



**MI-VDF BATTALION**

**357.00**

**Standard Operating Procedure**

**AWARDS**

**SEPTEMBER 3, 2013.**

## MIVDF -- BATTALION

MIVDF--3BN

03 SEP 13

MEMORANDUM FOR: See Distribution

SUBJECT: Award Procedure, SOP 357.

1. REFERENCE:

F079 Award Nomination Form.

2. GENERAL

This SOP describes the method of nominating persons for awards.

3. PURPOSE

The purpose is to provide a framework from which to acknowledge battalion members for their accomplishments.

4. SCOPE

This SOP is applicable to all personnel assigned to, attached to, or under the control of the Commander.

5. RESPONSIBILITY

Commanders and staff are responsible for assuring compliance with this SOP.

6. STANDARDS

### Awards

#### Award Procedure

Anyone may nominate a member of the battalion for an award, but the decision to grant the award lies with the commander. Nominations for awards shall be submitted through the chain-of-command using the approved form. For nominations of persons assigned to a company, the Company Commander approval is required unless the nomination is made by the Battalion Commander.

#### Battalion Exceptional Service Award

Exceptionally outstanding service to MIVDF in a duty of great responsibility while serving in any capacity with VDF. However, the duty should carry the ultimate responsibility for the successful operation of a major project. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the battalion and VDF.

#### Battalion Meritorious Service Award

Outstanding achievement or meritorious service rendered specifically on behalf of VDF. Superior performance of normal duties does not, in itself, constitute automatic justification for the Meritorious Service Award. Awards should be restricted to the recognition of achievements and services which are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like rank and responsibilities. In instances where many individuals are affiliated with an exceptionally successful program, project or mission, the Meritorious Service Award should be awarded to the relatively few individuals whose contributions clearly stand out from the others and who have contributed most to the success of the VDF.

Battalion Commanders Commendation Award

Outstanding duty performance where achievements and services are clearly and unmistakably exceptional when compared to similar achievements and service of members of like rank and responsibility. In instances where several members are affiliated with an exceptionally successful program, project or mission, the Commander's Commendation Award will be awarded only to those who clearly stand out from the others and who contributed most to the success of the VDF. The Exceptional Service Award and the Meritorious Service Award differ from the Commanders' Commendation Award in that they recognize achievements and services significantly above and beyond normal duty performance.

Company Commanders Commendation Award

Outstanding duty performance where achievements and services are clearly and unmistakably exceptional when compared to similar achievements and service of members of like rank and responsibility. In instances where several members are affiliated with an exceptionally successful program, project or mission, the Commander's Commendation Award will be awarded only to those who clearly stand out from the others and who contributed most to the success of the VDF. The Exceptional Service Award and the Meritorious Service Award differ from the Commanders' Commendation Award in that they recognize achievements and services significantly above and beyond normal duty performance.

Other Awards

This SOP does not prohibit the issuance of other awards (i.e. certificates of achievement, certificate of appreciation, etc.) when appropriate.

**OFFICIAL:**

CPT. TIMOTHY LABRAKE  
3<sup>rd</sup> Battalion MIVDF  
Commanding

**DISTRIBUTION:**

ALL BN PERSONNEL  
BN SOP BINDER

**ENCLOSURE:**

NONE