

Virginia Defense Force Award Policy

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Award Policy

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CHAPTER 1

VIRGINIA DEFENSE FORCE AWARD POLICY

1-1. PURPOSE

- a. The Virginia Defense Force Awards Program recognizes those personnel whose outstanding and exceptional achievements and services contribute to the accomplishment of the Defense Force's mission.
- b. Awards provide a powerful incentive toward greater effort on the part of the Defense Force's members, build and maintain *esprit de corps*, and offer positive opportunities for local community publicity recognizing our personnel.

1-2. **APPLICABILITY.** This regulation applies to all organizations, units, and personnel of the Virginia Defense Force.

1-3. **SCOPE.** This regulation has the force of orders. It prescribes Virginia Defense Force policy, criteria and administrative instructions for decorations, service awards, training awards, recruiting awards, Unit Citations, and other forms of recognition.

1-4. IMPLEMENTATION AND STANDARDS

- a. Implementation of the provisions of this regulation is a command responsibility. All commanders are expected to have an effective and active awards program to recognize those personnel whose superior service makes mission achievement possible.
- b. Local supplementation of this regulation is prohibited except for administrative procedures to ensure prompt recognition of deserving members.
- c. Commanders at all levels will ensure the integrity of the awards program and that awards are made in accordance with the standards of this regulation.

1-5. CATEGORIES OF VIRGINIA DEFENSE FORCE AWARDS

- a. **Decorations given for superior service.** *Life Saving Medal, Distinguished Service Medal, Meritorious Service Medal, Commendation Medal, and Military Commendation Ribbon.*

- b. **Unit Citations.** Given to units for organizational excellence – *Unit Readiness Citation (Dead Eye) Ribbon*.
- c. **Service Awards.** Ribbons given for specific categories of service include: *Active Service Ribbon* for State Active Duty supporting VNG in disaster response. *Virginia Defense Force Service Ribbon* for service to VNG in mobilization/demobilization, in support of DMA in TDY, or training status. *Community Service Ribbon* for 80 hours of community service including REMOBE exercises. *Service Ribbon* for one year of perfect attendance to include semi-annual weekend training exercises. Attendance at training courses - IET, BNCOC, etc. - can be in lieu of weekend drill attendance.
- d. **Training Awards.** A NCOPD Ribbon with number is awarded for completion of a formal VDF NCOES training courses: Basic NCO Course (BNCOC), Advanced NCO Course (ANCO), First Sergeant's Course and Sergeant Major Course. Awarding skills badges such as Signal, MP, NCOES, Medical and Aviation must first have an established SOP for each, as defined and approved by the G7.
- e. **Recruiting Awards.** Ribbons given for recruiting three (3) new recruits who remain in the VDF for one year. Recruiting an additional five (5) new recruits that remain for one year will receive one silver star and two silver stars if an additional (10) new recruits remain for one year.

1-6. ORDER OF PRECEDENCE

Appendix E provides the order of precedence for wear of Virginia Defense Force awards and specifies the standard acronyms for each award.

1-7. RECOMMENDATIONS FOR AWARDS

a. Who May Recommend:

- (1) Commanders recommend decorations for any individual assigned to their unit. Higher headquarters' commanders and staff officers recommend decorations for members of any subordinate unit. In addition, any VDF member who has a personal knowledge of an act or achievement which merits award of a decoration and which has not come to the attention of command will prepare and submit a recommendation for the appropriate decoration through channels.
- (2) Any VDF member with knowledge of a life saving event can recommend awarding the Life Saving Medal.
- (3) Division G3 will recommend award of the Unit Readiness Citation (Dead Eye).
- (4) Unit commanders will administratively process Service and Recruiting awards. It is the responsibility of commanders at all levels to ensure assigned personnel are awarded service and recruiting ribbons as soon as the individual is eligible.

- (5) Division Training School, G7, will administratively process training awards. It is the responsibility of the G7 to ensure that all graduates receive the appropriate training award/certificate upon graduation.
- b. Award Recommendations:
 - (1) Recommendations for medal decorations will be made using VDF Form 638 (*see* Appendix A and VDF website).
 - (2) Recommendations for award of the Military Commendation Ribbon will be made using VDF Form 638-A (*see* Appendix B and VDF website).
 - (3) Recommendations for training, service, and recruiting and retention awards will be made using VDF Form 638-B (*see* Appendix C and VDF website). Only one award/ribbon may be given for the same period of service.
 - c. Process Recommendations:
 - (1) Recommendations for medal decorations and the proposed citation will be forwarded through channels to the awarding authority in electronic form to vdffinfo@vdfmail.us, or, if by hard copy, the original and one copy shall be submitted.
 - (2) Military Commendation Ribbon recommendations will be forwarded through channels to the award authority in electronic form, or, if by hard copy, the original and one copy shall be submitted. The approved recommendation and the accompanying citation will be forwarded to vdffinfo@vdfmail.us.

1-8 AWARD AUTHORITY

- a. Decorations
 - (1) The Commanding General will award the Life Saving Medal, Distinguished Service Medal, and Meritorious Service Medal for all VDF personnel.
 - (2) Brigade Commanders will award the Commendation Medal.
 - (3) Brigade and Battalion Commanders will award the Military Commendation Ribbon.
- b. Service Awards: Administratively awarded by Commanders at all levels.
- c. Training Awards: Administratively awarded by the Division G7.
- d. Recruiting Awards: Administratively awarded by Recruiting and Retention Commander.

1-9 AWARDS BOARDS

a. Function.

- (1) Award Boards assist the Commander in screening submitted recommendations for decorations for compliance with award criteria, appropriate level of service, and administrative correctness.
- (2) Award Boards will meet at least quarterly to consider all recommendations for awards.

b. Division Awards Board

- (1) The Division Awards Board is appointed by the Commanding General to review all recommendations for the Life Saving Medal, Distinguished Service Medal, and the Meritorious Service Medal and to consider recommendations for award of the Commendation Medal and Military Commendation Ribbon to members of Division Headquarters. The Board will consist of at least three officers and noncommissioned officers.
- (2) The Division G1 will establish suspense dates for submission of awards by review of the Division Awards Board.

c. Brigade Awards Board

- (1) Brigade Awards Boards are appointed by Brigade Commanders to review all recommendations that will be forwarded for consideration to the Division Awards Board. The Brigade Awards Board is the approving authority for the Commendation Medal and to consider recommendation for award of the Military Commendation Ribbon to members of Brigade Headquarters. The Board will consist of at least three officers and noncommissioned officers and will have a member from each Battalion, if possible.
- (2) The Brigade S1 will establish suspense dates for submission of awards by review of the Brigade Awards Board.

1-10 IMPACT AWARDS

- a. **Definition:** The Military Commendation Ribbon is an impact award for superior service in a specific event immediately after the service occurs.
- b. **Approving Authority:** Company Commanders with personal knowledge of superior service in specific events are encouraged to contact their Battalion or Brigade Commander (or the Chief of Staff for Division members) immediately and request authority to make an impact award. If approved, the Company Commander may present the ribbon (if available) or announce the award on the spot. Battalion, Brigade Commanders and the Chief of Staff may make impact awards based on their personal knowledge, as appropriate.

- c. **Implementation:** After the impact award is approved, the ribbon will be requested from the Division G1 section using VDF Form 638-A. The certificate will be prepared by the Battalion S1 with a copy forwarded to Division Headquarters, G1.

1-11 CHARACTER OF SERVICE

- a. Commanders will ensure that awards will not be presented to any individual whose entire service subsequent to the time of the qualifying act, achievement, or service has not been honorable. Honorable service is faithful service in accordance with the standards of conduct, courage, and duty required by law and service customs.
- b. Individuals with pending unfavorable actions will not be recommended for or presented awards.
- c. Other than honorable service subsequent to submission of an award recommendation will be reported promptly to the award approving authority for appropriate action.

1-12 ANNOUNCEMENT AND PRESENTATION OF AWARDS

- a. **Awards Ceremonies:** Whenever possible, all awards will be presented to VDF personnel in a formal ceremony. Unit formations or staff meetings offer excellent opportunities for award presentations. The Unit Commander, higher headquarters commander, or the leader of a special project team to which the individual is assigned may present the award. In the case of decorations, the citation that accompanies the award will be read so that all present are aware of the service for which the award is being given.
- b. **Decorations:** Decorations are announced on Permanent Orders (Appendix H) with the exception of the Military Commendation Ribbon. All decorations will be accompanied by a citation or certificate (Appendix G).
- c. **Service, Training, and Recruiting Awards:** Service, training and recruiting awards are not formally announced and are documented only by the award letter (Form VDF 638-B). However, a ceremony is highly encouraged with the Commander presenting the ribbon and describing the service for which it is being awarded.
- d. **Unit Readiness Citation (Dead Eye):** Unit Readiness Citations are announced on Permanent Orders and accompanied by a formal citation. Presentation of Unit Citations will be by the Commanding General or a designated representative at a troop formation.
- e. **Presentations (for individuals who have left the unit):** Awards of decorations received after the individual has transferred to another unit will be forwarded to the gaining command for presentation. If the individual has separated from the VDF, the unit will arrange for the former member to return for an award ceremony, or the commander will arrange to present the award to the individual at home. Awards for individuals who have left the state with no forwarding address may be forwarded by mail by Division G1.

- f. **Procurement of medals, ribbons and devices:** Procurement of these items will be from Division Headquarters at vdfinfo@vdfmail.us.
- (1) Medals: Division Headquarters will deliver after receipt of request with a copy of the order and board approval to the appropriate commander. (*see* VDF Form 638)
 - (2) Military Commendation Ribbon: Division Headquarters will deliver after receipt of request with a copy of the order with individual to be presented award. (*see* VDF Form 638-A)
 - (3) Ribbons and Devices: Division Headquarters will deliver these after receipt of request with a copy of order with individual to be presented award. (*see* VDF Form 638-B)
 - (4) Inventory: Medals, ribbons or devices will be maintained **only** at Division Headquarters, G1.
- g. Posting of awards in records: A copy of the recommendation, citation, or certificate for each award is posted to the individual's MPRJ (201) file at Division Headquarters, G1.
- h. Posthumous Presentations
- (1) Posthumous recognition may be given to VDF members who die while serving honorably while on active (not Auxiliary) status. Retirement or separation criteria for awards will be used unless a higher award is merited for superior performance of duty.
 - (2) Decorations and awards approved, but not yet presented, will be presented to the next of kin at an appropriate ceremony. Awards will not be mailed to the next of kin.
 - (3) Processing for posthumous awards will be expedited. If the award meets time and grade criteria, the award elements will be forwarded immediately without board action.

1-13. REPLACEMENT OF AWARDS

When award ribbons become unserviceable (worn, soiled, ragged, or lost) replacement ribbons may be ordered from Division Headquarters, G1.

CHAPTER 2

DECORATIONS AND SERVICE AWARDS

2-1. CRITERIA

- a. Criteria for award of Decorations are located in section 2-6, Award Summaries. These criteria provide the scope and service that is recognized by the Decoration. They also provide recommendations for the rank and duty assignment for which such awards are appropriate. These recommendations are guidelines for Commanders and Awards Boards. In exceptional circumstances, it may be appropriate for an individual in a rank or duty not covered by the guidelines to receive a higher award.
- b. Criteria for service, training, and recruiting awards are addressed in Chapter 1, paragraph 1-5. Only one award/ribbon may be given for the same period of service.
- c. The Life Saving Medal is awarded for an action which saves the life of a person(s) who would otherwise had died. Rapid and effective first aid or rescue from a physically dangerous situation that would have caused death meet the basic criteria for life saving. Awards for life saving should be supported by statements from medical or rescue authorities verifying the hazard to life.
- d. Decorations should be awarded for service that is truly superior. Simply being present, holding a job, or doing the work assigned is not superior service. It is difficult to identify universally applicable, measurable criteria for superior service. However, persons recommending awards should consider the guidelines below.
 - (1) The individual performs assigned duties quickly and efficiently with good judgment, little wasted time and energy, and minimum supervision.
 - (2) Drill, MUTA or personal time is spent on significantly advancing a mission task.
 - (3) The individual produces measurable products, finished documents and plans, training classes conducted, and field exercises completed quickly and efficiently and with considerable initiative.
 - (4) The individual's efforts are above standard and are on time or early for all suspense dates.
 - (5) The individual identifies and fixes problems at his/her level while keeping the commander informed.
 - (6) The individual is reliable and trustworthy.
 - (7) The individual puts in considerably more than the minimum required time and attends or makes up all drills and MUTAs.
 - (8) The individual is respected and trusted by peers, subordinates, and superiors.
- e. First time projects are unique challenges for the people participating. Usually, no guidelines exist and careful planning and training must determine the best method of accomplishing the task. Successful completion of such a project merits liberal use of the Military Commendation Ribbon and selective use of higher awards. After a method has been established, subsequent executions of the same or similar efforts become a routine part of the job. Superior performance by individuals above the level of effort of their contemporaries should then be recognized.

- f. It is customary to mention superior duty performance by individuals during emergency response duties, community support activities, or field training exercises in the After Action Report. This tradition of mention in dispatches predates all other US military awards except the Purple Heart. Division G3 will recommend award of the Military Commendation Ribbon to any member so mentioned.

2-2. DESCRIPTION OF AWARDS - Decoration

- a. Medals are a standard packet of the Seal of the Commonwealth of Virginia suspended from the standard drape of the award. The Life Saving Medal, Distinguished Service Medal, Meritorious Service Medal, and Commendation Medal are awarded as medals. (Appendix D)
- b. Ribbons for Virginia Defense awards are outlined in Appendix D.
- c. Individual Award Descriptions, and order of precedence, are outlined in Appendix E.

2-3. CITATIONS NARRATIVE

- a. Citations to accompany award of the **Life Saving Medal** will be worded as follows:

“(Insert rank and full name) distinguished himself (or herself) by saving human life on (insert date) at (insert place). (Insert rank and last name and continue with a three to five sentence description of the event – indicate if there was danger to the rescuer). (Insert rank and last name)’s selfless devotion to his (or her) fellow man is in the highest tradition of public service and reflects great credit upon himself (or herself), the Virginia Defense Force, and the Commonwealth of Virginia.”

- b. Citations to accompany award of the **Distinguished Service Medal, Meritorious Service Medal, and Commendation Medal** will be worded as follows:

“(Insert rank and full name) distinguished himself (or herself) by (insert level of service*) as (insert duty title), (insert duty location) from (first day of assignment) to (last day of assignment). During this period, (continue with a three to five sentence description of the individual’s accomplishments). The distinctive accomplishments of (insert rank and last name) reflect great credit upon himself (or herself) and the Virginia Defense Force.”

- (1) *Level of Service:

- (a) Distinguished Service Medal: “distinguished service”

- (b) Meritorious Service Medal: “meritorious service”

- (c) Commendation Medal: “commendable service”

- c. The general format for a citation is shown in Appendix D.
- d. The **Military Commendation Ribbon** will be awarded without a citation, but with a formal certificate. The rank and full name of the recipient will be lettered on the certificate. The date of the certificate will be the date of the event for which it is being awarded. A short description of the event performed for which the ribbon and certificate is being awarded will be typed on the certificate. (See certificate on website).

2-4. MULTIPLE AWARDS

- a. With the exception of Training ribbon awards, each Virginia Defense Force decoration, service, recruiting award, and unit citation may be awarded to an individual or unit more than once. Only one medal/ribbon may be awarded for the same act, achievement, or period of service. This does not preclude an individual from receiving credit for service toward the Active Service or Community Service Award and a decoration for superior performance in a VDF event. Criteria for a second and subsequent award of decorations, service awards (except the Service Ribbon), and unit citations are the same as for the initial award. Criteria for multiple awards of the Service Ribbon is a silver star up to two for 5- and 10-years of perfect attendance.
- b. Devices: Stars used to indicate multiple awards are as follows:
 - (1) Life Saving and Distinguished Service Medal – a gold star for each subsequent event to a maximum of two (2).
 - (2) Meritorious Service Medal, Commendation Medal, and Military Commendation Ribbon – a gold star for each subsequent event to a maximum of two (2).
 - (3) Active Service Ribbon and Virginia Defense Force Service Ribbon – a silver star for each event to a maximum of two (2).
 - (4) Community Service Ribbon – a silver star for each event to a maximum of two (2).
 - (5) Recruiting and Retention Ribbon – a silver star for 5 recruits with one (1) year of continued service. A second silver star for 10 additional recruits with one (1) year of continued service.
- c. Devices: Numerals to indicate completion of NCO Education Course (NCOES) are as follows:
 - (1) Numeral 1 – Completed Basic NCO Course (BNCOC)
 - (2) Numeral 2 – Completed Advanced NCO Course (ANCOC)
 - (3) Numeral 3 – Completed 1SG Course
 - (4) Numeral 4 – Completed SGM Course
- d. Devices: Oak leaves to indicate multiple award for Unit Readiness Award (Dead Eye)
 - (1) Bronze Oak Leaf for each subsequent award to a maximum of two (2)

2-5. EFFECTIVE DATE OF CRITERIA

All awards will be based on the criteria of this regulation effective 1 November 2012 with the following exceptions:

- a. Award of the Military Commendation Ribbon will be retroactive to 1 January 1994.
- b. Time for award of the Community Service Ribbon will count from 1 January 1993.
- c. Attendance years for the Service Ribbon will run from date of enlistment for one year.
- d. The previous ribbon for graduation from the Basic Officers Qualification Course may be worn until no longer serviceable.
- e. Previous award ribbons not presently in the awards system, i.e., Response Management Staff College Ribbon may be worn.

2-6 AWARD SUMMARIES

a. Decorations

(1) Life Saving Medal

Acronym: LSM

Recommendation: Unit Commander

Award Intervals: Gold star for each subsequent award; limit two stars

Level: Any

Rank: Any

Criteria: Act to save a life not as an assigned special duty

Awards Board Approval: Brigade and Division – required

Documentation: VDF638 (Recommendation for Award)

(2) Distinguished Service Medal

Acronym: DSM

Recommendation: Unit Commander

Award Intervals: Gold star for each subsequent award; maximum of two

Level: CG, Deputy DC, CS, Bde Cdr, Bde CSM

Rank: MG, BG, COL, CSM

Criteria: Distinguished service in sustained command duty that affects entire Division or Brigade. The DSM will be awarded with a citation.

Awards Board Approval: Brigade and Division – required

Documentation: VDF638 (Recommendation for Award)

(3) Meritorious Service Medal

Acronym: MSM

Recommendation: Unit Commander

Award Intervals: Gold star for each subsequent award; maximum two stars

Level: Any

Rank: Any

Criteria: Meritorious sustained service to the VDF at the Brigade level which enabled the Brigade to achieve mission excellence. The MSM will be awarded with a citation.

Awards Board Approval: Brigade and Division - required

Documentation: VDF638 (Recommendation for Award)

(4) Commendation Medal

Acronym: CM

Recommendation: Unit Commander

Award Intervals: Gold star for each subsequent award; maximum two stars

Level: Any

Rank: Any

Criteria: Commendable service. The CM will be awarded with a citation.

Awards Board Approval: Brigade or Division - required

Documentation: VDF638 (Recommendation for Award)

(5) Military Commendation Ribbon

Acronym: MCR

Recommendation: Unit Commander

Award Intervals: Gold star for each subsequent award; maximum two stars

Level: Any

Rank: Any

Criteria: Superior service. The MCR will be awarded without a citation, but with a formal certificate.

Awards Board Approval: With BDE/BN Commander approval

Documentation: Letter format. VDF Form 638-A (Recommendation for Award)

- b. Unit Citation (Dead Eye). As awarded by Division G-3, criteria - Chapter 3, Appendix F.
- c. Service Awards. Chapter 1, paragraph 1-5 (c).
- d. Training Awards. Chapter 1, paragraph 1-5 (d).
- e. Recruiting Awards. Chapter 1, paragraph 1-5 (e).

CHAPTER 3

UNIT CITATIONS

3-1. GENERAL: The Unit Readiness Citation (Dead-Eye) is awarded to units that contribute significantly to the ability of the Virginia Defense Force to perform its mission through high standards of strength, attendance, *esprit de corps*, morale, rigorous training to VDF missions and outstanding performance of assigned missions. This award is not to be considered as a periodic recommendation, rather, at a suitable or opportune time, to recognize an exceptional Battalion in all criteria categories. (see Appendices I and J). Close scrutiny will be exercised in determining eligibility at Division HQ.

3-2. CRITERIA: A numerical point system will be utilized in determining recommendations for the awards. A work sheet is at Appendix I. The completed work sheet will be forwarded to the Commanding General with recommendation.

- a. Headquarters and Headquarters Companies receive the award for personnel assigned to company billets, not for headquarters personnel attached for support. Headquarters receives the award for personnel assigned to headquarters staff functions. Personnel assigned to units but permanently detached and not drilling with the unit will not be eligible for the award.
- b. Period. Awards will be made for the period of the Training Year, with the first award period ending 01 November.

3-3. AWARD AUTHORITY: The Commanding General will award the Unit Readiness Citation.

3-4. CITATION: The Citation to accompany the award of the Unit Readiness Citation will be worded as follows:

“The (insert unit designator), (insert unit location) distinguished itself by maintaining high standards of strength, attendance, *esprit de corps*, morale, rigorous training to the VDF mission and outstanding performance of assigned missions from 01 November (year) to 31 October (year). This unit made a significant contribution to the ability of the Virginia Defense Force to meet the tasking of the Adjutant General of Virginia. The distinctive accomplishments of the Officers and Enlisted of the (insert unit designator) reflect great credit upon themselves, their community, and the Virginia Defense Force.”

3-5. WEAR

- a. Permanent Wear: Individuals who are assigned or attached to a unit awarded the Unit Readiness Citation for at least two months during the award period may permanently wear the ribbon.
- b. Temporary Wear: Individuals assigned to a unit which has received the Unit Readiness Citation but who were not assigned during the award period are authorized to wear the ribbon while serving in the cited Unit.

CHAPTER 4

BADGES AND TABS

4-1. CRITERIA: Requirements for Badges and Tabs are established by the awarding authority based on the requirement of the training established and by approval from the Commanding General or his designee.

4-2. BADGES AUTHORIZED

- a. Military Emergency Management Specialist (MEMS). Awarded by the State Guard Association of the United States (SGAUS). Described as an eagle with wreath in silver. Two levels of award are recognized: Senior (star over eagle) and Master (star with wreath surrounding). Either is worn centered above the left pocket of Class C Uniform.
- b. VDF Signal Badge. Awarded by the G-6 upon completion of written and practical exercise of skills. Described as a multi-colored Signal Corps insignia. Worn centered above left pocket of Class C Uniform.
- c. VDF Military Police Badge. Awarded by the MP Battalion Commander to members of the VDF MP units. Described as a subdued police-type badge affixed by attached pin. Worn on the left pocket, centered top to bottom below the pocket flap and centered left to right.
- d. VDF Aviation Wings. Awarded by the Aviation Battalion Commander to members of the Aviation Battalion who have qualified as a Pilot or Observer having completed the required training or acquired credentials. Described as Silver wings with a "V" superimposed over the center of the shield. The cloth version for Observer has a blue border around the "V". Described versions include Senior (star above the "V") and Master (star enclosed in a wreath). Worn centered above the left pocket of Class C Uniform.
- e. VDF Emergency Medical Badge. Awarded by the Division Surgeon for accomplishment of emergency medical skills documented in the acquired emergency medical courses listed in the approved Division Awarding document. Described as an open litter with a Star of Life on the field. Worn centered above the left pocket of Class C Uniform.
- f. Recruiters Badge. Authorized for wear by recruiters assigned to recruiting duty. Described as black circle with white George Washington side profile in center with gold thread background and lettering. Worn centered on right breast pocket of Class C Uniform. See Memorandum dated 25May11 – Award and Authorized Wear of VDF R&R badge.

4-3. TABS

- a. MEMS Academy tab is worn above the Division patch below the shoulder seams. Described as a curved tab with lettering "MEMS Academy" in subdued pattern lettering.

- b. CERT (Community Emergency Response Team). Tab is worn below the left should seam above the Division patch. Described as a curved tab with lettering "CERT" in subdued pattern lettering.

CHAPTER 5

AWARDS ON RETIREMENT AND SEPARATION

5-1. GENERAL. Award of decorations to Virginia Defense Force members who retire, transfer to the VDF Auxiliary, or are honorably discharged after a period of sustained superior service can be recognized for the value of the member's sustained service.

5-2. CRITERIA. Award of decorations on retirement or separation from the VDF are shown in Appendix F. These criteria are guidance for Commanders. In exceptional circumstances, a higher award may be authorized than indicated in Appendix F on the approval from the Commanding General.

5-3. CITATION. Citations for the Distinguished Service Medal, Meritorious Service Medal, and Commendation Medal will detail in the opening lines and body of the citation the achievements of the last duty assignment of the individual. The closing line will reflect retirement or separation as follows:

a. Retirement.

- (1) Distinguished Service Medal, Meritorious Service Medal, and Commendation Medal: "The distinctive accomplishments of (insert rank and name) culminate a distinguished career in the service of the Commonwealth of Virginia and reflect great credit upon himself (or herself) and the Virginia Defense Force." *For Commendation Medals, "reflect great credit" will be changed to "reflect credit".*
- (2) Distinguished Service Medal for 40 or more years of state and federal military service: "The distinctive accomplishments of (insert rank and name) culminate a distinguished career of (insert number of years) years of faithful service to his (or her) state and nation and reflect great credit upon himself (or herself), the Virginia Defense Force, and the Commonwealth of Virginia."

b. Separation.

"The distinctive accomplishments of (insert rank and name) culminate (insert number of years) years of exemplary service to the Commonwealth of Virginia and reflect great credit upon himself (or herself) and the Virginia Defense Force." *For Commendation Medals, "reflect great credit" will be changed to "reflect credit".*

CHAPTER 6

OTHER FORMS OF RECOGNITION

6-1. GENERAL POLICY: Commendation letters, appreciation certificates, plaques, and personal commendations are important ways to recognize members and other organizations for contributions to the success of the Virginia Defense Force. Each commander, at every level, will evaluate and develop awards for the performance of the members of his or her unit to identify opportunities to recognize members for a job well done. In addition, Commanders will make every effort to thank community organizations and agencies for their support to the Virginia Defense Force.

6-2. SERGEANT MAJOR'S CERTIFICATE

- a. Eligibility. The SGM Certificate is given to any Non-Commissioned Officer of the Virginia Defense Force (see Certificate on VDF website).
- b. Criteria. The SGM Certificate is given to recognize observed superior performance and professionalism that reflects great credit upon the unit and the non-commissioned officer corps.
- c. Presentation. Recognition can be done by the Sergeant Major in a formal or informal setting, as appropriate.
- d. Documentation. A copy of the certificate should be forwarded to the Division G1 for posting in the individual's MPRJ (201) file.

6-3. CERTIFICATE OF APPRECIATION

- a. Eligibility. The Certificate of Appreciation is given to individuals who are not members of the Virginia Defense Force and to other agencies and community groups.
- b. Criteria. The Certificate of Appreciation is given to recognize meaningful support to units of the Virginia Defense Force in the accomplishment of the VDF mission.
- c. Presentation. Certificates of Appreciation are completed with the name and job title of individuals, or the name of agencies, along with a brief description of the service being recognized. Unit Commanders, at all levels, and the Division Chief of Staff, are authorized to sign the certificate. Where possible, an informal award ceremony should be arranged and each award should be supported with a press release to the local media. *Certificates of Appreciation are produced at Division Headquarters. Written request, via email, fax, or letter, is required.*

6-4. LETTER OF COMMENDATION

- a. Eligibility. Any member of the Virginia Defense Force may receive a letter of commendation from his or her commander or immediate supervisor.
- b. Criteria. Letters are written for completion of any significant project or observed superior performance in the field for which a higher award is not appropriate.
- c. Presentation. Letters of commendation should be forwarded through channels from the writer to the addressee. In each case, it is appropriate for Commanders in the chain to add any appropriate endorsement or cover letter. Recognition by a unit commander at opening formation is appropriate with reading and presentation of the letter.
- d. Documentation. A copy of any letter of commendation should be forwarded to the Division G1 for posting in the individual's MPRJ (201) file.

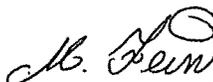
6-5. PERSONAL COMMENDATION

- a. Eligibility. Any member of the Virginia Defense Force may receive a personal commendation from his or her immediate supervisor or any commander or staff officer.
- b. Criteria. Commendations should be given for all work well performed.
- c. Presentation. Commendations may be delivered verbally in the field or at a staff meeting at the time of commendable act, or at a closing formation or assembly, in an after-action debriefing, and in a variety of other settings.
- d. Documentation: Personal commendations are not documented formally. However, it may be appropriate to include reference to verbal commendations as part of the narrative of annual performance reports.

6-6. PLAQUES

Plaques are appropriate as recognition for superior service by a unit or higher headquarters' commander or staff member as an expression of thanks from a unit to a member on transfer to another duty, retirement or separation. Because plaques are purchased from unit or member funds, their use should be relatively restricted. As unofficial awards, plaques will not be documented.

FOR THE COMMANDER


Michael T. Fein
MAJ GS VDF
ACOS G1

DISTRIBUTION: A

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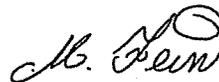
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FOR THE COMMANDER


Michael T. Fein
MAJ GS VDF
ACOS G1

DISTRIBUTION: A

APPENDICES

- A. VDF Form 638 (Recommendation for Decoration Award, 2 pages)
- B. VDF Form 638-A (Recommendation for Military Commendation Ribbon (MCR))
- C. VDF Form 638-B (Recommendation for Service, Training, Recruiting Ribbons)
- D. VDF Medals and Ribbons
- E. VDF Medals and Ribbons, In Order of Precedence
- F. Awards on Separation
- G. Citation Example
- H. Permanent Order Format
- I. Unit Readiness Citation Evaluation Format
- J. Assigned Mission Evaluation Sheet

Appendix A

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: FROM: TO:
b. VDF LM	b. ACHIEVEMENT	
c. VDF MSM	c. SERVICE	14. POSTHUMOUS AWARD: YES _____ NO _____ PRESENT AWARD TO:
d. VDF CM	d. RETIREMENT	
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:

VIRGINIA DEFENSE FORCE REGULATION 672-5

Appendix B

Form Letter for Recommendation of the Military Commendation Ribbon (MCR)

Submitting HQ: _____ Date: _____

MEMORANDUM THROUGH: _____

FOR: _____

SUBJECT: Award Recommendation MCR

1. Rank/Name of Individual: _____

2. Unit Assigned: _____

3. VDF ID Number: _____

4. Date(s) of Service: _____

5. Description of Service: _____

6. This is an impact award: _____ Yes Awarded: _____

Signature: _____

Name/Rank/Title: _____

AWARD AUTHORITY APPROVAL

Date: _____

Approved / Disapproved (circle one)

Signature: _____

Name/Rank/Title: _____

VIRGINIA DEFENSE FORCE REGULATION 672-5
Appendix C
Form Letter for Service, Training, Recruiting Awards

Submitting HQ: _____ Date: _____

MEMORANDUM FOR: _____

SUBJECT: **Service or Training Award**

1. Rank/Name of Individual: _____

2. Unit Assigned: _____

3. VDF ID Number: _____

4. Award Request:

	Total Hours:	Award #	Date(s):
___ Active Service Ribbon (ASR)	_____	_____	_____
___ VDF Service Ribbon (VDFSR)	_____	_____	_____
___ Community Service Ribbon (CSR)	_____	_____	_____
___ Service Ribbon (SR)	<i>No. Drills/MUTAs:</i>		
	_____	_____	_____
___ NCO Development Ribbon (NCO DR)	<i>NCOES Course:</i>		
	_____	_____	_____
___ Recruiting and Retention Ribbon (RRR)	<i>No. Recruited and retained for 1 year:</i> _____		
	Recruit Name _____		
	Recruit Name _____		
	Recruit Name _____		

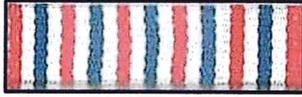
Signature: _____

Commander or School Director _____

Virginia Defense Force Regulation 672-5

Appendix D

MEDALS AND RIBBONS



Life Saving Medal
(LSM)

Ribbon #5059
Item # 7853000



Distinguished Service Medal
(DSM)

Ribbon # 4215
Item # 7852900



Meritorious Service Medal
(MSM)

Ribbon # 5304
Item # 7854200



Commendation Medal
(CM)

Ribbon #3109
Item # 78541710



Military Commendation Ribbon
(MCR)

Ribbon # 3702
Item # 7849100



Active Service Ribbon
(ASR)

Ribbon # 5213
Item # 7854145



VDF Service Ribbon
(VSR)

Ribbon #3302
Item # 7842701



Community Service Ribbon
(CSR)

Ribbon # 5311
Item # 7854290



Service Ribbon
(SR)

Ribbon # 3609
Item # 7846840



NCOPD Ribbon

Ribbon #7118
Item # 7856800



Recruiting Ribbon
(RR)

Ribbon # 5159
Item # 7853559



Unit Readiness Citation
(Dead Eye)

Ribbon # 5304
Item # 7854285
Small Frame Item # 7645100

NATIONAL GUARD AWARD



Virginia National Guard Emergency Services Ribbon

(Numbers are Vanguard Product Numbers)

VIRGINIA DEFENSE FORCE REGULATION 672-5
Appendix E
VDF MEDALS AND RIBBONS
Order of Precedence (Rev. 01NOVEMBER12)

WORN ABOVE THE LEFT POCKET

LSM	Life Saving Medal
DSM	Distinguished Service Medal
MSM	Meritorious Service Medal
CM	Commendation Medal
MCR	Military Commendation Ribbon
ASR	Active Service Ribbon
VDFSR	Virginia Defense Force Service Ribbon
CSR	Community Service Ribbon
SR	Service Ribbon
OSC3R	Operational Staff, Command, Control & Communications Course Ribbon
ALCR	Advance Leader Course Ribbon
CLCR	Company Leader Course Ribbon
NCODR	Noncommissioned Officer Development Ribbon
RRR	Recruiting and Retention Ribbon
SGAUSR	State Guard Association of the United States Membership Ribbon
SGAUSLR	State Guard Association of the United States Longevity Ribbon

WORN ABOVE THE RIGHT POCKET

UC	Unit Readiness Citation (Dead-Eye)
-----------	------------------------------------

**Awards on Separation (Regulation 672-5)
Appendix F (01NOVEMBER12)**

AWARD	TYPICAL RANK	CRITERIA
DSM	MG, BG, COL	Retirement at mandatory age or because of ill health
	LTC, MAJ, SGM, CSM, W5	Retirement at mandatory age or because of ill health with 40 years of superior federal and state military service.
MSM	LTC, MAJ, SGM, CSM, W4	Retirement at mandatory age or because of ill health with at least 10 years of VDF service.
CM	LTC, SSG	Retirement at mandatory age or because of ill health with at least 5 years of VDF service.
	LTC, SSG	Honorable separation from VDF or transfer to Auxiliary status due to demands of employment or family with at least 10 years of superior VDF service.
MCR	LTC-CPL, SPC	Retirement at mandatory age or because of ill health with at least 2 years of VDF service.
	LTC-PFC	Honorable separation from VDF or transfer to Auxiliary status with at least 4 years of superior VDF service.

VIRGINIA DEFENSE FORCE REGULATION 672-5
Appendix G
Example Citation

2" top margin

1	line	CITATION TO ACCOMPANY THE AWARD OF THE
1	line	VIRGINIA DEFENSE FORCE
1	line	LIFE SAVING MEDAL
2	lines	TO
3 lines		VERONICA L. SMITH

1 1/2" margins

Captain Veronica L. Smith distinguished herself by saving human life on 23 April 1994 at the State Military Reservation, Camp Pendleton, Virginia Beach, Virginia. During Hurricane Debra, Captain Smith was assigned to lead a platoon checking for individuals in danger along evacuation routes. While proceeding by road to Pungo she came upon a vehicle trapped in rising waters with an elderly man in danger of drowning. Realizing that help could not arrive in time she directed her platoon to call for assistance and ready first aid equipment. At great personal risk, she dove into the debris filled water and swam with the man to safety. Captain Smith's selfless devotion to her fellow man is in the highest tradition of public service and reflects great credit upon herself, the Virginia Defense Force, and the Commonwealth of Virginia.

2" bottom margin

VIRGINIA DEFENSE FORCE REGULATION 672-5
Appendix H
Permanent Order Format

Permanent Order No. XX

Date

LAST NAME, FIRST NAME, VDF ID NUMBER, RANK, UNIT

The following award is announced:

Award:

Dates:

Authority: VDF Regulation 672-5

Reason: SHORT VERSION OF CITATION

NAME OF COMMANDER
RANK VDF
Commanding

CF:
Order File
Reading File
Ind Concerned
Ind 201 File
TAG

VIRGINIA DEFENSE FORCE REGULATION 672-5

Appendix I

Division/Brigade Commanders Worksheet: Battalion Unit Citation (01NOVEMBER12)

Battalion or Unit Designation

Division/Brigade Commander's Evaluation

Area of Evaluation	Average	Above Average	Excellent	Outstanding	TOTAL
Best Training to Mission	1-3	4-7	8-11	12-15	
Best Mon UTA Attendance	1-3	4-7	8-11	12-15	
Best MUTA Attendance	1-3	4-7	8-11	12-15	
TY Best Net Gain in Strength	1-3	4-7	8-11	12-15	
Best Div Schools Completion	1-3	4-7	8-11	12-15	
Highest Esprit de Corps/Morale	1-3	4-5	6-7	8-10	
Outstanding Assigned Mission Performance	1-3	4-7	8-11	12-15	

TOTAL POINTS AWARDED:

Remarks:

Signature

Date

VIRGINIA DEFENSE FORCE REGULATION 672-5

Appendix J

Assigned Mission Evaluation Sheet (01NOVEMBER12)

Rank/Name

Unit Assigned

Area of Evaluation	Outstanding	Excellent	Good	Poor
Attendance				
Punctuality				
Appearance				
Morale				
Performance of Personnel				
Ability to cooperate and work with others				