



4th ID and Fort Carson Annual Volunteer Award Recognition
6 May 2026, 1300-1500
Location: TBA

Award Nomination Packets for:

**Fort Carson Commanding General's
Certificate of Appreciation**

Nomination Due: 27 February 2026
Calendar Year of Volunteer Service being recognized:
1 January 2025- 31 December 2025

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

Email nomination packets to:
AVC Office usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil
Division CFRR jack.m.luth.mil@army.mil

Fort Carson Commanding General's Certificate of Appreciation

Award Description	The Fort Carson 'Commanding General's (CG's) Certificate of Appreciation (COA)' recognizes any outstanding volunteer annually.
Award Presentation	The COA is presented at the time and venue of the unit/directorate/organization's discretion. This is not 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.
Components	Certificate signed by the Installation Commanding General.
Approving Authority	Fort Carson Commanding General
Criteria	<ul style="list-style-type: none"> Any Fort Carson volunteer who has served within the Unit/Directorate/Organization throughout the calendar. Those volunteers submitted by units/organizations will receive the COA Units, Directorate and Agencies are responsible to submit the memorandum to the AVCC to be processed submission due date/
Submission Packet	<ul style="list-style-type: none"> One memorandum with all eligible volunteer names listed along with the unit/organization POC. Memorandum must be signed by the Commander and/ Director No individual citation is required for this award.
Staffing Channels	<ul style="list-style-type: none"> Submit signed memorandum to the AVCC by the suspense date for annual awards ceremony..



**NOMINATION FORM FOR:
FORT CARSON CERTIFICATE OF
APPRECIATION**



**Fort Carson Annual Volunteer
Recognition Due Date: 27 February 26**

(THIS FORM MAY BE DUPLICATED)

PART I – NOMINEE INFORMATION

NOMINATION FOR: Fort Carson Certificate of Appreciation

VOLUNTEER NAME: PLEASE SEE ATTACHED MEMO FOR LIST OF NAMES

NOMINATING AGENCY: _____

NOMINATOR: _____
(Print or Type Name) (Signature)

EMAIL: _____

PHONE: _____

PART II –JUSTIFICATION MEMORANDUM

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

**JUSTIFICATION MEMORANDUM
FORT CARSON COMMANDING GENERAL'S CERTIFICATE OF APPRECTION
(EXAMPLE)**

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Ave, Bldg. 1526 , Fort Carson, Colorado 80913

SUBJECT: Fort Carson Commanding General's Certificate of Appreciation

1. Request for the following Volunteers to receive the Fort Carson Commanding General's Certificate of Appreciation:
 - a) SSG John Doe
 - b) CPT Jane Smith
 - c) William Jones
 - d) Betty White
2. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)
Commander/Director