



DEFENSE INFORMATION SYSTEMS AGENCY

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NOV 25 2013

DISA INSTRUCTION 220-25-8*

PERSONNEL

Military Decorations

- 1. Purpose.** This Instruction prescribes policy and assigns responsibilities for military decorations. It also describes military decoration boards and details DoD decorations and award orders.
- 2. Applicability.** This Instruction applies to DISA activities.
- 3. Scope.** This Instruction applies to decorations for military active and reserve personnel assigned to DISA.
- 4. Authority.** This Instruction is published in accordance with the authority contained in DoD Manual 1348.33, volume 1, Manual of Military Decorations and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards, 23 November 2010; AR 600-8-22, Military Awards, 11 December 2006; SECNAVINST 1650.1H, Navy and Marine Corps Awards Manual, 22 August 2006; AFI 36-2803, The Air Force Awards and Decorations Program, 15 June 2001; AR 623-3, Evaluation Reporting System, 5 June 2012; Marine Corps Order P1610.7F, Performance Evaluation System, 19 November 2010; BUPERS Instruction 1610.10C, Navy Performance Evaluation System, 20 April 2011; and AFI 36-2406, Office and Enlisted Evaluation Systems, 2 January 2013.
- 5. Definition of Joint Activity.** For the purpose of this Instruction and the eligibility for Defense decorations, the term "joint" connotes activities, operations, or organizations in which elements of more than one Service of the United States, as reflected in joint manpower documents, perform missions under the auspices of the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or the commander of a combatant command.

6. Reasons for Decoration Recommendations.

6.1 Meritorious Service. A decoration recommendation may be submitted for meritorious service based upon accomplishments during an entire tour of duty when the individual performance exceeds that expected by virtue of grade and experience. A decoration given for meritorious service must cover the entire period of the controlled duty tour plus any extensions and is normally awarded for a period of service greater than 12 months. The decoration recommendation must stand on its own and not take into account the Service member's previous assignments.

6.2 Outstanding Achievement (Impact Decoration). A decoration recommendation may be submitted for outstanding achievement (impact decoration) to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project. An impact decoration is not intended to authorize an additional 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 impact decoration 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.

7. Policy. Active duty Service Members of the United States Armed Forces permanently assigned on orders to DISA are eligible for a Defense decoration through the Agency's military decorations program as a tangible recognition for acts of valor, acts of heroism, or exceptionally meritorious service or achievement.

7.1 Individual Mobilization Augmentee (IMA), Reserve or National Guard personnel permanently assigned, on TDY orders, or in receipt of orders to active duty to backfill a DISA billet, are also eligible for consideration of a Defense decoration. In order to verify eligibility, personnel orders must be presented at the time of submission of the decoration recommendation.

7.2 Military personnel may only be recommended for a Defense decoration upon completion of a tour or an outstanding achievement. However, if the Service specific regulation permits awarding a decoration for achievement, personnel may be eligible for a Service specific decoration only when the recommendation is for retirement, posthumous, or special achievement based solely on Service specific achievements for the Department of the Army, Air Force, Navy, Marine Corps, or Coast Guard.

7.3 Unless otherwise stated, only those members of the Armed Forces of the United States who have rendered superior meritorious service while permanently assigned to a joint duty activity shall be eligible for consideration of a Defense decoration.

7.4 Military personnel under operational control of a joint activity are not eligible for a Defense decoration. Personnel who are assigned to a military department component (Active, IMA, Reserve, or National Guard) that are subsequently attached to a joint activity for administrative or exercise purposes shall not be eligible for a Defense decoration. These Service members performing as part of a unit whose mission is Service-specific (e.g., mobile training teams) or by solely being under operational control of DISA are not eligible for a Defense decoration. Personnel meeting the above criteria may be submitted for a Defense decoration as an exception to policy. The exception to policy recommendation will be submitted to DISA for consideration and forwarded to the Office of the Secretary of Defense for approval.

7.5 For all decorations processed through Headquarters, DISA, the endorsing official must be the Director, Vice Director, Chief of Staff, Deputy Chief of Staff, Principal Director or Director, Deputy Principal Director or Deputy Director, Commander of a DISA field office, or Chief of a Special Mission, as applicable. For decorations not processed through Headquarters, DISA, the endorsing official is designated by the appropriate orders approving authority.

7.6 Each recommendation for a Defense decoration will be entered administratively into official channels within 1 year of the act, achievement, or service to be recognized.

7.7 The nominating organization or directorate will ensure a thorough review of the military member's records is conducted. A Defense decoration shall not be awarded or presented to any

military member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable, nor will a decoration be awarded or presented to any military member who is suspended from favorable actions, undergoing disciplinary actions, or under investigation.

7.8 A Defense decoration shall not be awarded for an act, achievement, or service that only contributed to the individual's Service and does not meet the definition of "joint activity," as defined in paragraph 5. A Service-specific decoration may be used to recognize this type of act, achievement, or service; for example, a soldier graduating at the top of his/her professional military education course or winning the Service-wide special recognition competition (e.g., Shore Sailor of the Year, Army Soldier of the Year, etc.).

7.9 Personnel whose tour of duty is extended or who are transferred within DISA without a permanent change of station (PCS) order will not be entitled to a decoration until the end of their tour. When an individual is transferred within DISA, the losing activity may forward a recommendation to the gaining activity. This data should be used if the individual is recommended for a decoration upon completion of the tour with the gaining DISA activity. However, an individual may be recommended for a decoration before completion of their tour with DISA in the cases of outstanding achievement or impact award where significant accomplishment merits special immediate recognition.

7.10 The number of decorations that may be awarded to a Service member is not limited; however, only one decoration shall be awarded for the same act, achievement, or period of service. The recipient of a decoration for outstanding achievement may be granted a later decoration for the entire period of service, provided eligibility for the decoration is justified by extended commendatory service. A Defense decoration may not be awarded to any Service member for an act, achievement, or period of service for which a Service decoration has been awarded.

7.11 Personnel retiring while assigned to DISA may be recommended for a Service or Defense decoration. The fact that a Service member may retire from a joint assignment shall not be used to request or justify a higher level decoration than the actual service, achievement, or tenure that the joint assignment supports. A Defense decoration must be based purely on the tour at DISA and not the Service member's entire career. In those instances where the length of the joint assignment or

degree of responsibility would not qualify a Service member for an appropriate level Defense decoration on retirement, the recommending official may consider recommending the Service member for a Service decoration. A Service-specific decoration must meet the Services eligibility criteria and processed in accordance with the appropriate Service guidelines in AR 600-8-22, SECNAVINST 1650.1H, and AFI 36-2803 (authority documents).

7.12 Defense decorations may be awarded posthumously. When so awarded, they may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

7.13 The Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM), and Defense Meritorious Service Medal (DMSM) (to include equivalent-level Service awards) submitted for end-of-tour (EOT), retirement, achievement, and separation will be boarded prior to being staffed to the approval authority. The board may be waived for any decoration that normally requires boarding by the Chief of Staff or Deputy Chief of Staff under unique circumstances. The Joint Service Commendation Medal (JSCM) and Joint Service Achievement Medal (JSAM) (including equivalent-level Service decorations) submitted for retirement, PCS, separation, and achievement are staffed through administrative channels to the approval authority and are not required to meet the board.

7.14 All Defense decorations submitted for the Director and Vice Director are reviewed by the Chief of Staff and a recommendation is made for approval, downgrade, or disapproval, as appropriate. This review may be delegated to the Deputy Chief of Staff. All Defense decorations submitted for enlisted personnel are also reviewed by the DISA Senior Enlisted Advisor, and a recommendation is made for approval, downgrade, or disapproval, as appropriate.

7.15 Classified portions of recommendations will only be provided in paper copy. The submitter will coordinate the delivery of classified recommendations with the proper security and courier officials and provide to those individuals who have the required clearance level and need to know.

7.16 Any exceptions to policy for a Defense decoration for personnel not assigned to a DISA billet shall be submitted through official channels in the same manner as any other Defense decoration. However, the exception must be further processed through the Office of the Secretary of Defense for approval of the exception.

8. Responsibilities.

8.1 **Manpower, Personnel, and Security Directorate (MPS) Chief, Military Personnel Division (MPS2).** The Chief, MPS2, will serve as the proponent for policy and procedures for and oversee the management of military decorations.

8.2 **Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements.** These individuals will:

8.2.1 Prepare and submit decoration recommendations on personnel assigned or attached to their organization within established timeframes, ensuring information provided in the recommendation package is accurate.

8.2.2 Ensure the individual being recommended for the Defense decoration is assigned to a DISA billet and has met all the criteria specified both in this Instruction and in DoD 1348.33-M, volume 1 (authority document).

9. **Military Awards Manager Duties.** The Military Awards Manager will:

9.1 Schedule the decoration boards, notify board members, record votes and comments from the board, and include consolidated board results with each decoration recommendation.

9.2 Notify the directorates of personnel projected to rotate from the Agency and suspense the directorates for the end-of-tour decoration. (Notifications will be forwarded 6 months prior to the projected departure date.)

9.3 Process the decoration recommendations through appropriate command channels to the approval authority.

9.4 Publish special orders for military decorations and finalize the citation, as appropriate, upon receipt of the signed certificate from the approval authority.

9.5 Submit a copy of the decoration approval, amendment, or revocation documentation to the appropriate personnel servicing activities for record updating.

9.6 Maintain file copies of all decoration recommendations approved by DISA, in accordance with DISAI 210-15-6, Records Management, and National Archives and Records Administration guidelines.

10. **Military Decorations Boards.** Military decorations boards review, evaluate, and provide recommendations to the approval authority. The board is held monthly and convenes on the first duty day after the 10th with one board for officer decorations and one board for enlisted decorations. The boards adjourn 5 duty days from the day that the board convened. Additional boards may be held upon approval of the Office of the Chief of Staff.

10.1 Each board will consist of one nonvoting Chairperson, a minimum of 3 or more not to exceed a total of 10 voting members, and a board recorder.

10.2 The Chairperson for the Officer Decorations Board is an officer of the Armed Forces of the United States in the grade of O-6 serving as the Deputy Director, MPS, or one of the designated board members in their absence. The Chairperson for the Enlisted Decorations Board is the Agency's Senior Enlisted Advisor. The Chairperson is a nonvoting member unless there is a tie or disagreement among the board members.

10.3 The board members for an Officer Decorations Board are officers of the Armed Forces of the United States in the grade of O-6 serving in the National Capital Region (NCR) and are selected by the Chairperson and/or Chief of Staff. The board members for an Enlisted Decorations Board are E-9s and E-8s serving as Senior Enlisted Leaders and supervisors throughout DISA. The board members review all decoration recommendations and submit an appropriate vote. A board member may recommend the decoration be approved, downgraded, or disapproved and provide an explanation for votes of downgrade or disapprove.

10.4 Board results are not to be made public until the approval authority has signed the decoration.

11. DoD Decorations and Decorations Orders. A detailing of DoD decorations is provided in enclosure 1 and decorations orders in enclosure 2.



FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

2 Enclosures a/s

SUMMARY OF SIGNIFICANT CHANGES. This revision provides additional information regarding the members of the military decorations board and frequency of the boards. Submission of Service decorations has been clarified. Instructions for completing the DISA Form 530 are now included. Policy guidance previously relayed in enclosure 1 is now included in the Policy paragraph in the Instruction. Figure 2, DISA Recommendation Guidelines, has been added to enclosure 1. The subject of the Instruction has been changed from "Military Awards" to "Military Decorations" to provide clarity and refine the scope on the specific type of awards detailed in the Instruction.

*This Instruction cancels DISAI 220-25-8, 20 March 2009.

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DoD DECORATIONS

1. **General.**

1.1 In accordance with volume 1 of DoD Manual 1348.33, Manual of Military Decorations and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards, the Director, DISA, is the approval authority for the Defense Meritorious Service Medal (DMSM), the Joint Service Commendation Medal (JSCM), and the Joint Service Achievement Medal (JSAM). The approval authority for the JSCM and the JSAM may be further delegated by the Director, DISA, as appropriate. Approval authority for all other Defense decorations is the Secretary of Defense, to include the Defense Distinguished Service Medal (DDSM) and the Defense Superior Service Medal (DSSM).

1.2 Defense decorations are provided commensurate with the contributions made. The initiator of a decoration recommendation will propose to the recommending and/or endorsing official the recommended type and level of decoration.

2. **Types and Criteria.** The types and criteria for DoD decorations is provided below. Recommendation guidance for DoD decorations is presented in table 1.

2.1 **Defense Distinguished Service Medal (DDSM).** The DDSM is the highest Defense peacetime decoration. It is awarded to the most senior officers who perform exceptionally meritorious service in a degree of great responsibility with the Office of the Secretary of Defense (OSD), the Joint Chiefs of Staff, special or outstanding command in a Defense agency, or for any other joint activities designated by the Secretary of Defense. It is awarded infrequently. This decoration is awarded by the Secretary of Defense to any officer of the U.S. Armed Forces who, while assigned to a joint staff or activity, distinguishes himself or herself by exceptionally meritorious service in a position of unique and great responsibility. Award for exceptionally meritorious service is generally for a period of time greater than 12 months and encompassing an individual's entire joint assignment, including any extensions. The DDSM shall not be awarded to any officer for a period of service for which a Military Department's Distinguished Service Medal, or similar decoration, has been awarded. The DDSM shall only be awarded to officers of the U.S. Armed Forces 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. Contributions normally require a direct working relationship with the most senior officials in the Federal Government (e.g., Secretary of Defense, Deputy Secretary of Defense, Chairman of the Joint Chiefs of Staff, Secretaries of the Military Departments, and Chiefs and Vice Chiefs of the Military Services). Only under the most unusual circumstances will the DDSM be awarded as an impact award for outstanding TDY achievement. The DDSM is specifically intended to recognize exceptionally distinguished service and to honor an individual's accomplishments over a sustained period. The DDSM may 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.

2.2 Defense Superior Service Medal (DSSM). The DSSM is the second highest Defense peacetime decoration. The medal is most often awarded to senior officers in the general and/or flag officer grades. The services rendered are similar to those required for the award of the Legion of Merit. The DoD-level DSSM is comparable to the Service-level Legion of Merit. The DSSM is awarded by the Secretary of Defense to any member of the U.S. Armed Forces who has rendered superior meritorious service in a position of significant responsibility while assigned to a joint activity and whose performance cannot be recognized properly by any other Defense decoration. Award for meritorious service is generally for a period of time greater than 12 months and encompassing an individual's entire joint assignment, including any extensions. Service members assigned and/or attached to a Joint Task Force (JTF) as individuals (not as members of a Service unit) may also be eligible for the DSSM. Members of Service-unique units assigned and/or attached to a JTF retain eligibility for award of personal decorations from their parent Services. They may not be awarded Defense decorations. The DSSM may be awarded only to members of the U.S. Armed Forces who, after 6 February 1976, rendered superior meritorious service in a position of significant responsibility. The DSSM is specifically intended to recognize exceptionally superior service and to honor an individual's

accomplishments over a sustained period. Only under the most unusual circumstances will the DSSM be awarded as an impact award for outstanding temporary duty (TDY) achievement.

2.3 Defense Meritorious Service Medal (DMSM). The DMSM is the third highest Defense peacetime decoration. The DMSM is not the same as the Meritorious Service Medal (MSM), which is a separate U.S. Military Department decoration. Both have virtually identical award criteria, but the DMSM is awarded to Service members assigned to qualifying joint activities, whereas the Military Department MSM is awarded to Service members in Service-unique military units. The DMSM is awarded in the name of the Secretary of Defense to any active duty member of the U.S. Armed Forces who, while serving in a joint activity, distinguishes himself or herself by noncombat meritorious achievement or service. The meritorious service is generally for a period of time greater than 12 months and encompassing an individual's entire joint assignment, including any extensions. The required achievement or service, while of a lesser degree than that required for award of the DSSM, must have been accomplished with distinction. Service members assigned and/or attached to a JTF as individuals (not as members of a Service unit) may also be eligible for the DMSM. Members of Service-unique units assigned and/or attached to a JTF retain eligibility for award of personal decorations from their parent Services. They may not be awarded Defense decorations. The DMSM shall only be awarded to members of the U.S. Armed Forces who, after 3 November 1977, distinguished themselves by noncombat meritorious achievement or service. The DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments over a sustained period. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement. The DMSM will not be awarded for any period of service for which a Military Department medal is awarded.

2.4 Joint Service Commendation Medal (JSCM). The JSCM is awarded to Service members assigned to joint activities. The JSCM may be awarded in the name of the Secretary of Defense to members of the U.S. Armed Forces who, while assigned to a joint activity after 1 January 1963, distinguished themselves by meritorious achievement or service. Award for meritorious service is generally for a period of time greater than 12 months and encompassing an individual's entire joint assignment, including any extensions. Service members assigned and/or attached to a JTF as individuals (not as members of a Service

unit) may also be eligible for the JSCM. Members of Service-unique units assigned and/or attached to a JTF retain eligibility for award of personal decorations from their parent Services. They may not be awarded Defense decorations. The JSCM will not be awarded for any period of service for which a Military Department medal is awarded.

2.5 Joint Service Achievement Medal (JSAM). The JSAM is awarded in the name of the Secretary of Defense to members of the U.S. Armed Forces below the grade of O-6 who, while assigned to a joint activity after 3 August 1983, distinguished themselves by outstanding performance of duty, meritorious achievement, or service. Service members assigned and/or attached to a JTF as individuals (not as members of a Service unit) may also be eligible for the JSAM. Members of Service-unique units assigned and/or attached to a JTF retain eligibility for award of personal decorations from their parent Services. They may not be awarded Defense decorations. The required achievement or service, while of lesser degree than that required for award of the JSCM, must have been accomplished with distinction. The JSAM may not be awarded for any act or period of service which a Military Department medal was awarded, and it should not be awarded for retirement.

3. Recommendation Standards. A recommendation for a Defense or Service decoration is evaluated on the merits of the justification submitted. The justification must be specific and factual and provide concrete examples of what the Service member did, how well the task or service was performed, what the impact or benefits were, and how the Service member significantly exceeded performance of duty. A recommendation will include specific achievement of such distinction that the meritorious and outstanding aspects of the service or achievement require recognition beyond what is normally included in an evaluation report; clear evidence of benefit to the interests of DISA or mission impact; degree of responsibility required in the performance of duties; and proven accomplishments (e.g., cost savings and reduction in materials or man-hours).

4. Timelines for Submission of Awards. To allow sufficient processing time, recommendations are to be submitted in accordance with the timelines specified as follows:

4.1 DDSMs, DSSMs, and the military services LOMs are to be submitted to MPS2 no later than 150 days before presentation date or the date of departure from DISA, whichever is earlier.

4.2 DMSMs, JSCMs, JSAMs, and the military services MSMs and below are to be submitted to MPS2 no later than 60 days before presentation date or the date of departure from DISA, whichever is earlier.

5. **Preparing Award Recommendations.** In addition to the below specified documentation, a decoration package for a DDSM, DSSM, DMSM, JSCM, and JSAM will include supporting documentation: Service member's duty history, copies of previous decorations awarded while assigned to the Agency, push note (required for DMSM and higher decoration recommendations submitted for O-1 - O-3, WO1 - WO3, and E1 - E6), late letter (if not submitted within the established timelines specified in paragraph 4), and decorations quality control checklist.

5.1 **DDSM and DSSM.** An decoration recommendation for a DDSM or DSSM will contain the following:

5.1.1 **Memorandum of Recommendation.** A memorandum of recommendation prepared on DISA letterhead with Times New Roman 12-point font and 1-inch margins. (See figure 1 for format.)

5.1.2 **Narrative.** A narrative prepared in a clear narrative style with Times New Roman 12-point font and 1-inch margins not to exceed three single-spaced typewritten pages.

5.1.3 **Proposed Citation.** A proposed DDSM citation prepared single-spaced with Times New Roman 16-point italicized font and 1-inch margins limited to 16 lines. (The layout of this document is portrait.) A proposed DSSM citation prepared single-spaced with Times New Roman 12-point font and 1-inch margins limited to 16 lines. (The layout of this document is landscape.) (See figure 2 for mandatory opening and closing sentences.)

5.2 **DMSM, JSCM, and JSAM.** A decoration recommendation for a DMSM, JSCM, or JSAM will contain the following:

5.2.1 **DISA Form 530.** A DISA Form 530: Recommendation for Award of the Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and Joint Service Achievement Medal (JSAM), prepared in accordance with instructions in paragraph 11. Bullet statements are used to complete the achievement blocks and should identify the accomplishment, how the task or service was accomplished, and the result(s).

An additional continuation sheet is not authorized. (An incomplete or incorrect DISA Form 530 will be returned to the unit for completion or corrections prior to further processing.)

5.2.2 Proposed Citation. A proposed citation prepared single spaced with Times New Roman 12-point font and 1-inch margins. The facts should be specific and confined to no more than 16 lines. Superfluous adjectives and other embellishment should be avoided. The layout of this document is land-scape. (See figure 3 for mandatory opening and closing sentences.)

6. Submission of Decoration Recommendation. The entire decoration recommendation is submitted in electronic version via e-mail to the MPS2 Military Awards and Evaluations Section organizational e-mail address. All citations and narratives (DSSM and above) are to be submitted in Word format. The DISA Form 530 and additional documentation may be sent via Portable Document Format (PDF).

7. Reconsideration of Downgraded or Disapproved Awards.

7.1 A request for reconsideration of a disapproved or downgraded decoration must be placed into official channels within 1 year from the date of the awarding authority's decision. A one-time reconsideration by the awarding authority shall be conclusive.

7.2 Recommendations are submitted for reconsideration only if new, substantive, and material information is furnished. Requests for reconsideration must be forwarded through the same official channels as the original recommendation. The additional justification for reconsideration must be in memorandum format with Times New Roman 12-point font and 1-inch margins not to exceed two typewritten pages. A copy of the original recommendation with all endorsements and the citation must be included.

7.3 If the reconsideration is approved and when a lesser decoration has already been approved, action will be taken by the awarding authority to revoke the lesser awarded Defense decoration. If the reconsideration is disapproved by the awarding authority, the recommending officials will be notified, in writing, that the original approved decoration will stand as is, and no further action will be taken on this award.

8. Lost Recommendations. Recommendations for Defense and joint decorations officially placed into command or staff channels within the prescribed time limitations, but which were not acted on through loss or inadvertence, may be resubmitted to the appropriate awarding authority for consideration at any time within 2 years after discovery of the fact that the recommendation was not acted on through loss or inadvertence. Lost recommendations must be forwarded through the same official channels as the original recommendation and are contingent upon the following requirements:

8.1 A copy of the original recommendation or its substantive equivalent, at a minimum, should be accompanied by statements, certificates, and affidavits corroborating the events or services involved. The person signing a reconstructed award recommendation must be identified clearly in terms as to their official relationship to the intended recipient at the time of the act or during the period of service to be recognized.

8.2 Conclusive evidence establishing that the recommendation was officially placed in command or staff channels within 1 year of the act, achievement, or service.

8.3 Evidence of the loss of the recommendation or the failure to act on the recommendation through inadvertence.

9. Mandatory Opening and Closing Sentences for a DDSM and DSSM. Mandatory opening and closing sentences for a DDSM and DSSM are provided at figure 2.

10. Mandatory Opening and Closing Sentences for a DMSM, JSCM, and JSAM. Mandatory opening and closing sentences for a DMSM, JSCM, and JSAM are provided at figure 3.

11. Instructions for Completing a DISA Form 530. Instructions for completing a DISA Form 530: Recommendation for Award of the Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JCSM), and Joint Service Achievement Medal (JSAM), are as follows:

Block 1

Address all decorations processed through Headquarters, DISA, to MPS, ATTN: Military Awards Manager (MPS2). (All other awards should be addressed to the appropriate orders approving authority.)

Block 2

Input only directorate or organization exactly as it appears on the DISA organizational chart (Direct Reports, Special Advisors, Shared Services Units, Special Mission, Strategic Business Units, and Program Executive Offices) followed by the office code in parenthesis.

Block 3

Enter the date prepared.

Block 4

Place an "x" in the appropriate branch of service. For reserve and guard personnel, mark "Other" and enter the branch. (Example: Army National Guard)

Block 5

Place an "x" in the type of award recommended.

Block 6

Enter the oak leaf cluster. Second award is the 1st OLC, 3d award is 2d OLC, and etc. If it is the first award, enter "0."

Block 7

Enter an "x" in the appropriate box. If the award is for PCS, SEP, or RET, the SVC would also be marked. For RET and SEP, enter number of years.

Block 8

Enter the period of the award. For active duty members with a normal retirement date, the end date of the awarding period will always be the last day of the month.

Block 9

Enter the proposed presentation date. If the individual has already departed the Agency, leave blank.

Block 10

Enter the awardees last, first, and middle initial. Also include suffixes; such as, Jr., Sr., II, III. Information entered into this block should match the official name in the Service member's military record.

Block 11

Enter both the rank and grade. For Navy enlisted personnel, enter designator, when applicable. For example, PN1(SW/AW)/E-6.

Block 12

Duty position/title at the time of act or service.

Block 13

Enter the Service member's forwarding address or current unit of assignment.

Block 14

List all previous decorations the Service member has received; if none, enter "None." If the Service member has more than one of the same type of decoration, indicate the number next to the type of award. For example, MSM-2. (Do not list special recognition awards. For example, SNCO Qtr/CGO of the Year.)

Block 15

List all decorations the Service member received during the current or any consecutive tour at DISA. If none, enter "None."

Block 16

The recommending official must be the Supervisor, Senior Enlisted Leader, Division Chief, or higher authority. Sign and date this block.

Block 17

The endorsing official signs and dates this block. The endorser is certifying that a quality review has been conducted on the military member and acknowledges that the member has passed or failed a current physical training test; weight/height check; and if member has received any unsatisfactory performance evaluation on the most recent performance reporting period. An evaluation is considered unsatisfactory in the following instances:

An Army enlisted member receives a rating of 5.
An Army officer receives any rating of Below Center Mass.

A Marine enlisted member receives a rating of Unsatisfactory in block K3. A Marine officer receives a rating of Unsatisfactory in block K3.

A Navy enlisted member receives a rating of 1 or 2.
A Navy officer receives a rating of 1 or 2.

An Air Force enlisted member receives a rating of 1 or 2 and/or referral report. An Air Force officer receives a rating of "does not meet" standards and/or referral report.

Block 18 (Part B)

Enter in bullet format, the special achievement(s) or accomplishment(s). State the accomplishment, how it was accomplished, and the end result. Identify results with percentages, dollar amounts, processing times, or other outstanding results. A separate continuation sheet is not authorized. Achievement(s) or accomplishment(s) previously recognized by a Defense or Service award may not be listed.

TABLE 1. RECOMMENDATION GUIDANCE FOR DOD DECORATIONS

Award	Guidance	Grade	Approval Authority
DDSM	Exceptionally distinguished performance of duties that contributes to national security or Defense affairs at the highest levels. Such responsibilities will normally be held by the most senior officers duties bring them into direct contact with the SecDef.	O9 and Above	SecDef
DSSM	Exceptionally superior service in a position of significant responsibility and clearly places the individual ahead of contemporaries. Can be awarded posthumously and in cases of retirement, separation, and permanent change of station. Awarded as an "impact" award for outstanding achievement only under the most unusual circumstances.	O6 and Above E9	SecDef
DMSM	Normally presented to officers and senior enlisted members who have performed exceptionally meritorious work. Can be awarded posthumously and in cases of retirement, separation, and permanent change of station. Awarded as an "impact" award for outstanding achievement only under the most unusual circumstances.	O4 to O6 E7 to E9 Recommendations on E1-E6, O1-O3, and WO1-WO3 require a push note from the member's Director, Field Commander, or Deputy	Director
JSCM	For meritorious service/achievement of a lesser degree than that required for award of the DMSM. Awarded for acts that have been accomplished with distinction and clearly places an individual's performance above that of peers. Should be the basic award for truly outstanding action officer and for exceptional enlisted personnel.	O1 to O4 E9 and below	Director, DISA, with delegation to the Vice Director
JSAM	For meritorious achievement/service of a lesser degree than that required for award of the JSCM that clearly places an individual's performance above that of peers. For officers and enlisted personnel whose performance has been excellent but not at the same level as those deemed to be truly outstanding.	O5 and below E9 and below	Director, DISA, with delegation to Vice Director, Chief of Staff, and limited number of Field Offices

Note: Grades identified above are only listed as a baseline.

FIGURE 1. MEMORANDUM FOR RECOMMENDATION OF DDSM AND DSSM
(DISA LETTERHEAD)

MEMORANDUM FOR DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

SUBJECT: Recommendation for Award of the (DDSM or DSSM, as applicable)

1. Under the provisions of DoDM 1348.33-M-V1, the following Service member is recommended for award of the (enter the award as applicable):

a. (Rank, name, Service, and social security number.)

b. (Organization of assignment.)

c. (Title and duty assignment at the time of act or service.)

d. (Inclusive dates for which recommended.)

e. Service member to be (reassigned permanent change of station on dd mmm yy or retired from active duty on dd mmm yy).

f. Presentation date: dd mmm yy. Provide name and telephone number of POC.)

g. (List all Previous Defense awards and inclusive dates.)

For example: DMSM: 19 Jan 10 to 22 Aug 13, JSCM: 8 Sep 09 to 16 May 12.
(Do not list Service awards.)

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. Enclosed is a narrative description of (service rendered or achievement performed).

2 Enclosures:
1 Narrative
2 Citation

Principal Director, Director,
or Commander signature block

**FIGURE 2. MANDATORY OPENING AND CLOSING SENTENCES
FOR A DDSM AND DSSM**

Opening Sentence

The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location, and date (or inclusive dates).

For example:

Major General Anthony J. Jones, United States (enter appropriate Service; i.e., Army, Air Force, etc.), distinguished (himself/ herself) by (*exceptionally distinguished/exceptionally superior) service as (duty title), or (office/directorate/unit), Defense Information Systems Agency, from (date month year) to (date month year).

Closing Sentence

Confine the closing sentence to one sentence, which will personalize the summation, by use of the awardee's name and his or her attributes.

For example:

(PCS Award)

The distinctive accomplishments of Major General Jones reflect great credit upon himself/ herself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.), and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Major General Jones culminate a (**long and) distinguished career in the service of his country and reflect great credit upon himself/herself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.), and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country, the distinctive accomplishments of Major Jones reflected great credit upon himself/herself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.), and the Department of Defense.

*DDSM - use "exceptionally distinguished service"

*DSSM - use "exceptionally superior service"

**In citations for retirement awards, use the words "long and" if the period of service is 30 years or more.

**FIGURE 3. MANDATORY OPENING AND CLOSING SENTENCES
FOR A DMSM, JSCM, AND JSAM**

Opening Sentence

The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location, and date (or inclusive dates).

For example:

Major Anthony J. Doe, United States (enter appropriate Service; i.e., Army, Air Force, etc.) (enter the word "Reserve" if the individual is a reservist; i.e., Army Reserve) distinguished himself by exceptionally meritorious (service/achievement, as applicable) as (duty title), or (while assigned to (office/ directorate/unit), Defense Information Systems Agency, from (date month year) to (date month year).

Closing Sentence

Confine the closing sentence to one sentence, which will personalize the summation, by use of the awardee's name and his or her attributes.

For example:

(PCS Award)

The distinctive accomplishments of Major Doe reflect *great credit upon himself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.) (enter the word "Reserve" if the individual is a reservist; i.e., Army Reserve), and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Major Doe culminate a (**long and) distinguished career in the service of his/her country and reflect *great credit upon himself/herself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.) (enter the word "Reserve" if the individual is a reservist; i.e., Army Reserve), and the Department of Defense.

(Separation Award)

The distinctive accomplishments of Major Doe while serving his country, reflect *great credit upon himself/herself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.) (enter the word "Reserve" if the individual is a reservist; i.e., Army Reserve), and the Department of Defense.

(Posthumous Award)

In the dedication of service to his/her country, the distinctive accomplishments of Major Doe reflected *great credit upon himself/herself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.) (enter the word "Reserve" if the individual is a reservist; i.e., Army Reserve), and the Department of Defense.

(Impact/Achievement Award)

The distinctive accomplishments of Major Doe reflect credit upon himself/herself, the United States (enter appropriate Service; i.e., Army, Air Force, etc.) (enter the word "Reserve" if the individual is a reservist; i.e., Army Reserve), and the Department of Defense.

*Great is always used with the DMSM and JSCM (PCS/Retirement/ Separation/Posthumous) with the exception of when the DMSM and JSCM are being awarded for an Impact/Outstanding Achievement award. The word "great" is not used for a JSAM.

** In citations for retirement awards, use the words "long and" if the period of service is 30 years or more.

AWARD ORDERS

1. **General.** An award order is required when a DoD decoration has been approved and awarded to a Service member.
2. **Numbering.** The numbering of an award order is the four-digit year followed by a dash and a three-digit number beginning with 001. The numbers will be assigned consecutively for each calendar year.
3. **Authentication.** The authentication is the section of the order that contains the authority line and signature block. The authority line is omitted when the award order is signed by the approval authority. At the discretion of the approval authority, the directorate executive officer, administrative officer, or directorate awards monitor may sign the orders. The proper authority line (i.e., "FOR THE PRINCIPAL DIRECTOR," "FOR THE DIRECTOR," or "FOR THE COMMANDER") when award orders are not signed by the approval authority.
4. **Publishing.** A military award order may be published as separate order for each person or as a group order that includes all the names and necessary personal information. Before the order is reproduced for distribution, the personal information is removed by cutting out, blocking out, or covering over. (The original order [with personal information] is authorized for distribution to military and DoD offices that require the personal information to perform accomplish their mission. Authorized offices include official military personnel record centers and support offices.)
5. **Formats.**
 - 5.1 **Single Addressee.** (Figure 1)
 - 5.2 **Multiple Addressee.** (Figure 2)
 - 5.3 **Amendment.** An amendment is used to change incorrect information to correct information; such as, rank/rate, name, SSN, oak leaf cluster, dates, etc. (Figure 3)
 - 5.4 **Revocation.** Any Defense decoration for a distinguished act, achievement, or service may be revoked if facts, later determined, would have prevented original approval of the decoration. The circumstances regarding such instances must

immediately be reported and recommendations made through established channels to the awarding authority for review and determination of appropriate action. When the awarding authority has determined that a Defense decoration should be revoked, the original orders should be revoked and the Service member's parent Service notified. (Figure 4)

FIGURE 1. SINGLE ADDRESSEE ORDER

(DISA LETTERHEAD)

(Enter Date)

MILITARY PERSONNEL AWARDS ORDER NUMBER (YYYY-###)
(Four digit year followed by a "-" and a three-digit number beginning with 001.
The order number will start at 001 from 1 Jan of each year and continue to run
consecutively through 31 Dec.)

ANNOUNCEMENT OF DEPARTMENT OF DEFENSE AWARDS

Under the provision of DoDM 1348.33-V1 (for orders not published by MPS2,
add "and DISA Memorandum, Delegation of Authority to Award the JSCM and the JSAM,
dd mmm yy"), (enter the approval authority appropriate title), Defense Information Systems
Agency, announces the following award for meritorious service with the Defense Information
Systems Agency:

JOINT SERVICE ACHIEVEMENT MEDAL

Radioman Third Class James E. Smith (Enter number of oak leaf clusters, if applicable;
i.e., "First Oak Leaf Cluster" if this is the individual's second award.)
United States Navy
2 June 2010 to 5 July 2013, (identify Service or Achievement award)

(enter the appropriate authority line, if required)

Authenticator Signature Block

FIGURE 2. MULTIPLE ADDRESSEE ORDER

(DISA LETTERHEAD)

(Enter Date)

MILITARY PERSONNEL AWARDS ORDER NUMBER (YYYY-###)
(Four digit year followed by a "-" and a three-digit number beginning with 001.
The order number will start at 001 from 1 Jan of each year and continue to run
consecutively through 31 Dec.)

ANNOUNCEMENT OF DEPARTMENT OF DEFENSE AWARDS

Under the provision of DoDM 1348.33-V1 (for orders not published by MPS2,
add "and DISA Memorandum, Delegation of Authority to Award the JSCM and the JSAM,
dd mmm yy"), (enter the approval authority appropriate title), Defense Information Systems
Agency, announces the following award for meritorious service with the Defense Information
Systems Agency:

JOINT SERVICE ACHIEVEMENT MEDAL

Radioman Third Class James E. Smith (Enter number of oak leaf clusters, if applicable;
i.e., "First Oak Leaf Cluster" if this is the individual's second award.)

United States Navy

11 June 2009 to 12 July 2012, (identify Service or Achievement award)

Sergeant First Class Raymond A. Brown (Enter number of oak leaf clusters, if applicable;
i.e., "First Oak Leaf Cluster" if this is the individual's second award.)

United States Army

2 May 2011 to 22 July 2011, (identify Service or Achievement award)

(enter the appropriate authority line, if required)

Authenticator Signature Block

FIGURE 3. AMENDMENT OF ORDER

(DISA LETTERHEAD)

(Enter Date)

MILITARY PERSONNEL AWARDS ORDER NUMBER (YYYY-###)
(Four-digit year followed by a "-" and a three-digit number beginning with 001.
The order number will start at 001 from 1 Jan of each year and continue to run
consecutively through 31 Dec.)

AMENDMENT OF DEPARTMENT OF DEFENSE AWARDS

So much of: Sergeant First Class Raymond A. Brown, First Oak Leaf Cluster
United States Army, 111-11-1111
2 May 2012 to 22 July 2013, Service Award)
Is amended to read: Sergeant First Class Raymond A. Brown
United States Army, 111-11-1111
2 May 2012 to 22 July 2013, Service Award)

(enter the appropriate authority line, if required)

Authenticator Signature Block

FIGURE 4. REVOCATION OF ORDER

(DISA LETTERHEAD)

(Enter Date)

MILITARY PERSONNEL AWARDS ORDER NUMBER (YYYY-###)
(Four-digit year followed by a "-" and a three-digit number beginning with 001.
The order number will start at 001 from 1 Jan of each year and continue to run
consecutively through 31 Dec.)

REVOCATION OF DEPARTMENT OF DEFENSE AWARDS

Under the provision of DoDM 1348.33-V1 (for orders not published by MPS2,
add "and DISA Memorandum, Delegation of Authority to award the JSCM and the JSAM,
dd mmm yy"), (enter the approval authority appropriate title), Defense Information Systems
Agency, the Joint Service Achievement Medal, Order Number YYYY-###, dd mmm yy,
awarded to Radioman Third Class James E. Smith, United States Navy, 000-00-0000,
2 June 2010 to 5 October 2013, Service Award, is hereby revoked.

(enter the appropriate authority line, if required)

Authenticator Signature Block