



# **Fort Carson Annual Volunteer Award Recognition 23 April 2020**

## **Award Submission Packet For:**

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### **Fort Carson Commanding General's Certificate of Appreciation**

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**Award Packets Due: 2 March 2020**

**Calendar Year of Volunteer Service being recognized is 1 January 2019- 31 December 2019**

The point of contact for all awards: Mr. Joey Bautista, Fort Carson Army Volunteer Corps Coordinator (AVCC). Additional information can be obtained by calling Mr. Bautista at 719-526-1082 /

[Josesimo.r.bautista.civ@mail.mil](mailto:Josesimo.r.bautista.civ@mail.mil) or

by visiting: <https://carson.armymwr.com/programs/army-volunteer-corps>

# Fort Carson Commanding General's Certificate of Appreciation

<b>Award Description</b>	The Fort Carson 'Commanding General's (CG's) Certificate of Appreciation (COA)' recognizes any outstanding volunteer annually.
<b>Award Presentation</b>	The COA is presented at the time and venue of the unit/directorate/organization's discretion. This is <b>not</b> presented at the Fort Carson Annual Installation Volunteer Award Recognition. The COA will be given to the unit/directorate/organization to be presented at their respective/internal Volunteer award recognition. Those submitting a memorandum should coordinate with the AVCC to ensure award memorandums are received and processed. Certificates will be available for respective volunteer recognition ceremonies.
<b>Components</b>	Certificate signed by the Installation Commanding General.
<b>Approving Authority</b>	Fort Carson Commanding General
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Any Fort Carson volunteer who has served within the Unit/Directorate/Organization throughout the calendar.</li> <li>• Those volunteers submitted by units/organizations will receive the COA</li> <li>• Units, Directorate and Agencies are responsible to submit the memorandum to the AVCC to be processed by 2 March 2020 (see sample memorandum).</li> </ul>
<b>Submission Packet</b>	<ul style="list-style-type: none"> <li>• One memorandum for all eligible volunteers; full names listed along with the unit/organization POC.</li> <li>• Memorandum must be signed by the Commander and Director</li> <li>• No individual citation is required for this award.</li> </ul>
<b>Staffing Channels</b>	Submit signed memorandum to the AVCC by the suspense date for annual awards ceremony.

# SAMPLE CERTIFICATE OF APPRECIATION (COA) MEMORANDUM

Office Symbol/Letter Head

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Fort Carson Commanding General's Certificate of Appreciation for **YOUR UNIT/ORGANIZATION/DIRECTORATE**

1. Request for the following Volunteers to receive the Fort Carson Commanding General's Certificate of Appreciation

- **PLEASE PROVIDE VOLUNTEER NAMES (FIRST & LAST—RANK, IF APPLICABLE)**

2. In this section, generally describe the outstanding performance, contributions, and how volunteers have impacted the organization.

*Example: 'The following volunteers have provided outstanding support to the day-to-day operations of Volunteer Inc. Their dedication and commitment is unsurpassed and has furthered the organizations' initiatives...'*

3. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)  
Commander/Director