



STANDARD OPERATING PROCEDURES

VIETNAM VETERAN LAPEL PIN

Updated July 5, 2022

Requesting Lapel Pins

To request pins, you will need to fill out two forms:

1. Vietnam Memorial Commemoration Partner Form

- a. This form will register QOVF members and group with the Commemoration to have pins mailed directly to individual members or QOVF group contacts.
- b. Please fill the form out with your information or your group's information. For the section where website info is asked, please use www.qovf.org.

2. Event Request Form

- a. Please fill out the form with mailing and contact information.
- b. For individual requests, please include your personal mailing and contact information.
- c. For groups, please include information for your group contact.
- d. To request the pins, please indicate how many you'd like on Section 15: Materials. There may be other commemoration materials available. To request more information about those, please email your questions your forms to
WHS.VNWar50th_CPP_EVENTS@mail.mil

- 3. If possible, please plan ahead and email the request form 30 days or more before your event.
- 4. We know that some events are coming up soon and there's been challenges with shipping to receive pins. Please go ahead and request pins if you have not received pins yet and your event is coming up soon.

5. The forms can be found on the QOVF Member Dashboard at <https://www.qovf.org/member-dashboard/>

6. Please submit both forms to WHS.VNWar50th_CPP_EVENTS@mail.mil. Once you have submitted the application form, you will be able to just send the Event Request Form to issue the pins.

Awarding Quilt and Lapel Pin Presentation

1. Conduct your regular Quilt of Valor award ceremony from start to finish. Announce “this concludes the Quilt of Valor award ceremony.”

2. Introduce the person who will present the Lapel Pin. This should be someone other than the person who awarded the Quilt of Valor. If it is not possible or practicable to have a different person make the presentation of the Lapel Pin, then explain “The presentation of a Vietnam Veteran Lapel Pin will be made as authorized by the United States Vietnam War Commemoration of the National Defense Authorization Act.”

3. The commemorative event and activities should be dignified and show a sensitivity and appreciation for the solemnity of war, the losses suffered by many and the sacrifices of all who served.

4. When presenting the lapel pin to the veteran,
 - a. Shake their hand;

 - b. Inform them that the message “A Grateful Nation Thanks and Honors You” is embossed on the back of the pin, closest to the heart of the wearer;

 - c. Ask the veteran if they would like you to pin the lapel pin on his or her lapel or you may hand the lapel pin to them following the handshake and:

 - d. Say “On behalf of a grateful nation, thank you for your service.”

 - e. Provide each Vietnam Veteran with supporting material that explains the symbolism and significance of the lapel pin (Lapel Fact Sheet) and include a copy of the Presidential Proclamation.