

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AFB INSTRUCTION 36-2803



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Personnel**

VOLUNTEER RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides procedures for implementing **Luke AFB Form 210, 56th Fighter Wing Volunteer Recognition Nomination Form (Attachment 2)**. The nomination form provided at Attachment 2 is to be used for all base volunteers. Active duty and civilian members must have performed their volunteer service outside of normal duty hours. Additionally, one person out of the military retired, civilian, and youth categories will be selected to receive the Air Force Chief of Staff Volunteer Excellence Award. This award recognizes one non-military individual whose community service is of a sustained, direct, and consequential nature. This publication does not apply to all Air Force, Air Force Reserve Command and to Air National Guard Units. Luke AFB Form 210 is available digitally at <http://www.e-publishing.af.mil/> and https://luke.eis.aetc.af.mil/56MSG/CS/56_SCO/SCOK/SCOKP/LUKE%20FORMS/Forms/AllItems.aspx. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

Updates squadron name from 56th Mission Support Squadron to 56th Force Support Squadron. Updates records management statement and website links. Adds Attachment 1, Glossary of References and Supporting Information.

1. Purpose

1.1. Annually, Luke AFB recognizes members of our community who demonstrate compassion and service to others by performing volunteer work in either the local community or at Luke AFB. This initiative promotes volunteerism by providing an opportunity for Luke personnel and their families to find out about some of the many volunteer opportunities in the Valley.

2. Preparing Luke AFB Form 210

2.1. Hand-written or type.

2.2. Type using only 10 or 12-pitch font.

2.3. May use computerized versions with 12-pitch Times New Roman font.

2.4. Print or legibly write entries when computerized form, typewriter, or word processor is not available. Use only dark blue or black ink.

2.5. Avoid using nicknames and code names.

2.6. Do not enter classified information in any section of the form.

JERRY D. HARRIS, JR., Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Form

Luke AFB Form 210, *56th Fighter Wing Volunteer Recognition Nomination*

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

FSS—Force Support Squadron

RDS—Records Disposition Schedule

Attachment 2

LUKE AFB FORM 210, VOLUNTEER RECOGNITION NOMINATION

VOLUNTEER RECOGNITION NOMINATION			
FOR FAMILY SUPPORT CENTER USE		NOTE: DUE AT THE FAMILY SUPPORT CENTER ON OR BEFORE:	
DATE RECEIVED	WILL ATTEND <input type="checkbox"/> YES <input type="checkbox"/> NO	PLEASE COMPLETE THE INFORMATION FOR CALENDAR YEAR	AS FULLY AS POSSIBLE
VOLUNTEER'S NAME		STATUS (Military/Retired--include grade and branch of service/military spouse of active duty/non-military or youth)	
SPONSORING ORGANIZATION		SUPERVISOR/POINT OF CONTACT	PHONE
VOLUNTEER JOB TITLE		BEGAN VOLUNTEERING	DAYS/HOURS VOLUNTEERED DURING AWARD YEAR
SPECIFIC VOLUNTEER DUTIES			
INDIVIDUAL VOLUNTEERS AT MORE THAN ONE AGENCY <input type="checkbox"/> YES <input type="checkbox"/> NO		VOLUNTEER DUTIES PERFORMED <input type="checkbox"/> ON BASE <input type="checkbox"/> OFF BASE	
NAME OF OTHER AGENCY(IES) IF INCLUDED IN NOMINATION			
ADDITIONAL COMMENTS:			
CONTINUE ON REVERSE OR ADD A PAGE IF NECESSARY.			
ALL NOMINEES WILL RECEIVE A CERTIFICATE OF RECOGNITION. ANGEL PINS WILL BE AWARDED TO THE OUTSTANDING VOLUNTEER IN EACH OF THE FOLLOWING CATEGORIES: ACTIVE DUTY MILITARY - RETIRED MILITARY - NON-MILITARY - AND YOUTH.			
LUKE AFB FORM 210, MAR 96 (1MT-V1) (SRMSS/DPF)		PREVIOUS EDITIONS MAY BE USED.	