



VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS

COMMONWEALTH OF VIRGINIA
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Office of the G-1
LTC Michael T. Fein

VDF-HPE

08 February 2017

MEMORANDUM FOR: All MSC CDRs, S-1s, XO's, CO CDRs, 1SGs

Subject: Awards and Award Submissions

- 1) Per VDFR 672-5, while the regiments have authority to approve up through the CM, all forms for awards must be submitted to the VDF ACDET for processing. The e-mail address for submission is: hqs@vdf.virginia.gov
- 2) Recommendation forms for awards are found at: <http://www.vdf.virginia.gov/forms.php>
 - a) CM, MSM, DSM, and LSM (VDF Form 638) :
<http://www.vdf.virginia.gov/pdf/FORMS/VDF638%20Award%20Recommendation%20Blank.pdf>
 - b) MCR (VDF Form 638-A): [http://www.vdf.virginia.gov/pdf/FORMS/638-A%20Form%20Letter%20for%20Recommendation%20of%20the%20Military%20Commandation%20Ribbon%20\(01NOV12\).doc](http://www.vdf.virginia.gov/pdf/FORMS/638-A%20Form%20Letter%20for%20Recommendation%20of%20the%20Military%20Commandation%20Ribbon%20(01NOV12).doc)
 - c) All other service, training, and recruiting awards (VDF Form 638-B):
[http://www.vdf.virginia.gov/pdf/FORMS/638-B%20Form%20Letter%20for%20Service,%20Training,%20Recruiting%20Awards%20\(01NOV12\).doc](http://www.vdf.virginia.gov/pdf/FORMS/638-B%20Form%20Letter%20for%20Service,%20Training,%20Recruiting%20Awards%20(01NOV12).doc)
 - d) Meritorious Unit Citation Ribbon (MUCR) (VDF Form 638-C):
<http://www.vdf.virginia.gov/pdf/FORMS/638-C%20Form%20Letter%20for%20MUCR.docx>
- 3) Recommendations for awards should be sent throughout the year, rather than several dozen being submitted at the same time, often at the end of the calendar year.
- 4) Please allow up to four weeks for processing of VDF award recommendations.

Per VDFR 672-5, no permanent order is cut for service awards or ribbons, except for the MUCR, which is approved by the Commanding General.

For the Commander,

Michael T. Fein
LTC VDF
ACoS G-1