



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549

DISA INSTRUCTION 220-25-8*

4 December 2017

ADMINISTRATION

Military Decorations

1. **Purpose.** This Instruction prescribes policy and assigns responsibilities for military decorations. It also details DoD decorations and award orders.
2. **Applicability.** This Instruction applies to all Defense Information Systems Agency (DISA) activities and the Joint Force Headquarters – Department of Defense Information Networks (JFHQ-DODIN).
3. **Scope.** This Instruction applies to decorations for military active and reserve component personnel assigned to DISA and JFHQ-DODIN.
4. **Authority.** This Instruction is published in accordance with the authority contained in DoD Manual 1348.33, volume 4, Manual of Military Decorations and Awards: DoD Joint Decorations and Awards, 21 December 2016; AR 600-8-22, Military Awards, 25 June 2015; SECNAVINST 1650.1H, Navy and Marine Corps Awards Manual, 22 August 2006; AFI 36-2803_AFFGM2017-01, The Air Force Military Awards and Decorations Program, 27 January 2017; AR 623-3, Evaluation Reporting System, 4 November 2015; 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, 8 November 2016.
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 joint decoration recommendation may be submitted to recognize meritorious service based upon accomplishments while permanently assigned to a joint organization (12 months or more and encompassing an individual's entire joint assignment) when the individual's performance exceeds that expected by virtue of grade and experience and scope and responsibility. The decoration recommendation must stand on its own and not take into account the Service member's previous assignments. Only when a Service member does not meet the time threshold of a minimum of 12 months will they be considered for a Service decoration. If this should occur, the process for submission remains the same.

6.2 Outstanding Achievement/Impact Decoration.

6.2.1 A decoration recommendation may also be awarded as an impact award to recognize an outstanding achievement of a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project. It should be mission related and should not include installation or community acts.

6.2.2 An impact decoration is not intended as an additional decoration when the conditions for a completed period of service have not been fulfilled, nor 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. Such a recommendation 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.

7. **Policy.** Active duty Service members of the United States Armed Forces permanently assigned on orders to DISA or JFHQ-DODIN 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 only 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 Military personnel under operational control of DISA or JFHQ-DODIN does not constitute Defense decoration eligibility; for example, personnel assigned to a Military Department component (Active, IMA, Reserve, or National Guard). This includes Service members performing as part of a unit whose mission is Service-specific (e.g., mobile training teams). Personnel meeting the above criteria may be submitted for a Defense decoration as an exception to policy. All exception to policy recommendations will be submitted to Headquarters, DISA, for consideration and forwarded to the Office of the Secretary of Defense (OSD) for approval.

7.4 For all decorations processed through Headquarters, DISA, the endorsing official must be the Director, Vice Director, Deputy Commander, Chief of Staff, Deputy Chief of Staff, Center Director, Deputy Center Director, Commander, 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.

7.5 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. Recommendations submitted after the 1-year time period must be submitted as an exception to policy to be considered by the Director, DISA.

7.6 The nominating DISA activity or JFHQ-DODIN 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, who is suspended from favorable actions, undergoing disciplinary actions, or under investigation.

7.7 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.). A decoration is not authorized for the Air Force Twelve Outstanding Airmen of the Year nominees, per AFI 36-2803.

7.8 Personnel whose tour of duty is extended or who are transferred within DISA or JFHQ-DODIN 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.

7.9 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.

7.10 Personnel retiring while assigned to DISA or JFHQ-DODIN may be recommended for a Defense or Service 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 the joint assignment supports. In those instances where the length of the joint assignment 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 Service's eligibility criteria and be processed in accordance with the appropriate Service guidelines in AR 600-8-22, SECNAVINST 1650.1H, or AFI 36-2803 (authority documents).

7.11 Defense decorations may be awarded posthumously and may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

7.12 All Defense decorations submitted to the Director and Vice Director for approval and signature are reviewed by the Commandant, Joint Support Group (JSG); Chief of Staff (for officer submissions); and Senior Enlisted Advisor (SEA) and then forwarded to the Vice Director's Office. This review may be delegated to the Deputy Chief of Staff. Only the Director and Vice Director have the authority to approve, disapprove, or downgrade.

7.13 Any exceptions to policy for a Defense decoration for personnel not assigned to a DISA or JFHQ-DODIN billet shall be submitted through official channels in the same manner as any other Defense decoration. However, the exception must be further processed through OSD for approval of the exception.

8. Responsibilities.

8.1 Commandant, Joint Support Group (JSG). The Commandant, JSG, will serve as the proponent for policy and procedures for and oversee the management of military decorations.

8.2 Supervisor or Recommending Official. A Supervisor or Recommending Official will:

8.2.1 Prepare and submit decoration recommendations on personnel assigned or attached to their organizations within established timeframes, ensuring the 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 4 (authority document).

8.3 Military Awards Manager Duties. The Military Awards Manager will:

8.3.1 Notify the organizations 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 for Service members E-1 to E-8, WO-1 to CW-4, and O-1 to O-5 projected departure date and 12 months prior for O-6 and E-9 to the projected departure date.)

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

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

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

8.3.5 Maintain file copies of all decoration recommendations approved by the Director or Vice Director, in accordance with DISAI 210-15-6, Records Management, and National Archives and Records Administration guidelines.

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

2 Enclosures a/s

JOEL S. LINDEMAN
Colonel, USA
Chief of Staff

*This Instruction replaces DISAI 220-25-8, 16 October 2013.

OPR: JSG - disa.meade.mps.list.military-awardsevals@mail.mil

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Enclosure 1

DOD DECORATIONS

1. **General.**

1.1 In accordance with DoD Manual 1348.33, Volume 4, Manual of Military Decorations and Awards, the Director, DISA, is the approval authority for the Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and 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 duty performance contributions. 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 for special or outstanding command in a Defense agency designated by the Secretary of Defense. It is awarded infrequently. 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. 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.

2.2 **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 and by exception to senior enlisted members in the grade of E-9. 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. 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. 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 has higher precedence over the MSM and 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 DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments in duty performance 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 to members of the U.S. Armed Forces who distinguished themselves by meritorious achievement or service. The 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. 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).

2.5.1 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 distinguished themselves by outstanding performance of duty, meritorious achievement, or service. 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 for which a Military Department medal was awarded, and it should not be awarded for retirement.

2.5.2 The award of the JSAM is authorized for headquarters (HQ) DISA, JFHQ-DODIN, and DISA field activity Joint Color Guard members serving at least 12 months. The member must have been active in the role and be submitted by the Noncommissioned Officer in Charge of the HQ DISA and JFHQ Joint Color Guard or the member's center Senior Enlisted Leader (SEL) to the Senior Enlisted Advisor (SEA) for concurrence or nonconcurrence. The SEA then forwards the decoration to Vice Director or subsequent Field Commander for approval and signature. The award of additional JSAMs for repeat Color Guard tours is not authorized.

3. Award of "R" Device (Remote Combat Impacts) DSSM, DMSM, JSCM, JSAM.

The "R" device is only authorized on decorations awarded for specific meritorious achievement. The "R" device is not authorized on medals awarded for sustained meritorious service (e.g., end-of-tour or retirement decorations).

3.1 The "R" device denotes the decoration was awarded for the direct hands-on employment of a weapon system or other warfighting activities that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target).

3.2 The action must have been performed through any domain in circumstances that did not expose the individual to hostile action or place him or her at significant risk of exposure to hostile action while engaged in military operations against an enemy of the United States or involving conflict against an opposing foreign force.

3.3 Specifics on activities or actions illustrating the direct and immediate impact should be detailed in the justification on the DISA Form 530: Recommendation for the Award of the Defense Meritorious Service Medal, Joint Service Commendation Medal, and Joint Service Achievement Medal. In addition, if additional detail of activities and/or actions cannot be annotated due to being classified, enter the following statement on the DISA Form 530: "Due to the sensitivity/classification of the operation, further data can be provided on SIPRNet to the Senior Enlisted Advisor by request."

3.4 All submissions will be vetted by the SEA to ensure consistency of award across the Agency and that all decorations are meeting the intent.

4. **Recommendation Standards.** A recommendation for a Defense decoration is evaluated on the merits of the justification submitted. It 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 duty performance 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).

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

5.1 A DDSM, DSSM, and, when warranted, the military services Legion of Merit (LOM) are to be submitted to the Joint Support Group (JSG) no later than 150 days before the presentation date or the date of departure from DISA, whichever is earlier.

5.2 A DMSM, JSCM, JSAM, and the Military Department MSM and below are to be submitted to the JSG no later than 60 days before presentation date or the date of departure from DISA, whichever is earlier.

6. **Preparing Decoration 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 - CW3, and E1 - E6), late letter (if not submitted within the established timelines specified in paragraph 5), and decorations quality control checklist.

6.1 DDSM and DSSM. A decoration recommendation for a DDSM or DSSM will contain the following:

6.1.1 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.)

6.1.2 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.

6.1.3 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.)

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

6.2.1 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 12.

6.2.1.1 Bullet statements are used to complete the achievement blocks and should identify the duty accomplishment(s), how the task or service was accomplished, and the result(s). An additional continuation sheet is not authorized.

6.2.1.2 Bullet statements on community, base, or installation involvement and self-improvement should not be included on the DISA Form 530; bullet statements should duty performance related only. Additional duty performance may also be considered, but should be kept to a minimum.

6.2.2 Proposed Citation. A proposed citation prepared single spaced with Times New Roman 14-point font and 1-inch margins. Specific facts and data that clearly define a member's exceptional duty performance commensurate with the level of the decoration being recommended should be included. The text should be confined to no more than 16 lines. Superfluous adjectives and other embellishment should be avoided. Transitions should be included; such as, during this period, additionally, in addition, furthermore, and finally. A series of sentences should not simply be listed. The layout of this document is portrait. (See figure 3 for mandatory opening and closing sentences.)

7. Submission of Decoration Recommendation. The entire decoration recommendation is submitted in electronic version via e-mail to the JSG 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).

8. Reconsideration of Downgraded or Disapproved Awards.

8.1 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.

8.2 A recommendation is submitted for reconsideration only if new, substantive, and material information is furnished. A request for reconsideration must be forwarded through the same official channels as the original recommendation. The additional justification for reconsideration is to 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 are to be included.

8.3 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.

9. Lost Recommendations. A recommendation for a Defense or Joint decoration officially placed into command or staff channels within the prescribed time limitations, but which was 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. A lost recommendation must be forwarded through the same official channels as the original recommendation and is contingent upon the following requirements:

9.1 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 is to 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.

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

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

10. 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.

11. 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.

12. 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 JSG, ATTN: Military Awards Manager. (All other awards should be addressed to the appropriate orders approving authority.)

Block 2

Input only center or organization exactly as it appears on the DISA organizational chart 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 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 **must** 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 of the Quarter/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 a quality review has been conducted on the military member and acknowledges 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.

One of the four recommendations blocks should also be marked (approval, disapproval, upgrade and downgrade).

Comments Block

The comments block at the bottom of the form should be used to justify a recommendation for a higher level decoration than is normally considered for a certain grade. The comments should not be a restatement of information from the justification block. Comments are also required to indicate why a lower level decoration is being recommended. This block is also used to provide justification as to why a decoration is being submitted late.

Block 18 (Part B)

Enter in bullet format, the special achievement(s) or accomplishment(s). State the facts of 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 with duties bringing them into direct contact with the SecDef.	O9 and Above	SecDef
DSSM	Exceptionally superior service in a position of significant responsibility that clearly places the individual ahead of contemporaries. Can be awarded in cases of retirement, separation, and permanent change of station and posthumously. Awarded as an "impact" award for outstanding achievement only under the most unusual circumstances.	O6 and Above E9 by exception	SecDef
DMSM	Normally presented to officers and senior enlisted members who have performed exceptionally meritorious work. Can be awarded in cases of retirement, separation, and permanent change of station and posthumously. 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-CW3 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 that 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 and JFHQ Deputy 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, JFHQ Deputy 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, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Recommendation for Award of the Defense Superior Service Medal (DSSM)

Under the provisions of DoD 1348.33-M, Volume 4, the following Service member is recommended for the award of the DSSM:

- a. Rank, Name, Service, Last Four:
- b. Organization of assignment: Defense Information Systems Agency
- c. Duty title at the time of act or service:
- d. Inclusive dates for which award is recommended:
- e. Service Members Permanent Change of Station Date or Retirement Date:
- f. Presentation date:
- g. POC E-mail and Telephone: [Military Awards Manager]
- h. Previous defense awards and inclusive dates:

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.

Enclosed are a narrative description and a citation for the achievements performed.

DISA Director
Signature Block

Attachments:
Narrative
Citation

**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). During this period,

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 General 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). During this period,

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.

Enclosure 2

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 organizational executive officer, administrative officer, or organizational awards monitor may sign the orders. The proper authority line (i.e., "FOR THE DIRECTOR," or "FOR THE COMMANDER") is used when award orders are not signed by the approval authority.
4. **Publishing.** A military award order may be published as a 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, social security number (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 provisions of DoD Manual 1348.33-V4 (for orders not published by JSG, 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 2017, (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 DoD Manual 1348.33-V4 (for orders not published by JSG, 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 2017, (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 2017, (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 2017, Service Award)

Is amended to read: Sergeant First Class Raymond A. Brown
United States Army, 111-11-1111
2 May 2012 to 22 July 2017, 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 DoD Manual 1348.33-V4 (for orders not published by JSG, 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, 111-11-1111, 2 June 2010 to 5 October 2017, Service Award, is hereby revoked.

(enter the appropriate authority line, if required)

Authenticator Signature Block