

MEMORANDUM FOR DISTRIBUTION

FROM: 366 FSS/FSH

AIRMAN & FAMILY READINESS CENTER

SUBJECT: Nominations for 366th Fighter Wing Volunteer Excellence Award

1. Volunteer Gunfighters are performing outstanding service every day in our community. During National Volunteer Week, Gunfighters and the nation will be recognizing and celebrating what our volunteers do for us. The Airman & Family Readiness Center is now accepting nominations for the Volunteer Excellence Award (VEA). Please submit nominations by e-mail to 366fss.fsfr@us.af.mil
2. The Volunteer Excellence Award is described by the Volunteer Excellence Award Guidance (see attachment). Federal civilians, family members, military retirees and federal retirees are eligible for this award. Note: this is not for Active Duty. This award is to recognize outstanding community service. This service must be performed in either 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. 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 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. 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.
3. Individuals should be nominated for the VEA by their supervisors or by the organization where the volunteer work took place. You must follow the nomination format included with this letter and limit the narrative portion of your nomination to one page, single spaced with 12 pitch font. Be sure your nominee's name is spelled correctly. A selection committee will review, score and rank each nomination submitted. There may be more than one awarded.
4. The Volunteer Excellence Award winner or winners will be announced in April during National Volunteer Week.
5. If you have questions, please contact the A&FRC at 208-828-2458.