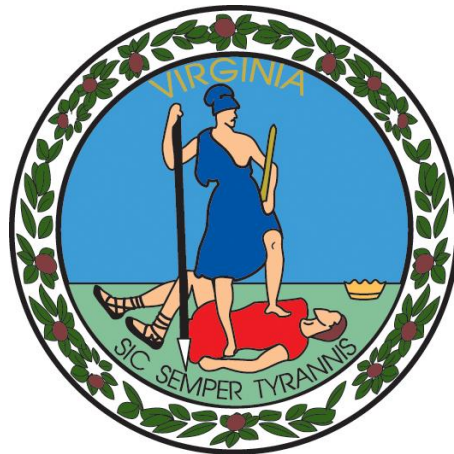


VIRGINIA DEFENSE FORCE
REGULATION 672-10
1 November 2015

DECORATIONS, AWARDS AND HONORS
THE NONCOMMISSIONED OFFICER OF THE YEAR



**Headquarters
Virginia Defense Force
5001 Waller Road
Richmond, Virginia**

(Supercedes VDF Reg. 672-10 29 December 2014)

Decorations, Awards and Honors

THE NONCOMMISSIONED OFFICER OF THE YEAR

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1. PURPOSE The purpose of this regulation is to establish scope, policy, selection procedure and criteria for selection of the VDF Noncommissioned Officer of the Year.

2. SCOPE This regulation applies to all elements of the Virginia Defense Force. The award will be based on the candidate's performance from the preceding years July through June. Only enlisted personnel, Sergeant, Staff Sergeant and Sergeant First Class are eligible for consideration. Selection will be made by the VDF NCO of the Year Selection Board NLT the following February and the selected individual will be the VDF NCO of the Year for the current year.

3. POLICY Each Regiment and Force Headquarters will formulate a plan based on this regulation for selecting the Noncommissioned Officer of the Year candidate to go before the VDF NCO of the Year Selection Board.

- a. Each Regiment will select (1) finalist via board action to represent their Regiment based upon nominations for consideration by subordinate unit's CMDRs. Force Headquarters will select one candidate to represent Force Headquarters in a similar process.

4. VDF SELECTION BOARD:

The VDF NCO of the Year Selection Board will consist of, but not be limited to, the following representation:

VDF Command Sergeant Major	(President)
1 st Regiment CSM	(Member)
2 nd Regiment CSM	(Member)
3 rd Regiment CSM	(Member)
4 th Regiment CSM	(Member)
VDF Personnel SGM	(Recorder)

5. TIMING:

- b. Each Regiment and Force Headquarters will convene their selection board and forward the name of their finalist to the VDF CSM by 31 December.
- c. The following information will be submitted on each finalist:
 - (1) Letter from the unit commander recommending selectee with emphasis on leadership, duty performance, noteworthy achievements and positive attitude.
 - (2) A complete and current military personnel records jacket, (MPRJ), at the board.
- d. Candidates for the VDF NCO of the Year will appear before the Force Selection Board at Force Headquarters, Richmond, VA on a date specified by the VDF Command Sergeant Major. The VDF NCO of the Year selection board will convene no later than 28 February to determine the VDF NCO of the Year, announcement will follow. The individual selected will be decorated at an appropriate ceremony no later than the annual Force Spring MUTA.

6. SELECTION:

- a. Regimental and separate unit selection boards will select one (1) finalist based on the process outlined in Para 3.
- b. The following criteria will be used as a basis for individual selection at all levels.
 - (1) Outstanding duty performance and demonstrated leadership.
 - (2) Personal Appearance, Bearing, Self-Confidence
 - (3) Attendance at drills, MUTAS, SADS.
 - (4) Non-drill vol.hrs/tasks
 - (5) VDF courses(this year)
 - (6) Knowledge of VDF mission, organization, and schools.
 - (7) Knowledge of the history of the VDF.
 - (8) Knowledge of NCO duties, Junior/Senior.
 - (9) Knowledge of the basic military subjects.
 - (10) Knowledge of the Chain-of-Command, and NCO support channel.

References and subject areas: NCO Guide, FM 3-21.5, Leadership, Customs and Courtesies, Chain of Command, NCO Support Channel, Mentorship, NCO Creed.

7. AWARDS AND RECOGNITION:

- a. The annual VDF NCO of the Year will receive the following at an appropriate ceremony:
 - (1) VDF Commendation Medal
- b. Candidates from each Regiment and FORHQs not selected as the NCO of the Year will receive:
 - (1) Certificate of Commendation from the Commanding General
- c. Each individual considered by their respective boards or commands, but not selected, as one of the winners will receive a letter of commendation from their commander to be permanently placed in their personnel service record.

8. SCORING:

A scoring chart is provided, Appendix A, to this regulation and will be used by all selection boards in competitive evaluation.

9. PUBLICITY:

Commanders are encouraged to promote local media coverage for individual winners from each command.

OFFICIAL:

APPENDIX A
BOARD MEMBER WORKSHEET

VDF NCO OF THE YEAR AWARD

NAME (Last, First, MI)

Rank

UNIT

STATION

AREA OF EVALUATION	AVERAGE	ABOVE AVERAGE	EXCELLENT	OUTSTANDING	TOTAL
1. Outstanding duty performance & demonstrated leadership	1-5	6-10	11-15	16-20	
2. Personal appearance, Military Bearing	1-5	6-10	11-15	16-20	
3. Attendance at UTAs, MUTAs, SAD.	1-5	6-10	11-15	16-20	
4. Non drill VOL hrs.	1-5	6-10	11-15	16-20	
5. Knowledge of VDF missions, structure, and schools.	1-5	6-10	11-15	16-20	
6. VDF/Military/FEMA courses in past year	1-5	6-10	11-15	16-20	
7. Knowledge of NCO duties, Junior/Senior.	1-5	6-10	11-15	16-20	
8. Knowledge of the basic military subjects.	1-5	6-10	11-15	16-20	
9. Knowledge of the history of the VDF	1-5	6-10	11-15	16-20	
10. Knowledge of the Chain of Command.	1-5	6-10	11-15	16-20	

TOTAL POINTS AWARDED

Remarks:

Signature

Date