



Fort Carson **Volunteer Award Guide**

Fort Carson Army Volunteer Corps



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An Introduction to Volunteer Awards

Volunteers like to be appreciated for what they do. While volunteering is motivated by the spirit of selfless service, it is important to give recognition and praise to volunteers for their efforts. In order for volunteers to be recognized for their efforts, it is vital that all service hours are tracked and certified in the online volunteer management system, VMIS. Recognition is an easy way to boost morale amongst our volunteers, so give it often. Ways to recognize volunteers include:



Important times to recognize volunteers include:

- Completion of a Special Project or Event
- On Birthdays or other Special Occasions
- During National Volunteer Week
- Installation Volunteer of the Quarter
- Unit, Directorate, or Organization Events
- Annual Installation Recognition Award Ceremony
- Before a PCS, an ETS or Retirement

Award Nominations

PREPARING TO NOMINATE A VOLUNTEER

Writing a winning nomination doesn't have to be an overwhelming task. Here are tips to help you get started:

- Gather all the important information you will need to write and submit the nomination. It's an acceptable practice to interview your nominee for information on what they do outside of your organization. Listen for information you can use and write down specific examples that will reinforce why you believe the volunteer deserves recognition.
- Focus your program first as the one that most exemplifies the nominee's work. Provide detail explaining the program or services, then describe the nominee's other volunteer work or leadership positions in order of importance.
- Encourage volunteers to use the 'Submitter' field within VMIS when they enter their service hours to speak to projects they help with or tasks and responsibilities performed.
- Relevant information for your nomination will include:
 - Dates of volunteer service
 - Organizations and positions held
 - Previous awards or recognition received
 - Numerical measures such as volunteer hours, group size, etc.
 - Special talents and skills that have contributed to their volunteer success
 - Significant or overall impact of their services, changes effected
 - Any obstacles or challenges in the life of the nominee that motivated them to volunteer and how they overcame these obstacles as it relates to their volunteer activities

WRITING THE NOMINATION

Begin with an outline. List the individual's regular duties. You can also use their position description to start, then incorporate any extra duties or special projects they've worked on.

- Read the nomination requirements carefully and be sure to include all required elements.
- Provide complete information about the nominee and the organization for which they volunteered. It's important to tell the nominee's story as you would to a stranger.
- Describe unique characteristics that set your nominee apart. Choose one or two qualities that make this person truly outstanding then give a specific example, i.e., listening, teambuilding, collaboration, creativity, professionalism, etc.
- Use the volunteer's name only once. After that, refer to the volunteer as this volunteer, he, she, her, his. etc.
- Define acronyms in the first reference if they are used.
- Verify all information on the form(s) before submission.

Award Categories

Types of Awards Available to Volunteers

Unit/Directorate/Organization Awards

A unit, directorate, or organization may present their own awards at any time within guidance of the specific Volunteer Recognition Award Standard Operating Procedure.

4ID & Fort Carson Installation Awards

There are many different types of Installation awards. At Fort Carson, awards are given to volunteers at different phases of their career and at various ceremonies.

- **Open/Impact Awards** may be presented at the company, battalion, or brigade's discretion.
 - Commanding General's Certificate of Appreciation
 - Kit Carson Impact Award
- **Volunteer of the Quarter Award** is presented quarterly based on the calendar year. This award is presented by the CG and DCSM at Division Headquarters.
- **Annual Awards** are presented the Annual Installation Volunteer Award Ceremony and can be received every year.
 - Commanding General's Certificate of Appreciation
 - Exemplary Volunteer Service Award
 - Volunteer of the Year
 - Youth Volunteer of the Year
 - Steadfast & Loyal Volunteer Hall of Fame Induction
 - Military Outstanding Volunteer Service Award (MOVSM)
 - *This is as DA Award and can be presented at the Annual Installation Volunteer Recognition Ceremony*

For Fort Carson award details and forms, visit: <https://carson.armymwr.com/programs/army-volunteer-corps>

FORSCOM

These awards can be presented at the unit level. Awards may only be received once by an individual within their volunteer career.

- FORSCOM Well-Being Award
- Dr. Mary E. Walker Award

Department of the Army Public Service Awards

These awards can be presented at the unit level. These awards can only be received once by an individual within their volunteer career:

- Military Outstanding Volunteer Service Medal (MOVSM)
- Emma Marie Baird Award
- Civilian Award for Humanitarian Service
- Certificate of Appreciation for Patriotic Civil Service
- Commander's Award for Public Service
- Outstanding Civilian Service Award
- Secretary of the Army Public Service Award
- Decoration for Distinguished Civilian Service

For a volunteer to receive an award they must:

- Be registered on the Volunteer Management Information System (VMIS):
www.vmis.armyfamilywebportal.com
- Actively and consistently input hours into VMIS
- Meet the criteria required for the specific award(s)
- Submit the required documents, i.e., memorandum, nomination form, citation, etc.

If you are not sure on when or who to give the awards to, it is important to remember that not all awards are based on the Calendar Year or Fiscal Year, but are based on a volunteer's career. The individual volunteer **must** meet the specific criteria stated for each award which is delineated in the next chapter.

It is recommended that the organization present volunteer awards at a special award ceremony or in front of their peers. Nominating eligible volunteers for an Annual Installation Volunteer award or a VOQ is a great way to show your appreciation. The installation awards are presented at a ceremony by the Commanding General and the Division Command Sergeant Major.

If the volunteer is a Senior Advisor/Leader it is suggested that they are presented the awards prior to a Change of Command, Change of Responsibility or Retirement Ceremony. Suggested awards include:

- Unit Specific Thank You Award or Plaque
- Installation Kit Carson Impact Award
- FORSCOM Awards
- DA Awards
- Branch Awards

NOTE: As many of the listed awards may only be received once, ensure you have a list of the volunteers' previous awards, this will help determine the appropriate type of award to pursue. It is suggested to start at the lowest award and work up the chain.

Award Descriptions & Criteria

Unit/Directorate/Agency Awards

Unit/Directorate/Organizational Awards are awarded at the discretion of the organization. There should be a Volunteer Standard Operating Procedure (SOP) describing the organization/unit volunteer policy, volunteer position description, and volunteer award recognition program. This should include: award(s) & award criteria, components, approval authority, submission timeline, staffing channel, and the suggested award presentation platform/forum/venue.

For Soldier and Family Readiness Group (SFRG) SOP templates, visit:

<https://carson.armymwr.com/programs/family-readiness-group-frg> —see SFRG Volunteer section and relevant items. Click *LeadersToolbox for SFRGs* under *Soldier and Family Readiness-Starting Fresh*

The following awards may be presented during a formal ceremony, unit/organization functions or events, or informally:

- Commander's Certificate of Appreciation
- Commander's Thank You Letter

Informal recognition can also be meaningful. Some ideas for informal recognition include:

- Sending a handwritten 'Thank You' note
- A public 'Thank You' in front of peers
- Positions of increased responsibility
- Enlisting them to train other volunteers
- Letters of Recommendation for employment or college admission
- Volunteer Spotlight in your organization's social media page or newsletter
- A card on the volunteer's birthday

Fort Carson Installation Awards

Annual Installation Volunteer Award

Fort Carson Commanding General's Certificate of Appreciation
Fort Carson Exemplary Volunteer Service Award
Volunteer of the Year
Youth Volunteer of the Year
Steadfast & Loyal Volunteer Hall of Fame Induction

Volunteer Quarterly Award

Fort Carson Volunteer of the Quarter (VOQ) Award

Volunteer Impact Award

Fort Carson Kit Carson Volunteer Service Award
Fort Carson Commanding General's Certificate of Appreciation

Fort Carson Commanding General's Certificate of Appreciation (COA)

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| Award Description | The Fort Carson 'Commanding General's (CG's) Certificate of Appreciation (COA)' recognizes any outstanding volunteer annually. |
| Award Presentation | <p>The COA is presented at the time and venue of the unit/directorate/organization's discretion.</p> <p>This is not presented at the Fort Carson Annual Volunteer Award Recognition. The COA will be processed and returned 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.</p> |
| 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, directorates, and agencies are responsible to submit the memorandum to the AVCC to be processed by the suspense date • VMIS profile is established and is current. |
| 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/Director • No individual citation is required for this award |
| Staffing Channels | <p>Submit signed memorandum to the AVCC by the suspense date set for annual award submissions.</p> <p>For award forms and ceremony details, you may also visit: https://carson.armymwr.com/programs/armyvolunteer-corps</p> <p>For award info, contact Celsa Day at 719-526-1082 or Celsa.r.day@army.mil</p> |

Exemplary Volunteer Service Award

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| Award Description | The Fort Carson 'Exemplary Volunteer Service' Award recognizes outstanding volunteers annually. |
| Award Presentation | This volunteer award is presented at the Fort Carson Annual Volunteer Award Recognition Ceremony. |
| Components | Award signed by the Installation Commanding General |
| Approving Authority | Fort Carson Commanding General |
| Criteria | <ul style="list-style-type: none"> • Battalions, Directorates, and Private Organizations may submit up to (2) two packets for this Fort Carson annual award recognition • This award is reserved for the Unit/Directorate/Organization top volunteer; submitted volunteers will be selected • Must be registered in VMIS and has tracked service hours actively and consistently • Battalions, Directorates, and Organizations are responsible for the submission of packets to the AVCC to be processed by suspense date for annual awards recognition |
| Submission Packet | <ul style="list-style-type: none"> • Submit individual award packet signed by the Commander/Director with: <ul style="list-style-type: none"> ○ Volunteer Name/Organization/Address/Phone/Email ○ Dates for period of volunteer service within the calendar year ○ Justification statement of noteworthy contributions • Citation write-up is required |
| Staffing Channels | <p>Submit completed award packets to the AVCC by the suspense date for annual award submissions.</p> <p>For award forms and ceremony details, you may also visit: https://carson.armymwr.com/programs/armyvolunteer-corps</p> <p>For award info, contact Celsa Day at 719-526-1082 or Celsa.r.day.civ@army.mil</p> |

Volunteer of the Year

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| Award Description | The Fort Carson <i>Volunteer of the Year</i> award recognizes any outstanding volunteer annually. |
| Award Presentation | This award is presented at the Fort Carson Annual Installation Volunteer Award Recognition. Five (5) Volunteers of the Year are named annually. |
| Components | <ul style="list-style-type: none"> • Certificate signed by the Installation Commanding General • Fort Carson Keepsake |
| Approving Authority | <p>Fort Carson Commanding General</p> <p>Nominations are reviewed by a selection panel consisting of:</p> <ul style="list-style-type: none"> • Two representatives from Division Command; representing the 4ID and Ft. Carson Commander and the 4ID and Ft. Carson Command Sergeant Major • Two from the Garrison Command; representing the Garrison Commander and the Garrison Command Sergeant Major • One representative from the Office of Staff Judge Advocate |
| Criteria | <p>Nominations are reviewed by the panel with the express objective of selecting award recipients based off of nominations.</p> <ul style="list-style-type: none"> • Volunteer must be registered in VMIS and has tracked all service hours actively and consistently • Volunteered a minimum of 750 hours for the calendar year • Volunteered with at least two (2) separate units, directorates, or organizations on Ft. Carson and/or off-post |
| Submission Packet | <ul style="list-style-type: none"> • Complete the Fort Carson Volunteer of the Year nomination form. <ul style="list-style-type: none"> ○ Volunteer Name/Organization/Address/Phone/Email ○ Dates for period of volunteer service within the previous calendar year ○ Total volunteer hours contributed • Justification Memorandum describing exceptional service and impact to nominating entity warranting selection as Fort Carson Volunteer of the Year • 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 packets to the AVCC by the suspense date for annual award nominations. <p>For award forms and ceremony details, you may also visit: https://carson.armymwr.com/programs/armyvolunteer-corps</p> <p>For award info, contact Celsa Day at 719-526-1082 or Celsa.r.day.civ@army.mil</p> |

Youth Volunteer of the Year

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| Award Description | The Fort Carson <i>Youth Volunteer of the Year</i> award recognizes up to 5 outstanding youth volunteers under the age of 18 annually. |
| Award Presentation | This award is presented at the Fort Carson Annual Installation Volunteer Award Recognition. |
| Components | <ul style="list-style-type: none"> • Certificate signed by the Installation Commanding General • Fort Carson Keepsake |
| Approving Authority | <p>Nominations are reviewed by a selection panel consisting of:</p> <ul style="list-style-type: none"> • Two representatives from Division Command; representing the 4ID and Ft. Carson Commander and the 4ID and Ft. Carson Command Sergeant Major • Two from the Garrison Command; representing the Garrison Commander and the Garrison Command Sergeant Major • One representative from the Office of Staff Judge Advocate |
| Criteria | <p>Nominations are reviewed by the panel with the express objective of selecting award recipients based off of nominations.</p> <ul style="list-style-type: none"> • Volunteer is under the age of 18 • Volunteer is registered in VMIS and has actively and consistently tracked service hours • Volunteered a minimum of 100 hours on or off post for the calendar year |
| Submission Packet | <ul style="list-style-type: none"> • Complete the Fort Carson Youth Volunteer of the Year nomination form: <ul style="list-style-type: none"> ○ Volunteer Name/Organization/Address/Telephone/Email ○ Dates for period of volunteer service within the previous calendar year ○ Total volunteer hours contributed • Justification Memorandum describing the exceptional service provided and impact made to nominating entity warranting selection as Youth Fort Carson Volunteer of the Year • 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 packets to the AVCC by the suspense date for annual award nominations. <p>For award forms and ceremony details, you may also visit: https://carson.armymwr.com/programs/armyvolunteer-corps For award info, contact Celsa Day at 719-526-1082 or Celsa.r.day.civ@army.mil</p> |

Steadfast & Loyal Volunteer Hall of Fame Induction

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| Award Description | The <i>Steadfast and Loyal Hall of Fame Volunteer</i> recognizes outstanding Youth and Adult volunteers annually. |
| Award Presentation | This is an annual award 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 there are multiple nominations, the Volunteer of the Year (VoY) selection panel will be convened and make a final selection. |
| Components | <ul style="list-style-type: none"> • Certificate signed by the Installation Commanding General • 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/Phone/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 AVCC by the suspense date for nominations. <p>For award forms and ceremony details, you may also visit: https://carson.armymwr.com/programs/armyvolunteer-corps</p> <p>For award info, contact Celsa Day at 719-526-1082 or Celsa.r.day.civ@army.mil</p> |

Fort Carson Kit Carson Volunteer Service Award

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| Award Description | The Fort Carson 'Kit Carson Volunteer Service Award' is an impact award recognizing an individual volunteer who has been instrumental in support of a unit or organization. |
| Award Presentation | Presented at a venue of the unit/directorate/organization's discretion; can be awarded to an individual more than once. |
| Components | Framed Certificate signed by the Installation Commanding General. |
| Approving Authority | Fort Carson Commanding General |
| Criteria | <ul style="list-style-type: none"> • Volunteer has provided outstanding services • Made a substantial impact to a unit, organization, or directorate |
| Submission Packet | <ul style="list-style-type: none"> • Installation Volunteer Nomination Form—must include date of presentation • Memorandum of Nomination <ul style="list-style-type: none"> ▪ Volunteer's name and organization ▪ Dates for period of volunteer service ▪ Justification statement of noteworthy accomplishments • Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the AVC Office no less than 30 days prior to the presentation date.</p> <ul style="list-style-type: none"> • Unit • BN S1 • BDE S1 • Army Volunteer Corps Coordinator (AVCC) • DIV FRL • SGS |
| Notes | <p>The point of contact for this award is Celsa Day, Fort Carson AVCC. Additional information about this award can be obtained by contacting Celsa Day at 719-526-1082 or Celsa.r.day.civ@army.mil</p> <p>For award forms and details, you may also visit: https://carson.armymwr.com/programs/armyvolunteer-corps</p> |

4ID & Fort Carson Volunteer of the Quarter Award

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| Award Description | <p>The <i>Fort Carson Volunteer of the Quarter Award</i> 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 the Calendar Year.</p> <ul style="list-style-type: none"> • 1st Quarter--Jan / Feb / Mar • 2nd Quarter--Apr / May / Jun • 3rd Quarter--July / Aug / Sept • 4rd Quarter--Oct / Nov / Dec |
| Award Presentation | <p>The Volunteer of the Quarter Recognition will take place at the 4th Infantry Division Headquarters, Room 107. A reception with light refreshments will be held in honor of the VOQ recipients immediately following the ceremony.</p> |
| Components | <ul style="list-style-type: none"> • Certificate in presentation binder signed by the Ft. Carson Commanding General • Volunteer Lapel Pin |
| Approving Authority | <p>Discretion of the Unit, Directorate, or Private Organization</p> |
| Criteria | <ul style="list-style-type: none"> • Brigade level units can submit up to five (5) volunteers each quarter • Separate battalions, directorates, and private organizations can submit up to two (2) of volunteers each quarter • This award is reserved for the Unit/Directorate/Organization's top volunteers for each quarter • Submitted volunteers will be selected • No minimum hours are required, but each volunteer must be registered on VMIS and with all service hours certified • Battalions, directorates, and private organizations are responsible to submit quarterly packets to the AVC Office by the submission suspense date |
| Submission Packet | <ul style="list-style-type: none"> • Submit individual award packet signed by the Commander/Director with: <ul style="list-style-type: none"> ○ Volunteer Name/Organization/Address/Phone/Email ○ Dates for period of volunteer service ○ Justification Memorandum of noteworthy accomplishments and impact to the organization • Citation write-up is pre-set by division |
| Staffing Channels | <p>Submit completed award packets to the AVC Office by the suspense date.</p> |

Notes

The point of contact for this award is Celsa Day, Fort Carson AVCC.

Additional information about this award can be obtained by contacting Ms. Day at 719-526-1082 or Celsa.r.day.civ@army.mil

For award forms and ceremony details, you may also visit:
<https://carson.armymwr.com/programs/armyvolunteer-corps>



FORSCOM AWARDS

These awards can be presented at the unit level. The following awards may only be received once by an individual volunteer within the volunteer's career:

FORSCOM Well-Being Award

&

Dr. Mary E. Walker Award

FORSCOM Well-Being Award

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| Award Description | The FORSCOM Well-Being Award is for volunteers whose achievements and performance merit special recognition. This award is a means of recognizing those who have contributed significantly to the well-being of Soldiers and their Families during mobilization and deployments through Soldier & Family Readiness Group Participation. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | <ul style="list-style-type: none"> • Certificate signed by the FORSCOM Commanding General • Medal |
| Approving Authority | FORSCOM Commanding General |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in VMIS and all hours have been certified • Provided distinguished volunteer service resulting in a measurable contribution to mission and directly benefit soldiers and/or their families • Be an active member/supporter of a unit's Soldier & Family Readiness Group (SFRG) or an individual who actively supports a military organization in a clearly distinguishable manner • Volunteer service may be at several installations/units of assignment. |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Total volunteer hours contributed ○ Justification statement of exceptional contribution that warrants MACOM recognition • History of previously received awards with dates • Date of desired presentation • Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the G1 90 days prior to the presentation date.</p> <ul style="list-style-type: none"> • BN S1 • BDE S1 • 4ID G1 • SGS • FORSCOM |
| Notes | FORSCOM REG 215-9 |

Dr. Mary E. Walker Award

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| Award Description | The Dr. Mary E. Walker Award is for Army spouses whose achievements and performance merit special recognition. This award is a means of recognizing those who have contributed significantly to the quality of life for Soldiers, exemplifying personal concern for the needs, training, development and welfare of Soldiers and concern for Families of Soldiers. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | <ul style="list-style-type: none"> • Certificate signed by the FORSCOM Commanding General • Medallion • Lapel pin |
| Approving Authority | FORSCOM Commanding General |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in VMIS • All volunteer hours are certified in VMIS • Provided distinguished volunteer service contributing to the mission of the Army and to the welfare of the Army Family • Be an active member/supporter of a unit Family Readiness Group or an individual who actively supports a military organization which does not have an organized Family Readiness Group, in a clearly distinguishable manner • Volunteer service may be at several installations/units of assignment |
| Submission Packet | <ul style="list-style-type: none"> ○ DA Form 1256, Incentive Award Nomination and Approval ○ Memorandum of nomination <ul style="list-style-type: none"> ▪ Volunteer name/organization ▪ Dates for period of volunteer service ▪ Total volunteer hours contributed ▪ Justification statement of exceptional contribution that warrants MACOM recognition ○ History of previously received awards with dates ○ Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the G1 30 days prior to the quarterly Sergeant Audie Murphy Club Board.</p> <ul style="list-style-type: none"> • BN S1 • BDE S1 • 4ID G1 • Sergeant Audie Murphy Club Board • SGS |
| Notes | <p>USARJ/ICF REG 600-25 APPENDICES H & I https://www.usarj.army.mil/Portals/33/organization/samc/samc_reg_600-25_2017.pdf</p> |



Department of the Army Public Service Awards

The following awards can be presented at the unit level and can only be received once by an individual volunteer within their career.

Military Outstanding Volunteer Service Medal (MOVSM)

Emma Marie Baird Award

Department of the Army Certificate of Appreciation

Certificate of Appreciation for Patriotic Civil Service

Commander's Award for Public Service

Civilian Award for Humanitarian Service

Outstanding Civilian Service Award

Secretary of the Army Public Service Award

Decoration for Distinguished Civilian Service

Military Outstanding Volunteer Service Medal (MOVSM)

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| Award Description | The Military Outstanding Volunteer Service Medal is awarded to members of the Armed Forces of the United States and their Reserve Components who perform outstanding volunteer community service of a sustained, direct and consequential nature. |
| Award Presentation | Presented at a venue of the unit's discretion, at the Quarterly Award Ceremony or at the Installation Annual Volunteer Award Ceremony |
| Components | Certificate signed by the FORSCOM Commanding General Medal; subsequent periods justifying award receive bronze service star |
| Approving Authority | Commanders LTC and higher / AR Army Regulation 600-8-22, 2-3 |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) and has certified all hours in VMIS • Service must be to the civilian community, to include the military family community • Be significant in nature and produce tangible results • Reflect favorably on the Army and the Department of Defense • Be of a sustained and direct nature • Be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission <p>There is no specific time to qualify for award of the MOVSM. Approval authorities will ensure the service merits the special recognition afforded by this medal. The MOVSM is intended to recognize <u>exceptional community support over time and not a single act or achievement</u>. Further, it is intended to honor direct support of community activities. For this award, attending membership meetings or social events of a community service group is NOT considered qualifying service, while manning a community crisis action telephone line is considered qualifying service.</p> |
| Submission Packet | <ul style="list-style-type: none"> ○ Memorandum of nomination <ul style="list-style-type: none"> ▪ Volunteer name/organization ▪ Dates for period of volunteer service ▪ Justification statement of exceptional contribution that warrants MACOM recognition ○ History of previously received awards with dates ○ Proposed Citation |
| Staffing Channels | <ul style="list-style-type: none"> ○ Endorsed award nomination will be submitted to the unit S-1 60 days prior to the presentation date. ○ Company Commander ○ PSC (checks for flags or other award ineligibility) ○ Company Commander ○ Immediate Authority ○ Approval Authority (BN Commander/LTC or higher authority) |
| Notes | DA Form 638; AR 600-8-22 https://carson.armymwr.com/application/files/1015/6512/4389/Updated_MOVSM_AR_600_8_22.pdf |

Emma Marie Baird Award

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| Award Description | The Department of the Army Emma Marie Baird Award for Outstanding Volunteer Service recognizes volunteers who contribute a minimum of 3,750 service hours within a five-year period. The award is named for the founder of Army Community Service, part of U.S. Army Installation Management Command's Family and Morale, Welfare and Recreation Division. |
| Award Presentation | Presented during an appropriate ceremony |
| Components | Lapel Pin and Citation Certificate |
| Approving Authority | Commander, Community and Family Support Center |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) • All hours have been submitted and certified in VMIS • Minimum of 2,000 service hours with in a 5-year period |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Justification statement of exceptional contribution that warrants recognition • Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the G1 60 days prior to the presentation date.</p> <ul style="list-style-type: none"> • Unit • BN S1 • BDE S1 • 4ID G1 • SGS |
| Notes | AR 672-20 DA Form 4251 https://army.myservicesupport.com/da-forms/download-fillable-da-form-4251.html |

DA Certificate of Appreciation

| | |
|----------------------------|---|
| Award Description | The Department of the Army Certificate of Appreciation is used to recognize volunteer accomplishments. Components who perform outstanding volunteer community service of a sustained direct and consequential nature. |
| Award Presentation | Presented at a venue of the unit's discretion |
| Components | Certificate |
| Approving Authority | Local Commander |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) • All hours have been submitted and certified in VMIS |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Justification statement of exceptional contribution that warrants MACOM recognition • Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the G1 60 days prior to the presentation date.</p> <ul style="list-style-type: none"> • Unit • BN S1 • BDE S1 • 4ID G1 • SGS |
| Notes | AR 672-20 DA Form 4251 https://army.myservicesupport.com/da-forms/download-fillable-da-form-4251.html |

Certificate of Appreciation for Patriotic Civil Service

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|----------------------------|---|
| Award Description | The Certificate of Appreciation for Patriotic Civil Service recognizes patriotic civilian service that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. Can only be presented once. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | <ul style="list-style-type: none"> • Certificate • Lapel pin |
| Approving Authority | Any Commander (LTC and above) |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) • All volunteer hours have been submitted and certified in VMIS • Services provided must reflect patriotic activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Total volunteer hours contributed ○ Justification statement of exceptional contribution that warrants DA recognition • History of previously received awards with dates • Proposed Citation |
| Staffing Channels | Endorsed award nomination will be submitted to the G1 30 days prior to presentation <ul style="list-style-type: none"> • BN S1 • Approving Authority (Commander, LTC and above) |
| Notes | AR 672-20 |

Commander's Award for Public Service

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| Award Description | The Commander's Award for Public Service is an award given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency. This award can only be presented once. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | Certificate Bronze medal Lapel pin |
| Approving Authority | Any Commander (COL and above) |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) • All volunteer hours have been submitted and certified in VMIS • Services that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Total volunteer hours contributed ○ Justification statement of exceptional contribution that warrants DA recognition • History of previously received awards with dates • Proposed Citation |
| Staffing Channels | Endorsed award nomination will be submitted to the G1 30 days prior to presentation <ul style="list-style-type: none"> • BN S1 • BDE S1 • Approving Authority (Commander COL and above) |
| Notes | AR 672-20 |

Civilian Award for Humanitarian Service

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| Award Description | The Civilian Award for Humanitarian Service is awarded to civilian volunteers deserving of Army-wide recognition for providing significant humanitarian actions, deeds, or achievements. Can only be presented once. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | Certificate; medal; lapel pin |
| Approving Authority | MACOM commander or higher |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) • All volunteer hours have been submitted and certified in VMIS • Services that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency • Awarded to civilians NOT employed by the Army |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Total volunteer hours contributed ○ Justification statement of exceptional contribution that warrants DA recognition • History of previously received awards with dates • Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the G1 90 days prior to presentation</p> <ul style="list-style-type: none"> • BN S1 • BDE S1 • 4ID G1 • SGS • DA |
| Notes | AR 672-20 |

Outstanding Civilian Service Award

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| Award Description | The Outstanding Civilian Service Award is given to volunteers who have provided outstanding service that makes a substantial contribution or is of significance to the MACOM. This award may only be presented to an individual once. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | <ul style="list-style-type: none"> • Certificate • Medal • Lapel pin |
| Approving Authority | Secretary of the Army or MACOM commander (may be redelegated to MG and above) |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) • All volunteer hours have been submitted and certified in VMIS • Services that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Total volunteer hours contributed ○ Justification statement of exceptional contribution that warrants DA recognition • History of previously received awards with dates • Proposed Citation |
| Staffing Channels | Endorsed award nomination will be submitted to the G1 90 days prior to presentation <ul style="list-style-type: none"> • BN S1 • BDE S1 • 4ID G1 • SGS • DA |
| Notes | AR 672-20 |

Secretary of the Army Public Service Award

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| Award Description | The Secretary of the Army Public Service Award is given to volunteers who have provided exceptional public service. This award may only be presented to a volunteer once. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | <ul style="list-style-type: none"> • Certificate • Silver medal • Lapel pin |
| Approving Authority | Secretary of the Army |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS) • All volunteer hours have been submitted and certified in VMIS • Services that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Total volunteer hours contributed ○ Justification statement of exceptional contribution that warrants Department of the Army recognition • History of previously received awards with dates • Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the G1 120 days prior to presentation</p> <ul style="list-style-type: none"> • BN S1 • BDE S1 • 4ID G1 • SGS • DA Army Incentive Awards Board |
| Notes | AR 672-20 |

Decoration for Distinguished Civilian Service

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| Award Description | The Decoration for Distinguished Civilian Service is given to volunteers who exceptional public service is deserving of a nomination for award send to the Army Incentive Awards Board. This award may only be presented to a volunteer once. |
| Award Presentation | Presented at a venue of the unit's discretion that is commensurate with this level of award |
| Components | <ul style="list-style-type: none"> • Certificate • Gold medal • Lapel pin |
| Approving Authority | Secretary of the Army |
| Criteria | <ul style="list-style-type: none"> • Volunteer is registered in the Volunteer Management Information System (VMIS). • Volunteer has submitted volunteer hours into VMIS. • Services that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency |
| Submission Packet | <ul style="list-style-type: none"> • DA Form 1256, Incentive Award Nomination and Approval • Memorandum of nomination <ul style="list-style-type: none"> ○ Volunteer name/organization ○ Dates for period of volunteer service ○ Total volunteer hours contributed ○ Justification statement of exceptional contribution that warrants DA recognition • History of previously received awards with dates • Proposed Citation |
| Staffing Channels | <p>Endorsed award nomination will be submitted to the G1 120 days prior to presentation</p> <ul style="list-style-type: none"> • BN S1 • BDE S1 • 4ID G1 • SGS • DA Army Incentive Awards Board |
| Notes | AR 672-20 |

Army Branch Spouse Awards

Army associations have various awards for Soldiers and DA civilians.

AIR DEFENSE ARTILLERY BRANCH

Air Defense Artillery Association Awards

The Ancient Order of Saint Barbara

The Ancient Order of Saint Barbara recognizes those Air Defense Artillery Association Members who stand above their peers in the Honorable Order. The general criteria for accession into the Ancient Order are to have made extraordinary contributions through *long-term* service for, or on behalf of, the United States Army Air Defense Artillery branch. The Ancient Order is reserved for those ADAA members whose careers have embodied the spirit, dignity, sense of sacrifice and commitment epitomized by Saint Barbara. Membership in the Honorable Order of Saint Barbara is not a prerequisite for membership in the Ancient Order.

Nomination Process: To nominate a worthy individual for the Ancient Order of Saint Barbara award, fill out ALL information on the nomination order form. A short synopsis of the nominee's military and educational career, highlighting major contributions to the branch, must be included with the memorandum. It should contain sufficient detail about the candidate to enable the board of Colonels and the Commanding General to make an informed judgment. If the Commanding General decides the justification does not merit the honor, the Air Defense Artillery Association will refund full payment to the requester. To ensure adequate time for processing, nominations should be received at least six weeks prior to the date requested on the award.

The Honorable Order of Saint Barbara

General Information: The Honorable Order recognizes those individuals who have demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of competence and served the United States Army Air Defense Artillery Branch with selflessness. They must have significantly contributed to the promotion of the Air Defense Artillery in ways that stand out in the eyes of the recipient's seniors, subordinates, and peers alike.

Nomination Process: To nominate a worthy Air Defender, complete ALL information on the nomination order form (See Annex A). To ensure adequate time for processing, nominations should be received at least six weeks prior to the date requested on the award.

The Honorable Order of Molly Pitcher

General Information: The Honorable Order of Molly Pitcher recognizes those individuals who have voluntarily contributed in a significant way to the improvement of the Air Defense Artillery Community.

Nomination Process: To nominate a worthy person for this award, complete all information on the nomination order form.

Induction Process: The nominating and approving authority for the Order of Molly Pitcher is the first ADA Battalion or Brigade Commander in the chain of command. If no ADA Battalion or Brigade Commander exists, the senior ADA commander in the organization will forward the nomination to the ADA Association at Fort Bliss. For more information go to: <http://www.firsttofire.com/>

FOR THE HONORABLE ORDER OF SAINT BARBARA & MOLLY PITCHER AWARDS SOP:

<https://safe.menlosecurity.com/doc/docview/viewer/docn59a7be2b61ee55af40dc97e7134106cf9641cc66f2f4f33b868ef08d052368219a2a845f8793>

ANCIENT ORDER OF SAINT BARBARA SOP:

<https://safe.menlosecurity.com/doc/docview/viewer/docn44d8acd5433dd7d33ced9255abc89359bb131c228b1316bb0f34239f11e1307f91fa68c377d5>

ARMOR BRANCH

United States Armor Association Awards

Order of Saint Joan d'Arc

The United States Armor Association has established the Order of Saint Joan D'Arc to honor spouses who voluntarily contributed significantly to the morale, spirit, and welfare of Armor or Cavalry units and communities. Such voluntary contributions should exemplify the spirit of the Order's namesake in such service to others. The award consists of a certificate bearing the signatures of the President of the United States Armor Association and the Chief of Armor, and a silver medallion suspended from a yellow ribbon.

Spouses associated with Active, Reserve, or National Guard forces or installations may be nominated. Retired individuals are also eligible. The Association does not require a nominee to be a spouse of a service member. There are those who may contribute significantly to Armor/Cavalry units or installations while serving in an installation organization.

Units will present the award at an occasion that underscores the significance of the Order of Saint Joan D'Arc.

For additional information go to www.usarmor-assn.org/joanofarc.aspx. To submit a request for awards online go to www.usarmor-assn.org/awardsform1.aspx

ARMY AVIATION CORPS

Army Aviation Association Awards

Order of Our Lady of Loreto

Established in 2004 as a joint venture between the AAAA and the U.S. Army Aviation Center (USAAVNC), the Order of Our Lady of Loreto recognizes individuals who are worthy of special recognition for outstanding support to the Army Aviation Family and Army Aviation Community. This award celebrates the sacrifice, support, security, and caring provided by those at home and in the larger Army Aviation Community that make it possible for Army Aviation Soldiers to accomplish their missions despite changes in circumstances, location, and separation from loved ones. A nominee for the Order of Our Lady of Loreto must have demonstrated conspicuous contributions to support the Army Aviation family and community.

The official nomination form should be used and is obtainable from the AAAA National Office, 755 Main Street, Suite 4D, Monroe, CT 06468-2830. Telephone: 203-268-2450; FAX: 203-268-5870. These forms may be reproduced locally. All nominations should be provided to the local AAAA Chapter President for approval. A brief outline of not more than 100 words citing the main reason(s) for the nomination should be provided. Additional supporting information may be attached as enclosures and is limited to 1,500 words or three pages (whichever is greater). Justification must contain sufficient details about the nominee to enable the Approving Authority to make an informed decision. The nomination should include a photograph of the nominee of any size. Any active AAAA member may submit the official nomination form to their local Chapter for consideration, subject to the following:

* Submission of the Order of Our Lady of Loreto Award Nomination should be made through the local AAAA Chapter. If there is no local chapter, nominations should be sent directly to the AAAA National Executive Director. The nomination packet should contain the nomination form, and the appropriate payment. Award nomination materials, to include photographs, will not be returned. If submitted through the chapter, the location chapter will retain the nomination locally.

* The Approving Authority for the Order of Our Lady of Loreto is the President of the local AAAA Chapter (allow 30 days for processing). In instances where the local chapter is not applicable or when the local President is nominated, the Approving Authority is the National Executive Board, AAAA (allow 60 days for processing action). When the nomination cannot be processed in a timely fashion by the National Executive Board, The Order of Our Lady of Loreto Selection Committee consisting of the Chairman of the AAAA Awards Committee and two members of the Awards Committee appointed by the Awards Committee Chairman, are authorized to act for the National Executive Board (allow sixty days for processing).

Recipients shall receive a Certificate of the Order of Our Lady of Loreto, and a lapel pin. Award nominees will be notified by the local Chapter President, the nominator will be responsible for induction of the recipient into the Order of Our Lady of Loreto and presentation of the certificate and the pin. For the OLL Package, please submit payment of \$100.00 (for package of 4) to AAAA National Office with nomination by either check payable to AAAA or charge with VISA, MasterCard, American Express or Diners Club. For additional information go to www.quad-a.org

For nomination and order forms:

https://www.quad-a.org/Public/Awards/Order_of_Our_Lady_of_Loreto/Public/Awards/Order_of_Our_Lady_of_Loreto.aspx?hkey=64f211e3-30f7-4cff-ab42-599574584283

Order of Anne Morrow Lindbergh

This award is intended to honor that very special spouse who truly goes above and beyond all others. Therefore, it is our intent that no more than one award per year will be presented to a battalion, squadron, brigade headquarters, and other separate battalion size agencies. Each award nomination packet will be judged on its own merit, and not against other nominees. A nominee for the Order of Anne Morrow Lindbergh should be a spouse or family member who has given of their time to support the community. This support must contribute significantly to the overall improvement, well-being, or quality of life for members of their community. This award is not intended to be a PCS award. It should cover service over an extended period of time or a career.

Specific requirements:

- (1) Significant service to the active duty aviation community. Service must exemplify the spirit of sacrifice and devotion as characterized by Anne Morrow Lindbergh.
- (2) Must not have been monetarily compensated to accomplish the specified service or have performed this service as part of the scope of their employment.
- (3) Must have voluntarily contributed of their time and service.

The appropriate brigade/colonel-level commander or activity director should forward the completed nomination packet to the Aviation Branch Proponency Office. If the award is to be given in conjunction with AVN Birthday celebration, requests must be submitted by March 1st.

Award application available at

<http://www.rucker.army.mil/AP/Awards%20Folder/Anne%20Morrow/Anne%20Morrow%20Lindbergh%20Award%20information%202.pdf>

<https://home.army.mil/rucker/index.php/about/usaace/usaace-g1g4/anne-morrow-lindbergh-award#:~:text=The%20U.S.%20Army%20Aviation%20Center,the%20improvement%20of%20their%20communities.>

CHEMICAL CORPS

Chemical Corps Regimental Association Awards

Carol Ann Watson Spouse

In order to be nominated for the Carol Ann Watson Spouse award an individual must:

- Be a spouse who has voluntarily provided significant contribution and support to the Chemical Corps, a Chemical unit, Chemical families, or a community.
- Possess qualities that set the individual apart from other Chemical Corps spouses or their peers.
- Must be associated with service to the Chemical Corps and/or CBRN readiness.
- The nominator for this award must be a member of the CCRA.

Approving Authority will be the first Chemical Corps O6 in the Chain of Command or Responsibility who is a current member of the CCRA, or by an Officer of the CCRA. If there is no Chemical Corps Colonel in the Chain of Command or Responsibility, the Assistant Commandant, U.S. Army Chemical School is the approving authority. Approval authority for this award will not be delegated below this rank.

Nominations for the award will be submitted by the nominator through the CCRA website at www.chemical-corps.org/honors/cawsa.htm . Submissions will include at a minimum: Date of Request, Name and information for the requestor, Name and information of the nominee, One-two page justification/biography of/for the nominee, Name and information of the nominator, and identification of award accouterments desired and cost. Accouterments for this award will include: Official Medallion (bronze in color) with distinctive neck ribbon, Official Certificate, Other as approved by the CCRA Board of Governors.

CORPS OF ENGINEERS

Army Engineer Association Awards

Essayons Award

Introduced in 2006 to recognize the Engineer spouses of the regiment and pays homage to all the great spouses across the Engineer Regiment. This is to honor spouses who have voluntarily made significant contributions to the morale, welfare, and spirit of the engineer units and organizations. The following criteria must be met in order to maintain the value and prestige of this award:

- The nominee should be the spouse of an engineer Soldier or engineer Department of Defense civilian.
- The nominee's spouse should be a member of AEA.
- The nominee should be a spouse who has voluntarily provided significant contributions and support to the Engineer Corps, engineer units, engineer families, and/or multiple communities.
- Most importantly, the spouse must possess qualities that set the individual apart from other Engineer Corps spouses or their peers.
- Spouses associated with Active, Reserve, or National Guard units are eligible. Retired individuals are also eligible.

The award will not be presented as an "end-of-tour" award that recognizes performance/contributions made during a single assignment. The presentation of the Essayons Award to the recipient should be scheduled during very special events such as formal dinners, retirements, and similar affairs.

Additional details and award nomination forms are available at <https://armyengineer.com/awards/>

FIELD ARTILLERY

United State Field Artillery Association Awards

The Ancient Order of Saint Barbara

The Ancient Order is the more distinguished of the two levels of the Military Society of Saint Barbara. It recognizes the select few who stand above their brethren of the Honorable Order. The specific criterion for accession into the Ancient Order is to have performed conspicuous, long-term service for or on behalf of the United States Army Field Artillery or Marine Corps Field Artillery. The Ancient Order is reserved for an elite few whose careers have embodied the spirit, dignity and sense of sacrifice and commitment epitomized by Saint Barbara. Membership in the Honorable Order is not a prerequisite for membership in the Ancient Order. The approving authority for all awards of the Ancient Order of Saint Barbara is the Commanding General U.S. Army Field Artillery Center and Fort Sill.

The Commanding General may approve, disapprove or downgrade the nomination to the Honorable Order, as he deems appropriate.

The Honorable Order of Saint Barbara

The Honorable Order of Saint Barbara recognizes those individuals who have demonstrated the highest standards of integrity and moral character; displayed an outstanding degree of professional competence; served the United States Army or Marine Corps Field Artillery with selflessness; and contributed to the promotion of the Field Artillery in ways that stand out in the eyes of the seniors, subordinates and peers of the recipient. The approval authority for the Honorable Order of Saint Barbara is reserved for O-5 FA commanders when no O-6 is available. They may approve the award for those in or associated with their commands. When there is no such FA commander available, the Commanding General of the US Army Field Artillery Center and Fort Sill is the approving authority for the Honorable Order of Saint Barbara.

The Artillery Order of Molly Pitcher

The Artillery Order of Molly Pitcher recognizes individuals who have voluntarily contributed in a significant way to the improvement of the Field Artillery Community. Approval authority for the Artillery Order of Molly Pitcher is the same as the Honorable Order of Saint Barbara. If no O-5 FA Commander of above is available, the Commanding General of the US Army Field Artillery and Fort Sill is the approving authority of the Artillery Order of Molly Pitcher.

To ensure the potential awardee is not prior recipient, you may call or email the US Field Artillery Association before sending the nomination to us. Our database contains the names of most past awardees. All nomination requests must come to the US Field Artillery Association office.

For more information go to: http://www.fieldartillery.org/usfaa_awards/index.html

INFANTRY

National Infantry Association

Shield of Sparta – Heroine of the Infantry

This is awarded to a spouse who has contributed significantly to the Infantry. The goal is to recognize spouses of Infantrymen and other esteemed ladies, in support roles, whose contributions deserve special recognition by the National Infantry Association and the Infantry community. The award is a token of appreciation for the sacrifice and commitment demanded of wives and supporters of Infantrymen. It further symbolizes these women as true patriots with selfless ideals and courage to send their Infantrymen into harms way. Allow 30 days after final approval for processing of medal and certificate. Go to www.infantryassn.com/awards.htm for additional information.

MILITARY INTELLIGENCE CORPS

Military Intelligence Corps Association Awards

Golden Rose Award

Established in 2004 by the Military Intelligence Corps Association (MICA), the Golden Rose Award is intended to recognize a spouse whose volunteer service contributes substantially to the mission accomplishment of a military intelligence unit, activity, commander, or staff agency.

Nomination: The nominator is required to be a MICA member in good standing. The nominator will also be required to identify an Authorizing Authority for the award; this can be a MI LTC or above or the president of an active MICA Chapter. Forms and additional information on how to submit an award are available for members upon logging. Go to www.micorps.org choose "Awards" on the main menu. For additional awards information, contact administrator@micorps.org

MILITARY POLICE CORPS

Military Police Regimental Association Awards

Order of the Vivandieres

This award was developed by the Military Police Regimental Association and is designed to honor spouses who voluntarily make significant contributions to the morale, welfare and spirit of Soldiers and family members in their unit of the Military Police Corps Regiment.

Nomination Criteria and Procedures

- Nominee must be a spouse of an Active Duty, Reserve, or National Guard Soldier who is a current MPRA member.
- Only nominations for individuals will be accepted. No group nominations will be considered.
- The award is not to be used in the place of a PCS or retirement award for the spouse.
- The award nomination must be signed by a Military Police Colonel who is a current MPRA member.
- A nominee must meet the following criteria for each level of the award.
- Nominations must be based on genuine knowledge or documented research.
- Nominations will contain an application, a one page narrative, and form of payment.
- Nominations will be forwarded to MPRA.

For Nomination & Criteria information:

http://www.mpraonline.org/index.php?option=com_content&task=view&id=26&Itemid=49

<https://mpraonline.org/vivandieres/>

ORDNANCE CORPS

Ordnance Corps Association Awards

Keeper of the Flame

Throughout military history, military spouses have made immeasurable and irreplaceable contributions to our Army. In addition to keeping their own "home fires burning", during long duty days and even longer deployments, they willingly dedicate countless hours of hard work in the support of Soldiers, Soldier families and their military community. Without question, our spouses' devoted service to our Army and the country is distinctive and deserving of our undying gratitude. To this end, the Ordnance Corps Association has created the "Keeper of the Flame" spouses award.

Complete the Keeper of the Flame nomination form, submit it through the chain of command for required signatures, mail the nomination form with the correct payment to the above address, and confirm receipt of nomination form seven (7) days after submission. All awards are mailed to the nominator unless otherwise specified. For additional information, go to www.usaocaweb.org/awards.htm

QUARTERMASTER CORPS

Association of Quartermasters

Catharine Greene Award

The Catharine Greene award was approved by the Quartermaster General in January 2001 to provide an award that would recognize significant contributions and support provided by Quartermaster spouses. Any member of the Quartermaster corps may nominate a deserving candidate for the Catharine Greene Award. Although any member of the Quartermaster Corps may nominate a spouse, the nominating of a Soldier's own spouse is highly discouraged and approving officials should carefully screen such nomination requests.

In order to maintain the value and prestige of the Catharine Greene Award, they have established three criteria that must be met in order for a nomination to be approved. Any deviation from these three criteria will cause the nomination requests to be forwarded to the Quartermaster General for consideration.

- The nominee must be the spouse of a Quartermaster Soldier or civilian.
- The nominee's spouse must be a member of AQM.
- The nominee must have provided a significant contribution or support to the Quartermaster Corps, a unit, a community or to their spouse that is of a nature that emulates Mrs. Catharine Greene and is distinguished from other spouse contributions.

The Quartermaster General has delegated approval authority of this award to Quartermaster Corps General Officer and Quartermaster Colonel (O6) in command respectively. If there is not a Quartermaster General or Colonel available in the nominee's organization, then the nomination must be endorsed by the nominator's commander and submitted to the Association of Quartermasters. The Association will then review the packet and coordinate with the Quartermaster General for further review and approval. Awards must be purchased before the application is submitted.

For additional info and application: <https://associationofquartermasters.org/catherine-greene-award/>

SIGNAL CORPS

Signal Corps Regimental Association Awards

Order of the Bronze Wahatchee

The Bronze Wahatchee is for individuals who have voluntarily contributed in a significant way to the improvement of the Signal Corps community. Approval authority for the Bronze Wahatchee may be a Signal Corps LTC in command or serving as a G6, a COL, or a general officer. If no officer is available, the approval authority may be the national SCRA award board. The nomination packet should include a cover memorandum from the nominator, a one-page justification which details the nominee's contribution to the Signal Corps community; a point of contact with complete mailing address and desired presentation date; and payment for the award. The nomination packet should arrive at Fort Gordon no later than four weeks before the desired presentation date. Go to www.signalcorps.org/br_wahatchee.htm.

Order of the Silver Wahatchee

The Silver Wahatchee is for individuals who have voluntarily contributed in significant long-term service to the improvement of the Signal Corps community. Approving authority for the Silver Wahatchee is the national

SCRA award board. The nomination packet should include a cover memorandum from the nominator, a one-page justification which details the nominee's contribution to the Signal Corps community; a point of contact with complete mailing address and desired presentation date; and payment for the award. The nomination packet should arrive at Fort Gordon no later than four weeks before the desired presentation date. Go to <https://signalcorps.org/awards/> www.signalcorps.org/silver_wahatchee.htm

TRANSPORTATION CORPS

Transportation Corps Regimental Association Awards

Patronus Rotae – “Patron of the Wheel”

The criteria for this award are as follows:

- The nominator must also be a member of good standing in the Transportation Corps Regimental Association.
- The nominee must have made a significant impact on the Transportation Corps, a unit or the community and have demonstrated the highest standards of integrity and moral character.

To request an award, the approval authority is delegated to the first Transportation Corps (TC) Battalion or Brigade Commander in the sponsor's chain of command. If there is no TC commander available, then the Chief of Transportation is the approval authority. The nominator has the option of forwarding the award recommendation to the Chief of Transportation for his approval/signature even if there is a TC Battalion or Brigade Commander in the sponsor's chain of command. All nominations must be submitted to the Transportation Corps Regimental Association's (TCRA) National Office at Fort Eustis, Virginia, for processing. The TCRA National office must receive the nomination packet no later than one month prior to the presentation date or additional processing and shipping costs will be incurred. The nominator should complete the order form including full name of the nominee, the desired presentation date and payment for the award. The order form is available at www.tc-regt-association.org/patronus_rotae.htm click “PR Application”. A one-page justification letter must accompany the nomination form. There is no special format for this letter. It simply must contain sufficient details about the nominee and have the endorsement of the approval authority. The nominator is responsible for ensuring presentation of the award takes place at a dignified ceremony or event.

ANNEX A—COA Memorandum Sample

SAMPLE CERTIFICATE OF APPRECIATION (COA) MEMORANDUM

Office Symbol/Letter Head

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Fort Carson Commanding General's Certificate of Appreciation for **YOUR UNIT/ORGANIZATION/DIRECTORATE**

1. Request for the following Volunteers to receive the Fort Carson Commanding General's Certificate of Appreciation

- **PLEASE PROVIDE VOLUNTEER NAMES (FIRST & LAST—RANK, IF APPLICABLE)**

2. I have reviewed the volunteer's information and confirmed all listed volunteers have an established and current VMIS profile.

3. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)
Commander/Director

ANNEX B—Exemplary Volunteer Service Award Forms

JUSTIFICATION STATEMENT FOR EXEMPLARY VOLUNTEER SERVICE AWARD (SAMPLE)

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Fort Carson Award for Exemplary Service Award for: _____

1. Jane Doe is submitted for the Exemplary Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Carson Community throughout the period of January 2018 through December 2018.
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: 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.

c. IMPACT OF VOLUNTEER ON THE SUBMITTING UNIT/AGENCY/ORGANIZATION

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 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 11 April 2019 at 1000, Elkhorn Conference Center, Fort Carson, Colorado 80913.
8. POC is (submitted by), (phone number and email).

(SIGNATURE BLOCK)
Commander/Director



EXEMPLARY VOLUNTEER SERVICE AWARD



DUE DATE:
(THIS FORM MAY BE DUPLICATED)

PART I – VOLUNTEER INFORMATION

VOLUNTEER NAME (Mr./Ms./Mrs/Miss): _____

RANK (if applicable): _____

HOME ADDRESS: _____

CELL PHONE NUMBER: _____

EMAIL: _____

WORK PHONE NUMBER: _____

AWARD(S) PREVIOUSLY RECEIVED: _____

ORGANIZATION/AGENCY WHERE THEY VOLUNTEER: _____

SUBMITTING AGENCY: _____

SUBMITTED BY: _____
(Print or Type Name) (Signature)

PHONE NUMBER / EMAIL: _____

PART II –JUSTIFICATION STATEMENT

PART III – PROPOSED CITATION

SUBMIT ALL REQUIRED DOCUMENTS TO THE AVC Office, 6303 WETZEL AVE., BLDG 1526,
TEL 526-1082 / celsa.r.day@army.mil DUE BY:

ANNEX C—ADULT/YOUTH VOLUNTEER OF THE YEAR FORMS
JUSTIFICATION MEMORANDUM
FORT CARSON ADULT/YOUTH VOLUNTEER OF THE YEAR
(EXAMPLE)

Office Symbol

Date

MEMORANDUM FOR Army volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Nomination for the Fort Carson Adult/Youth Volunteer of the Year

1. Jane Doe is nominated for the Adult or Youth Volunteer of the Year 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 2018 through December 2018.
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).



NOMINATION FORM FOR: ADULT OR YOUTH VOLUNTEER OF THE YEAR &

Due Date:

(THIS FORM MAY BE DUPLICATED)

(SIGNATURE BLOCK)
Commander/Director

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 AVC Office, BUILDING 1526, TEL 526-1082.

ANNEX D—STEADFAST & LOYAL VOLUNTEER HALL OF FAME FORMS

JUSTIFICATION MEMORANDUM FOR FORT CARSON STEADFAST & LOYAL VOLUNTEER HALL OF FAME INDUCTION (EXAMPLE)

Office Symbol

Date

MEMORANDUM FOR Army volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Nomination for the Fort Carson Steadfast & Loyal Hall of Fame Volunteer

1. Jane Doe is nominated for the _____ Award.
2. Jane Doe was named Volunteer of the Year at [NAME PREVIOUS INSTALLATION(s)] in [DATES/YEAR] [DESCRIBE CAPACITY OR DUTIES]. Mrs. Doe deserves this award because of the outstanding volunteer service she has given to the Fort Carson Community during the period January 2018 through December 2018.
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



**NOMINATION FORM FOR ADULT OR YOUTH
STEADFAST & LOYAL
VOLUNTEER HALL OF FAME INDUCTION**



Due Date:

(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 AVC Office, BUILDING 1526, TEL 526-1082.

ANNEX E—KIT CARSON IMPACT AWARD SAMPLE MEMORANDUM

JUSTIFICATION MEMORANDUM KIT CARSON IMPACT AWARD (EXAMPLE)

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Nomination for the Fort Carson Kit Carson Impact Award

1. Jane/Joe Doe is nominated for the _____ Award.
2. A total of at least ____ hours of volunteer service were contributed by this individual during the period covered by this nomination.
3. The noteworthy accomplishments of this volunteer include: (See examples below)

a. *Brigade Family Readiness Group Advisor's: Jane/Joe 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./Mr. 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.

4. A proposed citation is attached. **(Use sample citation attached or customize citation)**

5. Her/His outstanding performance, integrity, personal conducts have won her/him the respect of each organization for whom she/he 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.*

6. If approved by the Commanding General, the award will be presented on DATE.

8. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)
Commander/Director

ANNEX F—VOQ SUBMISSION FORMS

JUSTIFICATION MEMORANDUM FOR VOLUNTEER OF THE QUARTER VOQ/FY__ (SAMPLE)

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Avenue, Building 1526, Fort Carson, Colorado 80913

SUBJECT: Fort Carson and 4th ID Volunteer of the Quarter (XX Quarter) Award for: _____

1. Jane Doe is submitted for the Fort Carson and 4th ID Volunteer of the Quarter (XX Quarter) Award.
2. Jane Doe deserves this award because of the outstanding volunteer service she has provided to the Fort Carson Community throughout the XX Quarter.
3. The noteworthy accomplishments of this volunteer include:

a. Number of service hours tracked by VMIS.

b. TITLE/VOLUNTEER POSITION with BRIEF DESCRIPTION OF DUTIES

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.

c. IMPACT OF VOLUNTEER ON THE SUBMITTING UNIT/AGENCY/ORGANIZATION

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 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 11 April 2019 at 1000, Elkhorn Conference Center, Fort Carson, Colorado 80913.

8. POC is (submitted by), (phone number and email).

(SIGNATURE BLOCK)
Commander/Director



**4ID & FORT CARSON
VOLUNTEER OF THE QUARTER (VOQ)**

QTR: _____ **DUE DATE:** _____

PART I – VOLUNTEER INFORMATION

VOLUNTEER NAME: (Mr./Mrs./Ms./Miss) _____

RANK if applicable): _____

HOME ADDRESS: _____

HOME 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



Fort Carson Army Volunteer Corps (AVC)
6303 Wetzel Ave., Bldg. 1526
Fort Carson, CO 80913
AVC Tel: 719.526.1082

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

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