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**Personnel**

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

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This instruction establishes the MacDill Air Force Base (AFB) MacDill Very Important People (MacVIP) Volunteer Program and provides operational guidance. It assigns responsibilities and explains procedures for the management of the MacVIP Program. It also prescribes procedures for the nomination and selection process for the Volunteer Recognition Programs. Refer to MacDill Instruction 36-2802, MacDill Air Force Base Volunteer Recognition Programs, for additional guidelines, policies, and procedures.

***SUMMARY OF REVISIONS***

This revision eliminates the requirement to buy any sandwich and drink at the bowling center Snack Bar to receive three games of bowling (limited to one visit per month) (para **4.2.1.1.**); deletes reference to award of free use of Putt-Putt Golf Course (para **4.2.3.2.**); adds paragraphs **5.4.**, **5.4.1.**, and **5.4.2.** A bar (|) indicates new or revised material since the last edition.

**1. Applicability.** This instruction applies to all organizations enrolled in the MacVIP 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 MacVIP Volunteer Program.

2.2. MacVIP was 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.

2.4. The MacVIP is a graduated award program designed to recognize volunteers on a monthly basis.

**3. Eligibility.** Opportunity to participate in the MacVIP Program is available to active duty members, federal civilians, military and federal retirees, and family members regardless of their agency affiliation.

**4. Volunteer Awards.**

4.1. The recognition program is designed to be a “graduated” awards process. Volunteers who participate in the program must earn hours each month to qualify for awards.

4.1.1. Volunteers qualify for all awards listed under the number of hours volunteered during a 30-day period.

4.1.2. Volunteer awards can be redeemed only once per month, with the exception of priority checkout, reserved parking, and use of volunteer tables at clubs.

4.1.3. Volunteer awards will be provided according to the resources that are available.

4.1.4. Awards earned by volunteers who visit MacDill AFB seasonally and are not used prior to departing the base will be reserved for their use during their next visit.

4.2. There are three levels of volunteer awards available:

4.2.1. VIP (12 – 23 hours). This entitles the bearer to:

4.2.1.1. Three games of bowling (limited to one visit per month).

4.2.1.2. Buy one meal, get one of equal or lesser value free at the clubs (limited to one visit per month).

4.2.1.3. Free small bucket of balls for use at the golf course driving range (limited to one visit per month).

4.2.1.4. Priority checkout at the Base Exchange (BX).

4.2.1.5. Use of volunteer tables at the clubs (valid for the entire month).

4.2.2. VIP Plus (24 – 39 hours). This entitles the bearer to all the VIP awards plus:

4.2.2.1. Mug with volunteer decal (one per volunteer—ONE TIME ONLY).

4.2.2.2. \$10.00 free rental from the 6th Services Squadron Marina (limited to one visit per month).

4.2.2.3. Rent one video and receive one free video rental at the BX Annex (limited to one visit per month).

4.2.2.4. Reserved parking at the BX, Commissary, hospital, Enlisted Club, Officer’s Club, and golf course (valid for the entire month).

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

4.2.2.6. Eligibility to enter drawing to receive a \$10.00 6th Services Squadron certificate.

4.2.2.7. Priority checkout at the BX and Commissary (valid for the entire month).

4.2.3. Super VIP (40 or more hours). This entitles the bearer to all of the VIP/VIP Plus awards plus:

4.2.3.1. Free round of golf or use of a golf cart.

4.2.3.2. Free sandwich and small drink at SeaScapes.

4.2.3.3. Eligibility to enter drawing to receive a \$20.00 BX gift certificate.

4.2.3.4. Eligibility to enter drawing to receive a \$20.00 6th Services Squadron certificate.

4.2.4. Family VIP. Families who collectively accrue 12, 24, and 40 or more volunteer hours will also qualify for the awards outlined above.

4.3. All volunteers are honored yearly at the awards banquet. The annual award categories include:

4.3.1. Volunteer of the Year.

4.3.2. Volunteer Coordinator of the Year.

4.3.3. 1,000 Hour Club (volunteers who contribute over 1,000 hours a year).

4.3.4. 2,000 Hour Club (volunteers who contribute over 2,000 hours a year).

4.3.5. Angel Awards (presented by the wing commander's spouse to all Volunteer/Volunteer Coordinator of the Year nominees that do not win the annual award—presented one time only).

## 5. Other Recognition Procedures.

5.1. Each agency with five or more volunteers is encouraged to have a Volunteer of the Month.

5.2. All agencies utilizing volunteers will have a Volunteer of the Quarter nomination.

5.3. Each agency should submit a nomination to the Family Support Center (FSC) to be considered for the Wing Volunteer/Volunteer Coordinator of the Quarter and Volunteer/Volunteer Coordinator of the Year Award.

5.3.1. The Wing Volunteer/Volunteer Coordinator of the Quarter will each receive a BX Gift Certificate for \$50.00.

5.3.2. The Wing Volunteer/Volunteer Coordinator of the Year will each receive a BX Gift Certificate for \$100.00.

5.4. Each agency may nominate one individual for the Air Force Volunteer Excellence Award (VEA).

5.4.1. The Air Force VEA was established to recognize outstanding volunteer community service of a sustained, direct, and consequential nature.

5.4.2. The United States Air Force Chief of Staff authorized the VEA for federal civilians, family members, and military and federal retirees who perform outstanding volunteer community service.

**6. Retired and Senior Volunteer Program (RSVP).** The Retired and Senior Volunteer Program (RSVP 55 and older) was made available to MacVIP volunteers in October 1994. This program provides supplemental accident and liability insurance while volunteers are performing volunteer work and while they are in route directly to and from their volunteer work assignments.

## 7. Additional Incentives.

7.1. Forty hours of child-care per month, paid for by the Air Force Aid Society.

## 8. VIP Program Mechanics.

### 8.1. Record Keeping:

8.1.1. Volunteers will sign in and out using an official log each day.

8.1.2. A list of volunteers and the number of hours they have donated will be compiled by each agency and given to the FSC Volunteer Resource Program (VRP) Coordinator. The Agency Volunteer Supervisor will certify the information is accurate by signing a prepared statement.

8.1.3. The reports should be submitted to the FSC not later than the FIFTH duty day of each month.

8.1.4. The number of hours volunteered will be tabulated from the first to the end of each month. Volunteer awards will be effective from the 15th of the month to the 15th of the following month. For example, the hours volunteered 1 – 31 May qualify for awards effective 15 June – 15 July.

8.1.5. Color-coded identification (ID) cards with expiration dates and numbers corresponding to hours served will be issued to each eligible volunteer.

8.1.5.1. The FSC will provide each agency the appropriate number of cards for issue to eligible volunteers.

8.1.5.2. VIP – A red ID card will be issued to those who volunteer 12-23 hours during a calendar month.

8.1.5.3. VIP Plus – A blue ID card will be issued to those who volunteer 24-39 hours during a calendar month.

8.1.5.4. Super VIP – A gold ID card will be issued to those who volunteer 40 or more hours during a calendar month.

8.1.6. Reserved Parking Permits: Reserved parking permits will be issued to volunteers who qualify as VIP Plus and Super VIP volunteers. Parking permits must be clearly displayed in your windshield when utilizing a reserved parking space.

8.1.7. Priority Check Out: Cashiers at the BX and commissary will honor MacVIP ID cards for priority checkout.

8.1.8. Drawing for BX and 6th Services Squadron gift certificates: The FSC, in conjunction with the BX and the 6th Services Squadron, will conduct four drawings monthly.

8.1.8.1. VIP Plus volunteers qualify for the \$10 drawing only.

8.1.8.2. Super VIP volunteers qualify for the \$10 and \$20 drawings.

8.1.8.3. Volunteers do not have to be present to win. The volunteer agency coordinator will contact winners.

### 8.1.9. Redemption of Awards:

8.1.9.1. Awards will be redeemed at the organization providing the service (golf course, bowling center, etc.).

8.1.9.2. The redeeming agency will either punch or initial the number of the ID card of the

award being redeemed.

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