



## **4<sup>th</sup> ID and Fort Carson & Volunteer of the Quarter**

**Award Packet for \_\_\_\_\_ Quarter, FY\_\_\_\_\_**

### **VOQ Recognition Ceremony Schedule**

**Ceremonies held at Division HQs, Room 107, 1300-1400**

**1<sup>st</sup> QTR OCT/NOV/DEC                      Wednesday, 06 March 24**  
**Submission Packet DUE DATE: Friday, 26 January 24**

**2<sup>nd</sup> QTR JAN/FEB/MAR                      Wednesday, 05 June 24**  
**Submission Packet DUE DATE: Friday, 26 April 24**

**3<sup>rd</sup> QTR APR/MAY/JUN                      Wednesday, 18 September 24**  
**Submission Packet DUE DATE: Friday, 02 August 24**

**4<sup>th</sup> QTR JUL/AUG/SEP                      Wednesday, 04 December 24**  
**Submission Packet DUE DATE: Friday, 25 October 24**

<b>Award Description</b>	<p>The 4<sup>th</sup> ID and Fort Carson Volunteer of the Quarter Award recognizes any outstanding volunteer instrumental in the support of a Unit, Directorate, or Private Organization throughout a specified quarter.</p> <p>The VOQ Award will be based on a <b>Fiscal Year</b> vs. <b>Calendar Year</b>. Please see below for award details and criteria.</p>
<b>Award Presentation</b>	<p>The Volunteer of the Quarter Recognition will take place at the 4th Infantry Division Headquarter, Room 107.</p> <p>Light refreshments will be serve immediately following the ceremony.</p>
<b>Components</b>	Certificate signed by the 4ID and Fort Carson Commanding General and Command Sergeant Major; Volunteer Pin.
<b>Approving Authority</b>	Discretion of the Unit, Directorate and Private Organization
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Brigade level Units can recognize <u>up to five (5)</u> of their volunteers each quarter.</li> <li>• Tenant Battalions, Directorates and Private Organizations can recognize <u>up to two (2)</u> of their volunteers each quarter.</li> <li>• This award is reserved for the Unit/Directorate/Organization's top Volunteers of the Quarter.</li> <li>• Those submitted will be selected.</li> <li>• No minimum hours are required.</li> <li>• Battalions, Directorates and Private Organizations are responsible to submit quarterly packets to be processed by the due dates outlined above.</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 memorandum of noteworthy accomplishments; denote the impact on the unit/directorate/private organization's operation with the respective quarter.</li> </ul> </li> </ul>

<b>Staffing Channels</b>	<p>Submit completed award packets to:</p> <ul style="list-style-type: none"> <li>• All Military Units to <b>CPT Regina Ebell</b> Division Soldier &amp; Family Readiness Program Coordinator, <a href="mailto:regina.ebell.mil@army.mil">regina.ebell.mil@army.mil</a> (719) 503-0033 by the submission packet suspense date.</li> <li>• All Directorates / Private Organizations to the <b>AVC Team</b> at <a href="mailto:usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-army-volunteer-corp@army.mil">usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-army-volunteer-corp@army.mil</a> , by the suspense date for the VOQ ceremony.</li> </ul>
<b>Notes</b>	<p>Additional award information and submission forms can be obtained by calling our AVC team at 719.526.1082 / 719.526.8303 / 719.526.0443 or via e-mail at <a href="mailto:usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-army-volunteer-corp@army.mil">usarmy.carson.imcom-fmwrc.list.dfmwr-w-ac-army-volunteer-corp@army.mil</a>.</p> <p>Forms can also be downloaded by visiting: <a href="https://carson.armymwr.com/programs/army-volunteer-corps">https://carson.armymwr.com/programs/army-volunteer-corps</a> Click to expand the <i>Fort Carson Volunteer Award Recognition Program</i> accordion—see under <b>Volunteer of the Quarter (VOQ)</b></p>



## 4ID and Fort Carson Volunteer of the Quarter Award Submission Packet

### PART I – VOLUNTEER INFORMATION

**VOLUNTEER NAME: (Mr./Mrs./Ms./Miss)** \_\_\_\_\_

**Phonetically:** \_\_\_\_\_ **VOLUNTEER'S RANK (if applicable):** \_\_\_\_\_

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

**PHONE NUMBER:** \_\_\_\_\_

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

**PHONE NUMBER:** \_\_\_\_\_

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

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

\_\_\_\_\_

**SUBMITTING ORGANIZATION/AGENCY:**

\_\_\_\_\_

**SUBMITTED BY:**

\_\_\_\_\_

(Print or Type Name)

(Signature)

**PHONE NUMBER / EMAIL:**

### PART II –JUSTIFICATION MEMORANDUM

### PART III – PROPOSED CITATION

**JUSTIFICATION MEMORANDUM FOR  
VOLUNTEER OF THE QUARTER  
(SAMPLE MEMO)**

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 1517 Ellis Street, Building 1201, Fort Carson, Colorado 80913

SUBJECT: Fort Carson and 4<sup>th</sup> ID Volunteer of the Quarter (1<sup>st</sup> Quarter) Award for: \_\_\_\_\_

1. Joe/Jane Doe is submitted for the Fort Carson and 4<sup>th</sup> ID Volunteer of the Quarter (4<sup>th</sup> Quarter) Award.
2. Joe/Jane Doe deserves this award because of the outstanding volunteer service he/she has provided to the Fort Carson Community throughout the 1<sup>st</sup> Quarter, FY24.
3. The noteworthy accomplishments of this volunteer include:
  - a. Number of service hours tracked by VMIS (optional).
  - b. TITLE/VOLUNTEER POSITION with BRIEF DESCRIPTION OF DUTIES  
*Brigade Family Readiness Group Advisor's: Joe/Jane Doe has been the driving force behind this group of Advisors and FRG Leaders, which meets on a monthly basis. He/She arranged for different organizations to brief this group on programs and changes taking place in the community.*
  - c. IMPACT OF VOLUNTEER ON THE SUBMITTING UNIT/AGENCY/ORGANIZATION  
*Joe/Jane Doe's guidance and leadership was instrumental in assisting the Thrift Shop through a very difficult time when they had to reduce inventory, relocate the entire facility and rebuild inventory. Thanks to Joe's/Jane's efforts the Thrift Shop is again a thriving, money-making business that supports the Fort Carson Community.*
4. A PROPOSED CITATION IS ATTACHED OR CUSTOMIZE YOUR CITATION.
7. If submitted and signed by the COMMANDER/DIRECTOR, the award presentation will be held on DATE 2024 at 1300, Division Headquarter, Room 107, Fort Carson, Colorado 80913.
8. POC is (submitted by), (phone number and email).

(SIGNATURE BLOCK)  
Commander/Director

## **CITATIONS (EXAMPLES)**

### **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 December 2023. 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 ARE 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.