



## RECOMMENDATION FOR AWARD OF VIRGINIA DEFENSE FORCE DECORATION



|                                    |         |
|------------------------------------|---------|
| 1. TO:                             | 2. DATE |
| 3. FROM (Name and Address of Unit) |         |

### PART A - PERSONAL DATA

|  |           |                                |                                  |
|--|-----------|--------------------------------|----------------------------------|
| 1. 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                             | e) VDF AM | 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: |

**PART B - JUSTIFICATION AND CITATION DATE, *continued from previous page***

19. ACHIEVEMENT 4:

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

**PART C - RECOMMENDATIONS APPROVAL/DISAPPROVAL**

21a. RECOMMENDATIONS 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:

*continued on next page*

**PART D - BOARD ACTION (Optional)**

23a. DATE OF BOARD:

23b. LOCATION:

23c. MEMBERS PRESENT: (Name and Rank):

23d. BOARD RECOMMENDATION:

APPROVE

DISAPPROVAL

DOWNGRADE

REWRITE

OTHER (Explain):

23e. COMMENTS:

23f. TYPED NAME & RANK OF BOARD PRESIDENT:

23g. SIGNATURE:

DATE:

**PART E - ISSUING AUTHORITY APPROVAL/DISAPPROVAL**

24a.  APPROVE  DISAPPROVED

24b. SIGNATURE:

DATE:

**PART F - ORDERS DATA**

ORDER ISSUING HQ, ORDER NUMBER AND DATE:

SIGNATURE:

DATE: