

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

YOKOTA AIR BASE INSTRUCTION 36-3010

19 APRIL 2012



Personnel

VOLUNTEER PROGRAM (PA)

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 374 FSS/FSFR

Certified by: 374 MSG/CC
(Col Todd M. Freece)

Pages: 6

This instruction clarifies responsibilities and procedures for administering the Volunteer Resource and Volunteer Recognition Program. This instruction implements AFI 36-3009, *Airman and Family Readiness Centers*. This instruction applies to all assigned, attached and tenant units at Yokota Air Base (AB). This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Chapter 857, Decorations and Awards; as implemented by Air Force Regulation Unit Awards and Decorations, and E.O. 9397 (SSN). The System of Records Notice F036 AF PC V, *Awards and Decorations*, 11 June 1997, 62 FR 31793, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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.

1. Program Objectives. Recognition of volunteers is very important to sustaining a viable and flourishing volunteer program. Program objectives are as follows:

1.1. Recognize outstanding volunteer community service in our base and local community.

2. Program Responsibilities. The Yokota Airman and Family Readiness Center (A&FRC) collaborates with other base volunteer agencies to recognize volunteer service. Commanders and supervisors encourage volunteerism and actively support volunteer recognition programs.

2.1. Agencies and organizations utilizing volunteers will be responsible for training volunteers and should establish programs to track and record volunteer service hours.

2.2. Agencies and organizations utilizing volunteers are highly encouraged to report volunteer service hours to the A&FRC on a regular basis to facilitate base-level recognition. Monthly reporting is recommended.

2.3. The A&FRC will highly publicize volunteer recognition opportunities and call for nominations for annual volunteer service awards in December of each year.

2.4. The A&FRC will organize and execute an annual volunteer recognition ceremony to properly recognize volunteers. The annual volunteer recognition ceremony will normally be held in April each year to coincide with National Volunteer Appreciation Week.

2.5. The A&FRC will procure appropriate trophies, certificates and mementos to be awarded to volunteers at the annual recognition ceremony. The A&FRC will submit requisitions for awards and mementos for recipients of the Presidential Volunteer Service Award in accordance with the Presidential Volunteer Service Award Program.

2.6. 374 AW Public Affairs will, in cooperation with the A&FRC, publicize volunteer resources and opportunities for the base and local community and will provide press coverage of the annual volunteer recognition ceremony.

2.7. The 374 AW Protocol Office will coordinate invitations, reservations and seating for all general officers, colonels, and distinguished visitors for the annual recognition ceremony. The protocol office will review ceremony script to ensure conformity with proper customs, courtesies, and protocol.

2.8. Commanders and supervisors at all levels will actively support volunteerism and will nominate outstanding volunteers for annual recognition. Commanders and supervisors are strongly encouraged to attend the annual recognition ceremony.

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 the Yokota 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. Award Categories.

3.1.1. **Active Duty Member Volunteer of the Year:** Awarded to an active duty member assigned to Yokota Air Base for outstanding volunteer service.

3.1.2. **Civilian Employee Volunteer of the Year:** Awarded to a civilian employee of Yokota Air Base for outstanding volunteer service.

3.1.3. **Family Member Volunteer of the Year:** Awarded for outstanding volunteer service by a dependent family member whose sponsor is assigned to Yokota Air Base.

3.1.4. **Youth Volunteer of the Year:** Awarded for outstanding volunteer service by an individual under the age of 18 whose sponsor is assigned to Yokota Air Base. Nominees

for the Youth Volunteer of the Year must be under the age of 18 throughout the entire period of consideration.

3.1.5. Local National Volunteer of the Year: Awarded to a Japanese citizen whose volunteer service enhanced Japanese-American relations.

3.1.6. Key Spouse Volunteer of the Year: Awarded to appointed/trained Key Spouses and/or Key Spouse Mentors who provided support services to the spouses within their respective unit(s).

3.1.7. 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 or achievement.

3.1.8. President's Volunteer Service Award: The A&FRC is a certifying organization for the President's Volunteer Service Award - 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. Yokota Air Base personnel and their dependent family members are encouraged to register, then edit profile and enter HJX51788 as the Certifying Organization.

3.1.9. Military Outstanding Volunteer Service Medal (MOVSM). Military members may become eligible for the Military Outstanding Volunteer Service Medal. This award is processed through the Military Personnel Section 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 the 374 FSS Military Personnel Section for additional details. Commanders may request presentation of the MOVSM at the Annual Volunteer Recognition Ceremony.

3.2. Consideration Periods.

3.2.1. Volunteer of the Year (all categories) and the President's Volunteer Service Award: 1 Jan – 31 Dec

3.2.2. VEA: Sustained (long-term), direct service within the period 1 Apr – 31 Mar

3.2.3. MOVSM: While there is no specific time period to qualify for the MOVSM (for example, 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. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities.

3.3. Nomination Procedures.

3.3.1. Nominations for the Volunteer of the Year awards will be submitted on an AF Form 1206, *Nomination for Award*. The AF Form 1206 is available for download at <http://www.e-publishing.af.mil>. Nominations can originate from the individual providing direct supervision to the volunteer, anyone working with the volunteer or the volunteer. 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 can be used. Nominations will describe how the nominee met the award criteria using results-oriented bullet statements. Nominations will contain a maximum of 20 lines under the heading of VOLUNTEER WORK PERFORMED BY THE NOMINEE.

3.3.2. Nominations for all Volunteer of the Year nomination categories must be submitted to the A&FRC NLT than 15 Feb of each year. Hand delivery of all nomination packages to the A&FRC is strongly recommended however electronic or postal delivery is acceptable. Nominating officials should confirm receipt of nominations with the A&FRC.

3.3.3. Nominations to receive the President's Volunteer Service Award consist solely of the verification statement available from the President's Volunteer Service Award web site. The verification statement must be submitted to the A&FRC by 15 Feb to receive an award for the previous calendar year.

3.3.4. Nominations to receive the MOVSM are processed by the Military Personnel Section.

3.4. Selection.

3.4.1. A review/selection board will be convened to select the winners in each category. The MSG/CC will be the selection board President, and the board will consist of one CMSgt, one key spouse selected by the MSG/CC and one GS-9 or above. The selection board will meet the third week in February of each year to review nomination packages and select the Volunteers of the Year from each category as well as the VEA winners.

3.4.2. The MSG/CC will forward the list of selectees to 374 AW/CC for final approval.

3.5. Annual Recognition Ceremony. An annual recognition ceremony will be held to honor and recognize all volunteers from the Yokota community. The ceremony will take place during the National Volunteer Recognition month (traditionally observed each April). General responsibilities for execution of the annual recognition ceremony are outlined in paragraph 2.

3.5.1. The 374 AW Commander or his/her designated representative will host the annual volunteer recognition ceremony.

3.5.2. In addition to nominees and winners in each category, all volunteers with service hours reported to the A&FRC will be recognized with a certificate and/or memento.

3.5.3. Military members approved to receive the MOVSM may be presented the medal at the annual recognition ceremony.

PAUL E. FEATHER, Colonel, USAF
Commander, 374th Airlift Wing

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

AFI 36-3009, *Airman and Family Readiness Centers*, 18 January 2008

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

Adopted Forms

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

AF Form 1206, *Nomination for Award*, 1 July 2000

Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

IAW—In Accordance With

MOVSM—Military Outstanding Volunteer Service Medal

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

VEA—Volunteer Excellence Award