

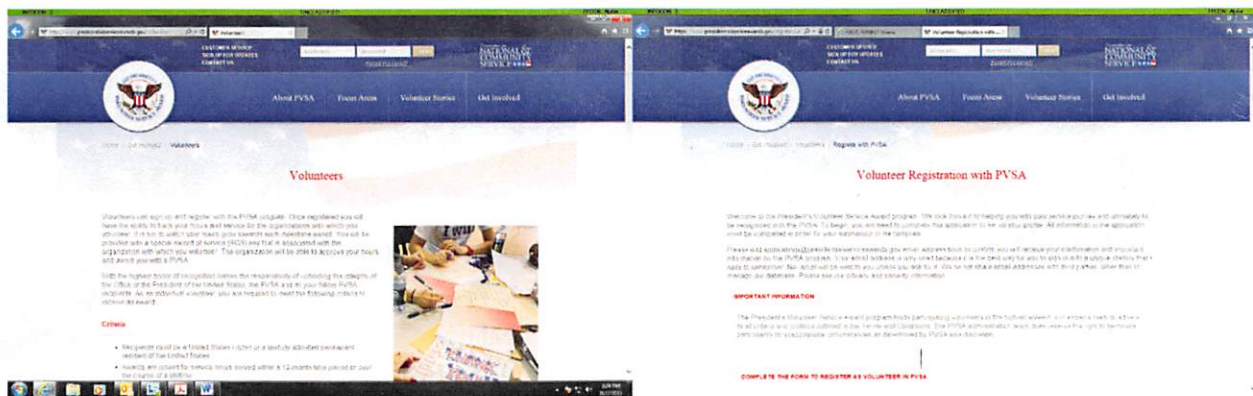
PRESIDENTIAL VOLUNTEER SERVICE AWARD (PVSA)

INSTRUCTIONS TO TRACK YOUR HOURS FOR VOLUNTEER SERVICE

AT THE AIRMAN & FAMILY READINESS CENTER (A&FRC)

YOKOTA AIR BASE, JAPAN

1. Go to <http://www.presidentialserviceawards.gov/>
2. Go to “Get Involved” tab
3. Click on “Volunteers” link
4. Click REGISTER and enter your information



5. Go to MY PROFILE. Add RECORD OF SERVICE
KEY: **HJX-51788** (MUST BE IN ALL CAPS AND INCLUDE DASH)
6. Go to “My Service” to start logging in your hours