

**Office of the Secretary of Defense**  
**Award for Outstanding Public Achievement**

This award was established to recognize non-career Federal employees for their significant contributions to the mission of activities receiving operational support from the WHS Directorate for Personnel and Security Customer Support Operating Office or the JS. This award consists of an engraved plaque.

**Eligibility:**

Non-career Federal employees assigned to or outside of activities receiving operational support from the WHS Directorate for Personnel and Security Customer Support Operating Office or the JS. The recipient of this award shall have a current rating of record of "Outstanding" or equivalent.

**Nominating procedures:**

Forward to the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS, a memorandum signed by the Head of the OSD Component that contains the following:

1. Name; title, series, and grade; organization and location; length of time with the organization; and period covered by the award.
2. Narrative justification that cites the nominee's specific contributions to the mission of an organization receiving operational support from the WHS Directorate for Personnel and Security Customer Support Operating Office or the JS.
3. Submit the original of the nomination package.