

Office of the Secretary of Defense
Medal for Exceptional Civilian Service



This award was established to recognize career civilian employees covered by this Instruction who have distinguished themselves by exceptional service to the Component.

This award consists of a medal, lapel pin, and citation signed by the Head of an OSD Component. 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.

Eligibility.

Nominees shall have served a minimum of three (3) years in an organization receiving operational support from the WHS Directorate for Personnel and Security Customer Support Operating Office or in the JS, or a combination of the two. An exception to this requirement may be considered in highly unusual circumstances where the employee's contribution to the mission of the organization is of such major significance that accelerated recognition is warranted.

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. Significant prior awards and approval dates.
3. Narrative justification of no more than one (1) page that cites the nominee's specific exceptional accomplishments outside the scope of his or her job and the significance of those accomplishments to the Department of Defense.
4. Double-spaced proposed draft citation of 150 words or less.
5. Submit the original and one (1) copy of the nomination package.