



Personnel

MILITARY AND CIVILIAN AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USTRANSCOM electronic library.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: TCJ1-R

Approved By: TCCC (Gen William M. Fraser III, USAF)

Supersedes: USTRANSCOMI 36-18, 29 Dec 2005

Pages: 31

Distribution: e-Publishing

This instruction prescribes policy and procedures from Department of Defense Manual (DODM) 1348.33, Volumes 1, 2, and 3, *Manual of Military Decorations and Awards*. It provides information and direction on recognition to appropriate personnel assigned, attached, or detailed to duty with the United States Transportation Command (USTRANSCOM), and the Joint Enabling Capabilities Command (JECC). Recognition may be in the form of military decorations and civilian honorary awards. Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

SUMMARY OF REVISIONS. Updates Department of Defense (DOD) guidance. Military award approval authorities updated. Citation format for military members updated. Joint and Air Force civilian honorary award procedures added.

References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

Contents

CHAPTER 1 - Responsibilities	3
CHAPTER 2 - Military Awards and Decorations	4
TABLE 2.1., Medal/Award Eligibility.....	9
TABLE 2.2., Medal/Award Approval Officials.....	9
CHAPTER 3 - Civilian Awards and Decorations.....	11
TABLE 3.1. Air Force Honorary Awards.....	12
TABLE 3.2., Civilian Award Approval Authority	13
ATTACHMENT 1 – References and Supporting Information.....	14
ATTACHMENT 2 – Submission Requirements Table	15
ATTACHMENT 3 – Sample JSAM, JSCM, and DMSM Citation.....	17
ATTACHMENT 4 – Sample DDSM and DSSM Recommendation.....	18
ATTACHMENT 5 – Sample DDSM and DSSM.....	20
ATTACHMENT 6 – Instruction for Narrative Description DDSM and DSSM	19
ATTACHMENT 7 – Military Medal Opening and Closing Statements	21
ATTACHMENT 8 - Sample Exception to Policy (ETP) Letter.....	24
ATTACHMENT 9 – Sample Military Outstanding Volunteer Service Medal	25
ATTACHMENT 10 – Sample eSSS for Joint Service Commendation Award.....	26
ATTACHMENT 11 – Sample Justification for Joint Civilian Service Award.....	27
ATTACHMENT 12 – Sample Citation for Joint Civilian Service Award.....	28
ATTACHMENT 13 – Sample Justification for Air Force Civilian Honorary Award	29
ATTACHMENT 14 – Sample Civilian Air Force Award Citation.....	30
ATTACHMENT 15 – Sample Citation for Outstanding Civilian Career Service Award	31

CHAPTER 1 - Responsibilities

1. Specific responsibilities involving individual Defense decorations or Service awards are outlined in the applicable chapters of this instruction. The general responsibilities involving the management of the DOD Military and Civilian Awards and Decorations Program are as follows:

1.1. The Director of Manpower and Personnel (TCJ1) will develop policy and procedural guidance to ensure the command's joint military decorations and civilian honorary awards programs are consistent and uniform throughout the command and with the award policies of the DOD, Joint Staff, and the Services.

1.2. The Awards and Recognition Division (TCJ1-R) will:

1.2.1. Be responsible for processing, staffing, formatting, reviewing, and correcting award submissions within the command and procuring appropriate certificates, citations, and medal sets for initial issue.

1.2.2. Maintain historical files on all approved and disapproved award recommendations.

1.3. Personnel Programs Division (TCJ1-P) will maintain a copy of approved military decorations in the respective Service member's local personnel file and forward copies of approved awards to the respective Service headquarters or records holding area.

1.4. Recommending Officials. Commanders and directors will ensure military and civilian personnel are appropriately recognized by submitting recommendations in a timely manner and approving awards as delegated. They should make every effort to recognize departing personnel prior to their departure from the command. They will certify eligibility of their nominees and submit exception to policy (ETP) when deviation from policy is requested. Recommending officials must certify that no other award is pending for the same period of service or action.

CHAPTER 2 - Military Awards and Decorations

2. Award Eligibility. Unless otherwise stated, only members of the Armed Forces of the United States and members of foreign allied armed forces assigned to USTRANSCOM who have rendered superior meritorious service or outstanding achievement while assigned, attached, and/or detailed for duty at USTRANSCOM are eligible for consideration of a Defense decoration.

2.1. Active Duty Personnel. Individuals permanently assigned to joint duty organizations are eligible for Defense award consideration. Eligibility for joint awards does not constitute eligibility for Joint Duty Assignment List credit.

2.2. Joint. For eligibility for Defense decorations, the term "joint" connotes activities, operations, or organizations in which elements of more than one Service, as reflected in current joint manpower documents, perform joint missions under the auspices of the Chairman of the Joint Chiefs of Staff or the commander of a combatant command. Support elements of such organizations composed of one Service are not considered elements of a joint organization nor are they eligible for Defense decorations.

2.3. Reserve/Guard Personnel. Guard Members and Reservists assigned to the Army, Navy, Coast Guard, Marines, Air Force Reserve Elements, and the JECC are eligible for Defense award consideration, regardless of whether they are members of the Joint Transportation Reserve Unit or Joint Reserve Component Directorate (TCJ9).

2.3.1. Individual Mobilization Augmentees assigned to the staff in joint mobilization manpower billets, as reflected in joint mobilization augmentation documents, are eligible for Defense awards for achievement and service. Due to the unique nature of Individual Mobilization Augmentee service to the staff, specifically the longer period of assignment, awards may be considered after 6 years of assignment to the command.

2.3.2. All recommendations for Reserve and Guard personnel must be routed through the Joint Transportation Reserve Unit /TCJ9 or the JECC/J1 prior to submission to TCJ1-R. Joint Transportation Reserve Unit /TCJ9 will validate period of service and assist TCJ1-R in determining eligibility. Copies of assignment orders will be submitted to TCJ1-R for all recommended Reserve and Guard awards for service. In lieu of orders, a copy of the assignment Report on Individual Personnel may be retrieved from the Joint Personnel System.

2.4. Conditions for an Award.

2.4.1. Meritorious Service. Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for service must cover the period of the controlled duty tour, plus any extensions or consecutive tours and are normally awarded for a period of service greater than 12 months. Example: Members who will Permanent Change of Assignment (PCA) or Permanent Change of Station (PCS) within the command are not eligible for Defense awards for service.

2.4.2. Outstanding Achievement. An outstanding achievement decoration, also known as an "impact award," is rare and is intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties. It is not intended to provide a means to

authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled nor is it intended as an automatic award for members assigned to joint activities on temporary duty (TDY) orders. An outstanding achievement covers a short period of time with definite beginning and ending dates. A recommendation for an outstanding achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in any other way than by award of a decoration, and to delay such recognition until completion of the individual's period of service would diminish the significance of the accomplishment.

2.4.3. Service members must adhere to their Service's standards to be eligible for an award. The recommending official or the supervisory chain of command should inform the approving official of any pending unfavorable personnel actions. The approving official must consider all facts, evidence, and circumstances surrounding the unfavorable personnel actions when considering a member for an award.

2.5. USTRANSCOM Form 23, *Recommendation for Defense Award*. The Form 23 is used to submit Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and Joint Service Achievement Medal (JSAM) award recommendations. The following information provides amplifying information to assist award originators with completion of this form. Print form head-to-foot. All information required on the Form 23 must be filled in by the recommending official.

2.5.1. SECTION I – TYPE OF AWARD RECOMMENDED. Select the drop down arrow and choose the proposed decoration.

2.5.2. SECTION II – IDENTIFICATION OF SERVICE MEMBER AND OTHER DATA NAME: Enter Last, First, and Middle Initial for the individual recommended for an award.

2.5.3. GRADE: Enter the rank or rate and warfare pins for Navy enlisted if applicable.

2.5.4. SERVICE: Select the drop down arrow and choose the member's Service.

2.5.5. DUTY TITLE AND ASSIGNMENT AT TIME OF SERVICE OR ACT: Enter the duty title of nominee. If individual held 2 or more titles while assigned to USTRANSCOM and they are listed on the citation, then they must be listed here also.

2.5.6. PERIOD OF DECORATION: Identify dates as day/month/year to day/month/year. Retirement inclusive dates will end on the last month of active duty.

2.5.7. REASON FOR AWARD: Use drop down arrow and select appropriate reason.

2.5.8. DESIRED PRESENTATION DATE: Enter the desired date to present the award.

2.5.9. INDIVIDUAL OFFICIATING AT AWARD CEREMONY: Optional

2.5.10. PREVIOUS INDIVIDUAL DEFENSE AWARDS FOR THIS MEMBER: Enter all previous Defense (Joint) decorations. Next to the decoration(s) input number received, and year of award, i.e., JSAM (1), 99; JSCM (2), 97 & 98 etc. If the Service member received a joint decoration during their tour, the recommending official must attach a copy of the decoration citation.

2.5.11. ORIGINATING POC (Grade, Name, Phone): Enter the rank, name, and phone number of the originating point of contact.

2.5.12. PAS CODE FOR USAF/USAFR: Enter current PAS Code for Air Force/Air Force Reserve Members.

2.5.13. SECTION III – CERTIFICATION BY DIRECTOR OR COMMANDER: Enter the official signature block for the recommending director. Sign and date the form. The form can be electronically signed by the director.

2.5.14. SECTION IV – JUSTIFICATION: Provide required bullet or paragraph statements. The justification should be specific and factual giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized and why or how such benefits or results significantly exceeded superior performance or duty. Bullets should be a minimum of 3 lines. **Bullet Requirements are as follows:**

- DMSM 5 bullets
- JSCM Citation Only
- JSAM Citation Only

2.6. Defense Decorations.

2.6.1. The Defense Distinguished Service Medal (DDSM) shall be awarded to only members of the Armed Forces of the United States for exceptionally distinguished performance of duties that contribute to national security or Defense affairs at the highest levels. Normally, such responsibilities will be held by the most senior officers such as the commanders of a combatant command whose duties bring them into direct contact with the Secretary of Defense, Deputy Secretary of Defense, and Chairman of the Joint Chiefs of Staff.

2.6.2. The Defense Superior Service Medal (DSSM) shall be awarded only to members of the Armed Forces of the United States who rendered superior meritorious service in a position of significant responsibility. The DSSM is normally limited to O-6s through O-8s serving in a division chief, liaison officer, or higher position of responsibility. Only under the most unusual circumstances will the DSSM be awarded as an impact award for outstanding TDY achievement. The DSSM is specifically intended to recognize exceptionally superior service and to honor an individual's accomplishments over a sustained period.

2.6.3. Recommendations for the DDSM and DSSM will be submitted using the recommendation memorandum (attachment 4) and the narrative justification must be in memorandum format not to exceed three single-spaced typewritten pages (attachment 5). The citation may not exceed 25

double-spaced, typewritten lines (attachment 6). All recommendations must be submitted to TCJ1-R not later than 120 days prior to the desired presentation date or projected departure date, whichever is earliest.

2.6.4. The DMSM shall only be awarded to members of the Armed Forces of the United States who distinguished themselves by noncombat meritorious achievement or service. The DMSM should normally be limited to officers, O-4 through O-6 and enlisted, E-7 through E-9. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement. The DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments over a sustained period.

2.6.4.1. Recommendations for the DMSM must be submitted on a Form 23 with 5 bullets. All recommendations must be submitted to TCJ1-R not later than 45 days prior to the desired presentation date or projected departure date, whichever is earliest.

2.6.5. The JSCM shall be awarded only to members of the Armed Forces of the United States and foreign allied armed forces assigned to USTRANSCOM who distinguished themselves by meritorious achievement or service that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. The JSCM should be the basic award for the truly outstanding action for officers, O-1 through O-4 and for exceptional enlisted personnel.

2.6.5.1. Recommendations for the JSCM must be submitted on a Form 23. The citation will be used to justify the recommendation, no bullets are necessary. All recommendations must be submitted to TCJ1-R not later than 45 days prior to the desired presentation date or projected departure date, whichever is earliest.

2.6.6. The JSAM shall be awarded to members of the Armed Forces of the United States who distinguished themselves by outstanding performance of duty and meritorious achievement that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. This award shall be used to recognize officers below O-6 and enlisted personnel whose performance has been excellent but not at the same level as those deemed to be truly outstanding. The JSAM should not be used for a retirement award.

2.6.6.1. Recommendations for the JSAM must be submitted on a Form 23. The citation will be used to justify the recommendation, no bullets are necessary. All recommendations must be submitted to TCJ1-R not later than 45 days prior to the desired presentation date or projected departure date, whichever is earliest.

2.6.7. The Military Outstanding Volunteer Service Medal (MOVSM) may be awarded to members of the United States Armed Forces and their reserve components for performing outstanding volunteer community service of a sustained, direct, and consequential nature (see attachment 9 for format).

2.6.7.1. To qualify for award of the MOVSM, a Service member's volunteer service must:

- Be to the civilian community, to include the military family community.
- Be significant in nature and produce tangible results.
- Reflect favorably on the Service member's Military Department and the DOD.
- Be of a sustained and direct nature.

2.6.7.2. The MOVSM recognizes those members of the military (active duty, Reserve, and National Guard) who perform substantial volunteer service to the local community above and beyond the duties normally expected of a member of the United States Armed Forces. The volunteer service must be made in a sustained and direct nature towards the civilian community, must be significant in nature to produce tangible results, and must reflect favorably on the military service and the DOD. There is no time limit required for the MOVSM; however most awarding authorities require that the volunteer service must exceed 3 years in length and/or 500 hours of service. See DODM 1348.33-Vol 2 for more information.

2.6.7.3. The MOVSM recognizes service provided to a community over time, therefore multiple awards of the MOVSM during a single tour of duty are not authorized. However, a sustained record of significant community service performed during successive tours may be considered by approval authorities when adjudicating recommendations for award of the MOVSM. Service recognized by award of the MOVSM shall be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission (i.e., a unit project).

2.7. Joint Meritorious Unit Award (JMUA). Unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are not intended to recognize single, individual actions, or the actions of a sub-element of a unit or organization, but instead to acknowledge the combined efforts of every member of a unit or organization.

2.7.1. Only those members of the Armed Forces of the United States who were present at the time and directly participated in the service or achievement for 30 days or more, or for the period cited, if less than 30 days, shall be authorized to wear the JMUA ribbon. Members must be permanently assigned or attached by official orders to the joint unit receiving the JMUA. Local commanders may waive, on an individual basis, the 30-day minimum time requirement for individuals (e.g., Reserve personnel on active duty and TDY, who, in the opinion, of the commander contributed directly to the achievement cited, and were assigned on official orders to the awarded unit during the approved time frames.

2.7.2. JMUA ribbons for military and civilian employees are available in TCJ1-R for initial issue, upon request from each directorate.

2.8. General Procedures:

2.8.1. Delegation of Authority to Approve Awards. As determined and delegated by the Commander, USTRANSCOM (TCCC), the following officials, per Table 2.2., have been delegated authority to approve awards. No further delegation is authorized.

TABLE 2.1., Medal/Award Eligibility

Decoration	Awarded For		Awarded To		Notes
	Service	Achievement	US	Foreign	
Defense Distinguished Service Medal (DDSM)	Yes	Yes	Yes	No	1
Defense Superior Service Medal (DSSM)	Yes	Yes	Yes	No	1
Defense Meritorious Service Medal (DMSM)	Yes	Yes	Yes	No	1
Joint Service Commendation Medal (JSCM)	Yes	Yes	Yes	Yes	1
Joint Service Achievement Medal (JSAM)	Yes	Yes	Yes	Yes	1
Military Outstanding Volunteer Service Medal (MOVSM)	Yes	No	Yes	No	2
Joint Meritorious Unit Award (JMUA)	No	No	Yes	No	1

Note 1: Refer to DODM 1348.33Vol 1 for authorization, additional requirements, and description of decorations.

Note 2: Refer to DODM 1348.33Vol 2 for additional award requirements.

2.8.1. Delegation of Authority to Approve Awards. As determined and delegated by the TCCC, the following officials, per Table 2.2., have been delegated authority to approve awards. No further delegation is authorized.

TABLE 2.2., Medal/Award Approval Officials

AWARD APPROVAL OFFICIAL	DDSM	DSSM	DMSM	JSCM	JSAM	MOVSM	ETP
SECDEF	Yes	Yes	Yes	Yes	Yes	Yes	Yes
JCS	No	Yes	Yes	Yes	Yes	Yes	Yes
TCCC	No	Yes ¹	Yes	Yes	Yes	Yes	Yes
TCDC	No	No	Yes ²	Yes ²	Yes ²	Yes	Yes ²
TCCS	No	No	Yes ²	Yes ²	Yes ²	Yes	Yes ²
JECC/CC	No	No	Yes ²	Yes ²	Yes ²	Yes	No
GO/FO/SES DIR	No	No	Yes ²	Yes ²	Yes ²	Yes	No
O6 DIR	No	No	No	No	Yes ²	Yes	No

Note 1: For O-6 and above retirement purposes only.

Note 2: Only when delegated by TCCC.

2.8.2. Submission Criteria. Timeliness of recognition to individuals for their achievement is important for good order, discipline, and morale. Each recommendation for a Defense decoration is evaluated on the merits of the justification submitted. The justification must be specific, factual, and provide concrete examples of exactly what the person did, how well it was done, what the impact or benefits were, and how the actions significantly exceeded expected duty performance. Recommendations for individual decorations must be entered into administrative channels not later than one year after the act or service has been completed. Placement in official channels is defined as signed by the initiating official and endorsed by a higher official in the chain of command. In those rare cases where an award requires presentation at the Service member’s next command, the directorate will mail the approved citation, order, certificate, and medal (first award only) to the Service member’s next command.

Decoration orders will be dated on the day they are cut and certificates will be dated on approximate date the approving authority signs. TCJ1-R will provide a loaner medal for award presentation when the recipient is not entitled to a medal, i.e., Oak Leaf Cluster or Gold Star.

2.8.2.1. Submitting Award Recommendations. Submit award recommendations to TCJ1-R via e-mail at USTC-Awards@ustranscom.mil. All recommendations must include a properly formatted citation, a correctly completed and signed Form 23, and as necessary, an exception to policy memo signed by the director, and copies of orders for Reserve and Guard personnel. See attachments 2, 3, 4, 5, 6, and 7 for specific guidance.

2.8.2.2. Posthumous Awards. Contact TCJ1-R for instructions.

2.8.2.3. Retirement/Separation. Defense decorations may be awarded upon retirement or separation. Award recommendations must be based only on the Service member's current assignment.

2.8.3. Exceptions to Policy. An ETP is a request to deviate from any provisions of DODM 1348.33, Chairman Joint Chiefs of Staff (CJCS) Instruction 1100.01C, *Joint Staff Military and Civilian Awards Programs*, or this instruction. ETPs will be considered on a case-by-case basis. TCCC has authority to approve ETPs for DMSM, JSCM, and JSAM. This authority may be delegated in writing to the TCCS. Submit ETPs via memorandum clearly explaining the extenuating circumstances, see sample at attachment 8.

2.9. Service Awards. Personnel permanently assigned to the command are not normally eligible for Service specific awards.

2.10. United States Decorations to Foreign Personnel. It is the command's policy to recognize individual acts of heroism, extraordinary achievement, or meritorious service on the part of Service members of friendly foreign nations when such acts have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by the Armed Forces of the United States, or assigned to the command or joint activities under direct operational control. Such service, acts, or achievements shall be recognized through the award of an individual United States decoration. Recommendation of a Joint decoration to foreign military personnel is limited to the JSCM and JSAM. Decorations will adhere to the same processing guidance as decorations recommended for United States Service members.

CHAPTER 3 - Civilian Awards and Decorations

3. CJCS Civilian Awards

3.1. CJCS Joint Distinguished Civilian Service Award is the highest-ranking civilian service award under the approval authority of the CJCS. This award is granted to any Federal Government civilian employee assigned to USTRANSCOM for service that far exceeds the contributions and service of others with comparable responsibilities and whose contributions are of a significantly broad scope. Normally awarded to GS-15s and higher for retirement. An employee may receive this award only once.

3.2. CJCS Joint Meritorious Civilian Service Award (JMCSA) is the second highest-ranking CJCS civilian service award under the approval authority of the Chairman. This award is granted to any Federal Government civilian employee assigned to USTRANSCOM who has provided exceptionally meritorious service of major significance to the DOD. Normally awarded to GS-13 and higher for retirement and permanent change of station.

3.3. Joint Civilian Service Commendation Award is the highest-ranking joint civilian service award under the approval authority of the TCCC. This award is granted to any Federal Government civilian employee assigned to USTRANSCOM who has provided commendable service or achievement of major significance to the DOD but less in scope or impact than is required for award of CJCS JMCSA.

3.4. Joint Civilian Service Achievement Award is the second highest-ranking joint civilian service award under the approval authority of the TCCC. This award is granted to any Federal Government civilian employee assigned to USTRANSCOM who has provided commendable service or achievement of major significance to the DOD but less in scope or impact than is required for award of the Joint Civilian Service Commendation Award.

3.5. CJCS Award for Distinguished Public Service is the highest honorary public service award within the Chairman's approval authority. The nominee (an individual, group, or organization) does not derive their principal livelihood from United States Government employment. The nominee has performed exceptionally meritorious service of significance to the DOD, Joint Staff, combatant commands, or organizations that report to or through the Chairman and has rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship, and a sense of public responsibility.

3.6. CJCS Award for Outstanding Public Service is the second highest honorary public service award under the approval authority of the Chairman. The nominee (an individual, group, or organization) does not derive their principal livelihood from United States Government employment. The nominee has performed exceptionally meritorious service of significance to the DOD, Joint Staff, combatant commands, or organizations that report to or through the Chairman and has rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship, and a sense of public responsibility.

3.7. Procedures for Recommendation of CJCS Civilian Awards. Recommendations for CJCS and Air Force civilian awards will be submitted on a Electronic Staff Summary Sheet (eSSS) through TCJ1-R for review, to the appropriate approving authority. Recommendations will include a narrative justification and citation. Approval authorities are shown in Tables 3.1. and 3.2.

3.7.1. Narrative Justification. Should be specific and factual, giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized and why or how such benefits or results significantly exceeded superior performance or duty. It will not exceed three single-spaced, typewritten pages in paragraph form and will be used to describe specific achievements or contributions (see attachment 11).

3.7.2. Citation. The citation is a short description of the act, achievement or service. It is specific, factual, and devoid of superfluous adjectives and other embellishment. Language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated. It should not contain information not included in the narrative (see attachment 12).

TABLE 3.1. Air Force Honorary Awards

AWARD/ TYPE	BASIS OF AWARD	METHOD OF NOMINATION	APPROVAL AUTHORITY
Meritorious Civilian Service Award (MCSA) (Individual)	Outstanding performance worthy of recognition for significant accomplishments with command-wide impact. Individuals must have performed assigned duties for at least 1 year. Award is similar to the military MSM.	eSSS (attachment 10) with director or deputy director signature, narrative justification, and draft citation (90 words or less) (attachments 13 &14). Recommendation must be submitted to TCJ1-R not later than 45 days prior to the desired presentation date.	TCCC or TCDC
Command Civilian Award for Valor (CCAV) (Individual)	Demonstrating unusual courage or competence in an emergency, either on or off duty (but beyond the call of duty). Examples: Supervising orderly exit from building during fire, executing proper course of action during an emergency. Award is equivalent to the AFCM.	eSSS (attachment 10) with director or deputy director signature, narrative justification, and draft citation (90 words or less) (attachments 13 &14). Recommendation must be submitted to TCJ1-R not later than 45 days prior to the desired presentation date.	TCCC or TCDC (<i>May be delegated to director or commander</i>)
Exemplary Civilian Service Award (ECSA) (Individual)	Clearly outstanding service supporting a command mission for at least 1 year or a single act that significantly contributed to command mission. Action must clearly demonstrate how employee exceeded service expected of individuals with similar responsibilities. Award is equivalent to the AFCM.	eSSS (attachment 10) with director or deputy director signature, narrative justification, and draft citation (90 words or less) (attachments 13 &14). Recommendation must be submitted to TCJ1-R not later than 45 days prior to the desired presentation date.	Director or commander
Civilian Achievement Award (CAA) (Individual)	Clearly outstanding service supporting mission for at least 1 year or a single act that significantly contributed to command mission. Action must clearly demonstrate how employee exceeded	eSSS (attachment 10) with director or deputy director signature, narrative justification, and draft citation (90 words or less) (attachments 13 &14). Recommendation must be submitted	Director or commander

	service expected of individuals with similar responsibilities. Award is equivalent to the AFAM.	to TCJ1-R not later than 45 days prior to the desired presentation date.	
Outstanding Civilian Career Service Award (OCCSA) (Individual)	Outstanding career service meriting recognition at the time of retirement. Demonstrating significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout the employee's career.	eSSS (attachment 10) with director or deputy director signature, narrative justification, and draft citation (90 words or less) (attachments 13 & 15). Recommendation must be submitted to TCJ1-R not later than 45 days prior to the desired presentation date.	Director or commander

TABLE 3.2., Civilian Award Approval Authority

AWARD APPROVAL OFFICIAL	DPS	OPS	JDCSA	JMCSA	JCSCA	JCSAA	AF OCCSA	AF MCSA	AF CCAV	AF ECSA	AF CAA
CJCS	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
DIR, JCS	No	No	No	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
TCCC	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TCDC	No	No	No	No	Yes ¹	Yes ²	Yes	Yes	Yes	Yes	Yes
TCCS	No	No	No	No	Yes ¹	Yes ²	Yes	Yes	Yes	Yes	Yes
GO/FO/SES DIRS & JECC/CC	No	No	No	No	Yes ¹	Yes ²	Yes	No	Yes	Yes	Yes
O6 DIR	No	No	No	No	No	Yes ²	Yes	No	Yes ³	Yes	Yes

Note 1: As delegated by the combatant commander to JSCM approval authority.

Note 2: As delegated by the combatant commander to JSAM approval authority.

Note 3: As delegated by the combatant commander

4. Prescribed Form: USTRANSCOM Form 23, *Recommendation for Defense Award*

WILLIAM M. FRASER III
 General, USAF
 Commander

ATTACHMENT 1 – References and Supporting Information

Section A - References

DODM 1348.33, Vol 1, *Manual of Military Decoration and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards*
DODM 1348.33, Vol 2, *Manual of Military Decoration and Awards: DOD Service Awards – Campaign, Expeditionary, and Service Medals*
DODM 1348.33, Vol 3, *Manual of Military Decoration and Awards: DOD-Wide Performance and Valor Awards; Foreign Awards; Military Awards to Foreign Personnel and U.S. Public Health Service Officers; and Miscellaneous Information*
CJCS Instruction 1100.01C, *Joint Staff Military and Civilian Awards Programs,*

Section B - Abbreviations and Acronyms

CJCS - Chairman Joint Chiefs of Staff
DDSM - Defense Distinguished Service Medal
DMSM - Defense Meritorious Service Medal
DOD – Department of Defense
DOD – Department of Defense Manual
DSSM - Defense Superior Service Medal
eSSS – Electronic Staff Summary Sheet
ETP - Exception to Policy
JECC - Joint Enabling Capabilities Command
JMCSA - Joint Meritorious Civilian Service Award
JMUA - Joint Meritorious Unit Award
JSAM - Joint Service Achievement Medal
JSCM - Joint Service Commendation Medal
MOVSM - Military Outstanding Volunteer Service Medal
PCA - Permanent Change of Assignment
PCS - Permanent Change of Station
TCCC – Commander, USTRANSCOM
TCJ1 - Director of Manpower and Personnel
TCJ1- P - Personnel Programs Division
TCJ1-R - Awards and Recognition Division
TCJ9 - Joint Reserve Component Directorate
TDY – Temporary Duty
USTRANSCOM – United States Transportation Command

Section C – Terms

Not Used

ATTACHMENT 2 – Submission Requirements Table

AWARD TYPE	REASON	DUE TO TCJ1-R	REQUIRED DOCUMENTS	NOTES
DDSM	PCS/PCA/RET	120 Days	Memo w/3 page narrative & citation	5
DSSM	PCS/PCA/RET	120 Days	Memo w/3 page narrative & citation	4, 5, & 7
DMSM	PCS/PCA/SEP RET	45 Days	Form 23 w/5 bullets & citation	3, 4, 5, & 7
JSCM	PCS/PCA/SEP/RET/ ACH	45 Days 45 Days	Form 23 & citation (citation will justify award)	3, 4, 5, & 7
JSAM	PCS/PCA/ACH	45 Days	Form 23 & citation (citation will justify award)	3, 4, 5, 6, & 7
MOVSM	ACH	45 Days	Justification signed by director	2 & 5
JOINT AND AIR FORCE CIVILIAN AWARDS				
DPS	PUBLIC SERVICE	120 Days	Contact TCJ1-R for instructions	Does not derive their principal livelihood from United States Government employment
Outstanding Public Service	PUBLIC SERVICE	120 Days	Contact TCJ1-R for instructions	Does not derive principal livelihood from United States Government employment
JDCSA	RETIREMENT	120 Days	Recommendation Memo from director or commander, narrative justification, & citation	Awarded once in lifetime, normally GS-15 or higher
JMCSA	PCS/PCA/RET	120 Days	Recommendation Memo from director or commander, narrative justification, & citation	Normally awarded to GS-13 or higher
JCSCA	PCS/PCA/RET/ACH	45 Days	eSSS from director or commander, narrative justification, & citation	Civilian equivalent of the JSCM
JCSAA	PCS/PCA/RET/ACH	45 Days	eSSS from director or commander, narrative justification, & citation	Civilian equivalent of the JSAM
OCCSA	RETIREMENT	45 Days	eSSS from director or commander, narrative justification, & citation	Used to capture entire Civil Service career
AF MCSA	PCS/PCA/RET/ACH	45 Days	eSSS from director or commander, narrative justification, & citation	Civilian equivalent to Meritorious Service Medal
AF CCAV	HEROISM	45 Days	eSSS from director or commander, narrative justification, & citation	Civilian equivalent to AF Commendation Medal
AF ECSA	PCS/PCA/RET/ACH	45 Days	eSSS from director or commander, narrative justification, & citation	Civilian equivalent to AF Commendation Medal
AF CAA	PCS/PCA/RET/ACH	45 Days	eSSS from director or commander, narrative justification, & citation	Civilian equivalent to AF Achievement Medal

NOTES: Notes 1 and 2 apply to all.

1. Awards are due to TCJ1-R not later than the number of days indicated prior to presentation or departure date whichever is earliest.
2. Signed hard copy or scanned copy of memo w/attachments. Forward Word file of complete recommendation by e-mail to TCJ1-R.
3. Signed copy of Form 23 and forward with citation by e-mail to TCJ1-R.

4. Directors may request an exception to policy. Exceptions are based on member not meeting the requirements in DODM 1348.33V1, 2, & 3, CJCSI 1100.01 and/or this instruction.
5. If member has previous Defense or Service awards during their USTRANSCOM tour, copies of the previous decoration elements must be provided.
6. JSAMs are not authorized for O-6s and above.
7. Orders assigning and releasing Guard and Reserve personnel are required for Defense awards.

ATTACHMENT 3 – Sample JSAM, JSCM, and DMSM Citation***FIRST NAME MI. LAST NAME***

Rank/Rate (Spelled Out ie., Lieutenant Commander) (If applicable include warfare pin(s) for Navy enlisted rates) First Name, MI, Last Name, Service Component, distinguished himself/herself by exceptionally meritorious service/achievement as job title, branch, division, directorate, United States Transportation Command, Scott Air Force Base, Illinois from May 2005 to November 2010. See attachment 7 for proper opening and closing statements. During this period, Commander Last Name did XXX. 2-3 sentences to describe the actions. No more than 20 lines in total length. If multiple job titles/workplaces, list out in first sentence using semi-colons to separate each “group” (job title, branch, division). All acronyms must be spelled out. Numbers may be used but must be in accordance with the Tongue and Quill (AFH 33-337). Operation titles must be all in caps (Operation IRAQI FREEDOM). The citation must be in Times New Roman, italicized, bold, 12 inch pitch, portrait format, single space, and two spaces after periods. The header must be in Times New Roman, italicized, bold, 14 inch pitch, and all caps. Page margins are top - 4 inch, bottom and sides 1 inch. As a rule of thumb use the name every 4th time, i.e. she, her, she, rank name. The distinctive accomplishments of Lieutenant Commander (Rank spelled out) Last Name reflect (great for DMSM) credit upon himself, the United States Navy, the United States Transportation Command, and the Department of Defense. See attachment 7 for proper opening and closing statements.

ATTACHMENT 4 – Sample DDSM and DSSM Recommendation**MEMORANDUM FOR TCCC****THROUGH: Director for Manpower and Personnel, TCJ1****SUBJECT: Recommendation for Award of the Defense Superior Service Medal (DSSM) or (DDSM) to Captain Joe T. Smith, United States Navy**

1. Under the provisions of DODM 1348.33-V1, 23 November 2010, the following Service member is recommended for award of the Defense Superior Service Medal (DSSM/DDSM) for meritorious service:

- a. Captain First MI. Last, United States Navy, xxx-xx-9999. (Last 4 of SSN)**
- b. United States Transportation Command, Scott Air Force Base, Illinois 62225-5357.**
- c. Job title or titles, eJMAPS position #000xxxxx.**
- d. November 2007 to September 2010. (Dates of Tour)**
- e. Service member to be reassigned permanent change of station effective 1 September 2010.**
- f. Presentation is scheduled for 1 August 2011 at United States Transportation Command, 508 Scott Drive, Scott Air Force Base, Illinois 62225-5357.**
- g. Previous Defense Awards: JSCM (1): (2006/09).**
- h. No other award for this Service member for this action is pending, and no previous award has been made for the act or service described herein.**

2. Attached are the narrative description of service rendered and the proposed citation.

**DIRECTOR'S NAME
Brigadier General, USAF
Director, Name of Directorate**

2 Attachments

- 1. Narrative Justification**
- 2. Proposed Citation**

ATTACHMENT 5 – Instruction for Narrative Description DDSM and DSSM

(At least 2 full pages and limited to 3 single-spaced pages)

**NARRATIVE JUSTIFICATION FOR AWARD OF THE
DEFENSE SUPERIOR SERVICE MEDAL**

JOE T. SMITH

Brigadier General Joe T. Smith, United States Army, distinguished himself by exceptionally superior service as Command Surgeon, United States Transportation Command (USTRANSCOM), Scott Air Force Base, Illinois, from May 2007 to July 2009. During this period, General Smith consistently demonstrated insightful leadership, innovative vision, and invaluable operations and medical expertise while executing a variety of Department of Defense (DOD) level actions and joint-level combat and contingency operations in support of the global war on terrorism.

The narrative should be specific and factual giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized, and why or how such benefits or results significantly exceeded superior performance or duty. Classified information should not be contained in the narrative.

Narrative should illustrate contributions to the DOD and Joint arena. Work accomplished in the command is important but the focus of the narrative for DDSMs and DSSMs should focus on interactions and accomplishments with the OSD, DOD, and other combatant commands.

Establish acronyms by spelling out the complete name, followed by the acronym in parentheses. Margins cannot be less than one inch from the top, sides, and bottom of the paper's edge. Justify format and two spaces after periods. Font should be Times New Roman, 12 inch pitch. Narrative should not exceed three single spaced pages but should fill two full pages.

These efforts have improved the command and control capability of the various agencies and enhanced their readiness levels. His outstanding professionalism, leadership, and vision directly contributed to our nation's ability to prepare for future attacks on our nation in a manner that will provide for rapid transport of patients to the appropriate level of care in the most efficient manner possible. These efforts will save many lives and reduce pain and suffering on our citizens should there be additional attacks on our soil. The distinctive accomplishments of Brigadier General Smith reflect great credit upon himself, the United States Army, and the Department of Defense.

ATTACHMENT 6 – Sample DDSM and DSSM

**CITATION
TO ACCOMPANY THE AWARD OF THE
DEFENSE (DISTINGUISHED OR SUPERIOR) SERVICE MEDAL
TO
JOE T. SMITH**

(Name, Times New Roman, 14 inch Pitch, Bold, Italicized)

Brigadier General Joe T. Smith, United States Army, distinguished himself by exceptionally superior service as Command Surgeon, United States Transportation Command, Scott Air Force Base, Illinois, from May 2007 to July 2009. See attachment 8 for proper opening and closing statements. During this period, the outstanding leadership and ceaseless efforts of General Smith resulted in major contributions to the national security of the United States. The citation is a short description of the act, achievement, or service. It is specific, factual and devoid of superfluous adjectives and other embellishment. It should not contain information not included in the narrative. Code names, call signs, or first names should not be used. No acronyms or abbreviations other than Jr., Sr., II, III, etc., should follow the individual's name. For compound grade titles (Brigadier General etc.), the complete grade title is spelled out in the opening and closing sentence and the short title is used in the balance of the citation (i. e., General and last name). Language should be precise with notable accomplishments emphasized and descriptive adjectives eliminated. Numeric designations of units should read: 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven, etc. Type on 8 1/2 by 11-inch plain paper, portrait, 3.5 inch top margin and 1 inch bottom and side margins, Times New Roman, italicized, bold, 12 inch pitch. The body of the citation should be no longer than 25 double-spaced typewritten lines. The distinctive accomplishments of Brigadier General Smith reflect great credit upon himself, the United States Army, and the Department of Defense. See attachment 8 for proper opening and closing statements.

ATTACHMENT 7 – Military Medal Opening and Closing Statements

(Must use for each decoration)

DEFENSE DISTINGUISHED SERVICE MEDAL

OPENING SENTENCE:

General Anthony J. Jones, United States Army, distinguished himself by exceptionally distinguished service as (duty assignment) from (month year) to (month year).

BODY:

During this period, General Jones'

CLOSING SENTENCE:

(PCS Award)

The distinctive accomplishments of General Jones reflect great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of General Jones culminate a long and distinguished career in the service of his country and reflect great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

DEFENSE SUPERIOR SERVICE MEDAL

OPENING SENTENCE:

Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior service as (duty assignment), from (month year) to (month year).

BODY:

During this period, Colonel Jones'

CLOSING SENTENCE:

(PCS Award)

The distinctive accomplishments of Colonel Jones reflect great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Colonel Jones culminate a (“long and” if member has 30 years or more of service) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Navy, the United States Transportation Command, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Colonel Jones reflected great credit upon himself, the United States Army, and the Department of Defense.

DEFENSE MERITORIOUS SERVICE MEDAL**OPENING SENTENCE:**

Major Anthony J. Jones (If applicable include warfare pin(s) for Navy enlisted rates), United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).

BODY:

During this period, Major Jones’

CLOSING SENTENCE:

The distinctive accomplishments of Major Jones reflect great credit upon himself, the United States Army, the United States Transportation Command, and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Major Jones culminate a (“long and” if member has 30 years or more of service) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Transportation Command, and the Department of Defense.

(Separation Award)

The distinctive accomplishments of Major Jones while serving his country reflect great credit upon himself, the United States Army, the United States Transportation Command, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Major Jones reflected great credit upon himself, the United States Army, the United States Transportation Command, and the Department of Defense.

(Impact/PCS Award)

The distinctive accomplishments of Major Jones reflect great credit upon himself, the United States Army, the United States Transportation Command, and the Department of Defense.

JOINT SERVICE COMMENDATION MEDAL

OPENING SENTENCE:

Lieutenant Commander Andrea J. Jones, (If applicable include warfare pin(s) for Navy enlisted rates), United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment and office), from (month year) to (month year)).

BODY:

During this period, Commander Jones'

CLOSING SENTENCE:

The distinctive accomplishments of Lieutenant Commander Jones reflect credit upon herself, the United States Navy, the United States Transportation Command, and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Lieutenant Commander Jones culminate a (“long and” if member has 30 years or more of service) distinguished career in the service of her country and reflect credit upon herself, the United States Navy, the United States Transportation Command, and the Department of Defense.

(Separation Award)

The distinctive accomplishments of Lieutenant Commander Jones while serving her country reflect credit upon herself, the United States Navy, the United States Transportation Command, and the Department of Defense.

(Posthumous Award)

In the dedication of her service to her country and through her distinctive accomplishments, Lieutenant Commander Jones reflected credit upon herself, the United States Navy, the United States Transportation Command, and the Department of Defense.

JOINT SERVICE ACHIEVEMENT MEDAL

OPENING SENTENCE:

Staff Sergeant Anthony J. Jones, (If applicable include warfare pin(s) for Navy enlisted rates), United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

BODY: During this period, Sergeant Jones

CLOSING SENTENCE:

The distinctive accomplishments of Staff Sergeant Jones reflect credit upon himself, the United States Air Force, the United States Transportation Command, and the Department of Defense.

ATTACHMENT 8 - Sample Exception to Policy (ETP) Letter

MEMORANDUM FOR TCCS

FROM: TJC?

SUBJECT: Exception to Policy for the Joint Service Commendation Medal (JSCM) for Master Sergeant First Mi. Last

1. Request approval of a JSCM for MSgt First Mi. Last. Specifically, request an exception to, paragraph (insert appropriate paragraph #s here) of DODM 1348.33. The Commander of a Combatant Command may approve an exception to policy request for the (DMSM, JSCM and JSAM) for Service members under his or her command insert verbiage from paragraph cited above. This authority is delegated to the Deputy Commander and the Chief of Staff.
2. Tell your story here, i.e. MSgt worked on what and how is it tied to USTRANSCOM and the joint world, why is the decoration over a year late, or other reason for requesting an exception to policy.

DIRECTOR'S NAME
Brigadier General, USAF
Director, Name of Directorate

ATTACHMENT 9 – Sample Military Outstanding Volunteer Service Medal

MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

NOMINEE’S NAME GRADE SERVICE LAST FOUR SERVICING MIL PERS OFFICE

PXXXXX, SXXXX P SGT/E-5 USA 0000 HRC

PERIOD FOR WHICH NOMINATED: Apr 06-Sep 07

DESCRIPTION OF COMMUNITY SERVICE:

A. COMMUNITY ACTIVITY NAME ADDRESS PHONE POINT OF CONTACT

BRIEF DESCRIPTION OF MISSION AND POPULATION SERVED: Participated in raising funds for the tournament to benefit the local community and service members in need.

PERIOD OF SERVICE: Apr 06-Jul 06

BRIEF DESCRIPTION OF SERVICES RENDERED: The tournament is the Army’s only event that raises money for programs such as Breast Cancer Research, Race for the Cause, the Army College Scholarship, injured Army and their families, and other service members in need. The tournament raised approximately \$15,000.

TOTAL HOURS OF SERVICE THIS PERIOD: 50 hours

B. COMMUNITY ACTIVITY NAME ADDRESS PHONE POC
 B. Scott AFB Volunteer Fire Department SCOTT AFB, IL 229-7099 SGT Smith

BRIEF DESCRIPTION OF MISSION AND POPULATION SERVED: Voluntarily participated in fighting 3 fires saving.....

PERIOD OF SERVICE: Aug 06-Present

BRIEF DESCRIPTION OF SERVICES RENDERED: Participation in

TOTAL HOURS OF SERVICE THIS PERIOD: 200 hours

(Note: List additional volunteer activities in the same format as above.)

SUPERVISOR’S NAME GRADE DUTY TITLE SIGNATURE DATE
 James S. Dean SSG/E6 NCOIC P CELL

SUPERVISOR’S COMMENTS:

SSG Dean’s service, dedication and performance have been stellar and well deserving of the Military Outstanding Volunteer Service Medal. She is first on line to step up during a crisis or to lend a helping hand no matter what the cause. She exemplifies the true meaning of the volunteer spirit. Her service has definitely made a difference in the lives of hundreds throughout the community.

MILITARY SERVICE AWARD APPROVAL AUTHORITY

APPROVED

DISAPPROVED

AWARDING AUTHORITY NAME GRADE DUTY TITLE SIGNATURE DATE

IAM D. DIRECTOR
 Colonel, USAF
 Director, Fraud, Waste, and Abuse

 DATE

ATTACHMENT 10 – Sample eSSS for Joint Service Commendation Award

-----COORD

TCJ1-R

-----STAFF SUMMARY

AO: Rank Name/Office/Duty Phone

SUBJECT: Joint Service Commendation Award (JCSCA), Ms Janice K. Smith

1. **PURPOSE:** Seek appropriate signature on the JCSCA for Ms Janice K. Smith. This award recognizes Ms Smith's superior performance and accomplishments while employed at USTRANSCOM.
2. **BACKGROUND:** The JCSCA is the highest ranking civilian service award under the approval authority of the combatant commanders and heads of joint organizations which was further delegated to the directors O-7 and above. The JCSCA is awarded to civilians who provided commendable service or achievement of major significance to the Department of Defense (CJCSI 1100.01C).
3. **DISCUSSION:** Desired presentation date is 8 Nov 2012.
4. **RECOMMENDATION:** TCJ1-R staff for approval.

//signed//Date

JOHN E. TRANSPORTATION

Major General, USAF

Director of Operations

TABS

1. Award Citation
2. Award Justification

ATTACHMENT 11 – Sample Justification for Joint Civilian Service Award**JUSTIFICATION****FOR****JOINT CIVILIAN SERVICE (JDCSA, JMCSA, JCSCA, OR JCSAA) AWARD**

Ms Janice K. Smith
Personnel Training Specialist
For Period: 26 December 2008 – 12 October 2012

During the period of 26 December 2008 to 12 October 2012, Ms Janice K. Smith distinguished herself in the performance of her duties as Personnel Training Specialist for the Manpower and Personnel Directorate (TCJ1). During this period, her exceptional expertise and total dedication and commitment to mission accomplishment enabled the command to effectively meet its training needs.

The narrative justification should be specific and factual, giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized and why or how such benefits or results significantly exceeded superior performance or duty. Classified information should not be contained in the narrative or citation.

Establish acronyms by spelling out the complete name, followed by the acronym in parentheses. Margins cannot be less than one inch from the top, sides, and bottom of the paper's edge. Justify format is preferred. Use Times New Roman font, 12 inch pitch, one space between paragraphs and two spaces after periods. As a rule of thumb use the name every 4th time, i.e. she, her, Ms Smith.

Narrative justifications for the JDCSA and JMCSA should be at least two single spaced pages and not exceed three single spaced pages.

Narrative justifications for the JCSCA and JCSAA should be at least one single spaced page.

Contact TCJ1-R for guidance with CJCS Distinguished Public Service Award and CJCS Outstanding Public Service Award.

Ms Smith's dedication and professionalism during this period reflect great credit upon herself, the United States Air Force, the United States Transportation Command, and the Department of Defense.

ATTACHMENT 12 – Sample Citation for Joint Civilian Service Award**CITATION TO ACCOMPANY THE****ENTER NAME OF JOINT CIVILIAN SERVICE AWARD****TO****JANICE K. SMITH**

Ms Janice K. Smith distinguished herself by meritorious service as a Personnel Training Specialist (if the person has had more than one duty title, all titles should be listed, along with one set of dates to cover all titles), Manpower and Personnel Directorate, United States Transportation Command, Scott Air Force Base, Illinois, from 26 December 2008 to 12 October 2012. The “from” and “to” dates in a citation must agree with the award recommendation. During this period, Ms Smith’s exceptional expertise, dedication, and total commitment to mission accomplishment enabled the command to effectively meet its training needs. The citation is a short description of the act, achievement or service. It is specific, factual, and devoid of superfluous adjectives and other embellishment. Language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated. It should not contain information not included in the narrative. Limit JCSCA and JCSAA to 11 lines, Times New Roman, 12 inch pitch, portrait with 1 inch margins, and two spaces after periods. Do not use first name. No acronyms or abbreviations other than Jr., Sr., II, III, etc., should follow the individual’s name. Avoid compound verbs. Wording such as “efforts have resulted” should be shortened to “efforts resulted.” Numeric designations of units should read: 2d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven, etc. The singularly distinctive accomplishments of Ms Smith reflect great credit upon herself, the United States Transportation Command, and the Department of Defense.

ATTACHMENT 13 – Sample Justification for Air Force Civilian Honorary Award**JUSTIFICATION****FOR****AIR FORCE CIVILIAN HONORARY AWARD (OCCSA, MCSA, CCAV, ECSA, OR CAA)**

Janice K. Smith

Personnel Training Specialist

For Period: 1 January 2011 to 1 January 2012

In recognition of her distinguished performance as Chief of Contracting, Contracting Branch, Contracting Division, Acquisition Directorate, United States Transportation Command, Scott Air Force Base, Illinois, from 1 January 2011 to 1 January 2012. During this period, the justification for the award will be typed on bond paper, in bullet format, and should not exceed one page.

The narrative justification should be specific and factual, giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized and why or how such benefits or results significantly exceeded superior performance or duty. Classified information should not be contained in the narrative or citation.

Establish acronyms by spelling out the complete name, followed by the acronym in parentheses. Margins cannot be less than one inch from the top, sides, and bottom of the paper's edge. Use Justify format. Use Times New Roman font, 12 inch pitch, one space between paragraphs and two spaces after periods. As a rule of thumb, use the name every 4th time, i.e. she, her, her, Ms Smith.

The distinctive accomplishments of Mr. /Ms Employee reflects credit upon himself/herself the United States Air Force, and the United States Transportation Command.

ATTACHMENT 14 – Sample Civilian Air Force Award Citation**CIVILIAN AIR FORCE AWARD CITATION**

CITATION TO ACCOMPANY

THE AWARD OF THE

ENTER NAME OF AIR FORCE CIVILIAN AWARD (Note: Do not use for OCCSA)

TO

JANICE K. SMITH

In recognition of her distinguished performance as Chief of Contracting, Contracting Branch, Contracting Division, Acquisition Directorate, United States Transportation Command, Scott Air Force Base, Illinois, from 1 January 2011 to 1 January 2012. During this period in this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Ms Smith resulted in..... Citations should be prepared in Times New Roman, no smaller than 10 inch pitch, in landscape format with 1 inch right and left margins. In order to meet printing requirements the award citation should **not exceed 9 lines**. Do not use abbreviations, acronyms or quotations in a citation. To maintain consistency in preparing civilian award citations, the following closing sentences will be used.

Air Force and Command Civilian Award for Valor: “This single act of compassion for mankind of Mr./Ms Employee reflects great credit upon himself/herself, the United States Air Force, and the United States Transportation Command.”

Meritorious Civilian Service Award: “The distinctive accomplishments of Mr. /Ms Employee reflects great credit upon himself/herself, the United States Air Force, and the United States Transportation Command.”

Exemplary Civilian Service Award/Air Force Achievement Award: The distinctive accomplishments of Mr./Ms Employee reflects credit upon himself/herself, the United States Air Force, and the United States Transportation Command.”

ATTACHMENT 15 – Sample Citation for Outstanding Civilian Career Service Award

CITATION TO ACCOMPANY

AWARD OF THE

OUTSTANDING CIVILIAN CAREER SERVICE AWARD

TO

JANICE K. SMITH

In recognition of his/her distinguished performance in support of the United States Air Force from 1 January 2011 to 1 January 2012. Most notably as Chief of Contracting, Contracting Branch, Contracting Division, Acquisition Directorate, United States Transportation Command, Scott Air Force Base, Illinois. During this period in this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Ms Employee resulted in.... Citations should be prepared in Times New Roman, no smaller than 10 inch pitch, in landscape format with 1 inch right and left margins. In order to meet printing requirements the award citation should **not exceed 9 lines**. Do not use abbreviations, acronyms or quotations in a citation. The body of the citation is a short description that must capture the local, command, or Air Force-wide accomplishments justifying the award. Be specific on facts and confine to no more than two or three sentences. To maintain consistency in preparing civilian award citations, the following closing sentence will be used. The distinctive accomplishments of Mr. /Ms. Employee culminate a (Use the words "long and" if length of service exceeds 30 years) distinguished career with the United States Government and reflect great credit upon himself/herself, the United States Air Force, and the United States Transportation Command.