



**4<sup>th</sup> ID and Fort Carson Annual Volunteer Award Recognition**  
**6 May 2026, 1300-1500**  
**Location: TBA**

**Award Nomination Packets for:**

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**Fort Carson Steadfast & Loyal  
Hall of Fame Volunteer**

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**Nomination Due: 27 February 2026**  
**Calendar Year of Volunteer Service being recognized:**  
**1 January 2025- 31 December 2025**

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

Email nomination packets to:  
AVC Office [usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil](mailto:usarmy.carson.id-readiness.list.dfmwr-acs-army-volunteer-corp@army.mil)  
Division CFRR [jack.m.luth.mil@army.mil](mailto:jack.m.luth.mil@army.mil)

# Fort Carson Exemplary Service Award

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



**NOMINATION FORM FOR:  
FORT CARSON STEADFAST & LOYAL  
HALL OF FAME VOLUNTEER**



**Fort Carson Annual Volunteer  
Recognition Due Date: 27 February 26**

**(THIS FORM MAY BE DUPLICATED)**

**PART I – NOMINEE INFORMATION**

**NOMINATION FOR:** \_\_\_\_\_ **AWARD**

**VOLUNTEER NAME:** \_\_\_\_\_

**RANK (if applicable):** \_\_\_\_\_

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

**CELL NUMBER:** \_\_\_\_\_

**ALT. NUMBER:** \_\_\_\_\_

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

**TOTAL HOURS OF VOLUNTEER SERVICE RECORDED IN VMIS:** \_\_\_\_\_

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

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

\_\_\_\_\_

**NOMINATING AGENCY:** \_\_\_\_\_

**NOMINATOR:** \_\_\_\_\_

(Print or Type Name)

(Signature)

**PHONE NUMBER / EMAIL:** \_\_\_\_\_

**PART II –JUSTIFICATION MEMORANDUM**

**PART III – PROPOSED CITATION**

**SUBMIT ALL REQUIRED DOCUMENTS TO THE AVCC, BUILDING 1201, TEL 526-1082.**

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

Office Symbol

Date

MEMORANDUM FOR Army Volunteer Corps Office, ATTN: AVCC, 6303 Wetzel Ave, Bldg. 1526 , Fort Carson, Colorado 80913

SUBJECT: Nomination for the Fort Carson \_\_\_\_\_

1. Jane Doe is nominated for the \_\_\_\_\_ Award.
2. Mrs. Doe deserves this award because of the outstanding volunteer service she has given to the Fort Carson Community during the period January 2019 through December 2019.
3. A total of at least **750** hours of volunteer service were contributed by this individual during the period covered by this nomination.
4. The noteworthy accomplishments of this volunteer include: (See examples below)
  - a. *Brigade Family Readiness Group Advisor's: Jane Doe has been the driving force behind this group of Advisors and FRG Leaders, which meets on a monthly basis. She arranged for different organizations to brief this group on programs and changes taking place in the community. Armed with this information the unit's Advisors were able to go into the community and provide valuable service.*
  - b. *Honorary Chairperson and Advisor for the Thrift Shop: Jane Doe's guidance and leadership was instrumental* .....
  - c. *Fort Carson Joint Scholarship Fund: Jane Doe founded ....*
  - d. *Mrs. Doe's tireless efforts and selfless efforts have contributed greatly to the quality of life for all members of the Iron Horse family and are a direct reflection of personal dedication to the Army, its Soldiers, and their Family members.*
5. A proposed citation is attached. **(Use sample citation attached or customize citation)**
6. Her outstanding performance, integrity, personal conducts have won her the respect of each organization for whom she has volunteered. Individual POC and telephone number for the organizations listed in paragraph 4 with whom we have coordinated this nomination are: **(List POC contact info in the format shown below)**
  - a. *COL Smith, Brigade Commander, telephone (719) 555-0111, as identified in paragraph 4-a.*
  - b. *Jane Johnson, Thrift Shop Manager, telephone (719) 555-2211, as identified in paragraph 4-b.*
  - c. *Lee Jones, Fort Carson Joint Scholarship Fund, telephone (719) 555-2393, as identified in paragraph 4-c.*
7. If approved by the Commanding General, the award presentation will be held on 11 April 2019 at 1000, Elkhorn Conference Center, Fort Carson, Colorado 80913.
8. POC is (name of nominator), (phone number).

(SIGNATURE BLOCK)  
Commander/Director

## **CITATIONS (SAMPLES)**

### **PROPOSED CITATION FOR JOHN SMITH**

FOR EXCEPTIONALLY MERITORIOUS SERVICE IN SUPPORT OF THE FORT CARSON YOUTH SERVICES' SPORTS PROGRAM FOR THE PERIOD JUNE 2009 THROUGH JUNE 2011. MR. SMITH IS A FULL TIME VOLUNTEER AND IS ASSISTANT TO THE SPORTS DIRECTOR IN THE OPERATION OF THE YOUTH PROGRAM. DURING 2011, HE HAS VOLUNTEERED IN EXCESS OF 2,100 HOURS. HE HAS MADE EXCEPTIONAL CONTRIBUTIONS WHICH IS EVIDENT BY THE GROWING NUMBER OF PARENTS AND YOUTH INVOLVED IN VARIOUS PROGRAMS. MR. SMITH'S EFFORTS REFLECT GREAT CREDIT UPON HIMSELF, THE FORT CARSON COMMUNITY, AND THE UNITED STATES ARMY.

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### **PROPOSED CITATION FOR JANE DOE**

FOR EXEMPLARY VOLUNTEER SERVICE TO THE FORT CARSON COMMUNITY DURING THE PERIOD JANUARY 2009 THROUGH OCTOBER 2011. AS AN ADVISOR TO A NUMBER OF ORGANIZATIONS, MRS. DOE'S SUPPORT AND GUIDANCE WERE INSTRUMENTAL TO THE SUCCESS OF VARIOUS COMMENDABLE INITIATIVES, MOST NOTABLE WERE HER EFFORTS IN THE THRIFT SHOP REVITALIZATION AND THE OFFICERS' SPOUSES CLUB FUND-RAISING EVENTS. SHE FOUNDED THE FORT CARSON JOINT SCHOLARSHIP FUND, WHICH DISBURSED MORE THAN \$30,000 IN SCHOLARSHIPS DURING ITS FIRST YEAR. MRS. DOE'S EFFORTS REFLECT GREAT CREDIT UPON HERSELF, THE FORT CARSON COMMUNITY, AND THE UNITED STATES ARMY.