



THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, DC 20301-1200

SEP 26 1995

MEMORANDUM FOR:

LEAD AGENTS THROUGH SURGEONS GENERAL

SUBJECT: Joint Awards for Lead Agent Personnel

During the past several months, Health Affairs has been working with the Offices of the Assistant Secretary of Defense for Force Management Policy and Washington Headquarters Services to secure joint award eligibility for lead agent personnel. On June 28, 1995, the Assistant Secretary of Defense for Force Management Policy made lead agent personnel eligible for Defense Awards.

The [policies and procedures for processing these awards](#) is attached at Attachment A. Additional instructions, [Joint Awards Guide](#) (Attachment B), from Washington Headquarters Services is also provided.

Stephen C. Joseph, M.D., M.P.H.

Attachments:

As stated

cc:

Lead Agents

IMPLEMENTING GUIDANCE

DEFENSE AWARDS FOR LEAD AGENT PERSONNEL

Reference. DoD 1348.33-M, Manual of Military Decorations and Awards, June 1993.

GENERAL PROVISIONS:

1. The Assistant Secretary of Defense for Health Affairs (HA) has been granted authority to submit recommendations for joint service awards for personnel assigned to and performing Lead Agent duties.
2. In order to maintain credibility of the awards program, it is imperative that the appropriate award is given based on the individual's level of responsibility, significance of accomplishments, and manner of performance. Performance must be above and beyond that which is expected of the nominee's grade and the established responsibility and performance level of the position. Inflated assessments of performance and contributions to DoD will result in the loss of the ability to provide distinctive recognition to those individual who truly deserve higher awards.
3. Individual service awards will be submitted on personnel who are working with but not assigned to the Lead Agent, if an award is deserved.
4. No Defense decoration will be awarded or presented to any service member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable.
5. The number of decorations that may be awarded to a service member is not limited; however, only one decoration is awarded for the same act, achievement, or period of service. Defense decorations will not be awarded to any service member for an act, achievement, or period of service for which a service decoration has been awarded.

SPECIFIC PROVISIONS:

1. The Defense Distinguished Service Medal (DDSM)
 - a. The DDSM shall only be awarded to officers of the Armed Forces of the United States whose exceptional performance of duty and contributions to national security or defense have been at the highest levels. Such officers have direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S. Government.

b. Normally, such broad responsibilities shall be held by only the most senior officers whose duties bring them into direct and frequent contact with the Secretary of Defense and other senior officials within the Government. Examples of such positions are the Chairman of Joint Chiefs of Staff; the Chiefs and Vice Chiefs of the Military Services, including the Commandant and Assistant Commandant of the Marine Corps; and the CINCs and Deputy CINCs of the Unified and Specified Commands.

c. The DDSM may also be awarded to other senior officers who serve in positions of great responsibility, or to an officer whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities.

2. The Defense Superior Service Medal (DSSM) Use the same criteria for recommendations that is used for the Legion of Merit.

3. The Defense Meritorious Service Medal (DMSM) Use the same criteria for recommendations that is used for the Meritorious Service Medal.

4. The Joint Service Commendation Medal (JSCM) Use the same criteria for recommendations that is used for the Commendation Medals.

5. The Joint Service Achievement Medal (JSAM) Use the same criteria for recommendations that is used for the Achievement Medals.

ELIGIBILITY:

1. Members of the U.S. Armed Forces assigned to a Lead Agent for at least consecutive 12 months.

2. The following exceptions will be considered on a case by case basis:

a. Personnel who are permanently assigned greater than 90 days and are reassigned out of the geographical area by their service. This does not include those personnel who have been assigned to a Lead Agent with less than 12 months left in the area before they are eligible to receive credit for a complete tour in that area.

b. Individual Mobilization Augmentees permanently assigned to and working for the Lead Agent for at least 12 months.

c. Reservists attached to a Lead Agent for a minimum of 90 consecutive days and the achievement is truly outstanding.

d. TDY personnel assigned to the Lead Agent for at least 90 consecutive days and the achievement is truly outstanding.

PROCEDURES:

1. Each recommendation for a Defense decoration will be evaluated on the merits of the justification submitted. Recommendations based on generalities, broad or vague terminology, superlative adjectives, or a recapitulation of duties performed do not permit competent evaluation. The justification must be specific, factual and provide concrete examples of exactly what the person did, how well he or she did it, and what the impact or benefits were and how they significantly exceeded expected performance of duty.
2. All recommendations will be submitted by official memorandum or letter (original plus 3 copies) from or through the Lead Agent and appropriate Surgeon(s) General to Health Affairs. Attachment B provides guidelines for preparation of awards.
3. All recommendations placed in official channels must be forwarded to the designated authority for approval/disapproval whether or not intermediate endorsing officials or commanders consider the criteria for the proposed decoration have been met. Intermediate endorsing officials or commanders will recommend approval, disapproval, downgrade or upgrade on all awards that are submitted. An award is considered to be in official channels when it is signed by the initiating official and endorsed by a higher official in the chain of command.
4. All recommendations will be reviewed by the HA awards board which will consist of a representative from each service and HA.
5. All recommendations that the HA awards board makes a unanimous recommendation on will be sent to the Washington Headquarters Services (WHS) awards board with that recommendation.
6. All recommendations with a split vote by the HA awards board will be reviewed by the Principal Deputy for HA and forwarded to the WHS awards board with a recommendation.
7. All awards should be submitted in sufficient time to arrive at HA at least 90 days prior to the desired date of presentation.

RESPONSIBILITIES:

1. Lead Agents will:
 - a. Ensure that personnel meet the eligibility requirements.
 - b. Ensure that awards are submitted in accordance with the instructions at attachment B.
 - c. Forward recommendations through the appropriate Surgeon(s) General to HA. Recommendations will be reviewed by the Surgeon(s) General responsible for the Lead Agent and the parent service, with administrative responsibility, of the proposed awardee.
2. Surgeons General will:

- a. Appoint a primary and alternate representative to the HA awards review board.
- b. Ensure that members of their service are not pending any administrative or disciplinary actions.
- c. Forward recommendations to HA with a recommendation for approval, disapproval, upgrade or downgrade.

3. Health Affairs will:

- a. Establish an awards board to review all joint service recommendations.
- b. Ensure that all awards are reviewed and forwarded to the WHS awards board in a timely manner.
- c. Forward the results of the WHS awards board back to the appropriate Lead Agent.

4. Washington Headquarters Services will:

- a. Process all awards and return the board results/awards to HA.
- b. Provide the appropriate medal with each award.

5. Individual(s) will:

Ensure that a copy of the certificate, citation and order are placed in their personnel records in accordance with the awards memorandum which is the order.

MAY 1995

**WASHINGTON HEADQUARTERS
SERVICES**

JOINT AWARDS

GUIDE

Personnel Security Directorate
Attn: Military Personnel Division
Washington Headquarters Services
1155 Defense Pentagon
Washington, D.C. 20301-1155
COM: (703) 697-5271 DSN: 227-5271

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CHAPTER I

A. Preparation of Recommendations:

1. The recommendation should consist of the following elements:

(a) Narrative -- for the Defense Distinguished Service Medal (DDSM) and the Defense Superior Service Medal (DSSM) will be no more than three single-spaced typewritten pages. The Defense Meritorious Service Medal (DMSM), the Joint Service Commendation Medal (JSCM), and Joint Service Achievement Medal (JSAM) will be no more than one single-spaced page.

** (b) Citation - the citation shall be submitted on bond paper, not to exceed sixteen (16) single-spaced typed lines. (See figure 1 for the opening and closing statements of the awards citation.)

(1) Defense Agencies close with "Department of Defense".

(2) The Immediate Office of the Secretary of Defense, Offices of the finder Secretaries of Defense, and Offices of the Assistant Secretaries of Defense, close with "Office of the Secretary of Defense".

(3) When using duty title omit "the" or "an" for example use Service as Administrative Assistant, ..." vice as "the".

(4) 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 ...

(5) Omit the parentheses when using the organization Assistant Secretary of Defense (Personnel and Readiness) use Assistant Secretary of Defense for Personnel and Readiness.

(6) Day, month and year must be on the same line.

(7) When speaking of the CINCs collectively, it's Commanders in Chief

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

(c) Memorandum - Address the memorandum to Chief, Military Personnel Division, Washington Headquarters Services, through the organizational chain before reaching the Awards Section. The awards section will board all recommendations before forwarding to the approval authority. (See figure 2 for a sample.)

(d) Copies -- **the Package must consist of the original plus three copies.**

2. Approval Authority -- the approval authority for award of the DSSM, DMSM, JSCM, and JSAM (for service members assigned to multilateral and bilateral organizations; and other offices within the Executive Branch, Executive Agencies and Departments, or independent establishments and Government corporations) is the Director for Administration and Management. The approval authority for award of the DDSM is the Deputy Secretary of Defense

3. Orders Distribution -- Two copies of orders are given to the recipient of the award The recipient is responsible for ensuring that a copy of the award is placed in his/her personnel records.

4. Board Procedures -- Award recommendations will be boarded with three (3) senior officers assigned to OSD. Board books will be distributed to the board members every Monday for review.

MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT

THRU: (if applicable)

SUBJ: Exception to Policy

1. Give specifics as to why the exception is being submitted (Time Waiver for late submission or exceptions for personnel not assigned to joint commands). The request should include inclusive dates and duties while attached/ TDY/assigned to the command.

2. On command letterhead, attach the exception to policy request to the award recommendation as a cover letter.

(Signature of Recommending Official)

CHAPTER 2

A. Preparation of Recommendation:

1. A recommendation for the Joint Meritorious Unit Award will consist of the following elements:

(a) Narrative -- The narrative justification must contain specific and factual data about what the activity accomplished, how it was done, what the benefits or results were, and why or how the achievement or service significantly exceeded normal unit duty performance. The narrative justification shall not exceed three single-spaced typewritten pages.

** (b) Citation - the citation shall be submitted on bond paper, not to exceed twenty (20) typed lines.

(c) Personnel Roster - a roster of all eligible personnel will be submitted with each JMUA recommendation to be retained by Military Personnel Division.

** (d) Copies -- the original plus three copies

(e) Endorsing official -- the award recommendations must be endorsed by commanders at all levels.

2. Approval Authority - authority to award the JMUA is delegated to the Director, Administration and Management.

3. Orders Distributions - orders are distributed to the originator of the award. The responsibility to notify the individuals eligible to receive the award remains with the originator.

EXAMPLE CITATION SHOULD BE AS FOLLOWS

COLONEL JOHN E. DOE
UNITED STATES AIR FORCE

Colonel John E. Doe, United States Air Force, distinguished himself by exceptionally superior service as Special Assistant to the President, The White House, from January 1987 to December 1990. During this period, the outstanding professional skill, leadership, and ceaseless efforts of Colonel Doe resulted in major contributions to

the effectiveness and success of various nationally critical programs. The distinctive accomplishments of Colonel Doe reflect great credit upon himself, the United States Air Force, and the Department of Defense.

OPENING STATEMENT:

- DDSM use exceptionally distinguished service
- DSSM use exceptionally superior service
- DMSM/JSCM/JSAM use distinguished himself by exceptionally meritorious service (use achievement for impact awards)

CLOSE:

- **RETIREMENT AWARD:** The distinctive accomplishments of Colonel Doe culminate a (long and) distinguished career in the service of his country and reflect great credit upon himself, the United States Air Force, and the Department of Defense (Office of the Secretary of Defense).
- **SEPARATION AWARD:** The distinctive accomplishments of Major Doe while serving his country reflect great credit upon himself, the United States Air Force, and the Department of Defense (Office of the Secretary of Defense).
- **POSTHUMOUS AWARD:** The distinctive accomplishments of Colonel Doe in the dedication of his service to his country reflect great credit upon himself, the United States Air Force, and the Department of Defense (Office of the Secretary of Defense).
- **IMPACT AWARD:** The distinctive accomplishments of Colonel Doe reflect credit upon himself, the United States Air Force, and the Department of Defense (Office of the Secretary of Defense).
- **PCS AWARD:** The distinctive accomplishments of Colonel Doe reflect great credit credit upon himself, the United States Air Force, and the Department of Defense (Office of the Secretary of Defense).

B. Sample--Recommendation

**MEMORANDUM FOR CHIEF, MILITARY PERSONNEL DIVISION, PERSONNEL AND
SECURITY DIRECTORATE, WHS**

THROUGH: (if applicable)

SUBJECT: Recommendation for Award of the (as applicable)

Under the provisions of DoD 1348.33-M, the following Service member is recommended for award of the (as applicable):

- a. Pay Grade, Rank, name, branch of service, and social security number.
- b Organization of assignment.
- c. Grade and duty assignment at the time of act or service.
- d. Inclusive dates for which recommended - 12 January 1990 to 7 July 1990 (Impact Award/specific achievement) or January 1989 to January 1992 (Service/Retirement/Separation).
- e. Service member to be (reassigned permanent change of station on _____), (released or retired from active duty on _____)
- f. If presentation is desired before departure, state required presentation date (keep in mind that we require 90 days for processing from the date of receipt.) For example if the desired presentation date is 1 March 1993 you must submit the recommendation NOT LATER THAN 31 December 1992. If the decoration, citation, and certificate are to be handcarried by a representative of the organization, **provide name and telephone number of contact.**
- g. Previous Defense awards and inclusive dates - DDSM (1 November 1988 to 20 December 1991)
- 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.)

Attached is a narrative description of (achievement performed or service rendered):

(Instructions: The narrative should 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.)

(Signature of Recommending Official)

Attachments

1. - Narrative (original plus 3 copies)
2. - Citation
3. - Supporting Documentation (if appropriate)

omit the approval authority's signature block

B. Sample--Recommendation

MEMORANDUM FOR CHIEF, MILITARY PERSONNEL DIVISION, PERSONNEL AND
SECURITY DIRECTORATE, WHS

SUBJECT: Recommendation for Award of the Joint Award

Under the provisions of DoD 1348.33-M, the following recommended for award of the Joint Meritorious Unit

- a Unit, activity, or organization.
- b. Location, such as installation, city, state, and country.
- c. Inclusive dates (27 July 1990 to 8 August 1993) for which recommended.
- d. Previous Joint Meritorious Unit Awards awarded to this DoD activity (inclusive dates).

No other unit award is pending for this DoD activity regarding this action, and no unit award has been made previously for achievement or service described herein.

Signature of Recommending Official

Attachments

1. Narrative
2. Citation
3. Supporting Documentation (if required)
4. Personnel Roster