



4th ID and Fort Carson Annual Volunteer Award Recognition
10 April 2025, 1300-1500
DoubleTree by Hilton

Award Nomination Packets for:

**Fort Carson Commanding General's
Certificate of Appreciation**

Nomination Due: 07 February 2025
Calendar Year of Volunteer Service being recognized:
1 January 2024- 31 December 2024

The point of contact for all awards: Cynthia Brisby, Fort Carson Army Volunteer Program Manager. Additional information can be obtained by calling (719) 526-1082 / (719) 425-5009 or emailing cynthia.a.brisby.civ@army.mil

Email nomination packets to: AVC Office usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil AND Division CFRR william.r.porath.mil@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 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	<ul style="list-style-type: none"> • Submit signed memorandum to the AVCC by the suspense date for annual awards ceremony..



**NOMINATION FORM FOR:
FORT CARSON CERTIFICATE OF
APPRECIATION**



**Fort Carson Annual Volunteer
Recognition Due Date: 07 February 25**

(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 1201, TEL 526-1082.

**JUSTIFICATION MEMORANDUM
FORT CARSON COMMANDING GENERAL'S CERTIFICATE OF APPRECIATION
(EXAMPLE)**

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Ave, Bldg. 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)
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 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 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.