

# Virginia Defense Force Awards Program



VIRGINIA DEFENSE FORCE HEADQUARTERS  
5001 WALLER ROAD  
RICHMOND, VIRGINIA 23230

# ***SUMMARY of CHANGE***

VDFR 600-8-22  
VDF Award Policy  
XX Xxxxx 2017

O This regulation is a revision of VDF Regulation 672-5 (APR 2013) to reflect:

- Cessation of the "Deadeye" Unit award and its replacement by the Meritorious Unit Citation (VDFMUCR)
- Replacement of the Military Commendation Certificate Ribbon by the Virginia Defense Force Achievement Medal (VDFAM)
- Changes abbreviations
- Change of format of the regulation
- Changes regulation number to conform to Virginia National Guard awards regulation

Virginia Defense Force  
VDF HQ  
Richmond, VA 23230  
XX Xxxx 2017

**Personnel/Administration**  
**VDF Award Policy**

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**History.** This publication is a major revision of VDF Regulation 672-5 (April 2013.) The MUC replaces the “Deadeye” award and the number of multiple awards than can be indicated on a ribbon are changed to conform to Army/National Guard practice.

**Summary.** This revision updates the policies for the Virginia Defense Force Award Program.

**Applicability.** This regulation applies the entire VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

**Suggested Improvements.** Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Force HQ, G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

**Distribution.** Distribution is intended for all VDF units down to, and including, company level.

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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 in support of the Department of Military Affairs (DMA) and the citizens of the Commonwealth.
- 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.** The VDF decorations awarded for superior service are (in order of precedence):

*Life Saving Medal (VDFLSM)*

*Distinguished Service Medal (VDFDSM)*

*Meritorious Service Medal (VDFMSM)*

*Commendation Medal (VDFCM)*

*Achievement Medal (VDFAM)*

- b. **Unit Citation.** Awarded to a unit/task force for meritorious service – *Meritorious Unit Citation (VDFMUC) Ribbon*.

- c. **Service Awards.** Ribbons given for specific categories of service are:

- i. *Virginia Defense Force Active Service Ribbon (VDFASR)* for supporting VaNG in response during State Active Duty by those individuals who are not actually on SAD or for direct support of DMA in TDY, or training status, for a named response/emergency declaration.

- ii. *Virginia Defense Force Service Ribbon (VDFSR)* for service to VaNG in mobilization/demobilization, in support of DMA in TDY, or training status or other DMA/VaNG event.

- iii. *Virginia Defense Force Community Service Ribbon (VDFCSR)* for 100 hours of community service during a calendar year.
- iv. *Virginia Defense Force Attendance Ribbon (VDFAR)*, formerly known as the 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.** Awarding skills badges such as Signal or Medical must first have an established SOP for each, as defined by the applicable staff principal and approved by the Commanding General.
- e. **Recruiting Awards.** Ribbons awarded for initially recruiting five (5) new recruits within a calendar year and these recruits must remain in active status in the VDF for at least one (1) year. Recruiting an additional ten (10) new recruits who remain for at least one year will be recognized with a silver dogwood blossom to wear on the ribbon, not to exceed two dogwood blossoms in one calendar year.

## 1-6. ORDER OF PRECEDENCE

Appendix D provides the order of precedence for wear of Virginia Defense Force awards and specifies the standard abbreviation 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) Deputy Commander, Chief of Staff, Regimental, Company, and Task Force Commanders will recommend award of the Meritorious Unit Citation (formerly the "Dead Eye" award) to the Commanding General
- (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.

### b. Award Recommendations:

- (1) Recommendations for medal decorations will be made using VDF Form 638 (*see* Appendix A and VDF website).
- (2) Recommendations for training, service, and recruiting and retention awards will be made using VDF Form 638-A (*see* Appendix B and VDF website). Only one award/ribbon may be given for the same period of service or event.
- (3) Recommendations for the Meritorious Unit Citation 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 or event.

### 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 [hqs@vdf.virginia.gov](mailto:hqs@vdf.virginia.gov), or, if by hard copy, the original and one copy shall be submitted.

## **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) Regimental Commanders and the COS for FORHQs personnel will award the Commendation Medal and Achievement Medal (VDFAM).
- b. Service Awards: Administratively awarded by Commanders at all levels.
- c. Training Awards: Administratively awarded by the appropriate training authority.
- 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 as needed to consider all recommendations for awards. They may conduct business face-to-face, via phone conferencing, or via e-mail correspondence.
- b. Force Awards Board
  - (1) The Force 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. The Board will consist of at least three officers and noncommissioned officers.
  - (2) The VDF G-1 will establish suspense dates for submission of awards by review of the Force Awards Board.
- c. Regiment/Command Awards Boards
  - (1) Regiment/FORHQ Awards Boards are appointed by their Commanders to review all recommendations that will be forwarded for consideration to the Force Awards Board. The Regiment/Command Awards Board is the approving authority for the Commendation Medal and the Achievement medal to members of Regiment. The Board will consist of at least three officers and noncommissioned officers and will have a member from each Company, if possible.
  - (2) The Regiment S-1 will establish suspense dates for submission of awards by review of the Regiment Awards Board.

## **1-10 IMPACT AWARDS**

- a. **Definition:** The Virginia Defense Force Achievement Medal 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 Regiment Commander (or the Chief of Staff for Force HQs members) immediately and request authority to make an impact award. If approved, the Company Commander may present the medal (if available) or announce the award on the spot. Regiment/Company Commanders and the Chief of Staff may make impact awards based on their personal knowledge, as appropriate. REGT CMDRs and the COS may not award the VDFAM to more than 10% of their onboard strength during a calendar year based upon the strength calculated on 1 Jan of each year.
- c. **Implementation:** After the impact award is approved, the medal, ribbon, and citation certificate will be requested from the ACTDET section using VDF Form 638-R. The certificate will be prepared by the ACTDET with a copy placed in the individual's MHR at the ACTDET and REGT.

## 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. All decorations will be accompanied by a citation or certificate.
- 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,) which must be properly endorsed. However, a ceremony is highly encouraged with the Commander presenting the ribbon and describing the service for which it is being awarded.
- d. **Meritorious Unit Citation:** Meritorious Unit 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 to the ACTDET.
- f. **Procurement of medals, ribbons and devices:** Procurement of these items will be from Force Headquarters at [hqs@vdf.virginia.gov](mailto:hqs@vdf.virginia.gov).
  - (1) Medals: ACTDET will deliver after receipt of request with a copy of the order and board approval to the appropriate commander. (see VDF Form 638-R)
  - (2) Ribbons and Devices: ACTDET will deliver these after receipt of request with a copy of order with individual to be presented award. (*see* VDF Form 638-B)

- (3) Inventory: Medals, ribbons or devices are authorized to be, and will be, maintained **only** at VDF Headquarters, G1.
- g. Posting of awards in records: A copy of the recommendation, citation, and certificate for each award is to be posted/placed in the individual's MHRR (MPRJ (201)) files at Regiment and Force Headquarters, G1.
- h. Posthumous Presentations
  - (1) Posthumous recognition may be given to VDF members who die while serving honorably. 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 ACTDET/Force 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 or event.
- c. The Life Saving Medal (LSM) 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.

#### 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, Commendation Medal, and Achievement Medal are awarded as medals. (Appendix C)
- b. Ribbons for Virginia Defense awards are outlined in Appendix C.
- c. Individual Award Descriptions, and order of precedence, are outlined in Appendix D.

#### 2-3. CITATIONS NARRATIVE

- a. **Life Saving Medal** – Citations to accompany award of the LSM 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. **Distinguished Service Medal, Meritorious Service Medal, and Commendation Medal** – Citations to accompany award of these medals 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”
- (d) Achievement Medal: “superior service”

- c. The general format for a citation is illustrated in Appendix D.

**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 or achievement. 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 Attendance Ribbon), and unit citations are the same as for the initial award. Criteria for multiple awards of the Attendance Ribbon is a silver dogwood blossom up to two for 5- and 15-years of perfect attendance.

Subsequent/Multiple Award Device	Award	Criteria	Maximum Devices
Silver Dogwood Blossom	VDFLSM VDFDSM VDFMSM VDFCM VDFAM	silver dogwood blossom for each subsequent event; gold dogwood blossom for each 6 <sup>th</sup> award	no maximum
	VDFASR VDFSR VDFCSR	silver dogwood blossom for each subsequent event; gold dogwood blossom for each 6 <sup>th</sup> award	
	VDFAR	Ribbon for one year’s perfect attendance; Silver dogwood blossom for 5 years perfect attendance; 2 <sup>nd</sup> dogwood blossom for 15 years perfect attendance	

	VDFRRR	silver star for 5 recruits with one (1) year of continued service; second silver star for 10 additional recruits with one (1) year of continued service	maximum of two (2) silver stars
<b>Bronze Oak Leaf</b>	VDFMUCR	silver dogwood blossom for each subsequent event; gold dogwood blossom for each 6 <sup>th</sup> award	no maximum

## 2-5. EFFECTIVE DATE OF CRITERIA

All awards will be based on the criteria of this regulation effective 01 November 2017 with the following exceptions:

- a. Attendance years for the VDF Attendance Ribbon will run from date of enlistment for one year.
- b. The previous ribbon for graduation from the Basic Officers Qualification Course may be worn until no longer serviceable.
- c. Previous award ribbons not presently in the awards system, i.e., Response Management Staff College Ribbon may be worn until no longer serviceable.

## 2-6 AWARD SUMMARIES

### a. Decorations

#### (1) Life Saving Medal

**Acronym:** VDFLSM

**Recommendation:** Unit Commander

**Award Intervals:** Silver dogwood blossom for each subsequent award; gold dogwood blossom for each 6<sup>th</sup> award; no limit

**Level:** Any

**Rank:** Any

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

**Awards Board Approval:** REGT and Force – required

**Documentation:** VDF638-R (Recommendation for Award)

#### (2) Distinguished Service Medal

**Acronym:** VDFDSM

**Recommendation:** Unit Commander

**Award Intervals:** Silver dogwood blossom for each subsequent award; gold dogwood blossom for each 6<sup>th</sup> award; no limit

**Level:** CG, VDF DC, VDF CSM, REGT CDR, REGT CSM

**Rank:** General Officers, COL, CSM

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

**Awards Board Approval:** REGT and Force – required

**Documentation:** VDF638-R (Recommendation for Award)

(3) Meritorious Service Medal

**Acronym:** VDFMSM

**Recommendation:** Unit Commander

**Award Intervals:** Silver dogwood blossom for each subsequent award; gold dogwood blossom for each 6<sup>th</sup> award; no limit

**Level:** Any

**Rank:** Any

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

**Awards Board Approval:** REGT and Force – required

**Documentation:** VDF638-R (Recommendation for Award)

(4) Commendation Medal

**Acronym:** VDFCM

**Recommendation:** Unit Commander

**Award Intervals:** Silver dogwood blossom for each subsequent award; gold dogwood blossom for each 6<sup>th</sup> award; no limit

**Level:** Any

**Rank:** Any

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

**Awards Board Approval:** REGT or Force - required

**Documentation:** VDF638-R (Recommendation for Award)

(5) Achievement Medal

**Acronym:** VDFAM

**Recommendation:** Unit Commander

**Award Intervals:** Silver dogwood blossom for each subsequent award; gold dogwood blossom for each 6<sup>th</sup> award; no limit

**Level:** Any

**Rank:** Any

**Criteria:** Superior service/Impact award.

**Awards Board Approval:** REGT or Force - required

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

- b. Meritorious Unit Citation (VDFMUC). As awarded by CG, 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 CITATION**

### **3-1. GENERAL**

The only unit citation in the VDF is the Virginia Defense Force Meritorious Unit Citation (VDFMUC.) Only the Commanding General, Virginia Defense Force, has authority to approve the award. Requests for this award are to be made on a VDF form 638-B (Appendix C of this regulation.) Companies, regiments, designated VDF task forces, or other officially designated VDF groups are eligible.

### **3-2. CRITERIA**

When a VDF unit, task force, or designated group performs an operation at a level that rises to that of the individual Meritorious Service Medal, then that unit shall be awarded the Unit citation ribbon.

### **3-3. AWARD AUTHORITY**

The CG or designee may award the ribbon.

### **3-4. CITATION**

A citation certificate unique to this award is awarded in addition to the ribbon with frame. Only VDF FORHQ may issue the orders, citation certificate, and award ribbons for the VDFMUC.

### **3-5. WEAR**

Permanent wear: a member of the unit either attached or on the MTO for that unit who is a member of that unit for the specified time period shall be eligible to wear the ribbon. For Task Forces, members must be assigned to the task force or designate unit by order.

### **3-6. UNIT STREAMER**

Units that receive the VDFMUC shall be entitled to display a streamer on their guidon/regimental color. The streamer for the regimental color shall be the same size as authorized for U.S. Army colors per USAR 840-10. The streamer for a company guidon shall be the same size as authorized for U.S. Army guidons per USAR 840-10. The regimental color /guidon streamer shall be the same color and pattern as the VDFMUC ribbon and shall have the year and event of the activity embroidered in gold thread on the streamer (e.g., ABF 2014, etc.)

## 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 ACU.
- b. **VDF Emergency Medical Badge.** Awarded by the Force Surgeon for accomplishment of emergency medical skills documented in the acquired emergency medical courses listed in the approved VDF 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.
- c. **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.
- d. **Signal Badge.** Awarded to individuals who meet criteria established by the G-6. Awarded in Gold (Basic) or Silver (Master.)
- e. **Obsolete badges.** VDF Military Police Badge and VDF Pilot/Observer Wings may be worn.

### 4-3. TABS

- a. MEMS Academy tab is worn above the VDF 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 VDF patch. Described as a curved tab with lettering “CERT” in subdued pattern lettering.
- c. Search and Rescue tab is worn above the Force patch below the shoulder seams. Described as a curved tab with lettering “SEARCH + RESCUE” in subdued pattern lettering.
- d. FCC Amateur Radio licensing tab is worn above the Force patch below the shoulder seams. Described as a curved tab with lettering “AMATEUR EXTRA,” “GENERAL CLASS” or “TECHNICAN CLASS” in subdued pattern lettering.



## CHAPTER 5 AWARDS ON RETIREMENT AND SEPARATION

### 5-1. GENERAL

Award of decorations to Virginia Defense Force members who retire 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 E. These criteria are guidance for Commanders. In exceptional circumstances, a higher award may be authorized than indicated in Appendix E on the approval from the Commanding General.

### 5-3. CITATION

Citations for the Distinguished Service Medal, Meritorious Service Medal, Commendation Medal, and Achievement 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 ACTDET for posting in the individual's MHRR (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 only at ACTDET. 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 ACTDET for posting in the individual's MHRR (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.

FOR THE COMMANDER

Michael T. Fein  
LTC      VDF  
ACOS     G1

**APPENDIX A VDFR 672-5 (NOV 2017)  
(VDF Form 638-R)**

RECOMMENDATION FOR AWARD OF VIRGINIA DEFENSE FORCE DECORATION

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

3. FROM (NAME AND ADDRESS OF UNIT): \_\_\_\_\_

<b>PART A - PERSONAL DATA</b>		
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
15d. SIGNATURE		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)

VDF Form 638-R, 01 September 2010 (Previous editions are obsolete)

**PART C -RECOMMENDATIONS APPROVAL/DISAPPROVAL**

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

APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_ DOWNGRADE \_\_\_\_\_

21b. TYPED OR BLOCK PRINTED 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: \_\_\_\_\_ 21d. DATE \_\_\_\_\_

22a. NEXT HIGHER COMMANDER RECOMMENDATION: APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_ DOWNGRADE \_\_\_\_\_

22b. COMMENTS:

22c. TYPED OR BLOCK PRINTED NAME, RANK AND DUTY POSITION:

22d. SIGNATURE \_\_\_\_\_ 22e. DATE \_\_\_\_\_

**PART D - BOARD ACTION**

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: \_\_\_\_\_

**APPENDIX B VDFR 672-5 (NOV 2017)**  
**(VDF Form 638-B)**

Form Letter for Service, Training, Recruiting Awards

Submitting HQ: \_\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM THROUGH: \_\_\_\_\_

FOR: \_\_\_\_\_

**SUBJECT: Service or Training Award**

1. Rank/Name of Individual: \_\_\_\_\_

2. Unit Assigned: \_\_\_\_\_

3. VDF ID Number: \_\_\_\_\_

4. Award Request:

	Total Hours:	Award #	Dates:
_____ Active Service Ribbon (ASR)	_____	_____	_____
_____ VDF Service Ribbon (VDFSR)-	_____	_____	_____
_____ Community Service Ribbon (CSR) (List of events and dates is to be attached)	_____	_____	_____
_____ VDF Attendance Ribbon (VDFAR)		<i>No. Drills/MUTAs:</i>	_____
	_____	_____	_____

\_\_\_\_\_ Recruiting and Retention Ribbon (RRR) No. Recruited and Retained for 1 (One) Year: \_\_\_\_\_

Recruit Name: \_\_\_\_\_

Recruit Name: \_\_\_\_\_

Recruit Name: \_\_\_\_\_

Recruit Name: \_\_\_\_\_

Recruit Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Commander or  
School Director: \_\_\_\_\_

**APPENDIX C VDFR 672-5 (NOV 2017)  
(VDF Form 638-C)**

Form Letter for Recommendation of the Meritorious Unit Citation Ribbon (MUC)

Submitting HQ: \_\_\_\_\_ Date: \_\_\_\_\_

MEMORANDUM THROUGH: \_VDF G-1 \_\_\_\_\_

FOR: \_\_\_ CG Virginia Defense Force \_\_\_\_\_

**SUBJECT: Award Recommendation MUC**

1. Unit: \_\_\_\_\_
2. Dates of Service: \_\_\_ to \_\_\_\_\_
3. Description of Service: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name/Rank/Title: \_\_\_\_\_

**AWARD AUTHORITY APPROVAL**

Date: \_\_\_\_\_

Approved / Disapproved (circle one)

Signature: \_\_\_\_\_

Name/Rank/Title: \_\_\_\_\_

List of those Receiving MUC for Participation in \_\_\_\_\_ :  
1<sup>st</sup> Award (Ribbon only):

2<sup>nd</sup> Award (Ribbon with oak leaf):



3<sup>rd</sup> Award (Ribbon with two oak leaves):

VDF Form 638-C (01NOVEMBER2012) Previous editions are obsolete.










**APPENDIX D VDFR 672-5 (NOV 2017)**  
**Virginia Defense Force Medals and Ribbons**  
**Order of Precedence**

**WORN ABOVE THE LEFT POCKET**


(United States Military Federal Service Ribbons/Awards go here; see AR 600-8-22 for precedence)  
(National Guard Ribbons/Awards go here; see AR 600-8-22 for precedence)

Abbreviation	Name	Ribbon	Notes
VaNGJSR	Virginia National Guard Joint Service Ribbon		
VaNGESR (or ESR)	Virginia National Guard Emergency Services Ribbon		

**Virginia Defense Force Medals and Ribbons**

Abbreviation	Name	Ribbon	Notes (Numbers are Vanguard Product Numbers)
VDFLSM	Virginia Defense Force Life Saving Medal		Ribbon #5059 Item # 7853000
VDFDSM	Virginia Defense Force Distinguished Service Medal		Ribbon # 4215 Item # 7852900
VDFMSM	Virginia Defense Force Meritorious Service Medal		Ribbon # 5304 Item # 7854200
VDFCM	Virginia Defense Force Commendation Medal		Ribbon #3109 Item # 78541710
VDFAM	Virginia Defense Force Achievement Medal		Ribbon # 3702 Item # 7854145
VDFASR	Virginia Defense Force Active Service Ribbon		Ribbon # 5213 Item # 7849100
VDFSR	Virginia Defense Force Service Ribbon		Ribbon #3302 Item # 7842701
VDFCSR	Virginia Defense Force Community Service Ribbon		Ribbon # 5311 Item # 7854290
VDFAR	Virginia Defense Force Attendance Ribbon		Ribbon # 3609 Item # 7846840



VDFOSC3R	Virginia Defense Force Operational Staff, Command, Control & Communications Course Ribbon		(obsolete)
VDFALCR	Virginia Defense Force Advance Leader Course Ribbon		(obsolete)
VDFCLCR	Virginia Defense Force Company Leader Course Ribbon		(obsolete)
VDFRRR	Virginia Defense Force Recruiting and Retention Ribbon		Ribbon # 5159 Item # 7853559

(Any SGAUS ribbons/awards go here)

(Any foreign ribbons/awards go here)

**WORN ABOVE THE RIGHT POCKET**

(United States Military Federal Service Unit Awards go here)

(National Guard Unit Awards go here)

Abbreviation	Name	Ribbon	Notes
VDFMUCR	Virginia Defense Force Meritorious Unit Citation Ribbon		Ribbon # 5304 Item # 7854285 Small Frame Item # 7645100

**APPENDIX E VDFR 672-5 (NOV 2017)  
AWARDS ON SEPARATION**

<b>AWARD</b>	<b>TYPICAL RANK</b>	<b>CRITERIA</b>
<b>VDFDSM</b>	BG, COL	Retirement at mandatory age.
	LTC, MAJ, CW5, CSM/SGM	Retirement at mandatory age 40 years superior federal and state military service.
<b>VDFMSM</b>	LTC, MAJ, CW5, CW4, CSM/SGM	Retirement at mandatory age with at least ten years VDF service.
<b>VDFCM</b>	LTC- SSG	Retirement at mandatory age with at least five years VDF service.
	LTC- SSG	Honorable separation from VDF with at least 10 years of superior VDF service.
<b>VDFAM</b>	LTC - CPL/SPC	Retirement at mandatory age with at least 2 years of VDF service
	LTC - PFC	Honorable separation from VDF with at least 4 years superior VDF service

## **References**

VDF Regulation 672-5 (APR 2013)

AR 600-8-22

AR 840-10

VaARNGR 600-8-22/ VaANGI 36-2803 (AUG 2010)