



# Defense Health Agency

## ADMINISTRATIVE INSTRUCTION

**NUMBER 102**  
August 2, 2019

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DAD-A&M, MPSD

SUBJECT: Military Awards


References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (f), establishes the Defense Health Agency's (DHA) procedures regarding a standardized approach for nominating, considering, and distributing DoD and Joint Awards for military personnel.
2. **APPLICABILITY.** This DHA-AI applies to all DHA personnel to include: assigned, attached, or detailed Service members and other personnel assigned temporary or permanent duties at DHA, to include intermediate management organizations, markets, and military medical treatment facilities.
3. **POLICY IMPLEMENTATION.** It is DHA's policy, pursuant to References (a) through (f), and in accordance with this DHA-AI, that awards are presented in the case of achievement, permanent change of station, separations and retirements. Service members of the United States Armed Forces, Officers of the U.S. Public Health Service, and Civil Servants that meet paragraph (2) applicability requirements may nominate military personnel for a Joint award. The award will be assessed for completeness and processed by the DHA, Deputy Assistant Director (DAD), Administration and Management (A&M), Military Personnel Support Division (MPSD).
4. **RESPONSIBILITIES.** See Enclosure 2.
5. **PROCEDURES.** See Enclosure 3.

6. RELEASABILITY. **Not cleared for public release**. This DHA-AI is available to users with Common Access Card authorization on the DHA SharePoint site at: <http://www.health.mil/dhapublications>.

7. EFFECTIVE DATE. This DHA-AI:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (c)).



R. C. BONO  
VADM, MC, USN  
Director

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD (HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 24, 2018
- (d) DoD Manual 1348.33, Volume 2, "Manual of Military Decorations and Awards: DoD Service Awards-Campaign, Expeditionary, and Service Medals", December 21, 2016
- (e) DoD Manual 1348.33, Volume 4, "Manual of Military Decoration and Awards: DoD Joint Decorations and Awards," December 21, 2016
- (f) Chairman of the Joint Chiefs of Staff Instruction 1001.01B, "Joint Manpower and Personnel Program," October 7, 2014
- (g) Army Regulation 600-8-22 (AR 600-8-22), "Personnel-General Military Awards," July 25, 2015
- (h) SECNAVINST 1650.1H, "Navy and Marine Corps Awards Manual," August 22, 2006
- (i) Air Force Instruction 36-2805, "Special Trophies and Awards," March 13, 2013

ENCLOSURE 2  
RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:

- a. Review, approve, disapprove, or downgrade award recommendations.
- b. Present awards to nominee, as applicable.
- c. Determine award policy and delegation authority.
- d. Make a recommendation on whether to approve, disapprove, or downgrade higher level award submissions that are subject to Exception to Policy routing (e.g., Defense Distinguished Service Medal (DDSM), and Defense Superior Service Medal (DSSM)).

2. ASSISTANT DIRECTORS (ADs), DADs, SPECIAL STAFF DIRECTORS AND DELEGATED AUTHORITIES. The ADs, DADs, Special Staff Directors, and delegated authorities will:

- a. Recommend individuals for an award in accordance with the below guidelines and in accordance with Reference (e):

- (1) The period of award must be within the member's tenure of assignment to DHA.
- (2) Award recommendations must be based purely on the nominee's achievements or service during his or her current joint tour, and not on the nominee's previous assignments or entire career.
- (3) Reference (e) states that in lieu of a DoD Joint Personal Military Decoration (PMD), a Service member may be nominated for a personal decoration from his or her parent Military Service if the retirement from military service coincides with the conclusion of the joint duty assignment. However, this exception does not permit a Service member to receive multiple personal decorations for the same period of service. Upon occasion of retirement the Service member may receive a DoD Joint PMD, or a parent Service decoration, but not both.
- (4) Unless retiring from military service or otherwise stated, an individual who is eligible for a DoD Joint PMD will not be recommended for a PMD through his/her parent Service unless an appropriate DoD Joint PMD does not exist.

- b. Initiate award recommendation memorandum, citation, narrative, and provide additional documentation, as required.

c. Sign award recommendation memorandum and submit all applicable documents to the MPSD Awards mailbox at: [dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil](mailto:dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil).

d. Allow the award submission by the directorates to complete the entire DHA process. Submission for a Joint award is an irreversible action and cannot be withdrawn in lieu of a Service award.

3. DAD-A&M, MPSD. The DAD-A&M, MPSD, will:

a. Track Service members' projected departure date.

b. Provide Business Support Office (BSO) in each Directorate an Awards Report on the first and third Monday of each month.

c. Receive award recommendations from each BSO.

d. Perform administrative checks prior to appearing before the Awards Board.

e. Ensure the Awards board is held, on the 2nd and 4th Tuesday of each month, or as deemed necessary.

f. Ensure minutes are authored and submitted to Board Chair for review.

g. Document and transmit Awards Board member clarifications to the necessary Directorate BSO.

(1) If an individual award is upgraded or downgraded during Awards Board deliberation, MPSD tasks supervisor in coordination with Directorate BSOs with an opportunity to provide additional information for consideration.

(2) Directorate responses are due back to MPSD within 7 duty days.

(3) If no response or a negative response is received for the Directorate, the Awards Board President will be notified, and the award will be processed based on the DHA Awards Board recommendation.

h. Prepare and forward all boarded award recommendations to the Director, DHA, for review, approval, disapproval or downgrade.

i. Upon approval, the award is entered in the MPSD Awards Log, and one of the following is performed based on the type of award:

(1) Distribute Defense Meritorious Service Medal (DMSM) and below approved awards to the Directorate BSO; Directorate points of contact will sign for the award.

(2) Forward all awards requiring an Exception to Policy to Washington Headquarters Services (WHS) for approval.

(3) Forward all Retirement Service awards to U.S. Army Medical Command (MEDCOM) (Reference (g)), Navy Bureau of Medicine and Surgery (BUMED) (Reference (h)), or Air Force District of Washington (AFDW) (Reference (i)), for approval.

j. Upon disapproval and/or downgrade from the Director, DHA, the Awards Board President is notified, and the disapproval is returned to the appropriate Directorate BSO.

k. As applicable, prepare award certificates, citations, and publish award permanent orders.

l. Submit copies of signed/approved awards to MPSD's respective Service Human Resource representatives for upload into Service members' permanent record.

m. Maintain ample award supplies to meet demand (e.g., medal sets, award certificates, award binders, and stock paper).

4. JOINT AWARDS AND RECOGNITION TEAM. The Joint Awards and Recognition Team will:

a. Ensure a board is comprised of at least eight members, five Officers, and three Enlisted with three of the following four Services represented on both Officer and Enlisted boards (Army, Air Force, Navy, United States Public Health Service).

b. Officer representation must include at least three different Service Corps amongst the five Officer panel.

c. Board members have been assigned to DHA for a minimum of 12 months.

d. Officers must serve as Division Chief within DHA or previously served as a Commander that was board selected (O-5 and above) during a previous assignment.

e. Enlisted board members are required to serve or have served as a Superintendent and/or have Senior Enlisted Leader experience and currently hold a rank of E-8 or above. Personnel holding the rank of E-7 can be board members if approved by board Chair, at no time will more than one E-7 be allowed to sit the board.

f. Civilian personnel must serve in a Division Chief or above position and have prior military experience.

g. Board members have prior experience with writing, review, and submission of awards.

5. BOARD MEMBERS. Board members will:
- a. Review and be familiar with current DoD, DHA, and service policies.
  - b. Thoroughly review all awards presented and reach out to MPSD Awards Department at: [dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil](mailto:dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil) for questions or concerns.
  - c. Gain familiarity with the DHA structure and functions within each directorate.
  - d. Collaborate when reviewing and scoring awards to ensure Service basis and preferences do not creep into the awards decision-making process.
  - e. Ensure each award stands on its own merit and related to its depth and breadth of impact in accordance with Volume 2 of Reference (d) and Volume 4 of Reference (e).

(1) Joint Service Achievement Medal (JSAM) award criteria: Awarded to members of the U.S. Armed Forces below the grade of O-6 who, distinguished themselves by outstanding performance of duty, meritorious achievement, or service. The required achievement or service, while of lesser degree than required for award of the Joint Service Commendation Medal (JSCM), must have been accomplished with distinction.

(2) JSCM award criteria: Awarded to members of the U.S. Armed Forces, who distinguished themselves by meritorious service or achievement. When awarded for meritorious service or achievement it is intended to honor an individual's accomplishments over a sustained period of time. It is normally awarded for a period of greater than 12 months, encompassing the nominee's entire joint assignment, including any extensions.

(3) DMSM award criteria: DMSM is normally awarded to recognize outstanding meritorious service and is intended to honor an individual's accomplishments over a sustained period. The DMSM, when awarded for outstanding achievement, should provide clear and concise justification as to why an impact award is warranted. The required outstanding meritorious service or achievement, while of a lesser degree than required for award DSSM, must have been accomplished with distinction.

(4) DSSM award criteria: May be awarded to any Service member who has rendered superior meritorious service in a position of significant responsibility with the OSD. The DSSM is intended to recognize superior meritorious service and to honor an individual's accomplishments over a sustained period. It is normally awarded for a period of time greater than 12 months, encompassing the nominee's entire joint assignment, including any extensions. Only under the most unusual circumstances will the DSSM be awarded as an impact award for outstanding achievement.



ENCLOSURE 3

PROCEDURES

1. DEFENSE/JOINT AWARDS FOR MILITARY PERSONNEL – DMSM, JSCM, AND JSAM PROCESS STEPS. The Nominator will:

- a. Identify personnel for award and refer to Volume 4 of Reference (e) or guidance on determining award eligibility.
- b. Assemble the award package. The award package consists of an award memorandum, award narrative, award citation (should not exceed sixteen lines, if possible), and supporting documentation as required. The latest DHA award guidance, memorandum templates, and examples are available for download on the SharePoint website.
- c. Route the award package through Directorate (Branch, Division, Deputy Director, DAD, etc.), as applicable for approval.
- d. Submit the award package to MPSD via email at: [dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil](mailto:dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil).

2. DEFENSE/JOINT AWARDS FOR MILITARY PERSONNEL - GENERAL AWARD CRITERIA CONSIDERATIONS

<b>Award</b>	<b>Job Performance</b>	<b>Scope of Accomplishment Impact</b>
<b>JSAM</b>	Outstanding impact/achievement	Below the grade of O-6, distinguished themselves by outstanding performance of duty meritorious achievement or service (generally greater than 12 months)
<b>JSCM</b>	Outstanding impact/achievement	Distinguished themselves by meritorious achievement or service (generally greater than 12 months)
<b>DMSM</b>	Exceptionally superior service	Rendered outstanding non-combat meritorious achievement or service (generally greater than 12 months)
<b>DSSM</b>	Exceptionally superior service	Any member who has rendered superior meritorious service in a position of significant responsibility (generally greater than 12 months)
<b>DDSM</b>	Exceptionally distinguished service	Awarded to the most senior officers that perform exceptionally meritorious service/duty of great responsibility
<b>MOVSM</b>	See Below	See Below

3. MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM). The MOVSM recognizes those members of the military (active duty, Reserve, and National Guard), who perform:

- a. Substantial volunteer service to the local community.
- b. Above and beyond the duties normally expected of a member of the U.S. Armed Forces.
- c. In a sustained and direct nature towards the civilian community.
- d. Significant in nature to produce tangible results.
- e. Favorably on the military service and the DoD.

f. The overall level of volunteer participation and impact of an individual's community service is key to determining whether award of the MOVSM is justified. Although sustained community service is not defined by a specific time period or number of volunteer hours (e.g., 36 months encompassing 500 hours of direct volunteer service), approval authorities will ensure the service to be honored merits the special recognition afforded by this medal.

g. The MOVSM recognizes service provided to a community over time; therefore, multiple awards of the MOVSM during a single assignment or tour of duty are not authorized.

h. Qualifying volunteer community service may encompass successive tours or assignments. Commanding officers or civilian equivalents may provide a letter of continuity to the Service member's gaining command detailing the Service member's previous volunteer service which did not result in award of the MOVSM.

4. PREPARATION OF AWARD RECOMMENDATIONS. Award recommendations must be submitted in accordance with the aforementioned timeline to meet the desired presentation date (prior to member's departure date), and in accordance with the intent of the Director, DHA, (pin it where you win it). The awards package must include the following elements:

a. Narrative. The narrative must be specific and factual, giving concrete examples of exactly what the Service member did, how it was done, what benefits, or results were realized, and why or how such benefits or results significantly exceeded superior performance of duty.

(1) DDSM and DSSM should be close to three pages but will not exceed three single-spaced pages.

(2) The DMSM should be close to two pages but will not exceed two single-spaced pages.

(3) The JSCM and JSAM should be close to one full page but will not exceed one single-spaced page.

b. Citation. The citation will be submitted on bond paper and the body of the citation will not exceed sixteen single-spaced typed lines.

(1) Defense Agencies close with “Department of Defense”. Example: the accomplishments.

(2) When using duty title omit “the” or “an”; for example, use “service as Administrative Assistant”, vice as “the”.

(3) For compound grade titles, such as first lieutenant, staff sergeant, and so on, spell out the complete grade title in the opening sentence, and then use the short title in the balance of the citation. Example: lieutenant, sergeant, etc.

(4) Omit the parentheses when using the organization for example, Under Secretary of Defense (Personnel and Readiness), use Under Secretary of Defense for Personnel and Readiness.

(5) Dollar amounts - \$200 million; numbers one through ten should be written out; 11 and above are numerical.

c. Mandatory opening statements for citations

(1) DDSM - (Spell out Rank Name), United States (appropriate Service component, example: United States Navy, etc.), distinguished himself/herself by exceptionally distinguished service as (duty assignment), from (month/year) to (month/year).

(2) DSSM - (Spell out Rank Name), United States (appropriate Service component, example: United States Navy, etc.), distinguished himself/herself by exceptionally superior service as (duty assignment), from (month/year) to (month/year).

(3) DMSM/JSCM - (Spell out Rank Name), United States (appropriate Service component, ex: United States Army, etc.), distinguished himself/herself by exceptionally meritorious service, as (duty assignment), from (month/year) to (month/year).

(4) JSAM - (Spell out Rank Name), United States (appropriate Service component, ex: United States Army, etc.), distinguished himself/herself by exceptionally meritorious service or achievement, as (duty assignment), from (month/year) to (month/year).

(5) Impact Awards use “exceptionally meritorious achievement” for impact awards.

d. Mandatory closing statements for citations

(1) Permanent Change of Station/Impact award - The distinctive accomplishments of (Rank Name), reflect great credit upon himself/herself, the United States (appropriate service), and the DoD.

(2) Do not use the word “great” in the closing sentence for a JSAM if an impact award.

(3) Retirement award - The distinctive accomplishments of (Rank Name) culminate a distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States (appropriate service), and DoD. **Note:** Use “long and” if member has 30 years or more of service.

(4) Separation award - The distinctive accomplishments of (Rank Name), while serving his/her country reflect great credit upon himself/herself, the United States (appropriate service), and DoD.

(5) Posthumous award - In the dedication of his/her service to his/her country and through his/her distinctive accomplishments, (Rank Name), reflected great credit upon himself/herself, the United States (appropriate service), and DoD.

e. Award Recommendation Memorandum. The Award Recommendation Memorandum must be appropriately coordinated through the organizational chain, signed by the DAD, and submitted on letterhead.

f. Endorsement Memorandum. For DSSM award recommendations, an Endorsement Memorandum for the signature of the Director, DHA, must be submitted. The Endorsement Memorandum must not mirror the citation and must be submitted on letterhead. To write the Endorsement Memorandum, extract data from the narrative.

g. Push Note DSSMs. DSSMs additionally require a Push Note that does not mirror the citation and must be submitted on letterhead. Push Notes are required to be signed by the DAD and endorsed by the AD.

4. DIRECTORATE BSOs. The Directorate BSOs will:

a. Verify members’ departure dates, provide award updates as requested by MPSD, recommend updates to military personnel information, and communicate award status with leadership within their Directorate.

b. Facilitate completion and submission of award packages within their Directorate to MPSD in accordance with award submission timelines.

5. WHS AWARDS BRANCH. The WHS Awards Branch will:

a. Process approval, disapproval, or downgrade of awards submitted as an Exception to Policy.

b. Draft and issue downgrade and/or disapproval memorandums for awards submitted as an Exception to Policy, DDSM, and DSSM award recommendations.

c. Issue permanent award orders, certificates, and medal sets, if applicable.

5. MEDCOM, BUMED, and AFDW SERVICE PERSONNEL CENTERS. MEDCOM, BUMED, and AFDW Service Personnel Centers will:

a. Process approval, disapproval, or downgrade of awards submitted.

b. Draft and issue downgrade and/or disapproval memorandums for awards submitted.

c. Issue permanent award orders, certificates, and medal sets, if applicable.

ENCLOSURE 4

MEMORANDUM FOR MILITARY PERSONNEL EVALUATIONS AND AWARDS



**DEFENSE HEALTH AGENCY**  
7700 ARLINGTON BOULEYARD, SUITE 5101  
FALLS CHURCH, VIRGINIA 22042-5101

MEMORANDUM FOR: DEFENSE HEALTH AGENCY JOINT DIRECTORS  
DEFENSE HEALTH AGENCY SPECIAL STAFF

SUBJECT: Military Personnel Evaluations and Awards

The Defense Health Agency (DHA) is committed to recognizing Soldiers, Sailors, Airmen, and Marines with timely and appropriate recognition and performance assessments. This is one of the key leadership functions we perform. One of my goals is to make an assignment to the DHA a career-enhancing experience. To this end, I want to clearly define my expectations in regard to recognizing our military member's accomplishments and performance.

We must ensure that we support our military personnel by way of timely and accurate evaluations and award submissions. In respecting our joint culture, we must take extra care to consider a military member's Service-specific or the Office of Secretary of Defense (OSD) joint awards guidance when preparing evaluations or award recommendations respectively. We must comply with the timelines provided by the Services and the OSD while also meeting internal DHA timelines.

To ensure fair and equal treatment of our military personnel, evaluations will be prepared in accordance with a military member's Service-specific regulations. Senior leaders who lead our military members are responsible to close out military evaluations in accordance with Service-specific guidance.

Awards recognize military personnel for acts of valor, exceptional service or achievement, and acts of heroism. To ensure our military personnel are properly recognized for their service, presentation of an award is to be conducted at an appropriate ceremony prior to the member's departure or shortly after a specific act. Please read and follow the enclosed *DHA Joint Awards Guidance for Military Members*.

Evaluations and awards are essential to the careers of our military personnel and are used as deciding factors in promotions, assignments, and retention. Our people deserve our best effort and attention to timeliness and accuracy. Our Deputy Assistant Director - Administration and Management, Military Personnel Support Division (MPSD), is available to assist with questions or procedures. For questions, contact the Chief, MPSD at (703) 681- 8327 or DSN 761-8327.

Director

ENCLOSURE 5

DEFENSE HEALTH AGENCY AWARD AUTHORITY FOR DEFENSE/JOINT AWARDS

BACKGROUND

The DHA was established by Reference (b), as an Agency of the DoD under the United States Department of Personnel and Readiness. In addition, the DHA was established as a Joint Combat Support Agency, with oversight by the Chairman of the Joint Chiefs of Staff (CJCS).

Per Volume 4 of Reference (e), 11(e), 12(e), and 13(f), designate the approval authority for DMSM, JSCM, and JSAM to the Directors of Defense Agencies for Service members assigned to their respective agencies.

Per Volume 4 of Reference (e), 11(e), 12(e), and 13(f), respectively identify that eligibility for DMSM, JSCM, and JSAM includes any member of the Armed Forces of a friendly foreign nation, who, while serving in a joint activity, distinguishes himself or herself by non-combat meritorious achievement or service.

Per Volume 4 of Reference (e), the glossary defines a joint activity as connoting activities, operations, or organizations in which elements of more than one Military Service of the United States, as reflected in joint manpower documents or the Joint Duty Assignment List, perform joint missions under the auspices of the OSD, CJCS, or the Commander of a Combatant Command.

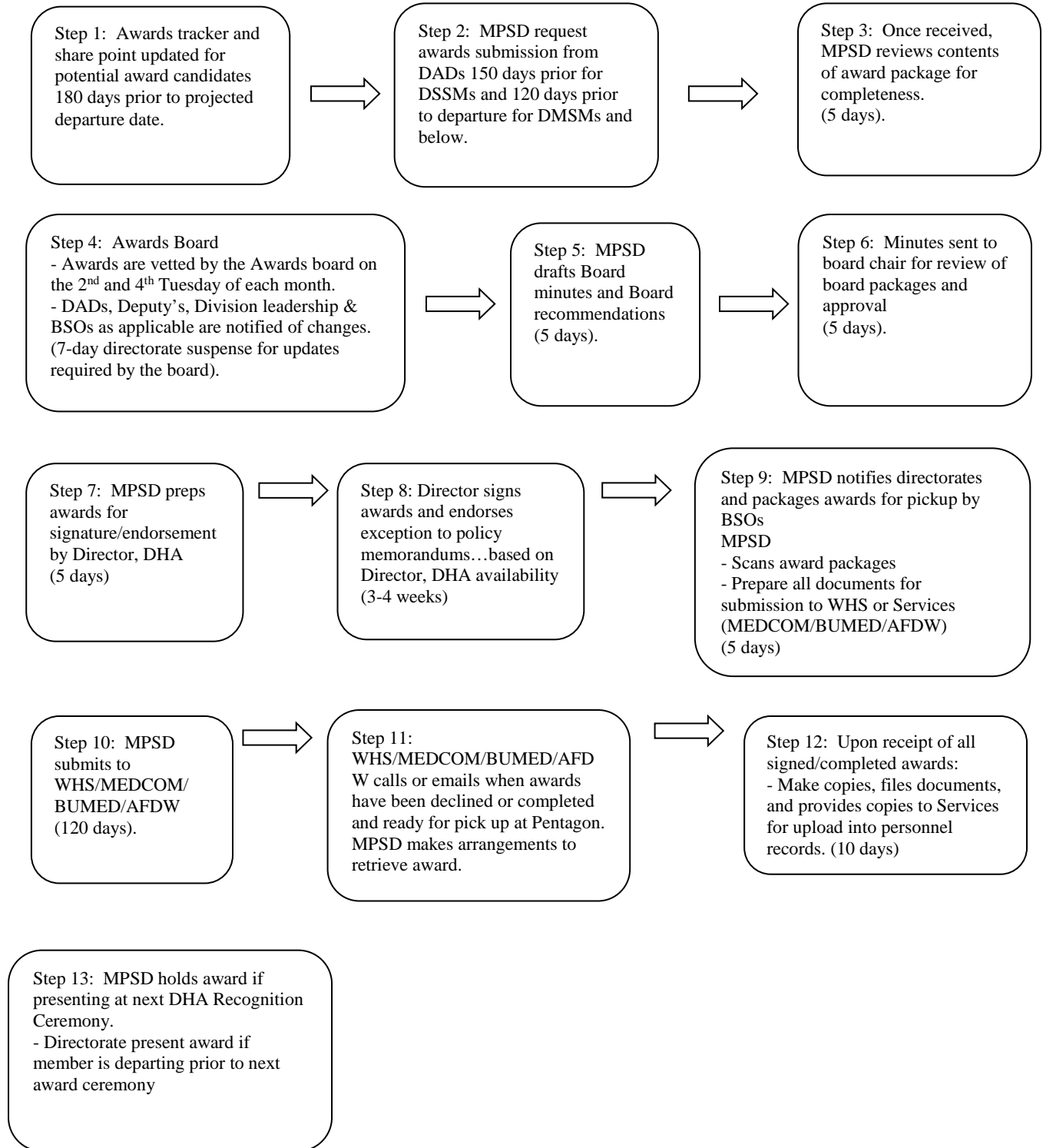
Per Reference (f), (TAB C), establishes the Fourth Estate Manpower Tracking System (FMTS), as the system of record that provides an automatic method to coordinate manpower changes and track personnel at the Joint Staff, Combatant Commands, CJCS-Controlled Activities, and other joint activities.

Service members assigned against DHA manpower requirements identified in FMTS are eligible for joint awards and approval authority follows Volume 2 of Reference (d); hence, the Director, DHA, has the authority to approve these awards for which no Exception to Policy is required.

The DAD-A&M, MPSD, will ensure members submitted for awards are assigned against a requirement in FMTS prior to providing their recommendation to the Director, DHA. For Service members supporting DHA that are not assigned against an FMTS position, the approval authority remains with WHS in accordance with published guidance.

ENCLOSURE 6

MILITARY AWARDS FLOWCHART





ENCLOSURE 7

NARRATIVE TEMPLATE

Staff Sergeant John E. Doe, United States Air Force, distinguished himself by exceptionally meritorious service as Joint Awards Manager, Washington Headquarters Services, Office of the Secretary of Defense (OSD), from March 2010 to February 2012. Sergeant Doe is responsible for administering the OSD Awards Program in accordance with DoD-Manual 1348.33-Volume 4, to include managing award boards, briefing Board members of their responsibilities, and maintaining frequent contact with senior leadership and political appointees. He reviewed Joint/Defense Award recommendations received from Under and Assistant Secretaries of Defense, Defense Agencies and Field Activities and Executive Brand Agencies for correctness and ensured compliance with existing regulations established by the Department of Defense (DoD). As part of the OSD Identification Badge program, he monitored monthly reports and verified eligibility of personnel for permanent award before official documents were prepared for awarding of the badge. A primary function of Sergeant Doe's position required him to prepare orders, citations, award certificates, memorandums, action memos, and other correspondence for signature by some of the highest echelons of DoD to include the Secretary of Defense. His impressive breadth of knowledge was invaluable in the processing of hundreds of awards during multiple transitions and a change of responsibility. During major changes within the DoD, Sergeant Doe, expedited and personally prepared the awards to be presented by Secretary of Defense Gates and Deputy Secretary of Defense Lynn, along with many other senior military and civilian officials. Sergeant Doe proved to be an integral part of the success of the OSD Awards Branch, which resulted in a motivated branch providing outstanding customer service for more than 1,400 military Service members and recommending officials in OSD, the Executive Branch, Defense Agencies, and Field Activities. His brilliant performance ensured the timely processing of over 1,500 award packages. Even during a busy summer season, Sergeant Doe maintained a processing time of 22 days. While running two simultaneous boards, Sergeant Doe processed over 60 award packages with no detriment to customer service and still maintaining a 22-day turnaround. He demonstrated self-motivation, pride, and the extra effort he consistently contributed to any mission. When asked by the Front Office to turnaround several Defense Distinguished Service Medals within days, he prepared and tracked each award until its successful presentation. Sergeant Doe successfully performed additional duties by managing numerous tasks simultaneously, with little to no supervision. On a regular basis he assisted in Chief OSD Awards Branch duties (a position that is billeted at a LTC level) and at times acted as the stand-in. As an Information Technology Approval Official and Government Purchase Card holder, he exercised 100% accountability and responsibility of facilities and equipment accountability for \$100,000 worth of replenished supplies and maintained stock, while maintaining the highest standards and ensuring equipment was always mission ready.

\*Must be Times New Roman, 12 pt

\*Must be Single Spaced

\*No Paragraphs

\*Must be justified

\*Must be a MS Word Document (no PDF)

\*No more than 3 pages DSSM, 2 pages DMSM, and 1 page JSCM/JSAM

ENCLOSURE 8

CITATION TEMPLATE

**JOHN E. DOE**

Staff Sergeant John E. Doe, United States Air Force, distinguished himself by exceptionally meritorious service as Joint Awards Manager, Washington Headquarters Services, Office of the Secretary of Defense, from March 2010 to February 2012. During this period, Sergeant Doe demonstrated outstanding professional skill, knowledge and leadership as Work Group Manager for both the transition of the entire Command Group to the Secure Internet Portal Network 2003, along with the Active Directory Transition program that served to place the Commands, along with its subordinate commands in the same logical network system. Sergeant Doe spearheaded the effort to coordinate directly with each office in the command group to ensure they were prepared to conduct the transitions. From that point, he personally saw that each system was successfully upgraded and made immediate corrections as required. His keen attention to detail allowed this difficult process to be completed flawlessly, drawing praise from the project lead. The distinctive accomplishments of Sergeant Doe reflect great credit upon himself, the United States Air Force, and the Department of Defense (or Office of the Secretary of Defense).

\*Citation should be no more than 16 single spaced lines/No less than 13 lines

\*Portrait, Justified, Times New Roman 14pt

\*Must be a MS Word Document (no PDF)

ENCLOSURE 9

RECOMMENDATION FOR AWARD TEMPLATE

Date

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (needed when sending to WHS for DSSM/DDSM only)

MEMORANDUM FOR DIRECTOR, DEFENSE HEALTH AGENCY (FOR ALL OTHERS)

SUBJECT: Recommendation for Award of the (as applicable)

Under the provisions of Volume 4 of DoD Manual 1348.33, the following Service member is recommended for award of the (as applicable):

- a. Grade, name, Service, and Social Security number (xxx-xx-last 4).
- b. Organization of assignment.
- c. Title and duty assignment at the time of act or service. Include Joint Manpower Program paragraph, and/or line number, Joint Duty Assignment List number, or Fourth Estate Manpower Tracking System number as applicable.
- d. Inclusive dates for which recommended.
- e. Indicate the reason for the submission (i.e., Service member is to be reassigned permanent change of station on (month/year), separated from active duty on (month/year), or retired from active duty on (month/year), or if award recommended is for meritorious achievement; indicate "Impact Award."
- f. Requested date of presentation and provide the telephone number and a point of contact.
- g. Previous Defense awards and inclusive dates.
- 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. (It is the responsibility of the recommending official to ensure compliance with this policy).
- i. Is member pending any adverse action? No.
- j. Has member passed most recent physical fitness evaluation? Yes.

k. Justification if award is not submitted per established timelines: (statement, or N/A).

(Signature block of Directorate Director or  
Staff Element Division Chief)

Attachments:

1. Narrative
2. Citation
3. Supporting Documentation (if appropriate)

ENCLOSURE 10

REQUEST AN EXCEPTION TO POLICY TEMPLATE

MEMORANDUM FOR ASSISTANT DIRECTOR, MILITARY PERSONNEL HUMAN  
RESOURCES DIRECTORATE

SUBJECT: REQUEST AN EXCEPTION TO POLICY FOR AWARD OF THE JOINT  
SERVICE COMMENDATION MEDAL (JSCM)

1. Request an Exception to Policy and authorization of the award of the JSCM for Petty Officer Second Class, Motto V. Ation, United States Navy, in accordance with Volume 4 of DoD-Manual 1348.33, dated December 21, 2016.
2. Petty Officer Second Class (PO2), Motto V. Ation, United States Navy, served at the Armed Forces Medical Examiner System (AFMES), Dover Air Force Base, Delaware from October 2013 to April 2016. PO2 Ation excelled in her duties as a Mass Communication Specialist and Forensic Photographer, documenting 28 forensic pathology investigations, completing 53 short-notice temporary duty assignments across the globe, and processing 81 photo requests that provided 5,290 images to investigative agencies and families. Aside from her primary duties, she also collaborated to create the AFMES official seal, served as Art Director of the AFMES booster, and led planning efforts with oversight of a \$3K event budget for the first ever joint holiday party. Based on the actions and contributions noted in her award package, I believe that Petty Officer Ation rates the award of the JSCM.
3. Thank you for your consideration of this matter. My point of contact is Deputy Assistant Director - Administration and Management, Military Personnel Support Division, lead for Defense Health Agency Recognition and Awards, and can be reached via email at: [dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil](mailto:dha.ncr.military-svcs.mbx.mpsd-military-awards@mail.mil).

INITIAL(S) LAST NAME  
RANK, SERVICE  
Director

ENCLOSURE 11

PUSH NOTE TEMPLATE (DEFENSE SUPERIOR SERVICE MEDAL FOR O6 AND  
BELOW)

Date: XX MONTH XXXX

MEMORANDUM FOR DIRECTOR, DEFENSE HEALTH AGENCY

SUBJECT: Defense Superior Service Medal (DSSM) Push Note

Provide information supporting the recommendation for award of the DSSM to the member assigned to your directorate. This is a requirement for all DSSMs within the Defense Health Agency. This memorandum requires signature by your Deputy Assistant Director (DAD) and endorsement by your Assistant Director (AD). Please submit this push note with the DSSM Narrative and Citation.

Thank you for your consideration of this matter. My point of contact is your information goes here and can be reached via email at your mailbox information here.

Name of DAD  
Deputy Assistant Director  
Duty Title

First Indorsement to Director, Defense Health Agency, Directorate Name (example: AD Healthcare Administration), dated 4 Oct 16, DSSM Push Note

AD  
Assistant Director CAE  
Duty Title

ENCLOSURE 12

RECOMMENDATION FOR AWARD OF THE DEFENSE SUPERIOR SERVICE MEDAL  
TEMPLATE

Date

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (needed for DSSM/DDSM only)

SUBJECT: Recommendation for Award of the Defense Superior Service Medal

1. I strongly recommend approval of the Defense Superior Service Medal for Colonel John E. Doe, USA.
2. COL Doe distinguished himself by exceptionally superior service while assigned as the Chief, Medical and Technical Collaboration Directorate. While assigned, COL Doe's decisive leadership and relentless efforts have been instrumental in the effective administration of the \$7.5 billion Department of Defense (DoD) Health Enhancement Fund. In this highly visible and politically sensitive role, his skillful work toward synchronizing and administering the medical enhancement benefit tangibly improved the lives of 9.4 million beneficiaries.
3. COL Doe is an outstanding DoD health care expert who has worked to ensure that the TRICARE technological reform program provides the premier benefit to our beneficiary population. His initiative, integrity, and commitment have been demonstrated continuously by his superb performance.

INITIAL(S) LAST NAME  
RANK, SERVICE  
Director

Note: The Endorsement Memorandum must not mirror the citation. Extract data from the narrative to write the Endorsement Memorandum for paragraphs 2 and 3.

ENCLOSURE 13

PREPARATION OF MILITARY OUTSTANDING VOLUNTARY SERVICE MEDAL  
AWARD RECOMMENDATIONS

The MOVSM is an excellent method to recognize the contributions of substantial community service, as a role model to others and as a reflection of the importance of such service.

As noted on page 7 (of this DHA-AI), the key provisions of the MOVSM are for substantial service, to the community, above and beyond normally expected of a Service member, which is sustained, direct, and significant, with tangible results.

Support to military air shows, occasional participation in adopt-a-highway cleanup, one season coaching your child's sports team, attendance at community meetings, participation in a military ball committee, and military mentorship programs are valuable, but do not qualify for DHA MOVSM per se. In particular, Services to military programs are typically best reflected on performance evaluations, or in the narrative of an end-of-tour personal performance awards.

Only the MOVSM recommendation, in the below format, is required. The recommendation must be appropriately coordinated/routed through the Directorate and signed by the Directorate Director or Staff Element Division Chief (for DHA Special Staff Divisions). The signed form is scanned and emailed to MPSD.

Supervisors are responsible for validating the service noted in the recommendation. Phone numbers and point of contacts in the community organizations are not required on the memorandum. However, supervisors may require such information in order to appropriately verify the service, at their discretion.

**Note:** Names of certain organizations are not required, due to factors such as religious freedoms. However, point of contacts can still be listed for verification, by personal names (vice organizational names), and the nature of the activity and community service (e.g., musician) recorded.

**Defense Health Agency Military Outstanding Volunteer Service Medal (MOVSM)**

<u>Nominee's Name</u>	<u>Grade</u>	<u>Service</u>	<u>Org/Directorate</u>	<u>Servicing Military Personnel Office</u>
Jane E. Smith	HM1	Navy	HIT	PSD San Antonio

**Period for Which Nominated:** June 2013–June 2016

**Description of Community Service**

HM1 Smith provided an average of eight hours per week from June 2013 to April 2015, as a volunteer counselor for the [name of organization] community crisis hotline, whereby she



answered phone calls and provided assessments, initial counseling, and referrals to community resources such as food banks, clothing donation centers, homeless shelters, domestic violence counseling, and other resources. In preparation for this counseling, she has taken over 30 hours of instruction on resources and protocol. The results of her contributions were in saving lives and families in crisis.

Additionally, HM1 Smith contributed an average of four hours per week as a pianist for her church, from March 2015 to June 2016, by attending rehearsals and supporting two worship services per week as a musician. She did not receive pay, and the results included improving her church, which is attended by 200 members per service.

**Dates of Service Activity Description/Community Served/Location      Approximate Hours**

June 2013–April 2015.....	Hotline Counselor, [name of org], San Antonio, TX	700
March 2015–June 2016.....	Pianist, Church, San Antonio, TX	250
<b>Total Hours Community Service This Period:</b>		<b>950</b>

**Supervisor’s Certification**

I recommend the award of the MOVSM. I certify that the aforementioned volunteer service to the community is:

- above and beyond normally expected of a Service member,
- of a substantial, sustained, direct, and consequential nature, and
- service throughout this period was honorable.

<u>SUPERVISOR’S NAME</u>	<u>GRADE</u>	<u>DUTY TITLE</u>	<u>SIGNATURE</u>	<u>DATE</u>
First Middle Last _____	CPT	Branch Chief, ORS	_____	_____
First Middle Last _____	CDR	Division Chief, SDD	_____	_____
First Middle Last _____	COL	Director, HIT	_____	_____

APPROVAL AUTHORITY: APPROVED\_\_DISAPPROVED\_\_DATE: \_\_\_\_\_

INITIAL(S) LAST NAME  
RANK, SERVICE  
Director

GLOSSARY

PART 1. ABBREVIATIONS AND ACRONYMS

A&M	Administration and Management
AD	Assistant Director
AFDW	Air Force District of Washington
BSO	Business Support Office
BUMED	Navy Bureau of Medicine and Surgery
CJCS	Chairman of the Joint Chiefs of Staff
DAD	Deputy Assistant Director
DDSM	Defense Distinguished Service Medal
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
DMSM	Defense Meritorious Service Medal
DSSM	Defense Superior Service Medal
FMTS	Fourth Estate Manpower Tracking System
MEDCOM	U.S. Army Medical Command
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
LOM	Legion of Merit
MOVSM	Military Outstanding Volunteer Service Medal
MPSD	Military Personnel Support Division
PMD	Personal Military Decoration
WHS	Washington Headquarters Services

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this DHA-AI.

Armed Forces of the United States. Army, Navy, Air Force, Marine Corps, and Coast Guard.

Military Services. Synonymous with the United States Armed Forces.

Push note. A hand-written note from the Director to accompany the Endorsement Memorandum that summarizes why the Service member should be considered for level of award recommended.

Service member. A member of the Armed Forces of the United States.