

**VIRGINIA DEFENSE FORCE
REGULATION 672-10
15 OCTOBER 2004**

**DECORATIONS AWARDS AND HONORS
THE NONCOMMISSIONED OFFICER OF THE YEAR**



**Headquarters
Virginia Defense Force
500 Dove Street
Richmond, Virginia 23222-4597
(Supercedes VADF Reg. 672-10, 1 March 2002)**

Decorations, Awards and Honors

THE NONCOMMISSIONED OFFICER OF THE YEAR

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1. **PURPOSE** The purpose of this regulation is to establish scope, policy, selection procedure and criteria for selection of the VaDF Noncommissioned Officer of the Year.
2. **SCOPE** This regulation applies to all elements of the Virginia Defense Force. The award will be based on the candidate's performance for the proceeding year, January thru December. Only enlisted personnel, Sergeant (E-5), Staff Sergeant (E-6) and Sergeant First Class (E-7) are eligible for consideration. Selection will be made by the Division Board on the following February and the selected individual will be the VaDF NCO for the current year.
3. **POLICY** Each Brigade, Division Training Command (DTC) and separate unit will formulate a plan on this regulation for selecting the Noncommissioned Officer of the Year. Brigades, DTC and separate units are identified for the purpose of determining the number of NCO's to be considered by the Division Selection Board and to provide representatives from all commands in the VaDF.

- a. Headquarters VaDF: One individual will be selected from Division HHC, MP Company, and Aviation Battalion. A special Division board will evaluate each applicant and select one (1) finalist to represent VaDF HQS.
- b. Brigade Candidates: Each Brigade will select one candidate from Brigade HHC and one candidate from each of the assigned Battalions. From these candidates, each brigade will select (1) finalist to represent their Brigade. Division Training Command will select one (1) candidate to represent their unit.

4. **SELECTION BOARD:**

The Division Selection Board will consist of the following:

Division Command Sergeant Major	(President)
DTC CSM	(Member)
Lafayette Bde CSM	(Member)
Black Horse Bde CSM	(Member)
Highland Bde	(Member)
Division Personnel SGM	(Recorder)

5. **TIMING:**

- a. Headquarters VaDF and each Brigade, and DTC will convene their selection boards in January and forward the name of their finalist to Division Headquarters by 31 January.
- b. The following information will be submitted on each finalist:
 - (1) A copy of the scoring chart based on the areas of evaluation.
 - (2) Letter from the unit commander recommending selectee with emphasis on duty performance, noteworthy achievements and positive attitude.
 - (3) A complete and current military personnel records jacket, (MPRJ).
- c. Candidates for the Division NCO of the Year will appear before the Division Selection Board at Division Headquarters, Richmond, VA on a date specified by the Division Command Sergeant Major. Division selection board will convene no later than 15 February to determine the VaDF NCO of the Year. The individual selected will be announced at the annual VaDF Commanders Conference.

6. **SELECTION:**

- a. Brigade, DTC and Battalion selection boards will select one (1) finalist based on the process outlined in Para 3.
- b. The following criteria will be used as a basis for individual selection at all levels.
 - (1) Outstanding duty performance.
 - (2) Personal appearance, bearing and self-confidence.
 - (3) Knowledge of VaDF mission and organization, programs and schools.
 - (4) Oral expression and conversational skills.
 - (5) Non-drill volunteers hours/tasks.
 - (6) Knowledge of Basic Military Subjects.
 - (7) Self-improvement, (Related schools, courses and special training in mission compatible areas).
 - (8) Noteworthy achievements, Civic Organizations, VaDF participation in local community activities and other special community involvement's.
 - (9) Recruiting and retention efforts.
 - (10) Attendance – monthly, semi-annual training and additional planning and coordination meetings.

7. **AWARDS AND RECOGNITION:**

- a. The annual VaDF NCO of the Year will receive the following at an appropriate ceremony:
 - (1) VaDF Commendation Medal.
 - (2) A letter of commendation from the Commanding General.
- b. Annual winners from VaDF HHC and each Brigade, and DTC will receive:
 - (1) Military Commendation Certificate Ribbon.
 - (2) Written letter of commendation from Brigade or DTC Commander.

- c. Each individual considered by their respective boards or commands, but not selected, as one of the five winners will receive a letter of commendation from their commander to be permanently placed in their personnel service record.

8. SCORING:

A scoring chart is provided Appendix A, to this regulation and will be used by all selection boards in competitive evaluation.

9. PUBLICITY:

Commanders are encouraged to promote local media coverage for individual winners from each command.

BOBBIE R. ELLER
COL GS VaDF
Chief of Staff

OFFICIAL:



HYMAN S. SCHWARTZBERG
LTC GS VaDF
Asst. COS G-1

APPENDIX A

BOARD MEMBER (WORKSHEET)

NCO OF THE YEAR AWARD

NAME (Last, First, MI) _____ GRADE _____

UNIT _____ STATION _____

Board Interview and Evaluation
Point Spread

Area of Evaluation	Average	Above Average	Excellent	Outstanding	Total
1. Outstanding Duty Performance	1-7	8-14	15-22	23-30	
2. Personal Appearance, Bearing, Self Confidence	1-7	8-14	15-22	23-30	
3. Knowledge of VADF Mission, Organization, programs and schools	1-5	6-10	11-15	16-20	
4. Oral Expression and Conversational Skills	1-7	8-14	15-22	23-30	
5. Non-drill Volunteer Involvement	1-7	8-14	15-22	23-30	
6. Knowledge of Basic Military Subjects	1-7	8-14	15-22	23-30	
7. Self Improvement - Schools, etc	1-10	11-20	21-30	31-40	
8. Achievements, Civic Involvement	1-7	8-14	15-22	23-30	
9. Recruiting and Retention Efforts	1-10	11-20	21-30	31-40	
10. Attendance at Drills	1-10	11-20	21-30	31-40	

TOTAL POINTS AWARDED _____

Remarks: _____

Signature _____

Date _____