

## Attachment 2

### GUIDANCE FOR AIR FORCE VOLUNTEER EXCELLENCE AWARD (VEA)

**A2.1. Award Description.** The VEA was established to recognize federal civilian employees, family members, military retirees and federal retirees who perform outstanding volunteer community service of a sustained, direct, and consequential nature.

**A2.2. Award Eligibility.** Authorized by the Chief of Staff of the Air Force (CSAF), for federal civilian employees, family members, military retirees, and federal retirees who perform outstanding volunteer community service. To be eligible, an individual's service has to be performed either in the local civilian community or in the military family community, and be of a sustained and direct nature. The volunteer service should be significant in character, produce tangible results and reflect favorably on the DAF. To be awarded the VEA, supervisors nominate eligible persons in the form of a memorandum or by the voluntary agency for which they donated their service. Approval authorities verify 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. As an example, 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 as a Family Services volunteer or youth scout leader). Eligibility for the award is based on the volunteer performing services on a voluntary basis, not as part of a tasking, and does not result in any personal gain. This award may 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.

**A2.3. Selection Board.** Award of the VEA is authorized by the DAF on behalf of the CSAF. This authority is delegated to wing-level commanders. It is at the commander's discretion to convene a board or establish another review process to screen and select award winners; however, the commander retains final award approval. The approving authority certifies 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 in a lifetime.

**A2.4. Writing the Nomination.** The nomination format is determined by the installation commander. As a suggestion, nominations should be limited to one page (front only) with direct, fact-filled, results-oriented descriptive statements or bullets. 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 identify the timeframe of the accomplishment.

**A2.5. Award Period.** While commanders may choose the option of a semi-annual or annual award period, all nominations should be submitted in time to be reviewed so awards can be presented during National Volunteer Week.

**A2.6. Award Approval.** Approved awards will be prepared on AF Form 3968, *USAF Volunteer Excellence Award Certificate*, for presentation to the recipient. **Note:** AF Forms 3968 are only available to be ordered by a M&FRC.