



## Joint Base McGuire-Dix-Lakehurst Volunteer Nomination Guidelines

The Volunteer Program is designed to provide a comprehensive, standardized base appreciation program to acknowledge the vital role all volunteers played in our community during the period of **01 Jan 2022 through 31 Dec 2022**. Volunteer Recognition event information (date, time, location, registration) will be sent in the future.

We are asking for volunteer nominations in the following categories:

1. The Volunteer Excellence Award (VEA) (Please see official guidance below)
2. JB MDL Active Duty Member Volunteer of the Year
3. JB MDL Civilian Volunteer of the Year
4. JB MDL Family Member Volunteer of the Year (18yrs & above)
5. JB MDL Youth Volunteer of the Year (9yrs - 17yrs)
6. Key Spouse, Ombudsman, or Family Readiness Group Leader Volunteer of the Year

### Expected deliverables:

1. Request Volunteer Nominations for above categories using the attached Nomination form Award AF IMT 1206 and submit the completed nomination package to the Military and Family Readiness Center by **COB 24 FEB 2023**. Nominations may be sent via email to [suzanne.costain.1@us.af.mil](mailto:suzanne.costain.1@us.af.mil).  
***Nominations will not be accepted after COB 24 FEB 2023.***
2. Request total number of volunteer hours contributed during the period of 01 Jan 2022 through 31 Dec 2022, even if you are not submitting nominations. These hours assist the MFRC in reporting the combined volunteer hours contributed with estimated dollar amounts during 2022. **Please submit volunteer hours by COB 24 FEB 2023** via email to [suzanne.costain.1@us.af.mil](mailto:suzanne.costain.1@us.af.mil).

For any questions, please contact the Military and Family Readiness Center at 609-754-3154 or via email at [suzanne.costain.1@us.af.mil](mailto:suzanne.costain.1@us.af.mil).

## Volunteer Excellence Award (VEA)

**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.

**Award Description:** The Air Force Volunteer Excellence Award (VEA) was established to recognize federal civilians, family members, and 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 and military 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 as a Family Services volunteer, Boy/Girl Scout Leader, etc. 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 winner; 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:** 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. **Nomination packages should be written in complete sentences that share specific details of the volunteer experience.**