



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

**Award Submission Information for:
Fort Carson Commanding General's Certificate of Appreciation**

Submissions Due: 09 February 2024
Volunteer Service Being Recognized is for Calendar Year:
1 January 2023- 31 December 2023

The point of contact for all awards: Cynthia A. 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

Email Nomination Packets to the AVC Office:
usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-s-army-volunte@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 AVC Program Manager 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 year. • Those volunteers submitted by units/organizations will receive the COA • Units, Directorate and Agencies are responsible to submit the memorandum to the AVC Office to be processed by 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 AVC Program Manager by the suspense date.



**DEPARTMENT OF THE ARMY
(Letter Head)**

SAMPLE MEMO

Office Symbols

Date

MEMORANDUM FOR:

SUBJECT: Fort Carson Commanding General's Certificate of Appreciation for (ORGANIZATION)

1. This memorandum is to request for the following (ORGANIZATION) Volunteers to receive the Fort Carson Commanding General's Certificate of Appreciation.
2. The following volunteers provided outstanding volunteer support to (ORGANIZATION) throughout calendar year 2023. Collectively, the following volunteers contributed more than XXXX hours.

LIST OF VOLUNTEERS

Last Name, First Name

3. The point of contact for this memorandum is (NAME), (TITLE) at (PHONE) / (EMAIL)

SIGNATURE BLOCK
(Commander/Director)