

25 OCTOBER 2000



Personnel

**MACDILL AIR FORCE BASE VOLUNTEER
RECOGNITION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 6 MSS/DPF (Fran Dozier)

Certified by: 6 MSS/DPF (Jerry Armstrong)

Pages: 11

Distribution: F

This instruction establishes uniform procedures for the selection and recognition of volunteers whose outstanding accomplishments merit the distinction of representing MacDill Air Force Base (AFB) as either the Volunteer of the Quarter, Volunteer Coordinator of the Quarter, Volunteer of the Year, or Volunteer Coordinator of the Year.

1. Applicability: This instruction applies to all organizations enrolled in the MacDill Very Important People (MacVIP) Program at MacDill AFB.

2. Eligibility:

2.1. MacVIP Volunteer of the Quarter/Year:

2.1.1. Active duty members, federal civilians, military and federal retirees, and family members who volunteer at MacDill AFB are eligible to compete.

2.1.2. Volunteers selected for a 6th Air Refueling Wing (6 ARW) quarterly volunteer award are ineligible to compete for another 6 ARW quarterly volunteer award for the rest of the calendar year.

2.1.3. A volunteer who was nominated, but did not win may compete in future quarters if nominated by their respective organization.

2.2. MacVIP Volunteer Coordinator of the Quarter/Year.

2.2.1. Active duty members, federal civilians, military and federal retirees, and family members who volunteer at MacDill AFB are eligible to compete.

2.2.2. Volunteer Coordinators selected for a 6 ARW quarterly award are ineligible to compete for another 6 ARW quarterly award for the rest of the calendar year.

2.2.3. A volunteer who was nominated but did not win may compete in future quarters if nominated by their respective organization.

2.2.4. To be eligible, volunteers must manage other volunteers, programs, or resources.

2.3. Organizations enrolled in the MacVIP Program may submit one nominee per category for the 6 ARW Quarterly Annual board.

2.4. The Volunteer and the Volunteer Coordinator selected as 6 ARW quarterly award winners are not automatically considered for the annual selection board.

3. Nomination Process:

3.1. For Volunteer of the Quarter nominations, complete MACD Form 31, **Volunteer of the Quarter (Attachment 1)**. For Volunteer of the Year nominations, complete MACD Form 32, **Volunteer of the Year (Attachment 2)**.

3.2. For Volunteer Coordinator of the Quarter nominations, complete MACD Form 33, **Volunteer Coordinator of the Quarter (Attachment 3)**. For Volunteer Coordinator of the Year nominations, complete MACD Form 34, **Volunteer Coordinator of the Year (Attachment 4)**.

3.3. Nominations for both Volunteer of the Quarter/Year and Volunteer Coordinator of the Quarter/Year are due to the Family Support Center (FSC) Volunteer Resource Office not later than three duty days prior to the volunteer selection board meeting. **NOTE:** Nominations must address only information for the quarter/year for which the individual is being nominated.

3.4. The Volunteer Resource Manager (VRM) will establish the board date. When the board date has been established, board members will be notified in writing. The board will convene to select both the MacVIP Volunteer of the Quarter/Year, and the MacVIP Volunteer Coordinator of the Quarter/Year. The board will consist of the spouse of the Wing Commander, the spouse of the Command Chief Master Sergeant, one officer, one senior enlisted member, and one federal civilian. The facilitator and board recorder for each category will be the VRM.

3.5. The board will convene during the second week of the month following each quarter, with the exception of the fourth quarter. The board for the fourth quarter will convene during the third week of March to select both the Volunteer of the Quarter and the Volunteer of the Year. Quarters will be divided as follows: first quarter, 1 April- 30 June; second quarter, 1 July-30 September; third quarter, 1 October-31 December; and fourth quarter, 1 January-31 March.

4. Selection:

4.1. Winners will be selected based on average score of judges, using MacVIP score sheets (**Attachment 5, Attachment 6, Attachment 7, and Attachment 8**).

4.2. Only information provided on MACD Forms 31 and 33 (**Attachment 1 and Attachment 3**) will be used as justification for the decisions of the judges for the quarterly awards.

4.3. Only information provided on MACD Forms 32 and 34 (**Attachment 2 and Attachment 4**) will be used as justification for the decisions of the judges for the annual awards.

5. Responsibilities and Procedures:

5.1. Volunteer agencies will:

5.1.1. Nominate volunteers to compete at both the 6 ARW MacVIP Volunteer and Volunteer Coordinator of the Quarter board.

5.1.2. Nominate volunteers to compete at both the 6 ARW MacVIP Volunteer and Volunteer Coordinator of the Year board.

5.2. The VRM will:

5.2.1. Establish procedures to select quarterly and annual award winners.

5.2.2. With the approval of the FSC Director, select and send letters of notification to the selection board members.

5.2.3. Coordinate with FSC Director to establish board dates and suspense dates for nominations.

5.2.4. Coordinate with Command Chief Master Sergeant on dates for all quarterly award functions and to arrange for awards presentations.

5.2.5. Notify the Public Affairs Office (6 ARW/PA) of quarterly/yearly award winners.

5.2.6. Arrange with Command Chief Master Sergeant for a plaque for the quarterly/annual award recipient.

5.3. FSC Director will:

5.3.1. Ensure that the MacVIP Volunteer and the MacVIP Volunteer Coordinator of the Quarter/Year programs are administered properly.

5.3.2. Notify the Commander (6 ARW/CC) of the board's selection.

5.4. 6 ARW/PA will:

5.4.1. Provide publicity in base publications as required.

5.4.2. Complete Hometown News Release cards for Quarterly/Annual Award recipients.

6. Forms Prescribed: MACD Form 31, **Volunteer of the Quarter**, MACD Form 32, **Volunteer of the Year**, MACD Form 33, **Volunteer Coordinator of the Quarter** and MACD Form 34, **Volunteer Coordinator of the Year**

ARTHUR F. DIEHL III, Brig Gen, USAF
Commander

Attachment 1

VOLUNTEER OF THE QUARTER NOMINATION

VOLUNTEER OF THE QUARTER NOMINATION
Quarter _____

This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.

VOLUNTEER'S NAME: _____ AGENCY: _____

POC: _____ PHONE: _____

Status (Circle One): A.D. A.D. Dependent Retired Retired Dependent Civilian Widow/Widower

Job Description:

1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL:

2. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER:

3. IMPACT ON MISSION OF YOUR AGENCY/BASE:

SUBMITTED BY:

Attachment 2

VOLUNTEER OF THE YEAR NOMINATION

VOLUNTEER OF THE YEAR NOMINATION
Year _____

This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.

VOLUNTEER'S NAME: _____ AGENCY: _____

POC: _____ PHONE: _____

Status (Circle One): A.D. A.D. Dependent Retired Retired Dependent Civilian Widow/Widower

Job Description:

1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL:

2. CONTRIBUTIONS THIS YEAR:

3. RECOGNITIONS THIS YEAR:

4. IMPACT ON MISSION OF YOUR AGENCY/BASE:

SUBMITTED BY:

Attachment 3

VOLUNTEER COORDINATOR OF THE QUARTER NOMINATION

VOLUNTEER COORDINATOR OF THE QUARTER NOMINATION
Quarter _____

This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.

VOLUNTEER'S NAME: _____ AGENCY: _____

POC: _____ PHONE: _____

Status (Circle One): A.D. A.D. Dependent Retired Retired Dependent Civilian Widow/Widower

Does this volunteer manage: (Circle all that apply) (1) other volunteers (2) resource (3) a specific program

Job Description:

1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL:

2. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER:

3. IMPACT ON MISSION OF YOUR AGENCY/BASE:

SUBMITTED BY:

Attachment 4

VOLUNTEER COORDINATOR OF THE YEAR NOMINATION

VOLUNTEER COORDINATOR OF THE YEAR NOMINATION
Year _____

This application is necessary for processing all nominations as fairly as possible. Any other format used will not be considered and will be returned. PLEASE TYPE OR PRINT LEGIBLY, USING BULLET STATEMENTS ONLY. LIST ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.

VOLUNTEER'S NAME: _____ AGENCY: _____

POC: _____ PHONE: _____

Status (Circle One): A.D. A.D. Dependent Retired Retired Dependent Civilian Widow/Widower

Does this volunteer manage: (Circle all that apply) (1) other volunteers (2) resource (3) a specific program

Job Description:

1. PERSONAL ATTRIBUTES THAT ENHANCE THE CUSTOMER-ORIENTED QUALITY IMPROVEMENT EMPHASIS AT MACDILL:

2. CONTRIBUTIONS THIS YEAR:

3. RECOGNITIONS THIS YEAR:

3. IMPACT ON MISSION OF YOUR AGENCY/BASE:

SUBMITTED BY:

Attachment 5

SCORE SHEET FOR MACVIP VOLUNTEER OF THE QUARTER

QUARTER _____					
VOLUNTEER'S NAME: _____					
SELECTION BOARD MEMBER: _____					
Scale is based on "1" as the lowest and "5" as the highest; .5 rating (i.e., 2.5, 4.5, etc.) is not allowed.					
I. PERSONAL ATTRIBUTES	1	2	3	4	5
Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.					
II. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER	1	2	3	4	5
Consider significant contributions provided to agency/base from (<u>this quarter only</u>)!					
III. IMPACT ON MISSION OF AGENCY/BASE	1	2	3	4	5
Consider volunteer's impact on agency and/or the base population.					
TOTAL SCORE: _____					

Attachment 6

SCORE SHEET FOR MACVIP VOLUNTEER OF THE YEAR

YEAR _____					
VOLUNTEER'S NAME: _____					
SELECTION BOARD MEMBER: _____					
Scale is based on "1" as the lowest and "5" as the highest; .5 rating (i.e., 2.5, 4.5, etc.) is not allowed.					
I. PERSONAL ATTRIBUTES	1	2	3	4	5
Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.					
II. CONTRIBUTIONS THIS YEAR	1	2	3	4	5
Consider significant contributions provided to agency/base from (1 April – 31 March only!)					
III. RECOGNITIONS THIS YEAR	1	2	3	4	5
Consider recognitions achieved, i.e., Volunteer of the Quarter, Volunteer of the Quarter nominee, letters of appreciation, volunteer service awards from other agencies, etc.					
IV. IMPACT ON MISSION OF AGENCY/BASE	1	2	3	4	5
Consider volunteer's impact on agency and/or the base population.					
TOTAL SCORE: _____					

Attachment 7

SCORE SHEET FOR MACVIP VOLUNTEER COORDINATOR OF THE QUARTER

QUARTER _____					
VOLUNTEER'S NAME: _____					
SELECTION BOARD MEMBER: _____					
Scale is based on "1" as the lowest and "5" as the highest; .5 rating (i.e., 2.5, 4.5, etc.) is not allowed.					
I. PERSONAL ATTRIBUTES	1	2	3	4	5
Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.					
II. CONTRIBUTIONS/RECOGNITIONS THIS QUARTER	1	2	3	4	5
Consider significant contributions provided to agency/base from <u>(this quarter only)</u> !					
III. IMPACT ON MISSION OF AGENCY/BASE	1	2	3	4	5
Consider volunteer's impact on agency and/or the base population.					
TOTAL SCORE: _____					

Attachment 8

SCORE SHEET FOR MACVIP VOLUNTEER COORDINATOR OF THE YEAR

YEAR _____					
VOLUNTEER'S NAME: _____					
SELECTION BOARD MEMBER: _____					
Scale is based on "1" as the lowest and "5" as the highest; .5 rating (i.e., 2.5, 4.5, etc.) is not allowed.					
I. PERSONAL ATTRIBUTES	1	2	3	4	5
Consider unique qualities, interaction with other volunteers, rapport with customers and/or paid staff.					
II. CONTRIBUTIONS THIS YEAR	1	2	3	4	5
Consider significant contributions provided to agency/base from (1 April – 31 March only!)					
III. RECOGNITIONS THIS YEAR	1	2	3	4	5
Consider recognitions achieved, i.e., Volunteer of the Quarter, Volunteer of the Quarter nominee, letters of appreciation, volunteer service awards from other agencies, etc.					
IV. IMPACT ON MISSION OF AGENCY/BASE	1	2	3	4	5
Consider volunteer's impact on agency and/or the base population.					
TOTAL SCORE: _____					