



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1
DISTRIBUTION: C, J

CJCSI 1100.01C
31 October 2008

JOINT STAFF MILITARY AND CIVILIAN AWARDS PROGRAMS

References:

- a. DoDD 1348.33 M, September 1996, "Manual of Military Decorations and Awards"
- b. DoDD 1400.25, 25 November 1996, "Department of Defense Civilian Personnel Manual" (Subchapter 451)
- c. DoDD 1348.19, 12 May 1989, "Award of Trophies and Similar Devices in Recognition of Accomplishments"

1. Purpose

- a. Provides guidance and establishes procedures to ensure compliance with DoD Manual 1348.33M, September 1996, "Manual of Military Decorations and Awards.
- b. Describes Defense awards, eligibility criteria and appropriate approval authority.
- c. Provides instructions on preparing, submitting and processing recommendations for Defense awards and general guidance for award ceremonies.
- d. Establishes policy, eligibility criteria and procedures to be observed by joint command activities that report to or through the Chairman of the Joint Chiefs of Staff (here after referred to as the "Chairman") for recognizing private citizens, organizations or career civilian Government employees for significant achievements provided to the joint community.

e. Establishes policy for awarding trophies and similar devices to military members and units of the Department of Defense for excellence in accomplishments and competitions contributing to the effectiveness of the military mission and operations.

2. Cancellation. CJCSI 1100.01B, 1 March 2005; CJCSI 1101.01D, 1 February 2005; and JSI 1100.01C, 10 June 2005.

3. Applicability. This instruction applies to all Joint Staff directorate and joint commands or organizations that report to or through the Chairman.

4. Procedures

a. Criteria for Defense decorations are specified in Enclosure A. Criteria for Civilian awards are specified in Enclosure B. Civilian awards provide recognition for civilian personnel assigned to joint activities and for non-government personnel contributing to a joint activity.

b. All recommendations for Defense and civilian awards will comply with the administrative procedures and format in Enclosures A and Enclosure B.

c. Defense and Service award presentation medal sets are available for use by the Joint Staff and may be obtained from the Joint Staff Military Decorations and Awards Section, Staff Management Branch, Personnel Services Division, J-1.

d. When an award is to be presented, officiating officers will conduct an appropriate award presentation ceremony. Ceremonies will be conducted with the dignity appropriate to a military ceremony. Directorates are responsible for the entire ceremony, including scheduling the photographer and place of presentation, inviting guests, etc.

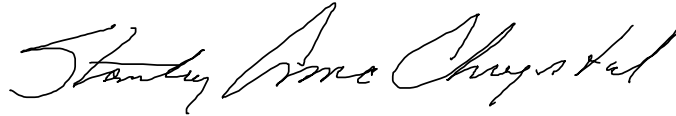
5. Responsibilities. See Enclosure A and Enclosure B.

6. Summary of Changes. This instruction includes the consolidation of CJCSI 1100.01B, "Award of Trophies", 1 March 2005; CJCSI 1101.01D, "Civilian Awards Program", 1 February 2005; and JSI 1100.01C, "Military Awards Program", 10 June 2005.

7. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--
http://www.dtic.mil/cjcs_directives.

8. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chief of Staff:

A handwritten signature in black ink, reading "Stanley A. McChrystal". The signature is written in a cursive, flowing style.

STANLEY A. MCCHRYSTAL
Lieutenant General, USA
Director, Joint Staff

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ENCLOSURE A

I. POLICIES FOR DEFENSE DECORATIONS AND AWARDS

1. Only a member of the U.S. Armed Forces permanently assigned to the Joint Staff and personnel assigned to joint commands or organizations that report to or through the Chairman of the Joint Chiefs of Staff are eligible for a DDSM, DSSM, Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM) or Joint Service Achievement Medal (JSAM). The Service member must occupy a Joint Duty Assignment List (JDAL) or Joint Manpower Program (JMP) billet and must have rendered superior meritorious service or outstanding achievement. Exceptions to eligibility are noted below.

a. Individual Mobilizations Augmentees (IMAs) assigned to the staff in joint mobilization manpower billets, as reflected in joint mobilization augmentation documents, are fully eligible for Defense awards for achievement and service. Due to the unique nature of IMA service to the staff, specifically the longer period of assignment, the following specific considerations are recommended to ensure parity with their active duty counterparts for awards. (Note: These are considerations, not requirements, for awards).

(1) At the end of an activated period, the entire period of service prior to and including the activated period; or

(2) After 6 years of service, notwithstanding (1) above;

(3) Impact awards for IMAs, like their active counterparts, do not negate qualification for end-of-tour awards.

b. Except for the DDSM and DSSM, Defense decorations may be awarded to Service members (to include Reservists) on temporary duty with the Joint Staff in accordance with reference b. The JSAM, rather than the JSCM, will normally recognize temporary short-duration duties such as duty, commissions, studies or other special projects that have a significant impact on the Joint Staff or the Department of Defense. Personnel who are attached to the Joint Staff for administrative or exercise purposes will not be eligible for a Defense decoration; however, these personnel may be recommended for a Service decoration per respective Service guidance. The number of decorations that may be awarded to an individual is not limited; however, only one decoration may be awarded for the same act, achievement or period of service. In addition, Defense decorations may not be awarded to any Service member for an act, achievement or period of service for which a Service decoration has been requested or awarded.

3. No more than one actual medal set may be presented to any one Service member. Each succeeding act, achievement or decoration will be denoted by an oak leaf cluster worn on the suspension and service ribbon of the medal.
4. An appropriate Defense decoration may be awarded upon permanent change of station, retirement or separation of a Service member if no other award is pending and no previous award has been made for the same act or period of service. Defense award recommendations must be based purely on the current joint-Service tour and not the Service member's entire career or a portion thereof.
5. A Defense decoration may be awarded posthumously. When so awarded, the decoration should be presented to an appropriate representative of the deceased as determined by the awarding authority.
6. Recommendations for Defense awards may be classified; however, directorates must ensure that classified recommendations are submitted with an unclassified citation. Classified and special category award recommendations require special handling that could impede processing.
7. Recommendations should arrive in the Joint Staff Military Awards Section not earlier than 120 days and not later than 90 days before the requested presentation date for DDSMs, DSSMs, JMUAAs and HSMs. DMSMs, JSCMs, and JSAMs will be processed within 30 days of receipt.
8. Requests for exceptions to policy or procedures pertaining to Defense decorations will be forwarded to the Director, Joint Staff, through the Directorate for Manpower and Personnel (J-1). Disapproval of such requests may be made at any intermediate level.
9. Upon retirement, Service members may be recommended for a Service decoration in lieu of a Defense award. When submission of a recommendation for a Service award is appropriate, governing Service regulations apply. The award recommendation will be submitted to the appropriate Service headquarters via the respective directorate.
10. Forwarding an award recommendation to the next duty assignment for inclusion in a potential future award recommendation is the preferred course of action for individuals who have had an abbreviated joint tour.
11. A request for reconsideration of a disapproved or downgraded recommendation should be submitted to the appropriate approval authority in accordance with reference a and as outlined in Appendix D to Enclosure A.

ENCLOSURE A

II. DEFINITIONS

1. Defense Awards or Decorations. For this instruction, the terms “Defense awards” and “Defense decorations” are synonymous and refer to the following awards: DDSM, DSSM, DMSM, JSCM, JSAM, JMUA, and HSM.
2. Joint. For eligibility for Defense decorations, the term “joint” connotes activities, operations or organizations in which elements of more than one Service, as reflected in the JMP documents or the JDAL, perform joint missions under the auspices of the Chairman of the Joint Chiefs of Staff or the commander of a unified command. Support elements of such organizations composed of one Service are not considered elements of a joint organization nor are they eligible for Defense decorations.
3. Meritorious Service. Meritorious service is individual performance of duty exceeding that expected by virtue of grade and experience, based on accomplishments during an **entire tour** of duty.
4. Outstanding Achievement. Outstanding achievement is a single specific act or accomplishment, such as a special project, separate, and distinct from regularly assigned duties. A recommendation for an outstanding achievement award is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled. An outstanding achievement normally covers a short period of time with definite beginning and ending dates. A recommendation for an outstanding achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in any other way than by award of a decoration and when delaying such recognition until completion of the individual’s period of service would diminish the significance of the accomplishment.

ENCLOSURE A

III. RESPONSIBILITIES INVOLVED IN THE JOINT STAFF MILITARY
DECORATIONS AND AWARDS PROGRAM

1. Chairman of the Joint Chiefs of Staff

a. Approves award of the DSSM for Joint Staff personnel and for personnel recommended by joint commands or organizations who report to or through the Chairman of the Joint Chiefs of Staff. This approval has been delegated to the Director, Joint Staff.

b. Makes recommendations to the Secretary of Defense on award of the DDSM for Joint Staff personnel and for personnel from joint commands or organizations that report to or through the Chairman of the Joint Chiefs of Staff.

c. Approves the award of the DSSM and below for personnel assigned to the Office of the Chairman of the Joint Chiefs of Staff.

2. Vice Chairman of the Joint Chiefs of Staff. The Vice Chairman of the Joint Chiefs of Staff performs such duties related to Defense awards as the Chairman may direct and pursuant to 10 USC 154(d) performs the duties of CJCS during the Chairman's absence. Approves the award of the DSSM and below for personnel assigned to the Office of the Vice Chairman of the Joint Chiefs of Staff.

3. Director, Joint Staff. The Director, Joint Staff, for the Chairman of the Joint Chiefs of Staff, has been delegated approval or disapproval for award of the DSSM for Joint Staff personnel, except for personnel assigned to the Office of the Chairman of the Joint Chiefs of Staff, and for personnel recommended by joint commands or organizations who report to or through the Chairman of the Joint Chiefs of Staff. The Director, Joint Staff, approves JMUAs, HSMs, and exceptions to policy for joint commands or organizations that report to or through the Chairman of the Joint Chiefs of Staff.

4. Vice Director, Joint Staff. The Vice Director, Joint Staff, approves award of the DMSM, JSCM and JSAM for personnel assigned to the Office of the Director, Joint Staff, and the Directorate of Management.

5. Directors, Joint Staff Directorates. The Director, Joint Staff, has delegated authority to approve the DMSM, JSCM, and JSAM to all directors of Joint Staff directorates. Further authority to approve these decorations may be delegated to the first G/FO in the supervisory chain. Directors of Joint Staff directorates are responsible for ensuring that award recommendations are submitted in a timely manner to appropriately recognize departing personnel.

6. Director for Manpower and Personnel (J-1)

a. Develops, publishes, and maintains an instruction governing policies and procedures to manage the Joint Staff Military Decorations and Awards Program.

b. Makes recommendations or provides comments, as necessary, to the Director, Joint Staff; Vice Chairman of the Joint Chiefs of Staff; and Chairman of the Joint Chiefs of Staff on award recommendations including those submitted as exceptions to policy.

c. Directs, through the Chief, J-1/Personnel Services Division (PSD):

(1) The publication of individual award orders and notification documents on all awards approved by Joint Staff approval authorities.

(2) The procurement and issuance of the DSSM, DMSM, JSCM, and JSAM certificates, citations, and medal sets.

(3) The procurement and issuance of citations for the JMUA.

7. Heads of Joint Commands and Organizations. The heads of joint commands or organizations are responsible for ensuring that award recommendations are submitted in a timely manner to appropriately recognize departing personnel.

ENCLOSURE A

IV. GUIDELINES FOR DEFENSE DECORATIONS

1. Defense Distinguished Service Medal. Exceptionally distinguished performance of duties that contributes to national security or Defense affairs at the highest levels. Normally, such responsibilities will be held by the most senior officers such as the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Chiefs and Vice Chiefs of the Services and commanders and deputy commanders of unified and specified commands whose duties bring them into direct contact with the Secretary of Defense (reference a, Chapter 3).
2. Defense Superior Service Medal. Superior meritorious service in a position of significant responsibility; and clearly places the individual ahead of contemporaries (reference a, Chapter 3). The DSSM should normally be awarded to colonels through major generals. Colonels should be serving in a division chief or higher position of responsibility. Only under the most unusual circumstances will the DSSM be awarded as an “impact” award for outstanding achievement.
3. Defense Meritorious Service Medal. Meritorious achievement or service, although of a lesser degree than that required for award of the DSSM, that has been accomplished with distinction (reference a, Chapter 3). The DMSM should normally be awarded to majors through colonels and senior NCOs (E-7 through E-9). The DMSM is normally presented to officers serving at the branch chief level and other field grade officers who have performed exceptionally noteworthy work. Only under the most unusual circumstances will the DMSM be awarded as an “impact” award for outstanding achievement.
4. Joint Service Commendation Medal. Meritorious achievement or service, although of a lesser degree than that required for award of the DMSM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries (reference a, Chapter 3). The JSCM should be the basic award for the truly outstanding action officer up through the grade of major and for exceptional enlisted personnel.
5. Joint Service Achievement Medal. Meritorious achievement or service, although of a lesser degree than that required for award of the JSCM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries (reference a, Chapter 3). This award shall be used to recognize officers below O-6 and enlisted personnel whose performance has been excellent but not at the same level as those deemed to be truly outstanding. The use of this award should not be solely restricted to single instances of excellent performance; i.e., so-called “impact” awards.

6. Joint Meritorious Unit Award. Recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies or extraordinary situations that involve national interests. JMUA's are intended to recognize the combined efforts of every member of an organization and not individual actions (reference a, Chapter 4).

7. Humanitarian Service Medal. Recognize distinguished individuals or members of US military units or ships by meritorious, direct participation in a significant military act or operation of a humanitarian nature (reference a, Chapter 6).

ENCLOSURE A

V. PROCEDURES FOR SUBMITTING DEFENSE AWARDS

1. Recommendations for DDSMs and DSSMs will be submitted by memorandum through the Joint Staff/J-1 to the approval authority, using the appropriate format shown in Appendix A. Approvals of DMSMs, JSCMs, and JSAMs will be submitted to J-1 using the format in Appendix B. Citations for all awards will be submitted per Appendix C.

a. Each recommendation is evaluated on the merits of the justification submitted. Recommendations based on generalities, broad or vague terminology, superlative adjectives or a recapitulation of duties performed do not provide adequate rationale for award. Justification must be specific and factual, providing concrete examples of exactly what the person accomplished, how well the person accomplished it, what the impact or benefits were and how the person significantly exceeded the expected performance of duty.

b. The narrative justification for either the DDSM or the DSSM will not exceed three single-spaced typewritten pages. Paragraph or bullet form must be used to describe specific achievements or contributions.

c. Supporting documentation should be included only when essential to the recommendation.

d. When using acronyms, spell out the complete term followed by the acronym in parentheses.

e. Margins cannot be less than one-half inch from the top, sides and bottom of the paper's edge. Block format is preferred.

f. All DDSM and DSSM recommendations will be signed by directors or vice directors for their respective activity.

2. Once placed in official channels, all recommendations that meet eligibility criteria will be forwarded to the designated authority for approval or disapproval whether or not intermediate endorsing officials or commanders believe that the award criteria for the proposed decoration have been met. Where appropriate, intermediate endorsing officials may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the requested decoration. Placement in official channels is defined as when the recommendation has been signed by the initiating official and endorsed by a higher official in the chain of command.

3. Submissions of Defense decorations must be submitted into command or administrative channels within 1 year of the act, achievement or service to be recognized.
4. Inclusive dates for Defense awards are as follows.
 - a. Permanent change of station (PCS)--the day before the projected departure date.
 - b. Separation--same as date of separation.
 - c. Retirement—One (1) day before date of retirement. When an individual retires, the inclusive dates will be for the period spent within the organization including any terminal leave.
5. Defense decorations will not be awarded to any Service member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable.
6. Any Defense decoration for a distinguished act, achievement or service may be revoked if facts, later determined, would have prevented original approval of the decoration.
 - a. Recommending officials who become aware of such written instances must, within 30 days, report the circumstances and make recommendations through appropriate channels to the awarding authority for review and determination of appropriate action. Awarding authorities must seek advice from the Legal Counsel to the Chairman of the Joint Chiefs of Staff in all cases where the appropriateness of the award action is in doubt.
 - b. A decoration should also be revoked if the basis for which the award was awarded no longer exists (e.g., the Service member's PCS assignment was canceled or modified). Such requests are made by memorandum to the Chief, J-1/PSD, within 30 days of notification of the change.
 - c. When it has been determined that a Defense decoration should be revoked, the original orders will be revoked and the Service member's parent Military Service and requesting official will be notified in writing by the Chief, J-1/PSD.
7. Requests for reconsideration of disapproved or downgraded recommendations to the original approving authority will be in accordance with the following guidance.
 - a. Requests may be submitted only when new evidence is furnished to support approval of the recommendation. The additional justification must be by memorandum using the format shown in Appendix D and not exceed two single-spaced typewritten pages.

- b. Requests may be appropriate if the proposed recipient's achievements were not fully documented in the original recommendation.
- c. Requests must be placed in official channels within 1 year of the date of the awarding authority's decision.
- d. Requests must be forwarded through the same official channels as the original recommendation. A copy of the original recommendation with all endorsements, certificate, and citation must be attached.
- e. If the higher award is approved, the Chief, J-1/PSD, will take action to revoke the lesser-awarded Defense decoration.
- f. One-time reconsideration by the award authority will be conclusive.

ENCLOSURE A

VI. JOINT STAFF CERTIFICATES OF COMMENDATION AND APPRECIATION

1. Description. These certificates are printed on 10 by 12-inch card stock. The title, "The Joint Staff" is printed across the top followed by an embossed JCS seal and the words, "Certificate of Commendation is presented to" or "Certificate of Appreciation is presented to."

2. Policy

a. Authority. The authority to award these certificates is vested in the directors of Joint Staff directorates and above.

b. Eligibility. These certificates may be issued to military and civilian personnel assigned to the Joint Staff and to other personnel who support or have made a direct contribution to the mission accomplishment of the Joint Staff when no other award has been presented for the same act or service. The contribution may be connected with or related to official Joint Staff duties.

3. Responsibilities

a. Chief, J-1/PSD, is responsible for:

(1) Maintaining a stock of the certificates.

(2) Controlling and supplying the certificates.

b. Joint Staff directorates are responsible for preparing the certificate.

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APPENDIX A TO ENCLOSURE A

FORMAT FOR RECOMMENDATIONS FOR AWARD OF DEFENSE
DISTINGUISHED SERVICE MEDAL AND DEFENSE SUPERIOR SERVICE
MEDAL

Reply ZIP Code:
20318-XXXX

(DATE)

MEMORANDUM FOR THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF
(For DDSM Recommendations)

DIRECTOR, JOINT STAFF (For DSSM Recommendations)

Through: Director for Manpower and Personnel, Joint Staff

Subject: Recommendation for Award of the (as applicable)

1. Under the provisions of DOD 1348.33-M, the following Service member is recommended for award of the (as applicable) for meritorious service or achievement (whichever is appropriate).

- a. Grade, name, branch of Service and social security number.
- b. Organization of assignment.
- c. Duty assignment (title) at the time of act or service. Include JMP paragraph and/or line number or JDAL number as appropriate.
- d. Inclusive dates for which award is recommended.
- e. Service member to be (reassigned permanent change of station on _____), (relieved from active duty on _____) or (retired from active duty on _____).
- f. If presentation is desired before departure, state required presentation date. If presentation is desired at the follow-on duty station, state, "The award will be forwarded to (complete mailing address and ZIP code)."
- g. Previous Defense awards and inclusive dates (do not include ribbons). List inclusive dates and provide copy of citation for all previous Defense awards received during the inclusive dates of this recommendation.

h. No other award for this Service member for this action is pending and no previous award has been made for the act or service described herein.

2. Enclosed are the narrative description of (service rendered or achievement performed) and the proposed citation.

{Signature of Recommending Official}

Enclosures

ANNEX A TO APPENDIX A TO ENCLOSURE A

INSTRUCTIONS FOR THE NARRATIVE DESCRIPTION

The narrative should be specific and factual giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized and why or how such benefits or results significantly exceeded superior performance or duty. Normally, classified information should not be contained in the narrative; however, if the rationale for an award recommendation must be classified, such recommendations will require special handling and may take additional time to process.

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APPENDIX B TO ENCLOSURE A

FORMAT FOR AWARD OF THE DEFENSE MERITORIOUS SERVICE MEDAL,
JOINT SERVICE COMMENDATION MEDAL OR JOINT SERVICE
ACHIEVEMENT MEDAL

Reply ZIP Code:
20318-XXXX

(DATE)

MEMORANDUM FOR THE DIRECTOR FOR MANPOWER AND PERSONNEL

Subject: Approval of Award of the (as applicable)

1. Under the provisions of DOD 1348.33-M, the following Service member is awarded the (appropriate award) for meritorious service or achievement (whichever is appropriate).

- a. Grade, name, branch of Service, and social security number.
- b. Organization of assignment.
- c. Duty assignment (title) at the time of act or service. Include JMP paragraph, and/or line number or JDAL number as appropriate.
- d. Inclusive dates for which award is recommended.
- e. Service member to be (reassigned permanent change of station on _____), (relieved from active duty on _____), (retired from active duty on _____) or (for achievement) will remain assigned to the (directorate).
- f. If presentation is desired before departure, state required presentation date. If presentation is desired at the follow-on duty station, state, "The award will be forwarded to (complete mailing address and ZIP code)."
- g. Previous Defense awards and inclusive dates (do not include ribbons). List inclusive dates and provide copy of citation for all previous Defense awards received during the inclusive dates of this recommendation.
- h. No other award for this Service member for this action is pending and no previous award has been made for the act or service described herein.

2. Enclosed are the narrative description of (service rendered or achievement performed) and the proposed citation.

{Signature of Recommending Official}

Enclosures

APPENDIX C TO ENCLOSURE A

INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY
RECOMMENDATIONS FOR AWARDS

1. The opening sentence must identify the awardee by grade, name, Service, duty assignment (except in cases where the act was not performed as part of a duty assignment), location and inclusive date(s).

2. The “from” and “to” dates in a citation must agree with the award recommendation. Only use one set of “from” and “to” dates. If the individual has had more than one duty title, all titles should be listed along with one set of dates to cover all titles. “From” and “to” dates must be specific.

Example: “...while serving as Chief , _____ and Chief, _____, from 10 December 1987 to 10 December 1990, ...”

3. The citation is a short description of the act, achievement or service. It is specific, factual and devoid of superfluous adjectives and other embellishment. It should not contain information not included in the narrative.

4. The closing should not be longer than one sentence, which will personalize the summation using the awardee’s name and citing his or her attributes. The words “singularly” or “great” are not to be used in the closing sentence of citations for JSCM and JSAM.

5. The closing sentence should read: The (singularly) distinctive accomplishments of (name) reflect (great) credit upon himself or herself, the United States Army (Navy, Air Force, Marine Corps) and the Joint Staff.” The retirement closing sentence should read: “The (singularly) distinctive accomplishments of (name) culminate a distinguished career in the service of his or her country and reflect (great) credit upon himself or herself, the United States Army (Navy, Air Force, Marine Corps) and the Joint Staff.”

6. Code names should not be used. No acronyms or abbreviations other than Jr., Sr., II, III, etc., should follow the individual’s name. For compound grade titles (Lieutenant Colonel, Staff Sergeant, etc.), the complete grade title is spelled out in the opening and closing sentence and the short title is used in the balance of the citation (e.g., Colonel, Sergeant). Avoid compound verbs. Wording such as “efforts have resulted...” should be shortened to “efforts resulted...”

7. Government Printing Office Style Manual rules apply to capitalization.

8. Language should be precise with notable accomplishments emphasized and descriptive adjectives eliminated.

9. Numeric designations of units should read: 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven, etc.
10. Type on 8 1/2 by 11-inch plain paper. Margins must be at least 1 inch on all sides.
11. Avoid hyphenations. If a date is divided, only the year is carried over to the next line.
12. The body of the citation should be no longer than 25 double-spaced typewritten lines.

APPENDIX D TO ENCLOSURE A

FORMAT FOR RECONSIDERATION OF AWARD

Reply ZIP Code: (DATE)
20318-XXXX

MEMORANDUM FOR THE (APPROVAL AUTHORITY AS APPROPRIATE)

Through: Director for Manpower and Personnel, Joint Staff

Subject: Reconsideration of Award of the (cite appropriate award) -- (full rank, first name, middle initial, last name)

1. Under the provisions of DOD 1348.33-M, request reconsideration of award of the (title of award) to (full rank, first name, middle initial, last name, branch of Service).
2. The references forwarded and subsequently downgraded a recommendation that (full rank, last name) be awarded the (title of award) for the period (cite specific inclusive dates).^{1, 2}
3. The following paragraphs offer the rationale for reconsideration. Examples are as follows:

In my view, (rank, last name) consistently superior performance in a position of significant responsibility affecting national security programs and policies of the United States clearly exceeds standards for this award. Additional justification follows.

OR

I believe that the degree of responsibility held by (rank, last name), coupled with his or her outstanding performance, warrant award of the (title of award). (Rank, last name) entire period of (service) (achievement) has been truly outstanding and clearly merits the higher award. Additional justification follows.

4. The new information should be specific and factual, giving concrete examples of exactly what the individual did, how it was done, what benefits or results were realized, or why or how such benefits or results significantly exceeded superior performance of duty. When using acronyms, the complete term will be spelled out, followed by the acronym in parentheses. Do not recapitulate the original recommendation.

{Signature of Recommending Authority}

Enclosure
Copy of Original Submission

References:

- 1 Director for (Directorate) memorandum, (date), "Recommendation for Award of the (appropriate award)"
- 2 Chief, Personnel Services Division, memorandum, (date), "Award Recommendation for Award of the (appropriate award)"

ENCLOSURE B

I. RESPONSIBILITIES FOR CIVILIAN AWARDS PROGRAM

1. Chairman of the Joint Chiefs of Staff. The Chairman approves the CJCS award for Distinguished Public Service (DPS), Outstanding Public Service (OPS), Joint Distinguished Civilian Service Award (JDCSA) and the Joint Meritorious Civilian Service Award (JMCSA) for those individuals recommended by the combatant commanders, Joint Staff and heads of joint activities that report to or through the Chairman.
2. Vice Chairman of the Joint Chiefs of Staff. The Vice Chairman of the Joint Chiefs of Staff performs duties related to CJCS civilian awards as the Chairman may direct and assumes CJCS responsibilities during the Chairman's absence.
3. Heads of Combatant Commands or Organizations. The heads of combatant commands or organizations approve the Joint Civilian Service Commendation Award and the Joint Civilian Service Achievement Award for those individuals assigned to the combatant commands, the Joint Staff and joint organizations that report to or through the Chairman.
4. Director, Joint Staff. As delegated by the Chairman the Director, Joint Staff, is an approval authority for the OPS and the JMCSA.
5. Vice Director, Joint Staff. The Vice Director, Joint Staff, reviews all recommendations prior to the Director, Joint Staff, decision.
6. Director for Manpower and Personnel (DJ-1)
 - a. Develops, publishes and maintains CJCS instruction governing policies and procedures to manage the CJCS Civilian Awards Program.
 - b. Directs, through the Chief, Personnel Services Division, J-1, to procure and issue appropriate certificates, citations and medal sets.
7. Heads of Combatant Commands or Organizations. The heads of combatant commands or joint organizations ensure that award recommendations are submitted in a timely manner to appropriately recognize deserving personnel.
8. Office of the Chairman, Public Affairs. The Director, Community Outreach, markets and solicits award nominations through the CJCS Community Outreach Program. This program publicizes, recognizes and supports the

Chairman's goals, priorities and objectives throughout the military and civilian communities.

ENCLOSURE B

II. CHAIRMAN OF THE JOINT CHIEFS OF STAFF S CIVILIAN AWARDS

1. CJCS Award for Distinguished Public Service (DPS)

a. The CJCS award for DPS is the highest honorary public service award within the Chairman's approval authority. It consists of a gold medal, lapel pin, citation and certificate signed by the Chairman.

b. Eligibility. The nominee (an individual, group or organization)

(1) Does not derive their principal livelihood from US Government employment.

(2) Has performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the Department of Defense, Joint Staff, combatant commands or organizations that report to or through the Chairman. Meritorious service of such exceptional significance to merit a higher-level award will be processed to the Department of Defense for consideration or recognition by SecDef awards.

(3) Has rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship and a sense of public responsibility.

2. CJCS Award for Outstanding Public Service (OPS)

a. The CJCS award for OPS is the second highest honorary public service award under the approval authority of the Chairman (reference paragraph 4, page A-1). It consists of a silver medal, lapel pin, citation, and certificate signed by the Chairman.

b. Eligibility. The nominees (an individual, group, or organization)

(1) Does not derive their principal livelihood from U.S. Government employment.

(2) Has performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the Department of Defense, Joint Staff, combatant commands or organizations that report to or through the Chairman. Contributions must be of a significant level but less in scope or impact than is required for award of the CJCS award for DPS.

(3) Has rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship and a sense of public responsibility.

3. CJCS Joint Distinguished Civilian Service Award. This award is the highest-ranking CJCS civilian service award under the approval authority of the Chairman. It consists of a gold medal, lapel pin, citation, and certificate signed by the Chairman.

a. Eligibility. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman or any other Federal Government employee designated by the Chairman for service that far exceeds the contributions and service of others with comparable responsibilities and whose contributions are of a significantly broad scope.

b. An employee can receive this award only once.

c. Receipt of this award may be the basis for nominating an employee for other recognition; such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecDef award for the same service.

4. CJCS Joint Meritorious Civilian Service Award. This award is the second highest-ranking CJCS civilian service award under the approval authority of the Chairman (reference paragraph 4, page A-1). It consists of a silver medal, lapel pin, citation, and certificate signed by the Chairman Staff.

a. Eligibility. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman or any other Federal Government employee designated by the Chairman who has provided exceptionally meritorious service of major significance to the Department of Defense but less in scope or impact than is required for award of CJCS JDCSA.

b. Receipt of this award may be the basis for nominating an employee for other recognition; such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecDef award for the same service.

5. Joint Civilian Service Commendation Award (JCSCA). This award is the highest-ranking joint civilian service award under the approval authority of the combatant commanders and heads of joint organizations. Approval authority may be further delegated to the military equivalent level for award of the Joint Service Commendation Medal. It consists of a medal, lapel pin, citation and certificate signed by the combatant commander or the director of the joint organization.

a. Eligibility. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands or joint organizations reporting to or through the Chairman or any other Federal Government employee assigned to Joint organizations and designated by the combatant commander or head of the joint organization who has provided commendable service/achievement of major significance to the Department of Defense but less in scope or impact than is required for award of CJCS JMCSA.

b. Receipt of this award may be the basis for nominating an employee for other recognition, such as for outstanding performance, but an individual cannot receive a Joint Service, CJCS, and a SecDef award for the same service.

6. Joint Civilian Service Achievement Award. This award is the second highest-ranking joint civilian service award under the approval authority of the combatant commanders and heads of joint organizations. Approval authority may be further delegated to the military equivalent level for award of the Joint Service Achievement Medal. It consists of a medal, lapel pin, citation, and certificate signed by the combatant commander or the director of the joint organization.

a. Eligibility. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, or joint organizations reporting to or through the Chairman or any other Federal Government employee assigned to Joint organizations and designated by the combatant commander or head of the joint organization who has provided commendable service/achievement of major significance to the Department of Defense but less in scope or impact than is required for award of the JCSCA.

b. Receipt of this award may be the basis for nominating an employee for other recognition, such as for outstanding performance, but an individual cannot receive a Joint Service, CJCS and a SecDef award for the same service.

ENCLOSURE B

III. PROCEDURES FOR RECOMMENDATION OF CJCS CIVILIAN AWARDS

1. Recommendations for CJCS civilian awards will be submitted by memorandum through the Director, J-1, to the Chairman using the format shown in the Appendix. Recommendations may be submitted at any time and will include a narrative justification and proposed citation.
2. Each recommendation is evaluated on the merits of the justification submitted. Recommendations based on generalities, broad or vague terminology, superlative adjectives or a recapitulation of duties performed do not provide adequate rationale for award. Justification must be specific and factual, providing concrete examples of exactly what the nominee accomplished, how well the nominee accomplished it, what the mission impact or benefits were and how the nominee significantly exceeded the expected performance of duty.
3. The narrative justification will not exceed three single-spaced, typewritten pages. Paragraph or bullet form will only be used to describe specific achievements or contributions. Include supporting documentation only when essential to the recommendation.
4. Establish acronyms by spelling out the complete name, followed by the acronym in parentheses.
5. Margins cannot be less than one-half inch from the top, sides, and bottom of the paper's edge. Block format is preferred.
6. Double-space citations and use "portrait" style for page orientation.
7. The combatant commanders, deputy combatant commanders, directors or vice directors will sign all recommendations for their respective activities.
8. Submit recommendations for Joint Civilian Service awards in accordance with combatant command or joint organization procedures.

APPENDIX A TO ENCLOSURE B

FORMAT FOR MEMORANDUM FOR RECOMMENDATION OF CJCS
CIVILIAN AWARDS

Reply ZIP Code:
20318

{Date}

MEMORANDUM FOR THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF

Through: Director for Manpower and Personnel, Joint Staff

Subject: Recommendation for Award of the (as applicable)

1. Under the provisions of CJCSI 1101.01D, the following individual is recommended for award of the (as applicable).

- a. Name of nominee.
- b. Organization of assignment or employment (if applicable).
- c. Current position.
- d. Inclusive dates for which award is recommended.
- e. Desired presentation date.

2. Enclosed are the narrative description and proposed citation.

(Signature of Recommending Official)

Enclosures

(INTENTIONALLY BLANK)

APPENDIX B TO ENCLOSURE B

INSTRUCTIONS FOR THE NARRATIVE DESCRIPTION

The narrative should be specific and factual, giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized and why or how such benefits or results significantly exceeded superior performance or duty. Normally, classified information should not be contained in the narrative; however, if the rationale for an award recommendation must be classified, such recommendations will require special handling and may take additional time to process.

(INTENTIONALLY BLANK)

APPENDIX C TO ENCLOSURE B

INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY
RECOMMENDATIONS FOR AWARDS

1. The opening sentence must identify the awardee by name, duty assignment (if they are receiving either the CJCS Joint Distinguished Civilian Service Award or the CJCS Joint Meritorious Civilian Service Award), location and inclusive date(s).

2. The “from” and “to” dates in a citation must agree with the award recommendation. Only use one set of “from” and “to” dates. If the person has had more than one duty title, all titles should be listed, along with one set of dates to cover all titles. “From” and “to” dates must be specific.

Examples: “...while serving as Chief of _____ and Chief of _____ from 10 December 20XX to 10 December 20XX,” or “For distinguished public service in recognition of extraordinary contributions to the Department of Defense from 10 December 20XX to 10 December 20XX.”

3. The citation is a short description of the act, achievement or service. It is specific, factual and devoid of superfluous adjectives and other embellishment. It should not contain information not included in the narrative.

4. The closing should not be longer than one sentence, which will personalize the summation using the awardee’s name and citing his or her attributes.

5. The closing sentence should read: “The (singularly) distinctive accomplishments of (name) reflect (great) credit upon himself (or herself and the Department of Defense.”

6. Do not use code names. No acronyms or abbreviations other than Jr., Sr., II, III, etc., should follow the individual’s name. Avoid compound verbs. Wording such as “efforts have resulted” should be shortened to “efforts resulted.”

7. Government Printing Office Style Manual rules apply to capitalization.

8. Language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated.

9. Numeric designations of units should read: 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven, etc.

10. Type on 8 1/2 x 11 inch plain paper. Margins must be at least 1 inch on all sides.
11. Avoid hyphenations and acronyms. If a date is divided, only the year is carried over to the next line.
12. The body of the citation should be no longer than 25 double-spaced typewritten lines.

ENCLOSURE C:
AWARD OF TROPHIES

1. To implement reference c by establishing policy for awarding trophies and similar devices to military members and units of the Department of Defense for excellence in accomplishments and competitions contributing to the effectiveness of the military mission and operations.

2. Reference c delegates to the Chairman of the Joint Chiefs of Staff the authority to use appropriated funds to purchase trophies and similar devices for awarding to military members and units of the Armed Forces under his jurisdiction.

3. Responsibilities

a. The authority delegated to the Chairman of the Joint Chiefs of Staff in reference c, is hereby further delegated to the commanders of the combatant commands and joint commands or activities reporting to or thorough the Chairman for directly related accomplishments.

b. Cash prize awarded under reference b, and those awards made in connection with sports and recreation and welfare activities, are specifically excluded from this authority.

4. Procedures

a. Establish, announce, and continue accomplishments and competitions under this authority. Award on a one-time basis when the accomplishment is unique, clearly contributes to increased effectiveness or efficiency and is not covered in implementing instructions.

b. Coordinate during the selection process to prevent one individual or unit from receiving two awards for an achievement when other candidates are equally qualified.

c. Display Military Service-wide and Defense agency-wide trophies and similar devices, appropriately.

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