



## **4<sup>th</sup> ID and Fort Carson & Volunteer of the Quarter Award Packet for 3rd Quarter, FY 25**

### **VOQ Recognition Ceremony Schedule**

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

**1<sup>st</sup> QTR      OCT/NOV/DEC      Wednesday, 12 March 25**

**Submission Packet DUE DATE: Friday, 24 January 25**

**2<sup>nd</sup> QTR      JAN/FEB/MAR      Thursday, 11 June 25**

**Submission Packet DUE DATE: Friday, 25 April 25**

**3<sup>rd</sup> QTR      APR/MAY/JUN      Wednesday, 10 September 25**

**Submission Packet DUE DATE: Friday, 25 July 25**

**4<sup>th</sup> QTR      JUL/AUG/SEPT      Wednesday, 3 December 25**

**Submission Packet DUE DATE: Friday, 17 October 25**

<b>Award Description</b>	<p>The 4th 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 leadership
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Brigade level Units can recognize up to five (5) of their "own" volunteers quarterly.</li> <li>• Tenant Battalions, Directorates and Private Organizations can recognize up to two (2) of their volunteers quarterly.</li> <li>• This award is reserved for the Unit/Directorate/Organization's top Volunteers of the Quarter.</li> <li>• Submissions by Commander/Director will be selected.</li> <li>• No minimum hours are required, but volunteer(s) must be registered in VMIS with hours tracked there as well.</li> <li>• Battalions, Directorates and Private Organizations are responsible to submit quarterly packets NLT suspense date for appropriate processing.</li> </ul>
<b>Submission Packet</b>	<p>Submitted individual award packet "must" be signed by the Commander and/or Director with:</p> <ul style="list-style-type: none"> <li>• The Volunteer's name, organization, address, telephone, email</li> <li>• Dates for period of volunteer service (within the calendar year).</li> <li>• Justification memorandum of noteworthy accomplishments that denote the impact on the unit/ directorate/private organization's operation with the respective quarter.</li> </ul>

<b>Staff Channels</b>	<p>Submit completed award packets to appropriate entity:</p> <ul style="list-style-type: none"> <li>• All Military Units to CPT William Porath Division Soldier &amp; Family Readiness Program Coordinator, <a href="mailto:william.r.porath.mil@army.mil">william.r.porath.mil@army.mil</a> / (719) 526-1082 NLT the submission packet suspense date.</li> <li>• All Directorates / Private Organizations to the AVC team at <a href="mailto:usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil">usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil</a> NLT 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 or via e-mail at <a href="mailto:usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil">usarmy.carson.id-readiness.list.dfmwr-ac-s-army-volunteer-corp@army.mil</a>.</p> <p>Forms can also be downloaded by visiting:</p> <ul style="list-style-type: none"> <li>• <a href="https://carson.armymwr.com/programs/army-volunteer-corps">https://carson.armymwr.com/programs/army-volunteer-corps</a></li> <li>• Click to expand the Fort Carson Volunteer Award Recognition Program accordion—see under Volunteer of the Quarter (VOQ)</li> </ul>



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

### Part I – Volunteer Information

Volunteer Name: \_\_\_\_\_

Volunteer's Rank (if applicable): \_\_\_\_\_ (Mr./Mrs./Ms./Miss) \_\_\_\_\_

Phonetically: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Award(s) Previously Received: \_\_\_\_\_

Organization/Agency where they volunteer: \_\_\_\_\_

\_\_\_\_\_

Submitting organization/agency: \_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
(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 4th ID Volunteer of the Quarter (1st Quarter) Award for:

1. Joe/Jane Doe is submitted for the Fort Carson and 4th ID Volunteer of the Quarter (4th 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 1st Quarter, FY24.
3. The noteworthy accomplishments of this volunteer include:
4. Number of service hours tracked by VMIS (optional).
5. TITLE/VOLUNTEER POSITION with BRIEF DESCRIPTION OF DUTIES
6. Brigade Family Readiness Group Advisor's: Joe/Jane Doe has been the driving force behind this group of Advisor sand 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.
7. IMPACT OF VOLUNTEER ON THE SUBMITTING UNIT/AGENCY/ORGANIZATION
8. 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.
9. A PROPOSED CITATION IS ATTACHED OR CUSTOMIZE YOUR CITATION.
10. 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.
11. 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 APRIL 2024 THROUGH JUNE 2024. MR. SMITH IS A FULL TIME VOLUNTEER AND IS ASSISTANT TO THE SPORTS DIRECTOR IN THE OPERATION OF THE YOUTH PROGRAM. DURING 2024, HE HAS VOLUNTEERED IN EXCESS OF 200 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 APRIL 2024 THROUGH JUNE 2024. 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.