



## **Award Nomination Packets for:**

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### **Kit Carson Volunteer Service Award**

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The point of contact for all awards: Cynthia Brisby, Fort Carson Army Volunteer Program Manager. Additional information can be obtained by calling (719) 526-1082 / (719) 425-5009 or emailing [cynthia.a.brisby.civ@army.mil](mailto:cynthia.a.brisby.civ@army.mil)

Email nomination packets to: AVC Office  
[usarmy.carson.id-readiness.list.dfmwr-acv-army-volunteer-corp@army.mil](mailto:usarmy.carson.id-readiness.list.dfmwr-acv-army-volunteer-corp@army.mil)

# Kit Carson Services Award

<b>Award Description</b>	The Fort Carson Kit Carson Volunteer Service Award is an impact award recognizing an individual volunteer who has been instrumental in support of a unit or organization.
<b>Award Presentation</b>	Presented at a venue and time of the unit/directorate/organization's discretion.
<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>• This award recognizes volunteers who have used their ingenuity and creativity to create meaningful change in a community with specific outcomes and impact</li> <li>• Any Fort Carson volunteer who has served within the Unit/Directorate/Organization throughout the calendar year with outstanding volunteer service for the unit/organization and to the Fort Carson Community.</li> <li>• Those volunteers submitted by units/organizations will receive the Kit Carson Volunteer Service Award</li> </ul>
<b>Submission Packet</b>	<p>Submit individual award packet signed by the Commander and/or Director with:</p> <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>• Justification memorandum of noteworthy accomplishments; impact</li> <li>• Citation write-up is required</li> </ul>
<b>Staffing Channels</b>	<p>Submit completed award packets to AVC office  <a href="mailto:usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil">usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil</a></p> <ul style="list-style-type: none"> <li>• NLT 30 days prior to the presentation date</li> </ul>
<b>Notes</b>	<p>Additional award information and submission forms can be obtained by calling our AVC team at 719.526.1082 / 719.526.8303 or via e-mail at <a href="mailto:usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil">usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil</a></p> <p>Forms can also be downloaded by visiting:  <a href="https://carson.armymwr.com/programs/army-volunteer-corps">https://carson.armymwr.com/programs/army-volunteer-corps</a>  Click to expand the Fort Carson Volunteer Award Recognition</p>



**NOMINATION FORM FOR:  
Fort Carson Kit Carson Volunteer  
Service Award**



(THIS FORM MAY BE DUPLICATED)

**PART I – NOMINEE INFORMATION**

NOMINATION FOR: KIT CARSON VOLUNTEER SERVICE AWARD

VOLUNTEER NAME: \_\_\_\_\_

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

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

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

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

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

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

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

\_\_\_\_\_

SUBMITTING 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,  
6303 WETZEL AVE., BLDG 1526, TEL 526-1082

[USARMY.CARSON.ID-READINESS.LIST.DFMWR-ACS-ARMY-VOLUNTEER-CORP@ARMY.MIL](mailto:USARMY.CARSON.ID-READINESS.LIST.DFMWR-ACS-ARMY-VOLUNTEER-CORP@ARMY.MIL)  
NLT 30 DAYS PRIOR TO THE PRESENTION DATE..

**JUSTIFICATION MEMORANDUM**  
**FORT CARSON KIT CARSON VOLUNTEER SERVICE AWARD**  
**(EXAMPLE)**

Office Symbol

Date

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

SUBJECT: Nomination for Fort Carson Kit Carson Volunteer Service Award

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 2019 through December 2019.
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 11 April 2019 at 1000, 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 JUNE 2009 THROUGH JUNE 2011. MR. SMITH IS A FULL TIME VOLUNTEER AND IS ASSISTANT TO THE SPORTS DIRECTOR IN THE OPERATION OF THE YOUTH PROGRAM. DURING 2011, 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 2009 THROUGH OCTOBER 2011. 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.