



**4th ID and Fort Carson Annual Volunteer Award
Recognition 9 April 2024, 1300-1500
Elkhorn Catering and Conference Center
Award Nomination Packets for:
Fort Carson Steadfast & Loyal Volunteer Hall of Fame
Induction/Inductee**

Nomination 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

Email Nomination Packets to the AVC Office
usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-army-volunte@army.mil

Fort Carson

Steadfast & Loyal Hall of Fame Volunteer

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| Award Description | The Fort Carson <i>Steadfast and Loyal Hall of Fame Volunteer</i> recognizes outstanding Youth and Adult volunteers annually. |
| Award Presentation | This annual award is presented at the Fort Carson Annual Installation Volunteer Award Recognition. One (1) Youth and one (1) Adult are named as Hall of Fame recipients. In the event that there are multiple nominations--the Volunteer of the Year (VoY) selection panel will be convened and make a final selection. |
| Components | Certificate signed by the Installation Commanding General and Fort Carson keepsake. Name and photo of Hall of Fame volunteer recipient(s) will be displayed in the volunteer wing of ACS. |
| Approving Authority | Fort Carson Commanding General |
| Criteria | <ul style="list-style-type: none"> • Nominee must have earned the Adult and/or Youth Volunteer of the Year award from any Army Installation three (3) times throughout their volunteer service history verifiable through the individual's volunteer service record (DA 4162) • Volunteer is registered in the Volunteer Management Information System (VMIS) and has actively tracked volunteer service hours • Volunteered a minimum of 750 hours for the previous calendar year |
| Submission Packet | <ul style="list-style-type: none"> • Complete the Fort Carson Steadfast & Loyal Hall of Fame Volunteer nomination packet, which includes: <ul style="list-style-type: none"> ○ Volunteer Name/Organization/Address/Telephone/Email ○ Verification of VoY award from any Army installation (DA 4162) • Justification Memorandum which describes exceptional service; impact on nominating entity which warrants selection as the Fort Carson Steadfast & Loyal Hall of Fame Award recipient • Citation write-up is required for this award • Ensure nomination packet is signed by Unit Commander/Director |
| Staffing Channels | <ul style="list-style-type: none"> • Submit completed nomination packet(s) to the AVC Office by the suspense date for annual awards recognition |



NOMINATION FORM FOR:



**FORT CARSON
STEADFAST & LOYAL VOLUNTEER HALL OF FAME
INDUCTION/INDUCTEE**

**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
for FORT STEADFAST & LOYAL VOLUNTEER HALL OF THE FAME
(EXAMPLE)

Office Symbol

Date

MEMORANDUM FOR Army volunteer Corps Office, ATTN: AVCC, 1201 Ellis Street, Building 1201 , 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 **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 09 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 JANUARY 2023 THROUGH JUNE 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.

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.