



4th ID and Fort Carson Annual Volunteer Award Recognition
13 May 2020, 1300-1430 hrs
Elkhorn Catering and Conference Center

Award Nomination Packets for:

Fort Carson Commanding General's Certificate of Appreciation

Nomination Due: 2 March 2020

Calendar Year of Volunteer Service being recognized: 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 or

by visiting: <https://carson.armymwr.com/programs/army-volunteer-corps>

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	Submit signed memorandum to the AVCC by the suspense date for annual awards ceremony.



NOMINATION FORM FOR:

FORT CARSON COMMANDING GENERAL'S CERTIFICATE OF APPRECIATION



Fort Carson Annual Volunteer Recognition

Due Date: 2 March 2020

(THIS FORM MAY BE DUPLICATED)

PART I – NOMINEE INFORMATION

NOMINATION FOR: _____ **AWARD**

VOLUNTEER NAME: _____

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 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, 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 2019 through December 2019.
3. A total of at least **750** 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 11 April 2019 at 1000, Elkhorn Conference Center, Fort Carson, Colorado 80913.
8. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)