

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE
INSTRUCTION 36-2803**



24 JANUARY 2012

Personnel

**MACDILL AIR FORCE BASE (AFB)
VOLUNTEER PROGRAM**

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OPR: 6 FSS/FSFR

Certified by: 6 MSG/CC
(Col James C. Hodges)

Supersedes: MACDILLAFBI36-2803,
21 July 2003

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It establishes the MacDill Air Force Base (AFB) Volunteer Program, provides operational guidance, assigns responsibilities, and explains procedures for the management of the MacDill Very Important People (MacVIP) Program. It also prescribes procedures for the nomination and selection process for the Volunteer Recognition Programs. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include adding “family members that possess a valid Department of Defense Identification Card” to paragraph 3.

1. Applicability. This instruction applies to all organizations enrolled in the Volunteer program at MacDill AFB.

2. Program Objective.

2.1. The objective of this instruction is to standardize and provide a single point of reference for the MacDill AFB Volunteer Program.

2.2. MacVIP incentives were established in April 1990 to attract new volunteers, to expand the volunteer program, and implement creative ways to recognize volunteers.

2.3. The purpose of the program is to enhance volunteer service by formalizing the volunteer program and ensuring that all organizations and volunteers are adhering to uniform standards of professionalism.

3. Eligibility. Opportunity to participate in the Volunteer Program is available to all active duty military, federal civilians, military and federal retirees, and family members that possess a valid Department of Defense Identification Card regardless of their agency affiliation.

4. Volunteer Incentives (MacVIP Program).

4.1. The MacVIP is a graduated incentive program designed to recognize volunteers on a monthly basis.

4.2. Volunteers qualify for incentives listed under paragraph 4.5., based on the hours accrued in a 30-day period.

4.3. Volunteer incentives can be redeemed only once during the eligible month unless otherwise indicated. Incentives expire on the 15th of each month and cannot be extended or transferred into another month. If an incentive is not used within the eligible period, it is no longer available.

4.4. Volunteer incentives will be made available based on the resources that are available.

4.5. Incentives earned are non-transferable and can only be used by the volunteer who qualified for the incentive.

4.6. Three levels of MacVIP volunteer monthly incentives are:

4.6.1. VIP (12–23 hours).

4.6.1.1. MacVip “Buck” worth \$10.00 provided by 6th Force Support Squadron (6 FSS) to spend at participating agencies.

4.6.1.2. Priority checkout at the Base Exchange (BX) and Commissary (unlimited monthly visits).

4.6.2. VIP Plus (24–39 hours).

4.6.2.1. MacVip “Buck” worth \$15.00 provided by 6 FSS to spend at participating agencies.

4.6.2.2. Free base theater movie pass (limit one per month).

4.6.2.3. Reserved parking pass for use at designated locations (valid for entire month). Parking passes must be clearly displayed in your windshield when utilizing a reserved parking space.

4.6.2.4. Eligibility to enter drawing to receive a \$10.00 BX gift certificate.

4.6.2.5. Eligibility to enter drawing to receive a \$10.00 6 FSS certificate.

- 4.6.2.6. Priority checkout at the BX and Commissary (unlimited monthly visits).
- 4.6.3. Super VIP (40 or more hours).
 - 4.6.3.1. MacVip “Buck” worth \$20.00 provided by 6 FSS to spend at participating agencies.
 - 4.6.3.2. Free base theater movie pass (limit one per month).
 - 4.6.3.3. Reserved parking pass for use at designated locations (valid for entire month). Parking passes must be clearly displayed in your windshield when utilizing a reserved parking space.
 - 4.6.3.4. Eligibility to enter drawing to receive a \$20.00 BX gift certificate.
 - 4.6.3.5. Eligibility to enter drawing to receive a \$20.00 6 FSS certificate.
 - 4.6.3.6. Priority checkout at the BX and Commissary (unlimited monthly visits).
- 4.7. Family VIP. Families can enroll in this program if they want to collectively accrue 12, 24, and 40 or more volunteer hours in a month. The benefit of this program is to allow families to combine their total hours together in order to qualify for a higher incentive award. Families who accrue hours under this plan will only receive one set of awards based on the total combined hours. The awards are not given to each family member, but are to be shared by the all participating family members.

5. Recognition and Awards.

- 5.1. Awards: It is in the best interest of the Volunteer Program to ensure the volunteers’ dedication, commitment, and sacrifices are properly recognized and rewarded. Airman and Family Readiness Center (A&FRC) will host an annual awards banquet to honor all volunteers. The annual period runs from 01 Apr–31 Mar and will be used to calculate accumulated hours. Volunteers also have the opportunity to be recognized on a monthly/quarterly basis. The following are the award categories:
 - 5.1.1. Volunteer of the Year. The winner will receive a \$25.00 BX Gift Certificate and a \$25.00 6 FSS Gift Certificate.
 - 5.1.2. Volunteer Coordinator of the Year. The winner will receive a \$25.00 BX Gift Certificate and a \$25.00 6 FSS Gift Certificate.
 - 5.1.3. 1,000 Hour Club. Volunteers who contribute 1,000 or more hours in the year. The winner(s) will receive an appreciation certificate and a plaque.
 - 5.1.4. 2,000 Hour Club. Volunteers who contribute 2,000 or more hours in the year. The winner(s) will receive an appreciation certificate and a plaque.
 - 5.1.5. Angel Award: This award is to be presented by the Wing Commander’s spouse. Only volunteers nominated for, but have *never* won, the Volunteer of the Year, Volunteer Coordinator of the Year, or the Volunteer Excellence Award (VEA) are eligible. A volunteer can only win the Angel Award once in their lifetime. The winner(s) will receive a \$25.00 BX Gift Certificate and a \$25.00 6 FSS Gift Certificate.
 - 5.1.6. Volunteer Excellence Award (VEA): The US Chief of Staff authorizes the VEA for federal civilians, family members, and military and federal retirees who perform

outstanding volunteer community service. The Air Force VEA was established to recognize outstanding volunteer community service of a sustained, direct, and consequential nature. Each agency may nominate one individual for the annual Air Force VEA. The winner will receive a \$25.00 6 FSS Gift Certificate.

5.1.7. Volunteer of the Quarter: Agencies are highly encouraged to recognize their volunteers by submitting a Volunteer of the Quarter nomination package to the A&FRC. Winners will receive a \$25.00 BX Gift Certificate and a \$25.00 6 FSS Gift Certificate.

5.1.7.1. Volunteers must have been submitted for a quarterly award to be eligible for the Volunteer of the Year or Volunteer Coordinator of the Year annual award. It is not necessary for the volunteer to win a quarterly award to be eligible for the annual award.

5.1.8. Volunteer of the Month: Each agency with five or more volunteers is encouraged to have an internal Volunteer of the Month recognition program.

5.2. Nomination Packages: Agencies wishing to recognize their volunteers are responsible for preparing nomination packages and providing them to the A&FRC. Volunteer award packages, procedures, and timelines will be consistent with 6th Air Mobility Wing (6 AMW) guidelines. A&FRC will review packages and is responsible for putting together a board consisting of at least three individuals who will judge and score the packages. Winners will be recognized as part of the 6 AMW recognition program.

6. VIP Program Mechanics.

6.1. Volunteer Coordinators will ensure volunteer hours are tracked on a daily basis.

6.2. A list of volunteers and the number of hours they have donated will be compiled by each agency Volunteer Coordinator and turned in no later than the 5th duty day of each month. If hours are not turned in on time, the volunteer could lose that month's incentives. The agency Volunteer Coordinator is responsible for certifying the hours.

6.3. The number of hours volunteered will be tabulated from the first day to the last day of each month. Volunteer incentives will be effective from the 16th of the month to the 15th of the following month. For example, the hours volunteered 1–31 May qualify for incentives effective 16 June–15 July.

6.4. MacVIP cards will be issued to each eligible volunteer. The cards will show an expiration date, the level of incentive, and an explanation of incentives on the reverse side of the card.

6.5. The A&FRC will provide each agency the appropriate number of cards for issue to eligible volunteers. Volunteer agencies can pick up their agency's cards no earlier than the 15th of each month. The agency representative will sign for the packages upon receipt.

LENNY J. RICHOUX, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

Prescribed Forms

None

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

6 AMW—6th Air Mobility Wing

6 FSS—6th Force Support Squadron

AF—Air Force

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

A&FRC—Airman and Family Readiness Center

BX—Base Exchange

MACVIP—MacDill Very Important People

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

VEA—Volunteer Excellence Award

VIP—Very Important People