



# **Fort Carson Annual Volunteer Award Recognition Ceremony**

**14 May 2019**

**(Nomination Packet due 8 March 2019)**

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Fort Carson Commanding General's Certificate of Appreciation

Fort Carson Columbine Award of Excellence

Fort Carson Award for Exemplary Service Award

Volunteer of the Year for Adults

Youth Volunteer of the Year

Fort Carson Volunteer Hall of Fame

# Fort Carson Commanding General's Certificate of Appreciation

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|----------------------------|---|
| <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>  | <p>This is an annual volunteer award and can be presented at a venue of the unit/directorate/organization's discretion.</p> <p>This award will be processed but will <b>not be</b> presented at the installation Annual Volunteer Award recognition rather it will be given back to unit/organization/agency to be presented at their own internal volunteer award recognition. Agencies should coordinate with the AVCC to ensure that nominations are received and the certificates will be available on time for their internal volunteer recognition ceremonies</p> |
| <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>• Volunteer is registered in the Volunteer Management Information System (VMIS).</li> <li>• Volunteer has submitted volunteer hours into VMIS.</li> <li>• No minimum hours are required.</li> </ul>  |
| <b>Submission Packet</b>   | <ul style="list-style-type: none"> <li>• Installation volunteer nomination form.</li> <li>• Memorandum of nomination                             <ul style="list-style-type: none"> <li>○ Volunteer name/organization</li> <li>○ Dates for period of volunteer service</li> <li>○ Total volunteer hours contributed</li> <li>○ Justification statement of noteworthy accomplishments</li> </ul> </li> <li>• No citation is required for this award</li> </ul>   |
| <b>Staffing Channels</b>   | <ul style="list-style-type: none"> <li>• Endorsed award nomination will be submitted to the AVCC 60 days prior to the presentation date.</li> <li>• Unit</li> <li>• BN S1</li> <li>• BDE S1</li> <li>• Army Volunteer Corps Coordinator (AVCC</li> <li>• DIV FRL</li> <li>• SGS / CoS</li> </ul>  |
| <b>Notes</b>               | <p>The point of contact for this award is Mr. Joey Bautista, Fort Carson AVCC. Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at <a href="mailto:josesimo.r.bautista.civ@mail.mil">josesimo.r.bautista.civ@mail.mil</a></p>  |

# Fort Carson Columbine Award of Excellence

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|----------------------------|---|
| <b>Award Description</b>   | The Fort Carson “Columbine Award” recognizes any outstanding volunteer annually.  |
| <b>Award Presentation</b>  | This is an annual award and is presented at the Annual Installation Volunteer Award Ceremony.   |
| <b>Components</b>          | Certificate signed by the Installation Commanding General; glass ornament   |
| <b>Approving Authority</b> | Fort Carson Commanding General  |
| <b>Criteria</b>            | <ul style="list-style-type: none"> <li>• Volunteer is registered in the Volunteer Management Information System (VMIS).</li> <li>• Volunteer has submitted volunteer hours into VMIS.</li> <li>• Volunteered in one (1) <b>agency/organization</b> on Fort Carson and off post community. Volunteered a minimum of <b>350 hours</b> for the previous calendar year.</li> </ul>  |
| <b>Submission Packet</b>   | <ul style="list-style-type: none"> <li>• Installation volunteer nomination form.</li> <li>• Memorandum of nomination                             <ul style="list-style-type: none"> <li>○ Volunteer name/organization</li> <li>○ Dates for period of volunteer service</li> <li>○ Total volunteer hours contributed</li> <li>○ Justification statement of noteworthy accomplishments</li> </ul> </li> <li>• No citation is required for this award</li> </ul> |
| <b>Staffing Channels</b>   | <ul style="list-style-type: none"> <li>• Endorsed award nomination will be submitted to the AVCC 60 days prior to the presentation date.</li> <li>• Unit</li> <li>• BN S1</li> <li>• BDE S1</li> <li>• Army Volunteer Corps Coordinator (AVCC)</li> <li>• DIV FRL</li> <li>• SGS / CoS</li> </ul>   |
| <b>Notes</b>               | <p>The point of contact for this award is Mr. Joey Bautista, Fort Carson AVCC. Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at <a href="mailto:josesimo.r.bautista.civ@mail.mil">josesimo.r.bautista.civ@mail.mil</a></p>  |

# Fort Carson Award for Exemplary Service

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|----------------------------|---|
| <b>Award Description</b>   | The Fort Carson “Exemplary Award” recognizes any outstanding volunteer annually.  |
| <b>Award Presentation</b>  | This is an annual award and is presented at the Annual Installation Volunteer Award Ceremony. <b>This award is given at the rate of one (1) per Battalion or Agency so should be reserved for the organization’s top volunteer.</b>   |
| <b>Components</b>          | Certificate signed by the Installation Commanding General; glass plaque   |
| <b>Approving Authority</b> | Fort Carson Commanding General  |
| <b>Criteria</b>            | <ul style="list-style-type: none"> <li>• Volunteer is registered in the Volunteer Management Information System (VMIS).</li> <li>• Volunteer has submitted volunteer hours into VMIS.</li> <li>• Volunteered <b>in one agency/organization</b> on Fort Carson and off post community. <b>Volunteered a minimum of 600 hours</b> for the previous calendar year.</li> </ul>  |
| <b>Submission Packet</b>   | <ul style="list-style-type: none"> <li>• Installation volunteer nomination form.</li> <li>• Memorandum of nomination                             <ul style="list-style-type: none"> <li>○ Volunteer name/organization</li> <li>○ Dates for period of volunteer service</li> <li>○ Total volunteer hours contributed</li> <li>○ Justification statement of noteworthy accomplishments</li> </ul> </li> <li>• No citation is required for this award</li> </ul> |
| <b>Staffing Channels</b>   | <ul style="list-style-type: none"> <li>• Endorsed award nomination will be submitted to the AVCC 60 days prior to the presentation date.</li> <li>• Unit</li> <li>• BN S1</li> <li>• BDE S1</li> <li>• Army Volunteer Corps Coordinator (AVCC)</li> <li>• DIV FRL</li> <li>• SGS / CoS</li> </ul>   |
| <b>Notes</b>               | The point of contact for this award is Mr. Joey Bautista, Fort Carson AVCC. Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at <a href="mailto:josesimo.r.bautista.civ@mail.mil">josesimo.r.bautista.civ@mail.mil</a>   |

## Volunteer of the Year (for Adults)

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| <b>Award Description</b>   | The Fort Carson "Volunteer of the Year" recognizes any outstanding adult volunteer annually.   |
| <b>Award Presentation</b>  | This is an annual award is presented at the Annual Installation Award Ceremony.  |
| <b>Components</b>          | Certificate signed by the Installation Commanding General; trophy  |
| <b>Approving Authority</b> | Fort Carson Commanding General   |
| <b>Criteria</b>            | <ul style="list-style-type: none"> <li>• Nominees will go through a selection board administered by the Army Volunteer Corps voting committee.</li> <li>• Five (5) awards will be given annually.</li> <li>• Volunteer is registered in the Volunteer Management Information System (VMIS).</li> <li>• Volunteered in <b>two (2) or more separate agencies/organizations</b> on Fort Carson and off post community.</li> <li>• <b>Volunteer has submitted volunteer hours into VMIS.</b></li> <li>• <b>Volunteered a minimum of 750 hours for the previous calendar year.</b></li> </ul> |
| <b>Submission Packet</b>   | <ul style="list-style-type: none"> <li>• Installation volunteer nomination form.</li> <li>• Memorandum of nomination which demonstrates exceptional service warranting selection as Volunteer of the Year                             <ul style="list-style-type: none"> <li>○ Volunteer name/organization</li> <li>○ Dates for period of volunteer service</li> <li>○ Total volunteer hours contributed</li> <li>○ Justification statement of noteworthy accomplishments</li> </ul> </li> <li>• Proposed Citation</li> </ul>  |
| <b>Staffing Channels</b>   | <ul style="list-style-type: none"> <li>• Endorsed award nomination will be submitted to the AVCC 60 days prior to the presentation date.</li> <li>• Unit</li> <li>• BN S1</li> <li>• BDE S1</li> <li>• Army Volunteer Corps Coordinator (AVCC)</li> <li>• DIV FRL</li> <li>• SGS /CoS</li> </ul>   |
| <b>Notes</b>               | The point of contact for this award is Mr. Joey Bautista, Fort Carson AVCC. Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at <a href="mailto:josesimo.r.bautista.civ@mail.mil">josesimo.r.bautista.civ@mail.mil</a>  |

## Youth Volunteer of the Year

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| <b>Award Description</b>   | The Fort Carson “Youth Volunteer of the Year” recognizes any outstanding youth volunteer under the age of 18 annually.  |
| <b>Award Presentation</b>  | This is an annual award is presented at the Annual Installation Award Ceremony.   |
| <b>Components</b>          | Certificate signed by the Installation Commanding General; trophy   |
| <b>Approving Authority</b> | Fort Carson Commanding General  |
| <b>Criteria</b>            | <ul style="list-style-type: none"> <li>• Nominees will go through a selection board administered by the Army Volunteer Corps voting committee.</li> <li>• Five (5) awards will be given annually.</li> <li>• Volunteer is registered in the Volunteer Management Information System (VMIS).</li> <li>• Volunteer has submitted volunteer hours into VMIS.</li> <li>• Volunteer under the age of 18.</li> <li>• Volunteered a minimum of <b>100 hours</b> for the previous calendar year.</li> </ul>                           |
| <b>Submission Packet</b>   | <ul style="list-style-type: none"> <li>• Installation volunteer nomination form.</li> <li>• Memorandum of nomination which demonstrates exceptional service warranting selection as Volunteer of the Year                             <ul style="list-style-type: none"> <li>○ Volunteer name/organization</li> <li>○ Dates for period of volunteer service</li> <li>○ Total volunteer hours contributed</li> <li>○ Justification statement of noteworthy accomplishments</li> </ul> </li> <li>• Proposed Citation</li> </ul> |
| <b>Staffing Channels</b>   | <ul style="list-style-type: none"> <li>• Endorsed award nomination will be submitted to the AVCC 60 days prior to the presentation date.</li> <li>• Unit</li> <li>• BN S1</li> <li>• BDE S1</li> <li>• Army Volunteer Corps Coordinator (AVCC)</li> <li>• DIV FRL</li> <li>• SGS / CoS</li> </ul>   |
| <b>Notes</b>               | <p>The point of contact for this award is Mr. Joey Bautista, Fort Carson AVCC. Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at <a href="mailto:josesimo.r.bautista.civ@mail.mil">josesimo.r.bautista.civ@mail.mil</a></p>  |

# Fort Carson Hall of Fame Volunteer

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| <b>Award Description</b>   | The Fort Carson “Hall of Fame Volunteer” recognizes any outstanding <b>Youth and Adult</b> volunteer annually.  |
| <b>Award Presentation</b>  | This is an annual award is presented at the Annual Installation Award Ceremony.   |
| <b>Components</b>          | Certificate signed by the Installation Commanding General, Trophy, Hall of Fame Volunteer Recipients (pictures and names) will be displayed at the Volunteer Center Office – ACS (hallway).   |
| <b>Approving Authority</b> | Fort Carson Commanding General  |
| <b>Criteria</b>            | <ul style="list-style-type: none"> <li>• Must have been four (4) times Fort Carson Volunteer of the Year</li> <li>• Nominees will go through a selection board to verify being a Fort Carson Volunteer of the year from previous years.</li> <li>• Volunteer is registered in the Volunteer Management Information System (VMIS).</li> <li>• Volunteered a minimum of <b>750 hours</b> for the previous calendar year.</li> <li>• Volunteer has submitted volunteer hours into VMIS.</li> </ul>   |
| <b>Submission Packet</b>   | <ul style="list-style-type: none"> <li>• Installation volunteer nomination form.</li> <li>• Memorandum of nomination which demonstrates exceptional service warranting selection as Volunteer of the Year <ul style="list-style-type: none"> <li>○ Volunteer name/organization</li> <li>○ Dates for period of volunteer service</li> <li>○ Total volunteer hours contributed</li> <li>○ Justification statement of noteworthy accomplishments</li> </ul> </li> <li>• Proposed Citation</li> </ul> |
| <b>Staffing Channels</b>   | <ul style="list-style-type: none"> <li>• Endorsed award nomination will be submitted to the AVCC 60 days prior to the presentation date.</li> <li>• Unit</li> <li>• BN S1</li> <li>• BDE S1</li> <li>• Army Volunteer Corps Coordinator (AVCC)</li> <li>• DIV FRL</li> <li>• SGS</li> </ul>   |
| <b>Notes</b>               | The point of contact for this award is Mr. Joey Bautista, Fort Carson AVCC. Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at <a href="mailto:josesimo.r.bautista.civ@mail.mil">josesimo.r.bautista.civ@mail.mil</a>   |

# Military Outstanding Volunteer Service Medal (MOVSM)

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| <b>Award Description</b>   | The Military Outstanding Volunteer Service Medal is awarded to members of the Armed Forces of the United States and their Reserve Components who perform outstanding volunteer community service of a sustained, direct and consequential nature.   |
| <b>Award Presentation</b>  | Presented at a venue of the unit's discretion, or at the Installation Annual Volunteer Award Ceremony   |
| <b>Components</b>          | Certificate signed by the Commanding General; MOVSM medal   |
| <b>Approving Authority</b> | Commanders LTC and higher / AR Army Regulation 600-8-22, Chapter 2-23, dated 25 June 2015   |
| <b>Criteria</b>            | <ul style="list-style-type: none"> <li>• Volunteer is registered in the Volunteer Management Information System (VMIS).</li> <li>• Volunteer has submitted volunteer hours into VMIS.</li> <li>• Service must be to the civilian community, to include the military</li> <li>• Family community.</li> <li>• Be significant in nature and produce tangible results</li> <li>• Reflect favorably on the Military Service and the Department of Army.</li> <li>• Be of a sustained and direct nature.</li> <li>• Be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission</li> </ul> <p>There is no specific time period to qualify for award of the MOVSM; however, volunteer service <b>must exceed 3 years and/or 500 hours of service</b>. Approval authorities will ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line is considered qualifying service.</p> |
| <b>Submission Packet</b>   | <ul style="list-style-type: none"> <li>• DA Form 638, Recommendation for Award</li> <li>• Memorandum of nomination               <ul style="list-style-type: none"> <li>○ Volunteer name/organization</li> <li>○ Dates for period of volunteer service</li> <li>○ Justification statement of exceptional contribution that warrants MACOM recognition</li> </ul> </li> <li>• History of previously received awards with dates</li> <li>• Proposed Citation</li> </ul>   |
| <b>Staffing Channels</b>   | <ul style="list-style-type: none"> <li>• Endorsed award nomination will be submitted to the unit</li> <li>• S-1 60 days prior to the presentation date.</li> <li>• Company Commander</li> <li>• PSC (checks for flags or other award ineligibility)</li> <li>• Company Commander</li> <li>• Immediate Authority</li> <li>• Approval Authority (BN Commander/LTC or higher authority)</li> <li>• Bring the approved Orders /Memorandum to AVC office</li> </ul>  |



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|  | <ul style="list-style-type: none"><li>• DIV FRL</li><li>• SGS</li></ul> |
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Bring a copy of the approved MOVSM orders or memorandum signed by the Commander (LTC or Higher). The AVC office will provide the MOVSM certificate sign by Commanding General with the MOVSM medal. The Additional information about this award can be obtained by calling Mr. Bautista at 719-526-1082 or via e-mail at [josesimo.r.bautista.civ@mail.mil](mailto:josesimo.r.bautista.civ@mail.mil)



## VOLUNTEER NOMINATION FORM

**Fort Carson Annual Volunteer Recognition  
14 May 2019**

(THIS FORM MAY BE DUPLICATED)



**Nomination Due: 8 March 2019**

### PART I – NOMINEE INFORMATION

**AWARD VOLUNTEER BEING NOMINATED FOR:** \_\_\_\_\_

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

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

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

**HOME PHONE NUMBER:** \_\_\_\_\_

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

**WORK PHONE NUMBER:** \_\_\_\_\_

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

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

**ORGANIZATION/AGENCY WHERE THEY VOLUNTEER(S):** \_\_\_\_\_

**NOMINATING AGENCY:**

\_\_\_\_\_

**NOMINATOR:**

\_\_\_\_\_

(Print or Type Name)

(Signature)

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

**PART II – NOMINEE CONTRIBUTIONS (STATEMENT OF NOMINATION):** On an attached separate sheet of paper the Statement of Nomination must be typed in bullet format, 1" margins, and 12-point font, detail specific contribution(s) made by volunteer during the nomination period.

**PART III – PROPOSED CITATION:** On a separate sheet of paper provide proposed citation (not to exceed 12 lines) describing the individual's contribution(s). Include full name, dates of service, and specific accomplishments.

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVCC, BUILDING 1526, TEL 526-1082.**

# SAMPLE MEMORANDUM

Office Symbol

Date

MEMORANDUM FOR Army Community Service, ATTN: AVCC, 1500 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Nomination for \_\_\_\_\_

1. Jane Doe is nominated for the \_\_\_\_\_ Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has given to the Fort Carson Community during the period January 2017 through December 2017.
3. A total of 450 hours of volunteer service were contributed by this individual during the period covered by this nomination.
4. The noteworthy accomplishments of this volunteer include:
  - 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 in assisting the Thrift Shop through a very difficult time when they had to reduce inventory, relocate the entire facility and rebuild inventory. Thanks to Jane's efforts the Thrift Shop is again a thriving, money making business that supports the Fort Carson Community.
  - c. Fort Carson Joint Scholarship Fund: Jane Doe founded the Fort Carson Joint Scholarship Fund. Jane was the driving force, encouraging Fort Carson organizations to band together for a more efficient way to distribute college scholarships to our children and family members. Due to Jane's tireless efforts the Joint Scholarship Fund was able to disperse \$30,000 in the form of 30 scholarships during its first year.
  - d. Jane'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 enclosed.
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:
  - 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.
7. If approved by the Commanding General, the award presentation will be held on 15 May 2018 at 1500, Elkhorn Conference Center, Fort Carson, Colorado 80913.
8. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)

# **SAMPLE CITATIONS**

## **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.

## **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.