

DEPARTMENT OF DEFENSE

Distinguished Civilian Service Award *Competitive*

Eligibility Criteria:

- The Secretary of Defense (SecDef) is the approval authority for this award
- Nominee must be a career Department of Defense (DoD) employee
- Awarded to 5-7 career DoD employees annually via a formal call for nominations in the winter and a boarding and selection process in the summer
- Nominee's contributions must reflect exceptional devotion to duty and contributes to efficiency, economy, or other improvements to the Department's operations that are of a significantly broad scope



Nomination Requirements:

- Narrative justification that clearly communicates impact to the DoD, Federal Government, and/or the Nation
- Citation that summarizes accomplishments aligned with time period reflected in justification
 - Must be no more than 15-17 lines and written in accordance with the DoD Honorary Awards Manual, Citation Writing Guide.
 - Must clearly articulate contributions to the DoD, not contributions to the Component
- Memorandum that acts as Component Head endorsement of nomination
 - Must be signed by Component Head
 - Must clearly and succinctly articulate contributions to the DoD, not Component
 - Must clearly and succinctly communicate the selection process used by the Component in nominating the individual
 - Must certify that nominee has no negative information or investigations pending that could potentially discredit the Department

Processing Timeframe and Approval:

- The Office of the Secretary of Defense (OSD), the Joint Staff, and the Military Departments are each allowed to send forward three nominations for review by the DoD Ad Hoc Committee
- The Incentive Awards Board serves as a pseudo OSD Ad Hoc Committee by recommending three nominations that represent OSD before the DoD Ad Hoc Committee
- The DoD Ad Hoc Committee reviews all nominations and selects five to seven recipients for the SecDef's review and approval

Processing Requirements:

- Component Head signed nominations must be received by deadline set forward in memorandum requesting nominations
- Nominating Component must provide the PM&AD DoD Civilian Honorary Awards Program Office with Microsoft Word document versions of the nomination package inclusive of the memorandum, narrative, and citation.

Restrictions:

- Should not be used as a retirement award
- Cannot be presented to a non-DoD employee

Presentation:

- Medal set, framed certificate signed by the SecDef, and printed citation in a DoD presentation folder is presented to honoree at a Pentagon ceremony in autumn

