



## **Fort Carson Annual Volunteer Award Recognition 23 April 2020**

**Award Submission Packet for:**

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**Exemplary Service Award**

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**Award Packets Due: 2 March 2020**

**Calendar Year of Volunteer Service being recognized is 1 January 2019- 31 December 2019**

The point of contact for all awards: Mr. Joey Bautista, Fort Carson Army Volunteer Corps Coordinator (AVCC). Additional information can be obtained by calling Mr. Bautista at 719-526-1082 / [Josesimo.r.bautista.civ@mail.mil](mailto:Josesimo.r.bautista.civ@mail.mil) or by visiting: <https://carson.armymwr.com/programs/army-volunteer-corps>

## **Fort Carson Award for Exemplary Service**

<b>Award Description</b>	The Fort Carson 'Exemplary Award' recognizes outstanding volunteers annually.
<b>Award Presentation</b>	This volunteer award is presented at the Fort Carson Annual Installation Volunteer Award Recognition.
<b>Components</b>	Award signed by the Installation Commanding General along with Fort Carson Keepsake.
<b>Approving Authority</b>	Fort Carson Commanding General
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Battalions, Directorates and Private Organizations may submit up to (2) two packets for Fort Carson annual award recognition.</li> <li>• This award is reserved for the Unit/Directorate/Organization's top volunteers and those submitted will be selected</li> <li>• Battalions, Directorates and Organizations are responsible to submit packets to the AVCC to be processed by 2 March 2020.</li> </ul>
<b>Submission Packet</b>	<ul style="list-style-type: none"> <li>• Submit individual award packet signed by the Commander and/or Director with: <ul style="list-style-type: none"> <li>○ Volunteer name/organization/Address/Telephone/Email</li> <li>○ Dates for period of volunteer service (within the calendar year)</li> <li>○ Justification statement of noteworthy accomplishments</li> </ul> </li> <li>• Citation write-up.</li> </ul>
<b>Staffing Channels</b>	Submit completed award packets to the AVCC by the suspense date for annual awards ceremony.



**EXEMPLARY VOLUNTEER  
AWARD PACKET**



**Fort Carson Annual Volunteer Recognition  
DUE DATE: 2 MARCH 2020  
(THIS FORM MAY BE DUPLICATED)**

**PART I – VOLUNTEER INFORMATION**

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

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

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

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

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

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

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

**ORGANIZATION/AGENCY WHERE THEY VOLUNTEER:** \_\_\_\_\_

**SUBMITTING AGENCY:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_  
(Print or Type Name) (Signature)

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

**PART II –JUSTIFICATION STATEMENT**

**PART III – PROPOSED CITATION**

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVCC, 6303 WETZEL AVE., BLDG 1526,  
TEL 526-1082 / [JOSESIMO.R.BAUTISTA.CIV@MAIL.MIL](mailto:JOSESIMO.R.BAUTISTA.CIV@MAIL.MIL) DUE BY: 2 MARCH 2020**

# JUSTIFICATION STATEMENT

(SAMPLE)

Office Symbol

Date

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

SUBJECT: Fort Carson Award for Exemplary Service Award for: \_\_\_\_\_

1. John/Jane Doe is submitted for the Exemplary Award.
2. John/Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Carson Community throughout the period of January 2018 through December 2018.
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: John/Jane Doe has been the driving force behind this group of Advisors and FRG Leaders, which meets on a monthly basis. She/He 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

*John/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 John's/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

**CITATIONS**  
**(SAMPLES)**

**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 ARE 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.

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**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.