Award (VEA) Guidance.
2. Complete Attachment 2: JBSA Volunteer Excellence Award (VEA) Cover Sheet and Attachment 3: 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 Forms.
3. Please note that all previous nomination forms are obsolete and **will not be accepted**. All nominations from each of the JBSA campuses must be submitted to [802FSS.FSFR@us.af.mil](mailto:802FSS.FSFR@us.af.mil) **NLT Friday 21 February 2020**.

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.

## **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

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

(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 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 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 such 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 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 (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 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.

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