



**4<sup>th</sup> ID and Fort Carson Annual Volunteer Award Recognition**  
**9 April 2024, 1300-1500**  
**Elkhorn Catering and Conference Center**

**Award Nomination Packets for:**  
**Fort Carson Award for Exemplary Volunteer Service Award**

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**Nomination Packets Due: 09 February 2024**  
**Volunteer Service Being Recognized is for Calendar Year:**  
**01 January 2023-31 December 2023**

The point of contact for all awards: Cynthia Brisby, Fort Carson Army Volunteer Corps  
Program Manager. Additional information can be obtained by calling  
719.526.1082/719.425.5009 [cynthia.a.brisby.civ@army.mil](mailto:cynthia.a.brisby.civ@army.mil)

Email Nomination Packets to the AVC Office:  
[usarmy.carson.imcom-fmwrc.list.dfmwr-w-acs-army-volunte@army.mil](mailto:usarmy.carson.imcom-fmwrc.list.dfmwr-w-acs-army-volunte@army.mil)

## Fort Carson Award for Exemplary Service Award

<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 the submission due date.</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 AVC Office by the suspense date for annual awards ceremony.



**NOMINATION FORM FOR:  
FORT CARSON AWARD FOR  
EXEMPLARY VOLUNTEER SERVICE**



**Fort Carson Annual Volunteer  
Recognition Due Date: 09 February 2024**

**(THIS FORM MAY BE DUPLICATED)**

**PART I – NOMINEE INFORMATION**

**NOMINATION FOR:** \_\_\_\_\_ **AWARD**

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

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

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

**CELL NUMBER:** \_\_\_\_\_

**ALT. NUMBER:** \_\_\_\_\_

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

**TOTAL HOURS OF VOLUNTEER SERVICE RECORDED IN VMIS:** \_\_\_\_\_

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

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

\_\_\_\_\_

**NOMINATING AGENCY:** \_\_\_\_\_

**NOMINATOR:** \_\_\_\_\_  
(Print or Type Name) (Signature)

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

**PART II –JUSTIFICATION MEMORANDUM**

**PART III – PROPOSED CITATION**

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVC OFFICE, ACS MAIN  
CENTER--6303 WETZEL AVE., BLDG. 1526, ROOM 211 TEL 526-1082/719.425.5009**

**JUSTIFICATION MEMORANDUM  
FORT CARSON AWARD FOR EXEMPLARY VOLUNTEER SERVICE  
(EXAMPLE)**

Office Symbol

Date

MEMORANDUM FOR Army volunteer Corps Office, ATTN: AVCC, 1500 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Nomination for the Fort Carson \_\_\_\_\_

1. Jane Doe is nominated for the \_\_\_\_\_ Award.
2. Mrs. Doe deserves this award because of the outstanding volunteer service she has given to the Fort Carson Community during the period January 2023 through December 2023.
3. A total of at least **XXX** hours of volunteer service were contributed by this individual during the period covered by this nomination.
4. The noteworthy accomplishments of this volunteer include: (See examples below)
  - a. *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. Armed with this information the unit's Advisors were able to go into the community and provide valuable service.*
  - b. *Honorary Chairperson and Advisor for the Thrift Shop: Jane Doe's guidance and leadership was instrumental .....*
  - c. *Fort Carson Joint Scholarship Fund: Jane Doe founded .....*
  - d. *Mrs. Doe's tireless efforts and selfless efforts have contributed greatly to the quality of life for all members of the Iron Horse family and are a direct reflection of personal dedication to the Army, its Soldiers, and their Family members.*
5. A proposed citation is attached. **(Use sample citation attached or customize citation)**
6. Her outstanding performance, integrity, personal conducts have won her the respect of each organization for whom she has volunteered. Individual POC and telephone number for the organizations listed in paragraph 4 with whom we have coordinated this nomination are: **(List POC contact info in the format shown below)**
  - a. *COL Smith, Brigade Commander, telephone (719) 555-0111, as identified in paragraph 4-a.*
  - b. *Jane Johnson, Thrift Shop Manager, telephone (719) 555-2211, as identified in paragraph 4-b.*
  - c. *Lee Jones, Fort Carson Joint Scholarship Fund, telephone (719) 555-2393, as identified in paragraph 4-c.*
7. If approved by the Commanding General, the award presentation will be held on 9 April 2023, 1300-1430, Elkhorn Conference Center, Fort Carson, Colorado 80913.
8. POC is (name of nominator), (phone number).

(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 JAN 2023 THROUGH DECEMBER 2023. MR. SMITH IS A FULL TIME VOLUNTEER AND IS ASSISTANT TO THE SPORTS DIRECTOR IN THE OPERATION OF THE YOUTH PROGRAM. DURING 2023, HE HAS VOLUNTEERED IN EXCESS OF 2,100 HOURS. HE HAS MADE EXCEPTIONAL CONTRIBUTIONS WHICH IS 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 2023 THROUGH OCTOBER 2023. 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.