

Award Presentation	The Volunteer of the Quarter Recognition will take place at the 4th Infantry Division Headquarter, Room 107, except for the 1 st Quarter. VOQ for 1 st Quarter will be recognized at the Annual Installation Volunteer Award Ceremony on 11 April 2019. A reception with light refreshments will be held in honor of the VOQ recipients immediately following the ceremony.
Components	Certificate signed by the Installation Commanding General; Volunteer Pin
Approving Authority	Discretion of the Unit, Directorate and Private Organization
Criteria	<ul style="list-style-type: none"> • Brigade level Units can recognize up to five (5) of their volunteers each quarter. • Separate Battalions, Directorates and Private Organizations can recognize up to two (2) of their volunteers each quarter. • This award is reserved for the Unit/Directorate/Organization's top Volunteers of the Quarter • Those submitted will be selected • No minimum hours are required • Battalions, Directorates and Private Organizations are responsible to submit quarterly packets to the AVCC to be processed by the due dates outlined on page 1
Submission Packet	<ul style="list-style-type: none"> • Submit individual award packet signed by the Commander and/or Director with: <ul style="list-style-type: none"> ○ Volunteer name/organization/Address/Telephone/Email ○ Dates for period of volunteer service (within the calendar year) ○ Justification memorandum of noteworthy accomplishments; impact • Citation write-up is required. • Photo(s): These photos will run in a slideshow during the ceremony.
Staffing Channels	Submit completed award packets to the AVCC by the suspense date for Volunteer of the Quarter ceremony.
Notes	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 josesimo.r.bautista.civ@mail.mil or by visiting: https://carson.armymwr.com/programs/army-volunteer-corps

