



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, JOINT BASE ELMENDORF-RICHARDSON  
JOINT BASE ELMENDORF-RICHARDSON, ALASKA**

27 September 2021

MEMORANDUM FOR ALL JBER PERSONNEL

FROM: 673 ABW/CC

SUBJECT: Joint Base Elmendorf-Richardson (JBER) Commander's Guidance on Volunteer Management

References: (a) DODI 1100.21, Volunteer Services in the Department of Defense  
(b) AFI 36-3009-Airman & Family Readiness Centers  
(c) AR 608-1, Army Community Service (ACS)

1. Purpose: To provide units/squadrons (including tenant units), base agencies, and private organizations (henceforth all referred to as "organizations") on JBER a standardized system for managing volunteers and reporting volunteers and their hours/contributions, as well as provide information regarding the planning, coordination, and execution of the Annual Volunteer Recognition Ceremony.

2. Volunteer Management: Unit commanders, agency directors, presidents, etc. are responsible for the volunteer management within their organization. The JBER Volunteer Coordinator (JVC) is available to assist as necessary for any volunteer questions, clarifications, or concerns that may arise.

a. Each organization with volunteers shall appoint an Organizational Point of Contact (OPOC) and/or Unit Volunteer Manager (UVM) depending on branch of service (both henceforth known as "Volunteer Managers") to create and manage volunteer vacancies for their organization, oversee the volunteers within their organization, and certify the volunteer hours. All organizations are responsible to inform the JVC of their respective Volunteer Managers. Note: Each organization should have at least two persons (primary and alternate) who have this responsibility. For more information, contact the JVC at either 384-1517 or 552-4943.

b. In accordance with DoDI 1100.21, all statutory organizations with volunteers on the installation are required to complete and sign the DD Form 2793, *Volunteer Agreement*, located at the following link: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2793.pdf>. The Volunteer Manager will maintain the DD Form 2793 within their respective organization and will also send a copy to the JVC. Volunteer records shall be retained for 3 years following the termination of volunteer service by the organization receiving the service.

c. Volunteer hours submissions:

(1) In accordance with the AR 608-1, all US Army organizations with volunteers on the installation are required to utilize the Volunteer Management Information System (VMIS) at [www.myarmyonesource.com](http://www.myarmyonesource.com). The use of VMIS by US Air Force organizations and US Air Force personnel is optional. Private organizations are encouraged to utilize VMIS.

(2) All US Air Force organizations are asked to utilize the JBER Volunteer Names and Hours spreadsheet (see Atch 1) to track volunteer hours for all volunteer activities whether on or off the installation. All volunteers may also utilize and submit to the JVC an Individual Volunteer Hours Spreadsheet (see Atch 2).

Note: Organizations using VMIS shall also submit the JBER Volunteer Names and Hours spreadsheet for those assigned Soldiers and family members who are not recorded in VMIS.

(3) All volunteer data conducted for/with Appropriated Fund Activities and Non-Appropriated Fund instrumentalities received by the JVC will be entered into the volunteer tools in the Air Force Family Integrated Results & Statistical Tracking system (AFFIRST). Once the volunteer has been created in AFFIRST by the JVC, organizations and/or volunteers will be able to submit their hours/contributions via email utilizing either Atch 1 or Atch 2.

3. Presidential Volunteer Service Award (PVSA)

a. UVMs, OPOCs, or local organizations that meet criteria established by PVSA Program Certifying Organizations' guidelines are authorized to become Certifying Organizations through an application process located at the following link: <https://www.presidentialserviceawards.gov/>

b. Associated entity types on JBER (reference <https://www.presidentialserviceawards.gov/eligibility> for the entire list)

- (1) Nonprofit organization
- (2) U.S. military and state entities abroad (e.g. U.S. military bases and U.S. embassies)
- (3) Schools (K12, college, and universities) or institutions of higher learning
- (4) Faith-based institutions

c. Certifying Organizations will certify their volunteer hours and submit for PVSA for each of their volunteers. Only those volunteers who meet the criteria listed below are authorized PVSA:

<b>Hours by Award</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
Kids (5 – 10)	26 – 49	50 – 74	75 +
Teens (11 – 15)	50 – 74	75 – 99	100 +
Young Adults (16 – 25)	100 – 174	175 – 249	250 +
Adults (26 and older)	100 – 249	250 – 499	500 +
Families and Groups	200 – 499	500 – 999	1,000 +

d. The President's Lifetime Achievement Award is for those individuals who have completed 4,000 or more hours in their lifetime; these individuals will only be recognized once.

e. Each organization will incur the cost of their volunteers' award packages (e.g. lapel pin, medallion, personalized certificate, and a signed congratulatory letter from the President of the United States).

f. The JVC will assist units and/or organizations with the process of registering as a Certifying Organization and answering questions pertaining to PVSA.

4. Volunteer of the Year (VoY) & Annual Volunteer Recognition Ceremony (AVRC)

a. Unit Commanders and base agency leaders are strongly encouraged to nominate volunteers who have contributed to mission readiness and family resilience within their command on an annual basis from at least one of the following categories:

- (1) Military VoY – Active Duty and/or Active Guard/Reserve
- (2) Civilian VoY – DoD Civilian or Retiree and/or Key Spouse or Family Readiness Group (FRG) member such as the FRG Leader, Treasurer, Key Caller, or a military spouse volunteering in any capacity
- (3) Group VoY – Any Organization or Unit operating on or off JBER
- (4) Youth VoY – 18 and under living with the military parent/s
- (5) Family VoY – 2 or more persons from the same household
- (6) Volunteer Excellence Award (VEA) – explained below in para 4c.

b. Nominations for VoY must be received by one of the JVCs at ACS in Building 600 on JBER-Richardson (907-384-1517) or at the Log Cabin on JBER-Elmendorf (907-552-4943) no later than the second Tuesday of March, for the previous calendar year. Submissions may be submitted on either the VoY Nomination Form (Atch 3) or AF Form 1206 Nomination For Award (Atch 4).

c. The Volunteer Excellence Award (VEA) will be awarded to federal civilians, family members, military retirees, and federal retirees who have performed outstanding volunteer community service of a sustained, direct, and consequential nature, and who have been nominated by their supervisor in the form of a memorandum or by the voluntary agency for which they donated their service.

d. Selection Committee for VoY and VEA Nomination packages will convene on the third Tuesday of March.

e. The Selection Committee shall have a representative from the Active Duty US Army, the US Air Force, the DoD Civilian workforce, the retiree community, and the Child Development Center and/or Youth Center. JVCs are ineligible from participating on the Selection Committee. Volunteer Managers may only participate on the Selection Committee provided no nominations were submitted from their organization. The JVCs are responsible for the assembly of the Selection Committee and will provide the nomination packages for review to committee members.

f. The AVRC will normally be held the third week in April, coinciding with National Volunteer Week. It will be hosted by the 673 ABW/CC or designee with an invitation extended to the US Army Alaska (USARAK) Commanding General (or designated representative) and the USARAK Command Sergeant Major to assist in presenting recognition to volunteers.

g. For PVSA awardees, only those volunteers who meet criteria listed in paragraph 3c shall be recognized at the AVRC. However, the certifying organization must submit their certified volunteer hours prior to the second Tuesday of February for the previous calendar year to the JVCs for inclusion in AVRC script. Additionally, age group and award level of the volunteers must be reported to the JVC for proper recognition.

5. Volunteer Recognition Only: During the AVRC, the following individuals will receive mention, but not additional awards, for their contribution due to awards being presented at a different venue: Key Spouse of the Year, Family Readiness Group Volunteer of the Year, and Military Outstanding Volunteer Service Medal (MOVSM) recipients.

KIRSTEN G. AGUILAR  
Colonel, USAF  
Commander

Attachments:

1. JBER Volunteer Names and Hours Spreadsheet
2. Individual Volunteer Hours Spreadsheet
3. Volunteer of the Year Nomination Form
4. AF Form 1206
5. References