

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**

**PACIFIC AIR FORCES INSTRUCTION
36-3010**



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Personnel

ANNUAL VOLUNTEER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-3009, *Airman and Family Readiness Center*. This instruction provides guidance, responsibilities, and procedures for administering the Volunteer Recognition Program. This instruction applies to all Pacific Air Forces personnel including Air Force Reserve Command (AFRC) Units and the Air National Guard (ANG). This instruction requires maintaining information subject to the Privacy Act of 1974. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to approval. All requirements in this publication are considered **T-3**. See AFI 33-360, *Publications and Forms Management*, for a description of authorities associated with Tier numbers.

1. Program Objective. Recognition of volunteers is very important to sustaining a viable and successful volunteer program. PACAF bases should recognize outstanding volunteer community service on and off base. Commanders and supervisors at all levels should actively support volunteerism and nominate outstanding volunteers for annual recognition. Commanders and supervisors are strongly encouraged to attend the annual recognition ceremony.

2. Program Responsibilities. The installation Airman and Family Readiness Center (A&FRC) volunteer coordinator collaborates with other installation volunteer agencies to recognize volunteer service.

2.1. Volunteer Programs at Non-Air Force-led Bases. If there is no existing volunteer recognition program to recognize the Air Force volunteers, the Airman & Family Readiness Section (A&FRS) Community Readiness Consultant will be the volunteer coordinator and collaborate with the other installation volunteer agencies.

2.2. Agencies and Organization Utilizing Volunteers. These agencies and organizations will be responsible for training the volunteers and ensure the completion of DD Form 2793, *Volunteer Agreement for Appropriated Fund and Non-appropriated Fund Instrumentalities*.

2.3. Myairforcevolunteer.com Website. Agencies and organizations utilizing volunteers are highly encouraged to register and publicize their volunteer activities with My Air Force Volunteer website at myairforcevolunteer.com. Additionally, it is advisable for agencies and organizations to encourage their volunteers to utilize myairforcevolunteer.com to log their service hours at least once per week. This website was designed to assist volunteers with tracking volunteer hours and enhance collaboration between organizations with volunteer need and individuals who are looking for opportunity to volunteer. Refer to [Attachment 2](#) for more information.

2.4. The A&FRC/A&FRS Volunteer Coordinator. The coordinator will highly publicize volunteer recognition opportunities and call for nominations for the annual volunteer service awards in December of each year.

2.4.1. The A&FRC/A&FRS volunteer coordinator will organize and execute an annual volunteer recognition ceremony to properly recognize volunteers.

2.4.2. The annual volunteer recognition ceremony should be held in April each year to coincide with the National Volunteer Appreciation Week.

2.4.3. The A&FRC/A&FRS volunteer coordinator will procure appropriate trophies, certificates and mementos to be awarded to volunteers at annual recognition ceremony. If the annual volunteer recognition ceremony includes presentation of the President's Volunteer Service Award (PVSA), the A&FRC/A&FRS volunteer coordinator will submit requisitions for awards and mementos for recipients of the PVSA in accordance with the PVSA Program.

2.5. Public Affairs (PA). In cooperation with the A&FRC/A&FRS volunteer coordinator, PA will publicize volunteer resources and opportunities for the base and local community and will provide press coverage of the annual volunteer recognition ceremony.

2.6. Protocol Office (CCP). The Protocol Office will coordinate invitations, reservations and seating for all general officers, Senior Executive Service (SES), colonels/civilian equivalents and other distinguished visitors for the annual recognition ceremony. The protocol office will review ceremony script to ensure conformity with proper customs, courtesies and protocol.

3. Volunteer Recognition. The purpose of the volunteer recognition/awards program is to appropriately honor those individuals whose volunteer service makes a significant contribution

to their base and local community. This program recognizes volunteers who individually, or as part of a private organization/agency, are nominated for consideration for that calendar year.

3.1. Annual Volunteer Award Categories at the Installation Level.

3.1.1. Active Duty Member Volunteer of the Year: Awarded to an AF active duty member for outstanding volunteer service.

3.1.2. Civilian Employee Volunteer of the Year: Awarded to a DAF civilian employee (Non-appropriated Fund or Appropriated Fund employees) for outstanding volunteer service.

3.1.3. Family Member Volunteer of the Year: Awarded to a family member for outstanding volunteer service. The family member must be assigned to the same base as sponsor.

3.1.4. Youth Volunteer of the Year: Awarded to an individual under the age of 18 for outstanding volunteer service. Youth sponsor (military or civilian employee) must be assigned to the same base as sponsor.

3.1.5. Local National Volunteer of the Year: Awarded to host country citizen for outstanding volunteer service.

3.1.6. Key Spouse Volunteer of the Year: Awarded to appointed/have completed required training Key Spouse and/or Key Spouse Mentor who provided support services to the spouses and unit members within their respective unit(s). Note: The AF has an annual Key Spouse of the Year Award. The Wing should use the annual Key Spouse of the Year Award process and recognize their Wing annual key spouse winner during the Annual Volunteer Recognition ceremony.

3.1.7. Retiree Volunteer of the Year: Awarded to retiree for outstanding volunteer service.

3.1.8. Wing Commander Special Recognition Volunteer of the Year. Awarded to parent(s), widow or widower of a deceased/wounded Department of Defense member or any other volunteers who do not directly fit in any of the above categories.

3.1.9. Volunteer Excellence Award (VEA): The VEA is established to recognize federal civilians, family members, and military federal retirees who perform outstanding volunteer community service of a sustained, direct, and consequential nature. The volunteer service must be significant in character, produce tangible results and reflect favorably on the United States Air Force. This award is intended to recognize exceptional long-term community support, not a single act of achievement. The VEA should be presented during the National Volunteer Week.

3.1.9.1. The A&FRC volunteer coordinator will ensure the certificates and pins are ordered to present to VEA winners. If this program does not exist at non-Air Force led base, A&FRS Community Readiness Consultant volunteer coordinator will order the certificates and pins.

3.1.9.2. The Force Support Squadron (FSS) Commander will include the cost of the VEA Lapel Pin/PVSA awards in their yearly budget.

3.2. President's Volunteer Service Award (PVSA): The A&FRC is a certifying organization for the PVSA a recognition program for Americans of all ages who contribute a significant amount of time to volunteer service. The program recognizes individuals, families, and groups that have achieved a certain standard – measured by the number of hours served over a 12-month period. Any volunteer may register at the web site (<http://www.presidentialserviceawards.gov>) and record volunteer activities. If this program does not exist at non-Air Force led base, the A&FRS Community Readiness Consultant volunteer coordinator will be the certifying official.

3.3. Military Outstanding Volunteer Service Medal (MOVSM). Military members may become eligible for the Military Outstanding Volunteer Service Medal. This award is processed through the virtual Personnel Center (vPC) and is awarded to members of the Armed Forces of the United States and their Reserve Components who perform outstanding volunteer community service of a sustained direct and consequential nature. Approval authority is delegated to commanders authorized to award their Service Achievement Medal. Military members should contact their base FSS Military Personnel Section for additional details. Commanders may request presentation of the MOVSM at the Annual Volunteer Recognition Ceremony.

3.4. Volunteer Award at the Wing, Numbered Air Force (NAF) and Major Command (MAJCOM) level. NAF staff should compete for the volunteer awards at the wing level. Each Wing may select their Volunteer of Year nominee to compete for NAF and MAJCOM Awards. Each Wing may submit one volunteer nominee to compete for the NAF/CC Volunteer of the Year Award. Each NAF may submit one volunteer nominee to compete for the MAJCOM/CC Volunteer of the Year Award. Each MAJCOM directorate may submit one volunteer nominee to HQ PACAF/CCF for boarding; the HQ PACAF volunteer nominee competes against the NAF volunteer nominees for the MAJCOM/CC Volunteer of the Year Award.

3.5. Award Consideration Period.

3.5.1. Volunteer of the Year (all categories): 1 Jan-31 Dec.

3.5.2. President's Volunteer Service Award: 1 Jan-31 Dec.

3.5.3. VEA: Sustained (long-term) direct and consequential service.

3.5.4. MOVSM: This award recognizes those members of the military (active duty, Reserve and National Guard) who perform outstanding volunteer community service of a sustained, direct, and consequential nature. Although there is no specific time period to qualify for the MOVSM (e.g., 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal.

3.6. Award Nomination Procedures.

3.6.1. Nomination for the Volunteer of the Year Awards and VEA will be submitted on AF Form 1206, *Nomination for Award*. The AF Form 1206 is available for download at <http://www.e-publishing.af.mil>.

3.6.2. Nomination can originate from the individual providing direct supervision to the volunteer, anyone working with the volunteer, or the volunteer.

3.6.3. If the nominating person does not have access to an AF Form 1206, any document containing the volunteer's name, volunteer organization, award category the person is being submitted for and contact information for both the nominating official and nominee may be used.

3.6.4. Nominations will describe how the nominee met the award criteria using results-oriented bullet statements. Nominations will contain a maximum of 20 lines, Times Roman, 12 font.

3.6.5. Nominations for all Volunteer of the Year and VEA categories must be submitted to the A&FRC not later than (NLT) 15 February of each year.

3.6.6. Nominations to receive the PVSA consist solely of the verification statement available from the PVSA website. The verification statement must be submitted to the A&FRC by 15 February to receive the award during the Annual Recognition Ceremony.

3.6.7. Nominations to receive the MOVSM must be processed via vPC.

3.7. Award Selection for the Volunteer of the Year Program.

3.7.1. At the installation level, a review/selection board should be convened to select the winners in each category. The Mission Support Group Commander (MSG/CC) should be the selection board President, and the board should consist of one Chief Master Sergeant (CMSgt), one Key Spouse or Key Spouse Mentor selected by the MSG/CC and one General Schedule (GS) 9 or above. The A&FRC/A&FRS volunteer coordinator should serve as the board recorder/volunteer subject matter expert.

3.7.2. The MSG/CC will forward the list of selectees to the Wing Commander for final approval.

3.8. Award Selection for the Volunteer of the Year at the NAF Level. The NAF/CC designates selection board and forwards one NAF Volunteer of the Year Nominee to HQ PACAF/A1KO (pacaf.a1ko@us.af.mil) to compete for PACAF Volunteer of the Year Award.

3.9. Award Selection for the Volunteer of the Year at HQ PACAF Directorate Level. The HQ PACAF First Sergeant collects and boards all Volunteer of the Year nominees, and submits the HQ PACAF Volunteer of the Year Nominee to HQ PACAF/A1KO (pacaf.a1ko@us.af.mil)

3.10. Annual Recognition Ceremony. An annual recognition ceremony will be held to honor and recognize all volunteers. The ceremony should take place during the National Volunteer Recognition Month (traditionally observed each April since 1974). The general responsibilities for the execution of the annual recognition ceremony are outlined in paragraph 2.

3.10.1. The Wing Commander or designated representative will host the annual volunteer recognition ceremony.

3.10.2. In addition to nominees and winners in each category, all volunteers with 20 service hours or more reported via myairforcevolunteer.com will be recognized with a certificate and/or mementos.

3.10.3. Military members approved to receive the MOVSM may be presented the approved medals at the annual recognition ceremony.

3.10.4. The President's Volunteer Service Award may also be presented at the annual recognition ceremony.

JULIE C. BOIT, Colonel, USAF
Director of Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-3009, *Airman and Family Readiness Centers*, 07 May 2013

DODI 1100.21, *Voluntary Services in the Department of Defense*, Mar 11, 2002

Prescribed Forms

No forms are prescribed by this instruction

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

DD Form 2793, *Volunteer Agreement for Appropriated Fund and Non-appropriated Fund Instrumentalities*.

Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

A&FRS—Airman and Family Readiness Section

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management Systems

CC—Commander

CCF—First Sergeant

CCP—Protocol

CMSgt—Chief Master Sergeant

DAF—Department of the Air Force

FSS—Force Support Squadron

GS—General Service

HQ PACAF—Headquarters Pacific Air Forces

MAJCOM—Major Command

MOVSM—Military Outstanding Volunteer Service Medal

MSG—Mission Support Group

NAF—Numbered Air Force

PA—Public Affairs

PSVA—President's Service Volunteer Award

RDS—Records Disposition Schedule

SES—Senior Executive Service

VEA—Volunteer Excellence Award

vPC—Virtual Personnel Center

Attachment 2

MYAIRFORCE VOLUNTEER.COM INTERACTIVE VOLUNTEER WEBSITE REGISTRATION INFORMATION

A2.1. Registration.

A2.1.1. To register go to myairforcevolunteer.com and follow the instruction. The website contains a guide to help you with the registration.

A2.1.2. User will be give two options to register: Register with the myairforcevolunteer.com site or register with Facebook.

A2.2. Navigating Your Landing Page.

A2.2.1. Use the How-to-Videos and Information to help navigate the site. The “myairforcevolunteer” logo acts as the Home Button.

A2.2.2. Use the navigation site icons to view volunteer opportunities, add volunteer hours, view volunteer statistics, manage user settings and more.

A2.2.3. Use feedback icon to send questions or ideas to improve the site.

A2.3. Viewing Volunteer Opportunities.

A2.3.1. Click “VIEW OPPS” on the Landing Page. User will be directed to volunteer opportunities page to view current opportunities, arranged by date.

A2.3.2. Use the filter to view temporary, long-term, or internal volunteer opportunities.

A2.3.3. User can also perform a key word search.

A2.4. Adding Volunteer Hours

A2.4.1. Click “ADD Hours” on the Landing Page. Information on adding hours is available by clicking the “Help with Adding Hours.”

A2.4.2. Hours can be added from user’s favorites list. Just enter the date, number of hours, and details about the volunteerism.

A2.4.3. Lastly, there is an option to log hours for volunteerism not listed with this website.

A2.5. Viewing User’s Volunteer Statistics.

A2.5.1. Click “VIEW STATS” on the Landing Page. Quick Reports are one click options to query volunteer data. Options are This Year, Last Year, This Quarter, and Last Quarter. User may also enter a custom data range. Leaving the dates blank will query all data.

A2.5.2. User query data will be presented with the following information and options: query details and total hours for elected query.

A2.6. Manage Profile Settings.

A2.6.1. Once on the Settings page, user can click the pencil to edit personal information to include changing email address and location. Link additional organizations using the select drop down. Linking to organizations allows user to view the organizations internal volunteer opportunities. Click the red “x” to remove the link organization. User can also change your

password and link your Facebook account for easier login. Lastly, user can turn on/off notifications.