

Department of Defense Medal for Distinguished Civilian Service **(non-competitive)**



This award is the highest honor granted to career civilian employees by the Secretary of Defense. The Secretary of Defense is the approval authority. This award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and a rosette. An employee may receive this award more than once during his or her career. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

On rare occasions, when recommended by the Heads of the OSD Components or Secretaries of the Military Departments, the Secretary of Defense may approve this award on a noncompetitive basis. When granted noncompetitively, the justification for the award must show that the nominee's contributions to the mission of the organization are of such major significance that immediate recognition is warranted.

Eligibility:

Career civilian employees of the DOD whose careers reflect exceptional devotion to duty and whose contributions to the efficiency, economy, or other improvements in the Department's operations are of a significantly broad scope.

Criteria

The Heads of the OSD Components and Secretaries of Military Departments shall submit nominations in a memorandum addressed to the DA&M, OSD, through the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS. Criteria and nominating procedures shall be announced

annually, in accordance with subchapter 451 of DoD 1400.25-M. The Secretary of Defense is the approval authority. Winners are honored at the Secretary of Defense Annual Distinguished Civilian Service Award Ceremony and Reception normally conducted in the fall.

Nomination procedures

The format for noncompetitive nominations is a memorandum signed by the Head of the OSD Component or the Secretary of the Military Department, addressed to the DA&M, OSD, through the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS, 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. Significant prior awards and dates of approval.
3. Narrative justification of no more than three (3) pages that cites specific accomplishments which reflect a career of exceptional devotion to duty and contributions to the efficiency, economy, or other improvements in DOD operations of a significantly broad scope. The nomination must show that the contributions to the mission of the organization are of such major significance that immediate recognition is warranted.
4. Double-spaced proposed draft citation of 150 words or less.
5. Submit the original and six (6) copies of the nomination package.