

## **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, youth scout leader, etc.). 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.