

## **DLA Exceptional Civilian Service Award**

This is the highest honorary award. It is granted by the Director, DLA to those civilian employees who have distinguished themselves by exceptional service or contributions of the broadest scope to DLA or DoD as a whole.

The award consists of a gold and silver medal, a lapel button and a certificate signed by the Director, DLA.

This award is not normally granted in conjunction with retirement. When the nomination is based on career achievements, it is expected that the nominee would have previously received the DLA Meritorious Civilian Service Award.

**Award Eligibility:** This award may be granted for contributions such as, but not limited to, the following:

- Accomplishment of assigned duties in such a manner as to have been clearly exceptional among all persons who have performed similar duties in a preeminent manner
- Development or improvement of methods and procedures or inventions, which accomplish extraordinary results in the advancement of DLA, DoD, or Government operations
- Exhibition of great courage and voluntary risk of personal safety in the face of danger, above and beyond the call of duty, related to or in the performance of assigned duties, which resulted in direct benefits to the Government or its personnel
- Other exemplary performance related to official employment, comparable to that above, deemed by the Director, DLA to warrant the Agency's highest honorary civilian recognition.

Recommendations for this award must be submitted within 60 days of the act, achievement, or period of service being cited.

**Award Submission:** To request a DLA Exceptional Civilian Service Award, please submit your request to the DLA Human Resources Center (DHRC-P). Submit a specific justification, not exceeding three pages, citing examples and details in support of the recommendation; description of present duties; chronology employment records; proposed citation of not more than 90 words; and chronology of previous awards and other significant recognition. All justifications documentation must be attached to the initial award request.

**Award Approved by:** The request package must be approved by the Heads of the Field Activities or, for HQ DLA personnel, the approval of the Heads of the Corporate Board members prior to sending to DHRC-P for processing for the Director's approval. The Director of an organization may sign as both recommending and approving official. Board review of nominations is not required.