

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 28)

25 April 2024

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 retirement awards. Individuals who are to administer

employee, the Human Resources Office will coordinate a ceremony for the presentation of the retirement gift.

F. Retirement Parade/Receptions: The Executive Assistant to the Superintendent will advise the Protocol Office of any retiring Teaching/Research Faculty member and Administrative/Professional Faculty members. 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/Research Faculty member or Administrative/Professional Faculty 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, the VMI Meritorious Service Medal ribbon is last in precedence, but before the VMI Achievement Medal ribbon and the VMI Longevity Service ribbon.
- c.

d.

FOR THE SUPERINTENDENT:

John M. Young
Colonel, Virginia Militia
Chief of Staff

DIST: E

OPR: Human Resources

OCR: Executive Assistant to the Superintendent

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| years' service and every 5 years thereafter | 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 | Superintendent's Commemorative Coin; or VMI Achievement Award with certificate and Superintendent's Commemorative Coin; or VMI Certificate of Excellence; and g |
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