VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 28) 26 August 2013

AWARDS POLICY

The following policy governs the eligibility for and presentation of employee service, retirement, and achievement awards.

1. PURPOSE

Awards will be presented to VMI employees to recognize:

A. Intervals of employment, either full-time or part-time;
B. Retirement from the Institute; and
C. Exceptional achievement in service to the Institute (includes non-VMI employees).

2. ELIGIBILITY

All full-time and part-time VMI employees are eligible for the awards described in this policy. Employees of the VMI Alumni Agencies are eligible for the service/employment awards. The Alumni Agencies will continue to administer a separate retirement awards program. Employees of contractors providing services to VMI are not eligible for the employment service or retirement awards. Individuals who are not VMI employees may be awarded the Superintendent's Meritorious Achievement Award.

3. SERVICE/EMPLOYMENT AWARDS

VMI will recognize an employee's service to the Institute at specified intervals.

A. Teaching and Administrative/Professional Faculty Employees

1. Employees in Uniform -- VMI Longevity Service Ribbon

The VMI Longevity Service Ribbon is a red ribbon with one narrow yellow and white vertical bar on each side. The ribbon is awarded for the completion of five years of service at VMI as a uniformed member of the Virginia Militia. Subsequent awards are made at ten years (including the initial five years), and every ten years thereafter. If worn with federal, state, and foreign awards, the VMI Longevity Service ribbon is last in precedence. The awards, beginning with the ten-year award, are distinguished by a knot device, with one knot denoting ten years of service.

Placement of the ribbon on the uniform:

On the Class B shirt:

Men: The ribbon is worn centered directly over the left breast pocket.
Women: The ribbon is worn on the left side of the shirt approximately 5/8 inch above the "VA."

On the Class A jacket or dress blues:
Men: The ribbon is worn centered directly over the left breast pocket.
Women: The ribbon is worn on the left side of the jacket approximately parallel with the name tag.

The Human Resources Office will determine the eligibility of uniformed employees and faculty members not in uniform for the service ribbon. The awards will be distributed by the Human Resources Office.

B. Classified Employees

VMI will recognize the service of full-time and part-time classified employees beginning at the five-year point, the ten-year point, and every five years thereafter. The Human Resources Office will track the number of years of service. The date of computation for service is 11 November (Founders Day). Breaks in service, other than for approved leave with or without pay, will result in adjustments of the total number of years of service. Classified employees will be recognized for their service at an event typically held once each year. The Human Resources Office will compile a list of the employees who will receive awards and schedule the event. The Superintendent or his designee will present the awards.

1. Service Pin
   At five years of service VMI will present a service pin and a certificate signed by the Superintendent, to each eligible employee.

2. Certificate
   At ten years of service, and every five years thereafter VMI will present a certificate signed by the Superintendent to each eligible employee.

3. VMI Longevity Ribbon
   Classified Employees in uniform will receive the VMI Longevity Ribbon as described above for Teaching and Administrative/Professional Faculty employees in uniform. The Human Resources Office will determine the eligibility of classified employees for the service awards. The Superintendent or other senior executive will present the awards.

C. VMI Alumni Agencies Employees

VMI will recognize the service of full-time and part-time employees of the VMI Alumni Agencies beginning at the five-year point and every five years thereafter. The Alumni Agencies will track the number of years of service and will provide this information to the VMI Human Resources Office.

1. Service Pin
   At five years of service, VMI will present a service pin and a certificate signed by the Superintendent, to each eligible employee.

2. Certificate
   At ten years of service, and every five years thereafter, VMI will present a certificate signed by the Superintendent, to each eligible employee.

4. RETIREMENT

VMI will recognize the service of a full-time employee upon his or her retirement with an appropriate ceremony and gift.

A. Service Retirement: Ordinarily, gifts will be procured by the Human Resources Office to recognize an employee's retirement based on the following terms of service:

1. Twenty years or more – VMI monogrammed captain's chair or rocking chair, and VMI plaque engraved with employee's name and years of service.

2. Fifteen to Nineteen years – VMI clock or other timepiece, and VMI plaque engraved with employee's name and years of service.

3. Ten to Fourteen years – Framed VMI print or mirror, and VMI plaque engraved with employee's name and years of service.

4. Five to Nine years – VMI plaque engraved with employee's name and years of service.

The Human Resources Office will advise a retiring employee of the gift choices available and will order the employee's choice of gift. Substitution for a gift of equal cost may be made depending on availability and the employee's preference.

B. Disability Retirement: Based on the years of service, the Human Resources Office will determine the employee's eligibility for a gift from the list in paragraph A, above.

C. Death in Service: Based on the years of service, the Human Resources Office will determine eligibility for a gift from the list in paragraph A, above. VMI will present the gift to the surviving spouse or other family member.

D. Separation from Service: Ordinarily, VMI does not provide gifts for an employee separating from service for other employment. However, the employee's Department may arrange for an appropriate recognition of the employee's service.

E. Presentation: The Human Resources Office will advise the Dean's Office of the pending retirements of any Teaching Faculty or ROTC member. The Dean's Office will make the arrangements for a ceremony and presentation of the retirement gift. The Human Resources Office will advise the Chief of Staff of any pending retirements for an Administrative/ Professional Faculty member or classified employee. Based on the wishes of the retiring employee, the Human Resources Office will coordinate a ceremony for the presentation of the retirement gift.

F. Retirement Parade/Receptions: The Chief of Staff will advise the Protocol Office of any retiring Teaching Faculty member, Administrative/Professional Faculty members, and ROTC instructors. The Corps of Cadets will honor them at a Parade in the spring. The Superintendent will present the appropriate awards. A reception hosted by the Deputy Superintendent for Academics and Dean of the Faculty will be held for retiring faculty, staff and their guests.

G. Resolution of the Board of Visitors: The Executive Assistant to the Superintendent and Secretary to the Board of Visitors will prepare a resolution for the signature of the President of the Board of Visitors. The resolution will recognize the service of the retiring Teaching Faculty member, Administrative/Professional Faculty member, or ROTC member. The Superintendent will present the resolution to the retiring member at the Retirement Parade.

H. Award: The Superintendent may present the VMI Meritorious Service Medal or the VMI Achievement Medal (described in Section 5 below) to uniformed faculty and staff members retiring from VMI. The Superintendent may present the VMI Meritorious Service Award or the VMI Achievement Award (described in section 5 below) to faculty and staff members not in uniform retiring from VMI.

5. ACHIEVEMENT

A. Highest Level – Recognition of Meritorious Service (Exceptional Career Award)

1. VMI Meritorious Service Medal (Employees in Uniform)

a. The VMI Meritorious Service Medal is the highest military award recognizing exceptionally meritorious service to the Institute. The VMI Meritorious Service Medal is presented by the Superintendent. The award is typically presented to recognize the culmination of a long career of exceptional service.
b. The VMI Meritorious Service Medal is inscribed on the obverse with "VIRGINIA MILITARY INSTITUTE" circling the lamp of knowledge over a Roman sword. The reverse is inscribed "FOR MERITORIOUS SERVICE." The ribbon and drape for the medal are red with narrow red, yellow, red and white vertical bars on each side. For men, the ribbon is worn centered directly over the left breast pocket; for women, the ribbon is worn on the left side of the jacket approximately parallel with the name tag. It is worn to the left of the VMI Achievement Award and the VMI Longevity Service Ribbon. If worn with federal, state, and foreign awards, VMI Meritorious Service Medal ribbon is last in precedence, but before the VMI Achievement Medal ribbon and the VMI Longevity Service ribbon.
c. The VMI Meritorious Service Medal is accompanied by a citation that describes the employee's achievement. The citation is signed by the Superintendent.
d. Award Criteria: The Superintendent will determine the recipients of the VMI Meritorious Service Medal. A member of the Institute Planning Committee may nominate an employee for the award by submitting a narrative description of an employee's service, including specific accomplishments, to the Chief of Staff.

e. The Chief of Staff and the Protocol Office will coordinate an appropriate presentation ceremony.

2. VMI Meritorious Service Award (Employees not in uniform and Employees of the VMI Alumni Agencies)
   a. The VMI Meritorious Service Award is the highest civilian award recognizing exceptionally meritorious service to the Institute. The VMI Meritorious Service Award is presented by the Superintendent. The award is typically presented to recognize the culmination of a long career of exceptional service.
   b. The VMI Meritorious Service Award is a certificate signed by the Superintendent, accompanied by the Superintendent's Commemorative Coin.
   c. Award Criteria: The Superintendent will determine the recipients of the VMI Meritorious Service Award. A member of the Institute Planning Committee or one of the Executive Vice Presidents of the VMI Alumni Agencies may nominate an employee for the award by submitting a narrative description of an employee's service, including specific accomplishments, to the Chief of Staff.
   d. The Chief of Staff and the Protocol Office will coordinate an appropriate presentation ceremony.

3. VMI Superintendent's Meritorious Achievement Award (For Non-VMI Employees)
   a. The Superintendent's Meritorious Achievement Award recognizes extraordinary service and dedication to the Institute over many years by an individual who is not a VMI employee.
   b. The Superintendent's Meritorious Achievement Award is a medallion accompanied by a certificate signed by the Superintendent.
   c. Award Criteria: The Superintendent will determine recipients of the Superintendent's Meritorious Achievement Award based on input from members of the Board of Visitors, members of the VMI Alumni Agencies, and others.
   d. The Executive Assistant to the Superintendent will coordinate the presentation of the award at an appropriate ceremony.

B. Second Level – Recognition of Significant Achievement or Accomplishment

1. VMI Achievement Medal (Employees in Uniform)
   a. The VMI Achievement Medal is an award designed to recognize significant achievement or accomplishment in service to the Institute. The Achievement Medal is presented by the Superintendent. The VMI Achievement Medal is inscribed on the obverse with "VIRGINIA MILITARY INSTITUTE" circling the lamp of knowledge over a Roman sword. The reverse is inscribed "FOR ACHIEVEMENT." Subsequent awards of the VMI Achievement Medal are recognized by oak leaf clusters on the drape for the medal and the ribbon.
   b. The VMI Achievement Medal is accompanied by a ribbon with three equal width red, white and yellow vertical bars. The ribbon is worn centered directly over the left breast pocket. It is worn to the left of the VMI Longevity Service Award. If worn with federal, state, and foreign awards, VMI Achievement Medal ribbon is last in precedence, before the VMI Longevity Service ribbon.

c. The VMI Achievement Medal is also accompanied by a citation that describes the employee's achievement. The citation is signed by the Superintendent.
d. Award Criteria: The Superintendent will determine the recipients of the VMI Achievement Medal. Any supervisor may nominate an employee for the award by submitting a narrative description of an employee's achievement to the Chief of Staff.
e. The Chief of Staff and the Protocol Office will coordinate an appropriate presentation ceremony.

2. VMI Achievement Award (Employees not in uniform and Employees of the VMI Alumni Agencies)

a. The VMI Achievement Award is an award to recognize significant achievement or accomplishment in service to the Institute. The VMI Achievement Award is presented by the Superintendent. The VMI Achievement Award is a certificate signed by the Superintendent, accompanied by the Superintendent's Commemorative Coin.
b. Award Criteria: The Superintendent will determine the recipients of the VMI Meritorious Service Award. A member of the Institute Planning Committee or one of the Executive Vice Presidents of the VMI Alumni Agencies the may nominate an employee for the award by submitting a narrative description of an employee's achievement to the Chief of Staff.
c. The Chief of Staff and the Protocol Office will coordinate an appropriate presentation ceremony.

C. Third Level – Recognition of Noteworthy Accomplishment or Excellent Service

1. VMI Certificate of Excellence (Employees in Uniform, Employees not in uniform, and Employees of the VMI Alumni Agencies)

a. The VMI Certificate of Excellence is an award to recognize a noteworthy accomplishment or period of excellent service to the Institute. The VMI Certificate of Excellence is a certificate signed by the Superintendent, noting the employee's accomplishment.
b. Award Criteria: A supervisor may nominate an employee to receive the VMI Certificate of Excellence by submitting a written narrative to the Chief of Staff.
c. The Chief of Staff and the Protocol Office will coordinate an appropriate presentation ceremony.

D. Fourth Level – Recognition of Attainment of Certification or Commendation

1. Letters of Commendation/Appreciation (Employees in Uniform, Employees not in uniform, and Employees of the VMI Alumni Agencies)

a. The Superintendent will send a letter of commendation/appreciation to an employee to recognize the attainment of important certifications or to commend the employee for his or her work.

b. Award Criteria: A supervisor may, through his or her chain of command, recommend an employee for a letter of commendation/appreciation by noting an employee's attainment of a professional credential or certification, or instances of particularly noteworthy service contributions. Recommendations will be in narrative form, sent through the chain of command to the appropriate senior executive (Deputy Superintendent for Academics and Dean of the Faculty; Deputy Superintendent for Finance, Administration and Support, Commandant of Cadets, Director of Intercollegiate Athletics, or Director of Information Technology). The senior executive will forward an approved recommendation to the Chief of Staff.

c. The letter will be forwarded to the employee, with copies to the supervisor and the Human Resources Office.

6. OTHER AWARDS

This policy is not intended to preclude department-level events recognizing service or achievement. Departments will check with the Comptroller's Office before committing to the expenditure of any VMI funds for gifts or receptions/parties.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E
OPR: Executive Assistant to Supt; HR

Employee Category	**Service Award**	**Service Award Interval**	**Meritorious Service/ Achievement Awards**	**Retirement**
Teaching Faculty – Virginia Militia	VMI Longevity Service Ribbon	Ribbon at 5 years service, knot at 10 years service and every 10 years thereafter	1. VMI Meritorious Service Medal with certificate; or 2. VMI Achievement Medal with certificate; or 3. VMI Certificate of Excellence; or 4. Letter of Commendation/ Appreciation	VMI Meritorious Service Medal Or VMI Achievement Medal included in the BoV resolution; and gift based on years of service; and VMI plaque
Administrative/ Professional Faculty – Virginia Militia	VMI Longevity Service Ribbon	Ribbon at 5 years service, knot at 10 years service and every 10 years thereafter	1. VMI Meritorious Service Medal with certificate; or 2. VMI Achievement Medal with certificate; or 3. VMI Certificate of Excellence; or 4. Letter of Commendation/ Appreciation	VMI Meritorious Service Medal; or VMI Achievement Medal; and BoV resolution; and gift based on years of service; and VMI plaque
Classified Employees – Virginia Militia	VMI Longevity Service Ribbon	Ribbon at 5 years service, knot at 10 years service and every 10 years thereafter	1. VMI Meritorious Service Medal with certificate; or 2. VMI Achievement Medal with certificate; or 3. VMI Certificate of Excellence; or 4. Letter of Commendation/ Appreciation	VMI Meritorious Service Medal; Or VMI Achievement Medal; Or VMI Certificate of Excellence; and gift based on years of service; and VMI plaque
Classified Employees not in uniform	Service pin and certificate	Pin at 5 years service, certificate at 5 years service and every 5 years thereafter	1. VMI Meritorious Service Award with certificate and Superintendent's Commemorative Coin; or 2. VMI Achievement Award with certificate and Superintendent's Commemorative Coin; or 3. VMI Certificate of Excellence; or 4. Letter of Commendation/ Appreciation	VMI Meritorious Service Award with certificate and Superintendent's Commemorative Coin; or VMI Achievement Award with certificate and Superintendent's Commemorative Coin; or VMI Certificate of Excellence; and gift based on years of service; and VMI plaque

Employee Category	**Service Award**	**Service Award Interval**	**Meritorious Service/ Achievement Awards**	**Retirement**
VMI Alumni Agencies Employees	Service pin and certificate	Pin at 5 years service, certificate at 5 years service and every 5 years thereafter	1. VMI Meritorious Service Award with certificate and Superintendent's Commemorative Coin; or 2. VMI Achievement Award with certificate and Superintendent's Commemorative Coin; or 3. VMI Certificate of Excellence; or 4. Letter of Commendation/ Appreciation	Not applicable
Non-VMI employees	Not applicable	Not applicable	Superintendent's Meritorious Achievement Award	Not applicable