

**JUSTIFICATION MEMORANDUM
FOR VOLUNTEER OF THE QUARTER
(SAMPLE)**

Office Symbol

Date

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

SUBJECT: Fort Carson and 4th ID Volunteer of the Quarter (1st Quarter) Award for: _____

1. Jane Doe is submitted for the Fort Carson and 4th ID Volunteer of the Quarter (1st Quarter) Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Carson Community throughout the 1st Quarter.
3. The noteworthy accomplishments of this volunteer include:
 - a. Number of service hours tracked by VMIS (optional).
 - b. TITLE/VOLUNTEER POSITION with BRIEF DESCRIPTION OF DUTIES

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.

c. IMPACT OF VOLUNTEER ON THE SUBMITTING UNIT/AGENCY/ORGANIZATION

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.

4. A PROPOSED CITATION IS ATTACHED OR CUSTOMIZE YOUR CITATION.

7. If submitted and signed by the COMMANDER/DIRECTOR, the award presentation will be held on 11 April 2019 at 1000, Elkhorn Conference Center, Fort Carson, Colorado 80913.

8. POC is (submitted by), (phone number and email).

(SIGNATURE BLOCK)
Commander/Director