

RECOMMENDATION FOR AWARD OF VIRGINIA DEFENSE FORCE DECORATION

1. TO:

2. DATE:

3. FROM (NAME AND ADDRESS OF UNIT):

PART A - PERSONAL DATA

4. NAME: (Last, First, Middle)

5. RANK

6. VDF ID NUMBER:

7. DUTY POSITION/TITLE:

8. ORGANIZATION:

9. PREVIOUS AWARDS: (STATE AND FEDERAL)

10. RECOMMENDED AWARD

11. REASON

12. REQUESTED PRESENTATION DATE:

a. VDF DSM

a. HEROISM

13. PERIOD OF AWARD:

b. VDF LM

b. ACHIEVEMENT

FROM: TO:

c. VDF MSM

c. SERVICE

14. POSTHUMOUS AWARD: YES ___ NO ___

d. VDF CM

d. RETIREMENT

PRESENT AWARD TO:

15a. RECOMMENDER NAME:

15b. RANK

15c. TITLE/POSITION

15d. SIGNATURE

15e. ADDRESS/TELEPHONE NUMBER:

PART B - JUSTIFICATION AND CITATION DATE (USE SPECIFIC BULLET EXAMPLES OF MERITORIOUS ACTS OR SERVICES)

16. ACHIEVEMENT 1:

17. ACHIEVEMENT 2:

18. ACHIEVEMENT 3:

19. ACHIEVEMENT 4:

20. CITATION: (Optional one page narrative may be attached)

PART C - RECOMMENDATIONS APPROVAL/DISAPPROVAL

21a. RECOMMENDATION OF SUPERVISOR/UNIT COMMANDER/STAFF OFFICER

APPROVAL _____ DISAPPROVAL _____ DOWNGRADE _____

21b. TYPED NAME, RANK AND DUTY POSITION

21c. CERTIFICATION OF ELIGIBILITY: I certify that this individual is eligible for the award recommended and that the personal data shown in PART A is correct.

SIGNATURE: _____ DATE _____

22a. NEXT HIGHER COMMANDER RECOMMENDATION: APPROVAL _____ DISAPPROVAL _____ DOWNGRADE _____

22b. COMMENTS:

22c. TYPED NAME, RANK AND DUTY POSITION:

SIGNATURE _____ DATE _____

PART D - BOARD ACTION (OPTIONAL)

23a. DATE OF BOARD:

23b. LOCATION:

23c. MEMBERS PRESENT: (NAME & RANK)

23d. BOARD RECOMMENDATION: APPROVE _____ DISAPPROVE _____ DOWNGRADE _____

REWRITE _____ OTHER: (explain) _____

23e. COMMENTS:

23f. TYPED NAME & RANK OF BOARD PRESIDENT:

23g. SIGNATURE & DATE:

PART E - ISSUING AUTHORITY APPROVAL/DISAPPROVAL

24a. APPROVED _____ DISAPPROVED _____

24b. SIGNATURE:

PART F - ORDERS DATA

ORDER ISSUING HQ, ORDER NUMBER AND DATE:

SIGNATURE:

DATE: