



**SONS OF VETERANS RESERVE
NATIONAL MILITARY DEPARTMENT
SONS OF UNION VETERANS OF THE CIVIL WAR
RECOMMENDATION FOR DECORATION**

I. ORIGINATING DATA

FROM: (ORIGINATING ORGANIZATION AND ADDRESS)	DATE
--	------

II. RECOMMENDATION

RECOMMEND INDIVIDUAL/ UNIT INDICATED BE AWARDED:	
<input type="checkbox"/> National Letter of Appreciation	<input type="checkbox"/> National Letter of Commendation
<input type="checkbox"/> Meritorious Service Medal	<input type="checkbox"/> Unit Citation
<input type="checkbox"/> Distinguished Service Medal	<input type="checkbox"/> Certificate of Retirement

III. PERSONAL DATA

NAME (LAST, FIRST, MIDDLE INITIAL)	CAMP NAME	DEPARTMENT
CURRENT GRADE	SVR UNIT	CURRENT SVR DUTY ASSIGNMENT

IV. SVR UNIT DATA (For Unit Citation)

SVR UNIT NAME	DEPARTMENT	DISTRICT
---------------	------------	----------

V. DATA REQUIRED FOR INDIVIDUAL AWARD AND UNIT CITATION

INCLUSIVE DATES OF ACT, ACHIEVEMENT OR SERVICE
From: _____ to: _____

VI. PREVIOUS AWARDS AND DECORATIONS

LIST PREVIOUS SUVCW AND SVR AWARDS AND DATES BELOW:

VII. JUSTIFICATION

Complete Item 7 on reverse side of this form.

VIII. ACTION BY UNIT HEADQUARTERS AND ABOVE

REQUESTED BY	SIGNATURE OF SVR UNIT COMMANDER	SVR UNIT	DATE
APPROVED	SIGNATURE OF BATTALION COMMANDER	BATTALION	DATE
APPROVED	SIGNATURE OF DISTRICT COMMANDER	DISTRICT	DATE
APPROVED	SIGNATURE OF NATIONAL COMMANDER		DATE

IX. ACTION BY NATIONAL HEADQUARTERS

<input type="checkbox"/> APPROVED	Award elements attached.
<input type="checkbox"/> DISAPPROVED	Reasons contained in attached correspondence.

VII. JUSTIFICATION

(DESCRIPTION OF ACT, ACHIEVEMENT OR SERVICE, INCLUDING DATES, PLACES AND FACTS. IF ADDITIONAL SPACE IS REQUIRED, CONTINUE ON PLAIN BOND PAPER.)

TYPED NAME, GRADE AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION

SIGNATURE

INSTRUCTIONS AND GUIDANCE FOR COMPLETING SVR FORM 2.

ITEM

I., III and IV. Self-explanatory.

II. Indicate award requested in this block. Check only one. For example, a member and a unit being submitted for awards at the same time require separate forms.

V. All recommendations must be submitted within 2 years of the termination date of the act, achievement, or service performed.

Recognition of meritorious service should cover a period of at least 12 months in order to permit Districts and National to consider simultaneously units with related missions and compare all units within their jurisdiction.

Recognition of outstanding achievements intended to recognize a single specific act or accomplishment separate and distinct from the regular function of the unit is normally short and characterized by definite beginning and ending dates.

VI. Subsequent awards of the same decoration will be denoted by a distinctive device worn on the ribbon of the original decoration.

VII. Narrative must clearly portray how the unit's or individual's achievements meet or exceed the criteria set forth in Article X, paragraph 5.

VIII. Each commander in the chain of command must personally approve or disapprove the recommendation for the award of a decoration before forwarding it to the next higher headquarters (unless recommendation is initiated by higher authority). If a commander disapproves a recommendation, it will be returned through channels to the initiator with the reasons for disapproval. Deputy commanders are authorized to approve recommendations only in the prolonged absence of the commander. National and District Commanders will consider the recommendation of their respective Awards Board.

Recommendations should be completed and submitted to arrive at the District Commander NLT 1 August and at the National Deputy Commander NLT 1 September.

IX. Self-explanatory.