



**4<sup>th</sup> ID and Fort Carson Annual Volunteer Award Recognition**  
**9 April 2024 1300-1500**  
**Elkhorn Catering and Conference Center**

**Award Nomination Packets for:**  
**Fort Carson Adult Volunteer of the Year**

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**Nomination Due: 09 FEBRUARY 2024**  
**Volunteer Service Being Recognized is for Calendar Year:**  
**01 January 2023- 31 December 2023**

The point of contact for all awards: Cynthia Brisby, Fort Carson Army Volunteer Corps Program Manager. Additional information can be obtained by calling 719-526-1082 / 719.425.5009  
[cynthia.a.brisby.civ@army.mil](mailto:cynthia.a.brisby.civ@army.mil)

Email Nomination Packets to the AVC Office:  
[usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-s-army-volunte@army.mil](mailto:usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-s-army-volunte@army.mil)

# Fort Carson Adult Volunteer of the Year

<b>Award Description</b>	The Fort Carson <i>Adult Volunteer of the Year</i> award recognizes any outstanding volunteer annually.
<b>Award Presentation</b>	This award is presented at the Fort Carson Annual Installation Volunteer Award Recognition. Five (5) Adult Volunteers of the Year are named annually.
<b>Components</b>	Certificate signed by the Installation Commanding General; Fort Carson Keepsake
<b>Approving Authority</b>	Fort Carson Commanding General: Nominations are reviewed by a selection panel. The panel consists of (2) two representatives from Division Command (one representing the 4ID and Fort Carson Commander, the other representing the 4ID and Fort Carson Command Sergeant Major), (2) two from the Garrison Command (one representing the Garrison Commander and the other representing the Garrison Command Sergeant Major), and (1) one representative from the Office of Staff Judge Advocate (SJA).
<b>Criteria</b>	Nominations are reviewed by the panel with the express objective of selecting award recipients based off of nominations. <ul style="list-style-type: none"> <li>• Volunteer is registered in the Volunteer Management Information System (VMIS) and has tracked service hours</li> <li>• Volunteered a minimum of <b>750 hours</b> for previous calendar year</li> <li>• Volunteered with at least two (2) separate Units/Directorates/Organizations on Fort Carson and/or off-post community</li> <li>• If service is off-post, hours must be tracked and verified through VMIS under Fort Carson Operation Good Samaritan (OGS)</li> </ul>
<b>Submission Packet</b>	<ul style="list-style-type: none"> <li>• Complete the Fort Carson Adult Volunteer of the Year nomination form. <ul style="list-style-type: none"> <li>○ Volunteer Name/Organization/Address/Telephone/Email</li> <li>○ Dates for period of volunteer service (within the calendar year)</li> <li>○ Total volunteer hours contributed</li> </ul> </li> <li>• Justification Memorandum which describes exceptional service and impact to nominating entity warranting selection as Fort Carson Volunteer of the Year</li> <li>• Citation write-up is required for this award</li> <li>• Ensure nomination packet is signed by Unit Commander/Director</li> </ul>
<b>Staffing Channels</b>	<ul style="list-style-type: none"> <li>• Submit completed nomination packets to the AVC Office by the suspense date for annual awards recognition</li> </ul>



**NOMINATION FORM FOR:  
FORT CARSON ADULT VOLUNTEER OF THE YEAR**



**Fort Carson Annual Volunteer Recognition  
Due Date: 09 February 2024**

**(THIS FORM MAY BE DUPLICATED)**

**PART I – NOMINEE INFORMATION**

**NOMINATION FOR:** \_\_\_\_\_ **AWARD**

**VOLUNTEER NAME:** \_\_\_\_\_ **Phonetically:** \_\_\_\_\_

**RANK (if applicable):** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CELL NUMBER:** \_\_\_\_\_

**ALT. NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TOTAL HOURS OF VOLUNTEER SERVICE RECORDED IN VMIS:** \_\_\_\_\_

**AWARD(S) PREVIOUSLY RECEIVED:** \_\_\_\_\_

**ORGANIZATION/AGENCY WHERE THEY VOLUNTEER:** \_\_\_\_\_

\_\_\_\_\_

**NOMINATING AGENCY:** \_\_\_\_\_

**NOMINATOR:** \_\_\_\_\_

(Print or Type Name)

(Signature)

**PHONE NUMBER / EMAIL:** \_\_\_\_\_

**PART II –JUSTIFICATION MEMORANDUM**

**PART III – PROPOSED CITATION**

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVC OFFICE, ACS MAIN CENTER,  
6303 WETZEL AVE., BLDG. 1526, ROOM 211 TEL 526-1082 / 719.425.5009**

**JUSTIFICATION MEMORANDUM  
FORT CARSON ADULT VOLUNTEER OF THE YEAR  
(EXAMPLE)**

Office Symbol

Date

MEMORANDUM FOR Army volunteer Corps Office, ATTN: AVCC, 1201 Ellis Street, Building 1201, Fort Carson, Colorado 80913

SUBJECT: Nomination for the Fort Carson Adult Volunteer of the Year

1. Jane Doe is nominated for the \_\_\_\_\_ Award.
2. Mrs. Doe deserves this award because of the outstanding volunteer service she has given to the Fort Carson Community during the period January 2023 through December 2023.
3. A total of at least **750** hours of volunteer service were contributed by this individual during the period covered by this nomination.
4. The noteworthy accomplishments of this volunteer include: (See examples below)
  - a. *Brigade Family Readiness Group Advisor's: Jane Doe has been the driving force behind this group of Advisors and FRG Leaders, which meets on a monthly basis. She arranged for different organizations to brief this group on programs and changes taking place in the community. Armed with this information the unit's Advisors were able to go into the community and provide valuable service.*
  - b. *Honorary Chairperson and Advisor for the Thrift Shop: Jane Doe's guidance and leadership was instrumental .....*
  - c. *Fort Carson Joint Scholarship Fund: Jane Doe founded ....*
  - d. *Mrs. Doe's tireless efforts and selfless efforts have contributed greatly to the quality of life for all members of the Iron Horse family and are a direct reflection of personal dedication to the Army, its Soldiers, and their Family members.*
5. A proposed citation is attached. **(Use sample citation attached or customize citation)**
6. Her outstanding performance, integrity, personal conducts have won her the respect of each organization for whom she has volunteered. Individual POC and telephone number for the organizations listed in paragraph 4 with whom we have coordinated this nomination are: **(List POC contact info in the format shown below)**
  - a. *COL Smith, Brigade Commander, telephone (719) 555-0111, as identified in paragraph 4-a.*
  - b. *Jane Johnson, Thrift Shop Manager, telephone (719) 555-2211, as identified in paragraph 4-b.*
  - c. *Lee Jones, Fort Carson Joint Scholarship Fund, telephone (719) 555-2393, as identified in paragraph 4-c.*
7. If approved by the Commanding General, the award presentation will be held on 09 April 2024, 1300-1430, Elkhorn Conference Center, Fort Carson, Colorado 80913.
8. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)  
Commander/Director

## **CITATIONS (SAMPLES)**

### **PROPOSED CITATION FOR JOHN SMITH**

FOR EXCEPTIONALLY MERITORIOUS SERVICE IN SUPPORT OF THE FORT CARSON YOUTH SERVICES' SPORTS PROGRAM FOR THE PERIOD JANUARY 2023 THROUGH JUNE 2023. MR. SMITH IS A FULL TIME VOLUNTEER AND IS ASSISTANT TO THE SPORTS DIRECTOR IN THE OPERATION OF THE YOUTH PROGRAM. DURING 2023, HE HAS VOLUNTEERED IN EXCESS OF 2,100 HOURS. HE HAS MADE EXCEPTIONAL CONTRIBUTIONS WHICH IS EVIDENT BY THE GROWING NUMBER OF PARENTS AND YOUTH INVOLVED IN VARIOUS PROGRAMS. MR. SMITH'S EFFORTS REFLECT GREAT CREDIT UPON HIMSELF, THE FORT CARSON COMMUNITY, AND THE UNITED STATES ARMY.

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### **PROPOSED CITATION FOR JANE DOE**

FOR EXEMPLARY VOLUNTEER SERVICE TO THE FORT CARSON COMMUNITY DURING THE PERIOD JANUARY 2023 THROUGH OCTOBER 2023. AS AN ADVISOR TO A NUMBER OF ORGANIZATIONS, MRS. DOE'S SUPPORT AND GUIDANCE WERE INSTRUMENTAL TO THE SUCCESS OF VARIOUS COMMENDABLE INITIATIVES, MOST NOTABLE WERE HER EFFORTS IN THE THRIFT SHOP REVITALIZATION AND THE OFFICERS' SPOUSES CLUB FUND-RAISING EVENTS. SHE FOUNDED THE FORT CARSON JOINT SCHOLARSHIP FUND, WHICH DISBURSED MORE THAN \$30,000 IN SCHOLARSHIPS DURING ITS FIRST YEAR. MRS. DOE'S EFFORTS REFLECT GREAT CREDIT UPON HERSELF, THE FORT CARSON COMMUNITY, AND THE UNITED STATES ARMY.