

# 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, processed, and will be available for their internal volunteer recognition ceremony.
<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 1 March 2019 (see sample memorandum).</li> </ul>
<b>Submission Packet</b>	<ul style="list-style-type: none"> <li>• One memorandum with all eligible volunteer 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.