

## **Office of the Secretary of Defense Civilian Career Service Award**

This award was established to recognize civilian employees' career service extending over a period of years and may include civilian and military service. The Head of an OSD Component may grant this award. This award consists of an engraved plaque.

### **Eligibility:**

The nominee shall have received some form of prior recognition (such as a quality step increase or a performance award) for above-average achievements. This award is very appropriate upon retirement.

### **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 accomplishments extending over a period of years.
3. Submit the original of the nomination package.