

## VDFR 600-10 Appendix E

### Awards, Service Ribbons, and Skills Devices for VDF

Version August 2022

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#### 1. Purpose and Administrative.

a. Purpose. This VDF Regulation (VDFR) 600-10, Appendix (APDX) E establishes policy, criteria and administrative instructions for personal awards, service ribbons, unit awards, and training skill badges, and qualification tabs (collectively “skills devices”). Local supplementation of this regulation is prohibited except for administrative procedures to ensure prompt recognition of deserving members. 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.

b. Replacement. This regulation cancels and replaces VDFR 600-8-22, “Award Policy,” dated NOV 2017.

c. Proponent. The proponent for regulation is the Assistant Chief of Staff for Personnel and Administration (G1). The proponent has the authority to recommend to the Commanding General (CG) exceptions to this regulation, so long as the exceptions are consistent with controlling law and good order.

2. Policy. The CG’s policy is that all leaders assess their personnel continually to recognize those personnel whose exceptional service and/or achievements improve the VDF’s mission accomplishment in support of the Department of Military Affairs (DMA) and the citizens of the Commonwealth. VDF personnel will be recognized with the applicable personal military decorations (in Army regulation called “PMDs”) for qualifying acts of valor, meritorious service or achievement, and accomplishment of badge and tab curricula. Recognition for noteworthy efforts and training accomplishments benefit morale and *esprit de corps*, and provide a powerful incentive, rewarding those who display a high level of effort and accomplishment.

#### 3. Categories and Approval Authority.

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a. Virginia National Guard (VANG) Awards. The Adjutant General (TAG) is the awarding authority for VANG awards and may award such, or even federal awards, directly to VDF members for notable performance. The CG may as well nominate VDF members to the TAG for VANG awards for special situations such as retirement, in which case the CG may direct the Deputy Commanding Officer (DCO), Chief of Staff (COS), or G1 to coordinate such nominations with the VDF Active Detachment (ACTDET), and pertinent personnel within the VANG J1. Major Subordinate Command (MSC) Commanders (Cdr) may recommend VANG awards to the CG but may not directly nominate personnel to the VANG.

b. Awards and Skills Badges/Tabs from Outside Organizations. Outside military organizations (such as active services and other State Guards (SG)), quasi-military organizations (such as the State Guard Association of the United States (SGAUS)), or non-military organizations (such as the Daughters of the American Revolution) may offer awards or skills badges/tabs to VDF, or offer individual awards to VDF members. Acceptance and wear are per below.

(1) Outside Organization Skills Programs. Only the CG may authorize VDF member or unit participation in outside organization skills programs. However, only badges and tabs specified in this regulation are authorized for wear on VDF member uniforms.

(2) Outside Organization Awards.

(a) Only the CG may authorize VDF member or unit participation in outside organization awards programs. However, only awards specified in this regulation are authorized for wear on VDF member uniforms. Generally federal awards and SG awards may be worn on VDF uniforms. The VDF Adjutant (G) will be consulted for exceptions.

(b) If a MSC leader or Force Headquarters (FORHQ) leader is notified that any outside organization intends to present an award to a VDF member (outside awards programs discussed above), the G1 will be informed and will in turn notify the CG and the VDF Public Affairs Officer to coordinate any matters of award appropriateness and/or publicity. VDF senior leaders will thank offering organizations –whether accepted or not.

c. VDF Awards for Meritorious Service or Achievements. Meritorious effort may be recognized for sustained service (such as upon the nominee being transferred from a position to another after two-to-three years' service) or a VDF Achievement Medal on-the-spot for "impact" in a single action in a small timeframe (such as a member exhibiting a high level of performance during a State Active Duty (SAD) period). **Enclosure (1)** contains meritorious service or achievements medals award standards and citations language.

(1) The VDF decorations awarded for meritorious service are (in order of precedence): Life Saving Medal (VDFLSM); Distinguished Service Medal (VDFDSM); Meritorious Service Medal (VDFMSM) Commendation Medal (VDFCM) Achievement Medal (VDFAM)

(2) The CG will award the Life Saving Medal, Distinguished Service Medal, and Meritorious Service Medal for all VDF personnel. Major Subordinate Commanders (Colonel/O-6) and, the Deputy Commanding Officer (DCO), the Chief of Staff (COS) for Force Headquarters (FORHQs) personnel, will award the Commendation Medal and Achievement Medal.

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d. Service Ribbons. Service ribbons are earned for service to support DMA, to support the community, for perfect attendance, and for recruiting new members. Service Awards are administratively awarded by Commanders at all levels based on VDF members satisfying the criteria in this regulation. **Enclosure (2)** contains authorized service ribbons and award standards and citations language.

e. Skills-Training Badges and Tabs. Skills-training badges and tabs may be awarded for members successfully completing training courses of study with clear course work, practical application and written proficiency standards. Skills courses of study developed within the VDF must be approved by the CG or his delegates. Training Awards are administratively awarded by the appropriate training authority or outside organization. **Enclosure (3)** contains authorized training badges, tabs, and award standards.

f. Unit Awards. The TAG is the awarding author for VANG awards and may award a unit award to the VDF or individual VDF units. The CG may as well nominate VDF units to the TAG for VANG unit awards. The only unit citation in the VDF is the Virginia Defense Force Meritorious Unit Citation (VDFMUC.) The CG may award on his own or after favorably considering a nomination from a MSC, DCO, or COS. Companies, regiments, designated VDF task forces, or other officially designated VDF groups are eligible. No other unit awards are authorized. **Enclosure (4)** contains unit award standards.

g. Other Forms of Recognition, Including Letters of Appreciation and Commendation. Commendatory 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. Cdrs and Command Sergeants Major (CSM) may present members who perform well but below the level of a meritorious medal, Letters of Appreciation and Commendation. **Enclosure (5)** provides additional guidance and samples.

### 4. Administration, Process, and Logistics.

#### a. Nomination Process.

(1) Meritorious Awards and Service Ribbons. 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 their MSC Cdr, or for staff members through their Staff Leader. Leaders will forward properly conforming awards per below to the G1.

(2) Life Saving Medal. Any VDF member with knowledge of a lifesaving event can recommend awarding the Life Saving Medal to the VDF member who acted heroically.

(3) Skills-Training Badges and Tabs. Members may submit a certificate of completing authorized Skills Badge or Tab requirements through their MSC S1 or their Staff leader to the G1. Training leaders qualified to certify Skills Badges or Tabs may submit completion certificates for students they certify to the G1.

(4) Unit Awards. The DCO, COS, or MSC Cdrs may nominate a unit as described above for a unit award.

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(5) Boards. The CG may appoint an awards board to solicit and/or screen award nominations for compliance with award criteria, appropriate level of service, and administrative correctness. MSC Cdrs may do so for awards within their authority for personnel within their MSC. Boards will be conducted in accordance with VDFR 600-10 Appendix K, "Personnel Boards."

b. Administrative Process. Commanders at all levels will ensure assigned personnel are considered appropriate for meritorious awards and awarded service and training skills awards as soon as the individual is eligible. Note that only one award/ribbon may be given for the same period of service or event.

(1) Recommendations for medal decorations (included awarded impact VDF Achievement Medals) will be made using VDF Form 638 (*see* Enclosure (1) and VDF website). Recommendations for service and training skill devices awards will be made using VDF Form 638-B (*see* **Enclosures (2) and (3)** and VDF website). Recommendations for the Meritorious Unit Citation will be made using VDF Form 638-C (*see* **Enclosure (4)** and VDF website).

(2) Recommendations or requests for meritorious awards and the proposed citation, service awards, or training skills badges/tabs will be routed to the MSC S1, or for FORHQ staff, to the COS or designee. The requests will then be screened for administrative correctness per the enclosures to this regulation and forwarded for approval by the MSC Cdr or COS for FORHQ staff.

(3) Upon approval the S1 or designee will process the request as a VDF Action Request (VAR) per VDFR 600-10, Appendix D, "Administration and Correspondence Standard Operating Procedures." The VAR will go to the FORHQ, G1, who can delegate processing to the ACTDET.

(4) After the package is quality checked, ACTDET will prepare orders and award citations, and ensure the awards, and skill devices are sent to the requesting activity. A copy of the recommendation, citation, and certificate for each award is to be posted/placed in the awardee's Personnel Record per VDFR 600-10, APDX H, "Personnel Records Management for VDF."

c. Presentation. Commanders should always present awards, ribbons and skills devices at formations or unit troop gatherings. The CG or designee will present VANG awards and the VDF Distinguished Service Medal.

(1) Presentation for Departed Members. 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.

(2) Meritorious Unit Citation or Other Unit Awards. 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.

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(3) Posthumous Presentations. Posthumous recognition may be given to VDF members who die while serving honorably. Processing for posthumous awards will be expedited. If the award meets time and grade criteria, the award elements will be forwarded immediately. Retirement or separation criteria for awards will be used unless a higher award is merited for superior performance of duty. 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.

d. Character of Service. 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.

(1). Individuals with pending unfavorable actions will not be recommended for or presented awards.

(2). Other than honorable service subsequent to submission of an award recommendation will be reported promptly to the award approving authority for appropriate action.

e. Procurement of Medals, Ribbons and Devices. Medals, ribbons or devices are authorized to be, and will be, maintained only at FORHQ by the G1, who will coordinate with ACTDET for purchase.

(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. A CTDET will deliver these after receipt of request with a copy.

(3) Unserviceable Decorations. When award ribbons become unserviceable (worn, soiled, ragged, or lost) replacement ribbons may be ordered from ACTDET by VAR.

f. Order of Precedence. **Enclosure (6)** provides the order of precedence for wear of VDF awards.

g. Separation and Retirement. VDF members who retire or are honorably discharged after a period of sustained superior service should be recognized at or before their last UTA. *See Enclosure (1)* and Paragraph 3 above for more guidance, including seeking VANG awards with CG concurrence. In exceptional circumstances, a higher award may be authorized than indicated in **Enclosure (1)**.

### 5. Wear of Awards, Service Ribbons, and Skills Devices.

a. Prior Service Awards. All federal awards, service ribbons, and skills devices may be worn on the appropriate VDF uniforms. (All devices worn on the Class C uniform must be subdued.) Decorations earned while serving in other State Guards are also authorized.

b. Displaying Prior Service Awards on VDF Uniforms. Consult the VDF Uniform Regulations for wear guidance.

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c. Wearing Superseded Service Awards and Skills Devices. Awards, service ribbons, and training devices previously authorized by VDF regulations but no longer authorized here, may be worn until no longer serviceable. These include: (1) Basic Officers Qualification Course graduation ribbon; (2) Response Management Staff College graduation ribbon; (3) State Military Police Badge; and VDF Aerial Observer Badge

d. Second and Subsequent Awards. With the exception of Professional Military Education training ribbon awards, each Virginia Defense Force decoration, service, recruiting award, and unit citation may be awarded an unlimited number of times. 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 and unit citations are the same as for the initial award.

Subsequent/Multiple Award Device	Award	Criteria	Maximum Devices
Silver/Gold Dogwood Blossom	VDFLSM VDFDSM VDFMSM VDFCM VDFAM	Silver Dogwood Blossom for each subsequent event; Gold Dogwood Blossom for 6 <sup>th</sup> and 9 <sup>th</sup> award, etc.	No maximum
Silver/Gold Dogwood Blossom	VDFASR VDFSR VDFPMER VDFCSR	Silver Dogwood Blossom for each subsequent event; Gold Dogwood Blossom for 6 <sup>th</sup> and 9 <sup>th</sup> award, etc.	No maximum
Bronze numbers	VDFPMER	Number represents total number of qualifying courses completed	No maximum
	VDFAR	Number represents total years of perfect attendance years	No maximum

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	VDFRRR	Number represents the number of new members successfully recruited, starting with "2" and in increments of 2; i.e, "2, 4, 6" etc.	No maximum
Bronze/silver/gold Oak Leaf Cluster	VDFMUCR	Oak Leaf Cluster for each additional award after the first. Consult AR 670-1 for details on Oak Leaf Clusters.	No maximum

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## **Enclosure (1) Medals Guidance**

1. Medals Award Criteria. The below criteria provide the scope and service that is typically recognized for a given level of meritorious medal. They also provide recommendations for the rank and duty assignment for which such awards are appropriate. 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.

a. General Criteria. As described before Achievement Medal and Commendation Medal impact awards are for highly noteworthy performance in a punctuated period, such as a challenging SAD. Otherwise, meritorious medals 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.

### **b. The Life Saving Medal (VDFLSM) Criteria and Citation.**

(1) Criteria. The LSM is awarded for an action which saves the life of (a) person(s) who would otherwise have died. Act to save a life not as an assigned special duty. Rapid and effective first aid or rescue from a physically dangerous situation that would have caused death to 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.



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Recommendation: Any person having factual evidence of the lifesaving event may recommend award to the CG via command channels, for decision.

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

Level of awardee: Any

Rank of awardee: Any

Documentation: VDF638-R (Recommendation for Award) and evidence of act (witness statements, police report, etc).

(2) Citation Requirements. “(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.”

### c. Distinguished Service Medal (VDFDSM) Criteria and Citation.

(1) Criteria. The VDFDSM is awarded for “distinguished service” in a high level of command or responsibility positively affecting the Force and requiring sustained (12 months or more) high visibility and high consequence performance which improves VDF reputation with DMA and the public.

Recommendation: Recommender through DCO or COS to CG for decision.

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

Level of awardee: CG, DCO, COS, VDF CSM, O-6 Cdr or position, VDF CCWO

Rank of awardee: General Officers, COL, CSM

Documentation: VDF638-R (Recommendation for Award)

(2) Citation Requirements. “(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.”

### c. Meritorious Service Medal (VDFMSM) Criteria and Citation.

(1) Criteria. The VDFMSM is awarded for “meritorious service” in mid-level command or primary staff officer with significant responsibility, positively affecting an O-6 level command or the Force and requiring sustained (12 months or more) which visibly improves VDF reputation or efficiency.

Recommendation: Recommender any level Cdr through DCO or COS to CG for decision.

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

Level of awardee: O-6 Cdr or position, CSM, CCWO, mid-level Cdrs, principal staff officers.

Rank of awardee: E-6 and above; O-3 and above.

Documentation: VDF638-R (Recommendation for Award)

(2) Citation Requirements. “(Insert rank and full name) performed meritoriously by sustained 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 highly noteworthy accomplishments of (insert rank and last name) reflect great credit upon himself (or herself) and the Virginia Defense Force.”

d. **Commendation Medal (VDFCM) Criteria and Citation.**

(1) Criteria. The VDFCM is awarded for “commendable service” in command or staff officer with important responsibility, positively affecting a platoon or higher and requiring sustained (12 months or more) -- or a very high, punctuated impact over a short period such as an SAD period which visibly improves VDF reputation or efficiency.

Recommendation: Recommender any level Cdr to O-6 Cdr, DCO, or COS for decision.

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

Level of awardee: Any leadership position.

Rank of awardee: Any.

Documentation: VDF638-R (Recommendation for Award)

(2) Citation Requirements. “(Insert rank and full name) commendably performed by sustained service **or** in a high-impact effort) 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 noteworthy accomplishments of (insert rank and last name) reflect credit upon himself (or herself) and the Virginia Defense Force.”

e. **Achievement Medal (VDFAM) Criteria and Citation.**

(1) Criteria. The VDFAM is awarded for “superior service” positively affecting the unit for months or an unusual, punctuated impact over a short period such as an SAD period which improves VDF reputation or efficiency.

Recommendation: Recommender any level Cdr to O-6 Cdr, DCO, or COS for decision.

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

Level of awardee: Any.

Rank of awardee: Any.

Documentation: VDF638-R (Recommendation for Award)

(2) Citation Requirements. “(Insert rank and full name) achieved superior or excellent results by \*\*\* **or** in a notable single effort) 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 superior accomplishments of (insert rank and last name) reflect credit upon himself (or herself) and the Virginia Defense Force.”

f. **Separation or Retirement Awards**. 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:

(1) Retirement.

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”.

Distinguished Service Medal for 30 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.”

(2) Separation. Distinguished Service Medal, Meritorious Service Medal, Commendation Medal and Achievement Medal will reflect service as noted above.

“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”

**Enclosure (2) Service Ribbons Guidance (See VDF Form 638-B below for submitting)**

1. **Virginia Defense Force Active Service Ribbon (VDFASR)**. Earned for supporting VANG during State Active Duty *by those individuals who are not actually on SAD*, or for direct support of DMA in paid Temporary Duty orders (TDY), or unpaid training status, for a named response/emergency declaration. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
2. **Virginia Defense Force Service Ribbon (VDFSR)**. Earned for service to VANG in mobilization/demobilization, in support of DMA in TDY, or training status or other DMA/VANG-directed or supported event. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
3. **Virginia Defense Force Community Service Ribbon (VDFCSR)**. Earned for 40 hours of community service during a 12-month period. Community service may consist of VDF-related service such as community support events or recruiting trips (for members outside the Recruiting and Retention Battalion) under orders, or a member's non-orders/personal support of community events which cast VDF in a favorable light due to the member's known VDF status (such as informing persons of VDF as an impromptu recruiting or educational service). Examples include working in food or blood banks. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
4. **Virginia Defense Force Attendance Ribbon (VDFAR)**. Earned for one year of perfect Unit Training Assemblies attendance, to include Multiple-UTAs (MUTA). Attendance years for the VDF Attendance Ribbon will run from date of enlistment for one year. Attendance at VDF formal officer and non-commissioned officer professional military education (PME) courses training courses can be in lieu of weekend drill attendance. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
5. **Virginia Defense Force Recruiting Ribbon (VDFRR)**. Earned for personally referring/recruiting two (2) new recruits and these recruits must remain through new entrant training and beginning service in their initial unit after completing the Recruit Sustainment Program. Subsequent awards are earned for bringing in an additional two recruits as described above, with no maximum number of awards. R&R Cdr may award based on evidence of foregoing criteria and the proof will be maintained by the ACTDET in the member's Personnel Record.
6. **Virginia Defense Force Professional Military Education Ribbon (VDFPME)**. Earned for completing all course work for the following VDF PME schools: BLC, ALC, SLC, OCS, CCC. The VDFPME may also be awarded for completion of a federal service school curriculum concurrent with VDF service, or other selected outside significant course-of-study curricula approved by the VDF Assistant Chief of Staff for Plans Operations, Training (G3). For instance, complete State Guard Association of the United States (SGAUS) PME courses of study, or

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Defense Support to Civil Authorities Levels I and II (via Department of Defense Joint Knowledge Online (JKO))

7. **Basic Officers Qualification Course, Graduation.** This ribbon is obsolete but may be worn by VDF members whose Personnel Record contains proof of having earned it when the badge was a current VDF badge.
8. **Response Management Staff College, Graduation.** This ribbon is obsolete but may be worn by VDF members whose Personnel Record contains proof of having earned it when the badge was a current VDF badge.
9. **Operational Staff, Command, Control & Communications Course, Completion.** This ribbon is obsolete but may be worn by VDF members whose Personnel Record contains proof of having earned it when the badge was a current VDF badge.
10. **Advance Leaders Course, Completion.** This ribbon is obsolete but may be worn by VDF members whose Personnel Record contains proof of having earned it when the badge was a current VDF badge.
11. **Company Leaders Course, Completion.** This ribbon is obsolete but may be worn by VDF members whose Personnel Record contains proof of having earned it when the badge was a current VDF badge.

**Enclosure (2) Service Ribbons Guidance**

**VDF Form 638-B (JUN 2022)**

**Form Letter for Service, Training, Recruiting Awards**

Submitting HQ:

Date:

MEMORANDUM THRU:

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)	_____	_____	_____
___ VDF Attendance Ribbon (VDFAR)	<i>No. Drills/MUTAs</i>		_____
___ Professional Military Education Ribbon (PMER) Course:	_____		
___ Recruiting Ribbon (VDFRR)			

Justification:

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

**Enclosure (3) Training Badges and Tabs Guidance (See VDF Form 638-D below for submitting)**

**AUTHORIZED TRAINING BADGES (consult Army Regulation 670-1 for details on wear):**

1. **Military Emergency Management Specialist (MEMS)**. Awarded by the State Guard Association of the United States. Described as an eagle with wreath in silver for Army Service Uniform (ASU), or black/subdued for Class C uniform. Three levels of award are recognized: (1) Basic; (2) Senior (star over eagle); and (3) Master (star with wreath surrounding). The badge is worn centered above the left pocket of the Class C uniform or ASU. The MEMS Academy Director will award each level of the badge, and the proof will be maintained by the ACTDET in the members Personnel Record.
2. **Military Emergency Management (MEMS) Flash**. Awarded by the State Guard Association of the United States (SGAUS). Described as a navy-blue oval patch with silver edging for wear on the Army Service Uniform (ASU). The SGAUS MEMS Flash will be awarded only to SGAUS members of a State Defense Force who have been activated for an actual emergency management activation. The MEMS Academy Director will award the Flash. A certificate will be issued to SGAUS members who qualify for the award. The MEMS Flash is worn centered above the left pocket of the ASU Army Service Uniform (ASU), under the MEMS badge (if earned). The MEMS flash is not authorized for wear on the Class C uniform.
3. **VDF Emergency Medical Badge**. Awarded by the Medical Services Officer-in-Charge 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. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
4. **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. R&R Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
5. **Signal Badge**. Awarded to individuals who meet criteria established by the G-6. Awarded in Gold (Basic) or Silver (Master.) G6 Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
6. **VDF Military Police Badge** This badge is obsolete but may be worn by VDF members whose Personnel Record contains proof of having earned it when the badge was a current VDF badge.
7. **VDF Pilot/Observer Wings**. This badge is obsolete but may be worn by VDF members whose Personnel Record contains proof of having earned it when the badge was a current VDF badge.

**AUTHORIZED TRAINING TABS** (consult Army Regulation 670-1 for details on wear):

1. **MEMS Academy** The SGAUS MEMS Academy Tab will be awarded only to SGAUS members of a State Defense Force who are MEMS Academy Training Unit Staff. The MEMS Academy Director will award the tab. A certificate will be issued for those Academy members who have worked in that position for a period of one year. The wearing of the MEMS Academy tab will be permanent after two years. The Tab is worn above the VDF patch below the shoulder seams. Described as a curved tab with lettering “MEMS Academy” in subdued pattern lettering. Evidence of award will be maintained by the ACTDET in the members Personnel Record.
2. **Community Emergency Response Team (CERT)**. The CERT Tab is earned by those who finish and are certified in the Federal Emergency Management Agency CERT course of instruction. The Tab is worn below the left should seam above the VDF patch. Described as a curved tab with lettering “CERT” in subdued pattern lettering. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
3. **Search and Rescue**. The Search and Rescue Tab is earned by those who finish and are certified in the Civil Air Patrol or other accepted course of instruction. The Tab is worn above the Force patch below the shoulder seams. Described as a curved tab with lettering “SEARCH + RESCUE” in subdued pattern lettering. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.
4. **Federal Communications Commission (FCC) Amateur Radio Licensing**. FCC Amateur Extra,” “General Class,” and “Technician Class” Tabs are earned by those who finish and are certified in the FCC related courses of instruction. The 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. Any Cdr may award based on evidence of orders or performance and the proof will be maintained by the ACTDET in the members Personnel Record.



**Enclosure (3) Training Badges and Tabs Guidance**

**VDF Form 638-D (JUN 2022)**

**Form Letter for Training Badges and Tabs Awards**

Submitting HQ:

Date:

MEMORANDUM THROUGH:

FOR:

**SUBJECT: Training Badges and Tabs Award**

5. Rank/Name of Individual:
6. Unit Assigned:
7. VDF ID Number:
8. Award Request Type and Justification:

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

**Enclosure (4) Unit Awards Guidance (See VDF Form 638-C below for submitting)**

1. 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-C below. Companies, regiments, designated VDF task forces, or other officially designated VDF groups are eligible.
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 upon application and approval, the CG or designee may approve that the unit shall be awarded the Unit citation ribbon. A citation certificate unique to this award is awarded in addition to the ribbon with frame. Use VDF Form 638-B below for nominations.
3. Wear on Uniform. 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. VDF FORHQ may issue the orders, citation certificate, and award ribbons for the VDFMUC.
4. MUC Streamer. Units that receive the VDFMUC shall be entitled to display a streamer on their guidon/regimental color. The streamer for the O-6 –commanded unit 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.)

**(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 :

1st Award (Ribbon only):

2nd Award (Ribbon with oak leaf):

3rd Award (Ribbon with two oak leaves):

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



## **Enclosure (5) Other Forms of Recognition Including Letters of Appreciation and Commendation**

1. 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.
2. Sergeant Major's Certificate. The SGM Certificate is presented to any VDF Non-Commissioned Officer (NCO) to recognize observed superior performance and professionalism that reflects great credit upon the unit and the NCO corps. A copy of the certificate should be forwarded to the ACTDET for posting in the individual's PR.
3. Certificate of Appreciation. The Certificate of Appreciation is given to individuals who are not members of the Virginia Defense Force and to other agencies and community groups, for meaningful support to units of the VDF in the accomplishment of the VDF mission. 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 FORHQ DCO and COS, 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.
4. Commendation Letters. Any member of the Virginia Defense Force may receive a letter of commendation from his or her commander or immediate supervisor for completion of any significant project or observed superior performance in the field for which a higher award is not appropriate. 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. A copy of any letter of commendation should be forwarded to the ACTDET for posting in the individual's PR..





**Enclosure (6) Order of Precedence for Wear of Awards**

WORN ABOVE THE LEFT POCKET




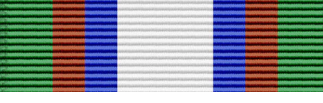






(1) United States Military Federal Service Ribbons/Awards have highest precedence (see AR 600-8-22 for precedence); (2) National Guard Ribbons/Awards are next in precedence (see AR 600-8-22 for precedence); (3) federally-authorized foreign decorations are next in precedence; and (4) VDF Service Ribbons/Awards are next in precedence per below, shown in order of seniority, from top to bottom. Other State Guard Service Ribbons/Awards documented in the VDF members PR may be worn, following similar VDF awards (e.g., a \*\*SG Commendation Medal ribbon would follow immediately after a VDF Commendation Medal ribbon.

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

VDFR 600-10 Appendix E, Awards, Service Ribbons, and Skills Devices for VDF

VDFAM	Virginia Defense Force Achievement Medal		Ribbon # 3702 Item # 7849100
VDFASR	Virginia Defense Force Active Service Ribbon		Ribbon # 5213 Item # 7849100
VDFSR	Virginia Defense Force Service Ribbon		Ribbon # 3302 Item # 7842701
VDFPMER	Virginia Defense Force Professional Military Education Ribbon		Ribbon # 5150 Item # 7853550
VDFCSR	Virginia Defense Force Community Service Ribbon		Ribbon # 5311 Item # 7854290
VDFAR	Virginia Defense Force Attendance Ribbon		Ribbon # 3609 Item # 7846840
VDFRRR	Virginia Defense Force Recruiting Ribbon		Ribbon # 5306 Item # 7854220
VDFBOQCR (Obsolete)	Virginia Defense Force Basic Officers Qualification Course Ribbon		Ribbon # 7118 Item # 7856800
VDFRMSCR (Obsolete)	Virginia Defense Force Response Management Staff College Ribbon		Ribbon # 3300 Item # 7842600
VDFOSC3R (Obsolete)	Virginia Defense Force Operational Staff, Command, Control & Communications Course Ribbon		Ribbon # 3100 Item # 7841200

VDFR 600-10 Appendix E, Awards, Service Ribbons, and Skills Devices for VDF

VDFALCR (Obsolete)	Virginia Defense Force Advance Leaders Course Ribbon		Ribbon # 4001 Item # 7850200
VDFCLCR (Obsolete)	Virginia Defense Force Company Leaders Course Ribbon		Ribbon # 4022 Item # 7851200

WORN ABOVE THE RIGHT POCKET

(1) United States Military Federal Service Unit Awards have highest precedence (see AR 600-8-22 for precedence); (2) National Guard Unit Awards are next in precedence (see AR 600-8-22 for precedence); and (3) VDF Service Unit Awards are next in precedence. Other State Guard Service Ribbons/Awards documented in the VDF members PR may be worn, following VDF Award.

Abbreviation	Name	Ribbon	Notes
VDFMUCR	Virginia Defense Force Meritorious Unit Citation Ribbon		Ribbon # 5310 Item # 7854285 Large Frame Item # 7645200