



Department of Defense MANUAL

NUMBER 1348.33, Volume 1
November 23, 2010

Incorporating Change 3, July 10, 2014

USD(P&R)

SUBJECT: Manual of Military Decorations and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards

References: See Enclosure 1

1. PURPOSE

a. Manual. In accordance with the authority in DoD Directive 5124.02 (Reference (a)) and the guidance in DoD Instruction (DoDI) 1348.33 (Reference (b)), this Manual implements the DoD Military Awards Program policies and procedures.

b. Volume. This Volume:

(1) Provides procedures for preparation and submittal of: recommendations for the Medal of Honor (MOH) and Defense/Joint decorations and awards; out-of-Service requests for awards; lost award recommendations; posthumous awards; award replacement; and reconsideration of award recommendations.

(2) Provides detailed information regarding DoD MOH criteria.

(3) Provides detailed information regarding Defense/Joint decorations and awards, including the Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM), Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), Joint Service Achievement Medal (JSAM), and the Joint Meritorious Unit Award (JMUA).

(4) Cancels DoD 1348.33-M (Reference(c)).

(5) Incorporates and cancels References (d) through (j).

2. APPLICABILITY. This Volume applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

b. The Commissioned Corps of the Public Health Service under agreement with the Department of Health and Human Services.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy in accordance with Reference (b) that:

a. Members of the U.S. Armed Forces serving with the DoD Components, shall, through the DoD Military Awards Program, receive appropriate tangible recognition for acts of valor or heroism, meritorious service, or specific achievement through award of personal performance awards, DoD service awards (campaign, expeditionary, and service (CE&S) medals), and unit awards.

b. Recommendations for personal performance and unit awards must be placed into official channels as stated by official guidance for that particular decoration or award. Section 1130 of title 10, United States Code (U.S.C.) (Reference (k)) allows any member of Congress (MOC) to request consideration of a proposal for the award, or presentation of a decoration, not previously submitted in a timely fashion. Decoration and award review requests submitted pursuant to Reference (k) are covered in section 4 of Enclosure 3.

c. Only one award or decoration is authorized for the same act, achievement, or period of service for any individual or unit. However, a personal performance award for valor, heroism, or specific achievement within a longer period of meritorious service is not considered duplication, provided the citation for the meritorious service or the accompanying documentation justifying the award does not cite any of the actions for which the valorous or specific achievement award was given. Additionally, a personal performance award for deployed wartime meritorious service (e.g., Bronze Star Medal) within a longer period of service is not considered duplication, provided the citation for the meritorious service or the accompanying documentation justifying the award does not cite any of the actions for which the deployed wartime meritorious service award was given. The fact that a unit received a unit award or an individual received a DoD CE&S medal during the same period does not limit the awarding of a personal performance award.

d. The Institute of Heraldry (TIOH), Department of the Army, is designated to act on behalf of the Department of Defense in establishing regulations governing control in the manufacture and quality assurance of military decorations. Medals can only be produced by manufacturers certified by TIOH. With the exception of the MOH, all full-size and miniature military medals may be sold commercially in accordance with ~~the Office of the Secretary of Defense for~~

~~Personnel and Readiness (Military Manpower and Personnel Policy, Officer and Enlisted Personnel Management) Memorandum (Reference (j)) part 507.6-507.9 of title 32, Code of Federal Regulations (Reference (ad))~~. The MOH and all appurtenances are not authorized for sale.

e. Specific policies with respect to Defense/Joint decorations and awards apply to the Defense/Joint decorations and awards, and to the Service members eligible to receive them.

(1) Unless otherwise stated, only those members of the U.S. Armed Forces who have rendered superior meritorious service while assigned to a joint duty activity (JDA) or assigned to a joint task force (JTF) headquarters shall be eligible for consideration of a Defense/Joint decoration. A JTF commander, the staff, and other Service members assigned and/or attached to a JTF as individuals (not as members of a Service unit) may also be eligible for Defense/Joint decorations and the JMUA to recognize exceptional service or achievement. Members of Service-unique units assigned and/or attached to a JTF are not eligible for Defense/Joint decorations or awards, but retain eligibility for award of personal performance awards and unit awards from their respective Military Departments. They may not be awarded Defense/Joint decorations nor included in the award of the JMUA.

(2) Service members permanently assigned to staff or faculty positions of joint-Service schools are eligible for Defense/Joint decorations; students of such schools are not.

(3) Eligibility for Defense/Joint decorations does not constitute eligibility for Joint Duty Assignment credit, pursuant to section 668 of Reference (k)).

(4) Individual mobilization augmentees assigned to joint activities are eligible for Defense/Joint decorations.

(5) Being under operational control of a JDA or JTF does not constitute Defense/Joint decoration eligibility. Personnel who are assigned to Military Department components that are subsequently attached to a JDA or JTF for administrative or exercise purposes shall not be eligible for Defense/Joint decorations. (Individual Service members performing as part of a unit whose mission is Service-specific (e.g., mobile training teams) are not eligible for Defense/Joint decorations.)

(6) Defense/Joint decorations are typically awarded to Service members permanently assigned to a qualifying JDA to recognize periods of superior meritorious service (12 months or more and encompassing an individual's entire joint assignment). However, they may also be awarded as impact awards to recognize an outstanding achievement.

(a) Impact awards for outstanding achievement are rare and intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project. The achievement must be of a truly outstanding nature. They are not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled. An outstanding achievement covers a short period of time with definite beginning and ending dates. A

recommendation for an outstanding achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in any other way than by award of a decoration, and to delay such recognition until completion of the individual's period of service would diminish the significance of the accomplishment.

(b) Defense/Joint decorations may be awarded to recognize the outstanding achievement of Service members on temporary duty (TDY) to a joint activity but are not intended as an automatic award for these members. Only under the most unusual circumstances will the DDSM, DSSM, or DMSM be awarded as an impact award for outstanding TDY achievement. The DDSM, DSSM, and DMSM are specifically intended to recognize exceptionally distinguished service and exceptionally superior service, respectively, and to honor an individual's accomplishments over a sustained period.

(7) No Defense/Joint decoration shall be awarded or presented to any Service member whose entire service during or after the time of the distinguished act, achievement, or meritorious service has not been honorable.

(8) Any Defense/Joint decoration for a distinguished act, achievement, or meritorious service may be revoked if facts, later determined, would have prevented original approval of the decoration. Commanders or staff directors becoming aware of any such instances must immediately report the circumstances and make recommendations, through channels, to the awarding authority for review and determination of appropriate action. Awarding authorities must seek advice from their legal staff in all cases where there is doubt as to the appropriateness of the award action. A Defense/Joint decoration should also be revoked if the basis for which it was awarded no longer exists (e.g., the Service member's permanent change of station (PCS) assignment was canceled). When the awarding authority has determined that a Defense/Joint decoration should be revoked, the original orders should be revoked and the Service member notified of the revocation by their respective Military Department.

(9) The number of decorations that may be awarded to a Service member is not limited; however, only one decoration is awarded for the same act, achievement, or period of service. Additionally, Defense/Joint decorations may not be awarded to any Service member for an act, achievement, or period of service for which a Military Department decoration has been awarded. Additionally, no Military Department decoration may be awarded to any Service member for an act, achievement, or period of service for which a Defense/Joint award has been awarded.

(10) Retirement or separation from military service, while assigned to a qualifying organization under which the retiring Service member is eligible for a Defense/Joint decoration.

(a) Any of the Defense/Joint decorations may be awarded upon the retirement or separation of an eligible Service member.

(b) Retirement shall not be used to request or justify a higher level decoration than the actual service, achievement, or tenure in the joint assignment supports. In other words, Defense/Joint decoration recommendations must be based purely on the tour of joint service and not the Service member's entire career or previous assignments.

(c) In those instances where the length of the joint duty assignment, or degree of responsibility, would not qualify a Service member for an appropriate level Defense/Joint decoration upon retirement, the recommending official may recommend the Service member for an appropriate decoration from the Service member's respective Military Department in lieu of recommending the individual for a Defense/Joint decoration.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

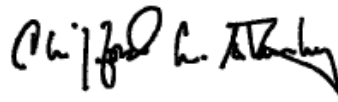
7. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This ~~v~~Volume:

a. Is effective November 23, 2010.

~~b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (1)).~~

~~b. If not, it w~~ Will expire effective November 23, 2020, and be removed from the DoD Issuances Website *if it hasn't been reissued or cancelled before this date in accordance with DoDI Instruction 5025.01 (Reference (1)).*



Clifford L. Stanley
Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....10

ENCLOSURE 2: RESPONSIBILITIES.....12

 UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS
 (USD(P&R))12

 DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M).....12

 DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA).....13

 SECRETARIES OF THE MILITARY DEPARTMENTS.....13

 SECRETARY OF THE ARMY13

 CHAIRMAN OF THE JOINT CHIEFS OF STAFF.....14

ENCLOSURE 3: PROCEDURES.....15

 PREPARATION OF RECOMMENDATIONS15

 MOH15

 Defense/Joint Decorations and Awards16

 Citations for Defense/Joint Decorations17

 Other DOD-Wide Decorations and Awards18

 SUBMISSION OF RECOMMENDATIONS.....23

 MOH23

 Defense/Joint Decorations and Awards24

 Other DoD-Wide Decorations and Awards24

 LOST RECOMMENDATIONS.....24

 Defense/Joint Decorations and Awards24

 Other DoD-Wide Decorations and Awards25

 OUT OF SERVICE REQUEST FOR AWARDS25

 Introduction.....25

 Applications for New Decorations or Awards.....25

 Upgrade of Previously Approved Awards.....26

 Request for Award of Medals or Upgrade of Previously Awarded Medals Made by
 a MOC Under Section 1130 of Reference (k)26

 Additional Information28

 POSTUMOUS AWARDS28

 Defense/Joint Decorations and Awards28

 Other DoD-Wide Decorations and Awards28

 Military Department Specific Awards28

 REPLACEMENT OF DECORATIONS AND AWARDS28

Defense/Joint Decorations and Awards	28
Other DoD-Wide Decorations and Awards	29
<i>Prompt Replacement of Military Decorations</i>	<i>29</i>
RECONSIDERATION OF RECOMMENDATIONS	29
MOH	29
Defense/Joint Decorations and Awards	30
Other DoD-Wide Decorations and Awards	30
MEDAL OF HONOR	30
Introduction	30
Award Category	30
Eligibility Requirements	<i>3031</i>
Foreign Military Personnel	31
Procedures	31
Approval Authority	<i>3334</i>
Order of Precedence	<i>3334</i>
Subsequent Awards	<i>3334</i>
Duplicate Awards	34
Authorized Devices	34
Authorized Appurtenances	34
Illustration and Description	36
DEFENSE DISTINGUISHED SERVICE MEDAL	<i>3738</i>
Introduction	<i>3738</i>
Award Category	<i>3738</i>
Eligibility Requirements and Criteria	<i>3738</i>
Foreign Military Personnel	<i>3839</i>
Procedures	<i>3839</i>
Approval Authority	<i>3839</i>
Order of Precedence	<i>3839</i>
Subsequent Awards	<i>3839</i>
Authorized Devices	<i>3940</i>
Illustration and Description	<i>3940</i>
DEFENSE SUPERIOR SERVICE MEDAL	<i>3940</i>
Introduction	<i>3940</i>
Award Category	<i>3940</i>
Eligibility Requirements and Criteria	<i>3940</i>
Foreign Military Personnel	<i>4041</i>
Procedures	<i>4041</i>
Approval Authority	<i>4041</i>
Order of Precedence	<i>4041</i>
Subsequent Awards	<i>4041</i>
Authorized Devices	<i>4142</i>
Illustration and Description	<i>4142</i>

DEFENSE MERITORIOUS SERVICE MEDAL.....	4142
Introduction.....	4142
Award Category.....	4142
Eligibility Requirements and Criteria.....	4142
Foreign Military Personnel.....	4243
Procedures.....	4243
Approval Authority.....	4243
Order of Precedence.....	4445
Subsequent Awards.....	4445
Authorized Devices.....	4445
Illustration and Description.....	4445
JOINT SERVICE COMMENDATION MEDAL.....	4445
Introduction.....	4445
Award Category.....	4445
Eligibility Requirements and Criteria.....	45
Foreign Military Personnel.....	4546
Procedures.....	4546
Approval Authority.....	4647
Order of Precedence.....	4748
Subsequent Awards.....	4748
Authorized Devices.....	4849
Illustration and Description.....	4849
JOINT SERVICE ACHIEVEMENT MEDAL.....	4849
Introduction.....	4849
Award Category.....	4849
Eligibility Requirements and Criteria.....	4849
Foreign Military Personnel.....	4950
Procedures.....	4950
Approval Authority.....	50
Order of Precedence.....	5152
Subsequent Awards.....	5152
Authorized Devices.....	5253
Illustration and Description.....	5253
JOINT MERITORIOUS UNIT AWARD.....	5253
Introduction.....	5253
Award Category.....	5253
Eligibility Requirements and Criteria.....	5253
Foreign Military Personnel.....	5354
Procedures.....	5354
Approval Authority.....	5657
Order of Precedence.....	5657
Subsequent Awards.....	5657

Authorized Devices.....	5658	
Illustration and Description.....	5758	
APPENDIXES		
1. DEFENSE/JOINT DECORATIONS AND AWARDS	5859	
2. DoD-WIDE <i>MILITARY</i> DECORATIONS AND AWARDS	5960	
3. ILLUSTRATIONS OF DoD-WIDE DECORATIONS AND AWARDS	6061	
GLOSSARY	7071	
PART I. ABBREVIATIONS AND ACRONYMS		7071
PART II. DEFINITIONS.....		7172
FIGURES		
1. Sample Format for Defense and Joint Award Recommendation.....	17	
2. Sample Citation for DDSM	19	
3. Sample Citation for DSSM	20	
4. Sample Citation for DMSM	21	
5. Sample Citation for JSCM.....	22	
6. Sample Citation for JSAM.....	23	
7. MOH Flag Folding Diagram.....	3637	
8. Sample JMUA Citation.....	5455	
9. Sample Format for JMUA Recommendation	5556	
10. Defense/Joint Decorations and Awards (in Order of Precedence)	5859	
11. DoD-Wide Decorations and Awards (in Order of Precedence).....	5960	
12. DoD-Wide Valor and Performance Awards (in Order of Precedence)	6061	
13. DoD CE&S Medals (in Order of Precedence).....	6566	
14. DoD-Wide Unit Awards	6970	

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Instruction 1348.33, “Military Awards Program,” July 1, 2004, as amended
- (c) DoD 1348.33-M, “Manual of Military Decorations and Awards,” September 1996 (hereby cancelled)
- (d) Under Secretary of Defense for Personnel and Readiness Memorandum, “Policy – Medal of Honor Flag,” March 8, 2006 (hereby cancelled)
- (e) Office of the Assistant Secretary of Defense (Force Management Policy) Memorandum, “Defense Superior Service Medal (DSSM) Approval Authority,” December 12, 1997 (hereby cancelled)
- (f) Under Secretary of Defense for Personnel and Readiness Memorandum, “Change of Defense Award Policy for Foreign Military Personnel,” April 27, 2006 (hereby cancelled)
- (g) Under Secretary of Defense for Personnel and Readiness Memorandum, “Delegation of Exception to Policy Authority for the Joint Service Commendation Medal and the Joint Service Achievement Medal,” July 20, 2006 (hereby cancelled)
- (h) Under Secretary of Defense for Personnel and Readiness Memorandum, “Delegation of Exception to Policy Authority for the Joint Service Commendation Medal and Joint Service Achievement Medal,” March 5, 2008 (hereby cancelled)
- (i) Principal Deputy Under Secretary of Defense Memorandum, “National Guard Bureau Eligibility and Award Authority for Department of Defense Decorations and Awards,” January 8, 2008 (hereby cancelled)
- (j) Office of the Secretary of Defense for Personnel and Readiness Military Manpower & Personnel Policy, Officer and Enlisted Personnel Management) Memorandum, “Manufacture and Sale of Military Decorations,” December 2, 1993 (hereby cancelled)
- (k) Title 10, United States Code
- (l) DoD Instruction 5025.01, “DoD ~~Directives Issuances~~ Program,” ~~September 26, 2012~~ *June 6, 2014*
- (m) Executive Order 3524, “Designing of Medals, Insignia, Coins, Statues, Fountains, Monuments, Parks and Public Buildings,” July 28, 1921
- (n) Executive Order 10977, “Establishing the Armed Forces Expeditionary Medal,” December 4, 1961, as amended
- (o) Executive Order 12985, “Establishing the Armed Forces Service Medal,” January 11, 1996, as amended
- (p) Army Regulation 600-8-22, “Military Awards,” December 11, 2006
- (q) Secretary of the Navy Instruction 1650.1 Series, “Navy and Marine Corps Awards Manual,” August 22, 2006
- (r) Air Force Instruction (AFI) 36-2803, “The Air Force Awards and Decorations Program,” ~~June 15, 2001~~ *December 18, 2013*
- (s) Section 903 of title 36, United States Code
- (t) Section 505 of title 14, United States Code

- (u) Section 555 of Public Law 109-364, “Authority for Presentation of Medal of Honor Flag to Living Medal of Honor Recipients and to Living Primary Next-of-Kin of Deceased Medal of Honor Recipients,” October 17, 2006
- (v) Executive Order 11545, “Establishing the Defense Distinguished Service Medal,” July 9, 1970
- (w) Secretary of Defense Memorandum, “DoD-Level Civilian and Military Awards,” June 3, 2003
- (x) Executive Order 11904, “Establishing the Defense Superior Service Medal,” February 6, 1976
- (y) Executive Order 12019, “Establishing the Defense Meritorious Service Medal,” November 3, 1977, *as amended*
- (z) “United States Government Manual ~~2009/2010~~,” ~~September 15, 2009~~ *current edition*¹
- (aa) DoD Instruction 1300.19, “DoD Joint Officer Management Program,” ~~October 31, 2007~~, *as amended-March 4, 2014*
- (ab) DoD Directive 5105.83, “National Guard Joint Force Headquarters – State (NG JFHQs-State),” January 5, 2011
- (ac) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition
- (ad) Part 507.6-507.9 of title 32, Code of Federal Regulations*
- (ae) Section 1562 of title 38, United States Code*

¹ Available at <http://www.usgovernmentmanual.gov>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

- a. Develop and maintain DoD guidance governing the DoD Military Awards Program, in accordance with ~~DoDI 5025.01~~ (Reference (1)).
- b. Ensure that implementing documents by the DoD Components conform to pertinent laws, executive orders (E.O.s), regulations, and DoD policy.
- c. Provide the policies and procedures necessary to manage the DoD Military Awards Program.
- d. Adjudicate individual exceptions to policy.

2. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M shall:

- a. Provide policy guidance governing issuance of the Office of Secretary of Defense Identification Badge, which is often referred to as the “OSD Staff badge.”
- b. Adjudicate individual Defense/Joint award exceptions to policies for all Defense/Joint decoration recommendations not managed by the Chairman of the Joint Chiefs of Staff.
- c. Adjudicate requests for delegation of award authority for Defense/Joint awards based on existing policy.
- d. Adjudicate JMUA recommendations, including exception to policy requests.
- e. Administer:
 - (1) The procurement and issuance of the OSD Staff badge.
 - (2) The entrance date of Service members proposed for authorization to wear the OSD Staff badge.
 - (3) Issuance of certificates and citations for the DDSM and the DSSM.
 - (4) The processing of all individual Defense/Joint decoration recommendations not administered by the Chairman of the Joint Chiefs of Staff. This responsibility includes all DDSMs, DSSMs, and recommendations below the DDSM and DSSM from OSD, the Defense Agencies, and the DoD Field Activities.

3. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA). The Director, DLA, under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics, shall:

a. Procure, stock, and issue Defense/Joint decorations and awards for the DoD Components.

b. Procure, stock, and issue certificates for the DMSM, JSCM, and the JSAM, as authorized by the USD(P&R), for the DoD Components.

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

a. Establish procedures in their respective department to ensure compliance with the policies and procedures outlined in this Volume.

b. Administer the awards program for non-Defense/Joint decorations or awards in their department.

c. Comply with the provisions of E.O. 3524 (Reference (m)), as they pertain to the designing of medals and insignia.

d. Comply with the provisions of section 1130 of Reference (k), as they pertain to review for the proposal for the award or presentation of a decoration (or the upgrading of a decoration), either for an individual or unit, that is not otherwise authorized to be presented or awarded due to limitations established by law or policy. For MOH nominations, the notification to Congress required by section 1130 of Reference (k) shall be made by the Secretary of Defense.

e. Provide appropriate congressional delegations with the personal information of Service members who are awarded valor awards, Silver Star or above, in accordance with the procedures contained in Enclosure 3, subparagraph 9.b, Volume 3 of this Manual.

f. For MOH recipients, notify the Service member's congressional delegation (Senate and House) in accordance with notification procedures contained in Enclosure 3, subparagraph 9.b, Volume 3 of this Manual.

5. SECRETARY OF THE ARMY. The Secretary of the Army, in addition to the responsibilities in section 4 of this enclosure, shall:

a. Upon request by the Secretary of another Military Department or the Chairman of the Joint Chiefs, provide heraldic support for the design of flags, insignia, badges, decorations, medals, seals, guidons, streamers, final pieces for flagstuffs, buttons, buckles, awards, trophies, marks, emblems, rosettes, scrolls, braids, ribbons, knots, tabs, cords, and similar items as authorized by section 4594 of Reference (k).

- b. Advise other Federal departments and agencies on matters of heraldry.
- c. Prescribe regulations providing for reimbursement for services furnished.
- d. Act on behalf of the Department of Defense in establishing regulations governing control in manufacture and quality assurance of decorations.

6. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff shall:

- a. Identify, in consultation with the Joint Chiefs of Staff, U.S. Military operations that qualify for award of the Armed Forces Expeditionary Medal (AFEM) and the Armed Forces Service Medal (AFSM) in accordance with E.O. 10977 (Reference (n)) and E.O. 12985 (Reference (o)).
- b. Recommend to the USD(P&R) dates of eligibility for the AFEM and AFSM.
- c. Act upon JMUA recommendations for units assigned to joint command or organizations reporting to or through the Chairman of the Joint Chiefs of Staff, to include the Combatant Commands.
- d. Establish procedures to ensure compliance with the policies and procedures outlined in this Volume.
- e. Act upon individual Defense/Joint award exceptions to policies for the DSSM and below for Service members assigned to joint commands or organizations reporting to or through the Chairman of the Joint Chiefs of Staff, to include the Combatant Commands.
- f. Adjudicate individual Defense/Joint award exceptions to policies for the DSSM and below for Service members assigned to joint commands or organizations reporting to or through the Chairman of the Joint Chiefs of Staff, to include the Combatant Commands.

ENCLOSURE 3

PROCEDURES

1. PREPARATION OF RECOMMENDATIONS

a. MOH

(1) The Secretary concerned shall establish procedures for processing MOH recommendations in his or her Military Department. Minimally, MOH recommendations shall contain the endorsement of the Combatant Commander concerned and the Service Chief concerned. After required endorsements are obtained, MOH recommendations will be forwarded to the Secretary of Defense through the USD(P&R) under the personal endorsement of the Military Department Secretary concerned.

(2) The USD(P&R) shall:

(a) Obtain the endorsement of the Chairman of the Joint Chiefs of Staff for each MOH recommendation.

(b) Advise the Secretary of Defense regarding each MOH recommendation.

(3) MOH recommendations submitted to the USD(P&R) by the Secretary of a Military Department must be suitable for presentation to the Secretary of Defense and the President of the United States. An example MOH recommendation package can be viewed at: <http://prhome.defense.gov/RFM/MPP/OEPM/functions.aspx>. At a minimum, MOH recommendations will:

(a) Be prepared in two copies, less official citation and certificate.

(b) Be housed in a three-ring binder of appropriate size with an organized table of contents.

(c) Contain supporting documents (e.g., forms, narratives, witness statements, graphs, diagrams, and pictures) that are clearly legible and visible. Supporting documents that were originally in color shall be provided in color, not as black and white photocopies. Documents that are difficult to read will be transcribed and the transcription will be included in the recommendation along with the original document.

(d) Be saved electronically onto appropriate medium that will be forwarded along with the MOH recommendation. Classified portions of the recommendations will only be provided in paper copy.

(e) Include a Military Department MOH citation and certificate, in a presentation folder, suitable for presentation by the President of the United States.

(f) Include, if forwarded pursuant to section 1130 of Reference (k):

1. Draft copies of the notification letters required by section 1130 of Reference (k) addressed to: the MOC(s) who initiated the request; Chairman of the House Armed Services Committee; and Chairman of the Senate Armed Services Committee. The draft letters for the Secretary of Defense's signature shall be forwarded with the MOH nomination. The draft notification letters to Congress shall NOT include the draft statutory time waiver language, but should clearly articulate that the MOH cannot be awarded until time waiver legislation has been enacted. An example notification letter can be found at: <http://prhome.defense.gov/RFM/MPP/OEPM/functions.aspx>.

2. A draft statutory time waiver. The draft statutory time waiver should not recommend approval of the MOH, but should merely provide the President of the United States with statutory authority to authorize the award. Draft statutory time waiver language can be found at: <http://prhome.defense.gov/RFM/MPP/OEPM/functions.aspx>.

3. Include a MOH timeline detailing specific processing dates for the MOH recommendation.

4. Include copies of the original letters from the MOC(s) who requested the review consistent with section 1130 of Reference (k).

b. Defense/Joint Decorations and Awards

(1) Each recommendation for a Defense/Joint decoration (see Appendix 1 of this enclosure) is evaluated on the merits of the justification submitted. The justification must be specific, factual, and provide concrete examples of exactly what the person did, how well he or she did it, what the impact or benefits were, and how he or she significantly exceeded expected duty performance.

(2) All recommendations for Defense/Joint decorations shall be submitted by official memorandum or letter (original plus 3 copies) through command or staff channels to the appropriate approval authority. The JTF and special program offices must process award recommendations through the Executive Agent (EA) and, where applicable, the appropriate OSD principal staff assistant (PSA). The narrative justification for either the DDSM or the DSSM shall not exceed three single-spaced typewritten pages; DMSM shall not exceed two single-spaced typewritten pages; and for lesser Defense/Joint decorations, it shall not exceed a single-spaced typewritten page. Supporting documentation only should be included when such documentation is essential to the recommendation. Figure 1 shows the sample format for Defense/Joint Award recommendations.

Figure 1. Sample Format for Defense and Joint Award Recommendations

<p>MEMORANDUM FOR (approval authority) THROUGH: (if applicable)</p> <p>SUBJECT: Recommendation for Award of the (as applicable)</p> <p>Under the provisions of DoD 1348.33-M, (date), the following Service member is recommended for award of the (as applicable):</p> <ul style="list-style-type: none">a. (Grade, name, Service, and social security number.)b. (Organization of assignment.)c. (Title and duty assignment at the time of act or service. Include Service, Joint Manpower Program paragraph, and/or line number or Joint Duty Authorization List number, as applicable.)d. (Inclusive dates for which recommended.)e. Service member to be (reassigned permanent change of station on ____), (relieved from active duty on ____). (If presentation is desired at gaining activity, provide forwarding address of the servicing military personnel office.)f. (If presentation is desired before departure, state required presentation date and provide complete mailing address. If the decoration, citation, and certificate are to be hand carried by a representative of the unit, provide name and telephone number of contact.)g. (Previous Defense/Joint decorations and inclusive dates.)h. No other award for this Service member for this action is pending, and no previous award has been made for the act or service described herein. (It is the responsibility of the recommending official to ensure compliance with this policy.) <p>Attached is a narrative description of (achievement performed or service rendered): Instructions: The narrative should be typewritten and should provide specific, factual, and concrete examples of exactly what the Service member did, how it was done, what benefits or results were realized, and why or how such benefits or results equated to superior performance of duty.</p> <p style="text-align: center;">(Signature of Recommending Official)</p> <p>Attachments - 3</p> <ul style="list-style-type: none">1. Narrative2. Citation3. Supporting documentation (if appropriate)
--

c. Citations for Defense/Joint Decorations

(1) Citations for the DDSM, DSSM, DMSM, JSCM, and the JSAM shall be prepared on 8 1/2 x 11 inch plain bond paper. Parchment paper or other suitable paper stock may be used.

Command seals may be imprinted if desired to enhance the quality and aesthetic value of the citation.

(2) Local manufacture of Defense/Joint decoration citations is not authorized. DoD printed heading citations shall be used until current stock levels are depleted.

(3) 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).

(4) The citation is a short description of the act, achievement, or service. Be specific on facts and confine to no more than 16 lines, if possible. Avoid superfluous adjectives and other embellishment.

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

(6) In citations for retirement awards, use the word "long" in the closing sentence only when referencing more than 30 years of service.

(7) Do not use the words "singularly," "great," or other similar terms in the closing sentence of citations for the JSAM.

(8) Do not use code names in citations, nor any abbreviations, other than Jr., Sr., II, and so on, following the Service member's name. For compound grade titles, such as first lieutenant, staff sergeant, and so on, spell out the complete grade title in the opening sentence. The short title may be used in the balance of the citation if applicable (e.g., lieutenant, sergeant).

(9) Award certificates will be used without reference to number of oak leaf clusters.

(10) Sample citations for the DDSM, DSSM, DMSM, JSCM, and JSAM are at Figures 2 through 6, respectively.

d. Other DoD-Wide Decorations and Awards. Guidance regarding the preparation of recommendations for the remaining DoD-wide decorations and awards can be found in the specific section for the decoration or award in the applicable volumes of this Manual or in the applicable Military Department references:

(1) Army Regulation 600-8-22 (Reference (p)).

(2) Secretary of the Navy Instruction 1650.1 Series (Reference (q)).

(3) Air Force Instruction 36-2803 (Reference (r)).

Figure 2. Sample Citation for DDSM

OPENING SENTENCE:

General Duffle P. Bag, United States Army, distinguished himself by exceptionally distinguished service as (duty assignment), from (month year) to (month year)).

NARRATIVE DESCRIPTION:

During this period, the outstanding leadership and ceaseless efforts of General Bag resulted in major contributions to national security of the United States.

CLOSING SENTENCE:

(PCS Award)

The distinctive accomplishments of General Bag reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Retirement Award)

The distinctive accomplishments of General Bag culminated a (“long and” – if member has 30 or more years of service) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Bag reflected great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

Figure 3. Sample Citation for DSSM

OPENING SENTENCE:

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

NARRATIVE DESCRIPTION:

During this period, the outstanding leadership and ceaseless efforts of Colonel Jones resulted in major contributions to national security of the United States.

CLOSING SENTENCE:

(PCS Award)

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

(Retirement Award)

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

(Posthumous Award)

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

Figure 4. Sample Citation for DMSM

OPENING SENTENCE:

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

NARRATIVE DESCRIPTION:

During this period, the outstanding professional skill, leadership, and ceaseless efforts of Major Jones resulted in major contributions to the effectiveness and success of various nationally critical programs.

OR

In this important assignment, Major Jones' outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Department of Defense.

CLOSING SENTENCE:

The distinctive accomplishments of Major Jones reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Retirement Award)

The distinctive accomplishments of Major Jones culminate a ("long and" – for members with more than 30 years of service) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Separation Award)

The distinctive accomplishments of Major Jones while serving his country reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Impact/PCS Award)

The distinctive accomplishments of Major Jones reflect credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

Figure 5. Sample Citation for JSCM

OPENING SENTENCE:

Lieutenant Commander Andrea J. Jones, United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment and office), from (month year) to (month year)).

NARRATIVE DESCRIPTION:

During this period, Commander Jones' outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of () and in developing and implementing research projects capable of solving these problems.

CLOSING SENTENCE:

The distinctive accomplishments of Commander Jones reflect great credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Retirement Award)

The distinctive accomplishments of Commander Jones culminate a ("long and" – for members with more than 30 years of service) distinguished career in the service of her country and reflect great credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Separation Award)

The distinctive accomplishments of Commander Jones while serving her country reflect great credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Posthumous Award)

In the dedication of her service to her country and through her distinctive accomplishments, Commander Jones reflected credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Impact/PCS Award)

The distinctive accomplishments of Major Jones reflect credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

Figure 6. Sample Citation for JSAM

OPENING SENTENCE:

Staff Sergeant Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

NARRATIVE DESCRIPTION:

Sergeant Jones demonstrated outstanding professional skill, knowledge, and inter-service leadership in organizing, developing, and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group.

CLOSING SENTENCE:

The distinctive accomplishments of Sergeant Jones reflect credit upon himself, the United States Air Force, and the Department of Defense (or Office of the Secretary of Defense).

2. SUBMISSION OF RECOMMENDATIONS

a. MOH

(1) Secretaries of Military Departments submit MOH recommendations to the Secretary of Defense through the USD(P&R).

(2) Time limits for submission of MOH recommendations are dictated by statute ~~and vary by Military Department~~.

(a) Department of the Army. MOH recommendations must be entered formally into official channels within ~~2-3~~ years of the act warranting the recommendation, and awarded within ~~3-5~~ years, except as provided in section 3744 of Reference (k).

(b) Department of the Navy (U.S. Navy and U.S. Marine Corps). MOH recommendations must be entered formally into official channels within 3 years of the act warranting the recommendation, and awarded within 5 years, except as provided in section 6248 of Reference (k).

(c) Department of the Air Force. MOH recommendations must be entered formally into official channels within ~~2-3~~ years of the act warranting the recommendation, and awarded within ~~3-5~~ years, except as provided in section 8744 of Reference (k).

(d) All Military Departments. A MOC may, pursuant to the authority granted by section 1130 of Reference (k), request the applicable Military Department Secretary consider a

proposal for the award or presentation of a MOH not previously submitted within specified time limits. (See section 4 of this enclosure.)

b. Defense/Joint Decorations

(1) Each recommendation for a Defense/Joint decoration must be entered administratively into official command or staff channels within 1 year of the act, achievement, or service to be recognized. Recommendations not submitted within the 1-year requirement must be forwarded as an exception to policy requesting a time limit waiver to the appropriate approval authority.

(2) All recommendations placed in official channels must be forwarded to the designated authority for approval or disapproval. Where appropriate, intermediate endorsing officials or commanders may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the requested decoration. Placement in official channels is defined as “signed by the initiating official and endorsed by a higher official in the chain of command.”

(3) Authorities shall administratively review recommendations and prepare the appropriate certificates for approved decorations.

(a) In preparing certificates, the name of the issuing agency, command, or office shall be typed or lettered above the “Command or Office” line on the left. The signature block of the approval authority shall be typed on the lower right above the “Secretary of Defense” line. (The overprinting or typing of the word “For” on the approval line is unnecessary.)

(b) Recommending commands will prepare citations for Defense/Joint decorations (DSSM and below) and include a copy of the citation with the award recommendation. The awarding authority will provide the certificate, medal set, and folder.

c. Other DoD-Wide Decorations and Awards. Guidance regarding the submission of recommendations for the remaining DoD-wide decorations and awards can be found in the specific section regarding the award in the applicable volume of this Manual or in the applicable Military Department reference (References (p), (q), or (r)).

3. LOST RECOMMENDATIONS

a. Defense/Joint Decorations and Awards. Recommendations for Defense/Joint decorations and awards (see Appendix 1 of this enclosure) officially placed into command or staff channels in 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~~³ 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 and are contingent upon the requirements described in subparagraphs 3.a.(1) through (3) of this enclosure. Recommendations not so documented shall be returned without action. The resubmission must include the following:

(1) A copy of the original recommendation or its substantive equivalent. Minimally, the recommendation 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 of his or her official relationship to the intended recipient at the time of the act or during the period of service to be recognized, even if the person submitting the recommendation had no official relationship at that time.

(2) Evidence that the recommendation was officially placed in command or staff channels in the prescribed time limit. (Each recommendation for a Defense/Joint decoration must be entered administratively into command or staff channels within 1 year of the act, achievement, or service to be recognized.).

(3) Evidence of the loss of the recommendation or the failure to act on the recommendation through inadvertence.

b. Other DoD-Wide Decorations and Awards. Guidance regarding lost recommendations for the remaining DoD-wide decorations and awards can be found in the specific section regarding the award in the applicable volume of this Manual or in the applicable Military Department reference (References (p), (q), or (r)).

4. OUT OF SERVICE REQUEST FOR AWARDS

a. Introduction

(1) This section provides guidance concerning award procedures for personnel no longer on active duty when:

(a) Applying for new awards (Personal Performance Awards; DoD CE&S medals; and Unit Awards) not previously awarded.

(b) Applying for the upgrade of Personal Performance Awards previously awarded.

(c) Applying for awards by Reserve and National Guard Members.

(d) Applying for new awards and upgrade of awards beyond normal time limits through the time waiver process governed by section 1130 of Reference (k).

(2) Information regarding the replacement of previously presented awards that have been lost can be found in section 6 of this enclosure.

b. Applications for New Decorations or Awards

(1) Within Specified Time Limits

(a) The time limit for submitting recommendations for personal and unit awards varies based on numerous factors (e.g., statute, E.O., DoD policy, Military Department policy). Refer to the applicable volumes of this Manual to determine the applicable time limit for submitting award recommendations for the applicable decoration or award. Recommendations for new decorations or awards still within specified time limit requirements are processed according to standard DoD, Joint Staff, and Military Department procedures.

(b) Eligibility for DoD CE&S medals is not governed by time limit requirements because eligibility and award are a matter of service record verification. Requests for determination of eligibility for CE&S medals must be submitted to the appropriate Military Department organization currently maintaining the member's service record. The National Archives website provides information on requesting issuance of decorations and awards from each of the Military Departments (see <http://www.archives.gov/st-louis/military-personnel/public/awards-and-decorations.html>).

(2) Beyond Specified Time Limits

(a) Section 1130 of Reference (k) states upon request of a MOC, the Secretary concerned shall review a proposal for the award or presentation of a decoration (or the upgrading of a decoration), either for an individual or a unit, that is not otherwise authorized to be presented or awarded due to limitations established by law or policy for timely submission of a recommendation for such award or presentation. Reference (k) requirements and processes are described in subparagraph 4.d. of this enclosure.

(b) The Purple Heart and Prisoner of War Medal are not subject to time limits as Service members are not recommended for these awards. Therefore, it is not necessary to process eligibility requests through a MOC in accordance with Reference (k).

(3) Reserve and National Guard Personnel. Personnel currently serving in the Reserve and National Guard shall process any request for an award, including those of prior service, through their current chain of command.

c. Upgrade of Previously Approved Awards. Upgrade of a previously approved award requires the presentation of new and relevant material evidence that was not available at the time the original recommendation was considered. Additional details regarding information that was previously provided in the original award recommendation will not meet the "new and relevant" requirement.

d. Requests for Award of Medals or Upgrade of Previously Awarded Medals Made by a MOC Under Section 1130 of Reference (k)

(1) Application. Section 1130 of Reference (k) requires the Secretary concerned to review a proposal for the award or presentation of a decoration (or the upgrading of a decoration) either for an individual or unit that is not otherwise authorized to be presented or awarded due to time limitations established by law or policy. Section 1130 of Reference (k) does not apply to DoD CE&S medals.

(2) Preparation and Submission. Preparing an award recommendation years after an action occurred can be a challenge. However, the requestor is solely responsible for assembling a complete award recommendation package, which is submitted through the MOC to the appropriate Military Department. It is incumbent upon the requestor, not DoD and Military Department awards personnel, to conduct any historic research necessary to ensure the recommendation package is complete prior to submission. In the event an incomplete recommendation package is submitted, the Military Department shall contact the requesting MOC and provide specific guidance regarding the additional information required in order for the case to be considered. At a minimum, a recommendation package must include:

(a) Award Recommendation Form. A completed and signed award recommendation form. The recommending official must have been senior in grade or have first-hand personal knowledge of the event, at the time of the action(s) or service, to the individual being recommended for an award. Additionally, the recommending official must have knowledge of all of the action(s) or service cited. That is, the recommending official must have either observed the actions or been provided information by an individual who observed the actions. Recommending officials who did not personally witness the action must have been associated, by virtue of their position in the command, with the incident and/or the individual being recommended for the award. If the recommending official is not the commanding officer (CO), the CO, if available, must endorse the recommendation. If it is no longer possible to route the recommendation through the CO (e.g., the CO is deceased), a signed statement to the effect must be included. In this case, another officer who has knowledge of the action(s), and who was senior in the chain of command of the individual being recommended during the period for which recognition is desired, may endorse the recommendation.

(b) Supporting Documentation. If it is not possible to route the award recommendation through all the levels of the original chain of command, official military documents such as unit logs, situation reports, investigations, after-action reports, fitness reports, and/or evaluations, must be included to aid in substantiating the actions delineated in the award recommendation. Since determinations regarding awards are based on verifiable facts, other forms of information such as letters, books, newspaper and magazine articles, and personal diaries would not be considered, as they are not official documents, but may be included to provide additional context.

(c) Summary of Action. A summary of action that provides a detailed description of the actions or service performed by the individual or unit being considered for recognition.

(d) Citation. A proposed citation.

(e) Notarized Eyewitness Statements. For all individual combat awards, notarized eyewitness statements, with contact information for the eyewitnesses, must be submitted. These statements must contain a complete description of the individual's actions and must be in the eyewitnesses' own words, not on a prepared form. The individual being recommended for the award may not submit a statement.

e. Additional Information. For additional guidance, refer to the applicable Military Department regulation or instruction (References (p), (q), or (r)).

5. POSTHUMOUS AWARDS

a. Defense/Joint Decorations and Awards. Defense/Joint decorations and awards (see Appendix 1 of this enclosure) may be awarded to an appropriate representative of the deceased, as determined by the awarding authority.

b. Other DoD-Wide Decorations and Awards. Other DoD-wide decorations and awards (see Appendix 3 of this enclosure) may be awarded posthumously within applicable time limits as specified by sections 3752, 8752, and 6250 of Reference (k).

c. Military Department Specific Awards. For information regarding Military Department specific decorations and awards, refer to the applicable regulation or instruction (References ~~(op)~~, ~~(pq)~~, or ~~(qr)~~).

6. REPLACEMENT OF DECORATIONS AND AWARDS

a. Defense/Joint Decorations and Awards

(1) The Service member to whom a Defense/Joint decoration or award has been awarded, or the primary next of kin (PNOK) of a Service member to whom a Defense/Joint decoration or award was posthumously awarded, may receive one replacement decoration without cost ~~if the previously issued medal, ribbon, or other device has been lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or the PNOK, pursuant to section 1135 of Reference (k)~~. All other replacement decorations are replaced at cost. Miniature decorations are not replaced by the Department of Defense. However, they are available for purchase from commercial sources at the requestor's expense.

(2) Requests for replacement decorations shall be submitted in accordance with the procedures established by the Military Department concerned. The National Archives Website provides information on requesting issuance of decorations and awards from each of the Military Departments (see <http://www.archives.gov/st-louis/military-personnel/public/awards-and-decorations.html>). For those Defense/Joint decorations that the Military Departments are unable to obtain through normal supply channels, the Military Department concerned should obtain the decoration from:

Director, Military Personnel
Human Resources Directorate
Washington Headquarters Services,
Washington, D.C. 20301-1155

(3) A copy of any supporting documentation (e.g., DD Form 214, "Certificate of Release From Active Duty"; or orders) shall be included with the request. Copies of supporting documentation shall be saved electronically onto appropriate medium and shall be included with the request. Classified portions of the recommendations will only be provided in paper copy.

b. Other DoD-Wide Decorations and Awards. For the remaining DoD-wide decorations and awards, refer to the applicable Military Department regulation or instruction (References (p), (q), or (r)).

c. *Prompt Replacement of Military Decorations*. Upon request for the replacement of a military decoration pursuant to sections 1135, 3747, 3751, 6253, 8747, or 8751 of Reference (k), the Military Department Secretary concerned shall ensure that:

(1) All actions to be taken with respect to the request, including verification of the service record of the recipient of the military decoration, are completed within 1 year.

(2) The replacement military decoration is mailed to the person requesting replacement within 90 days after verification of the service record.

7. RECONSIDERATION OF RECOMMENDATIONS

a. MOH

(1) Recommendations for award of the MOH disapproved by a Military Department Secretary, or the Secretary of Defense, may only be resubmitted if new, substantive, and material information is provided within the time limits set forth by sections 3744, 6248, and 8744 of Reference (k). The information forming the basis must have been previously unknown and not considered by recommending and disapproving officials. Those provisions are to protect the integrity and purity of purpose of the MOH by ensuring that all relevant information is submitted and considered in a timely manner to preserve the integrity of the witnessed actions.

(2) An additional basis for reconsideration is the instance where a Secretary of a Military Department or the Secretary of Defense determines there is evidence of material error or impropriety in the original processing or decision on a recommendation for award of the MOH. Examples of such an instance might be the loss of accompanying and/or substantiating documents to the recommendation or proven gender, religious, or racial discrimination. Determination of the existence of material error or impropriety in the original processing and decision shall not be delegated below the Secretary of a Military Department. Those provisions are to protect the integrity and purity of purpose of the MOH by ensuring that all relevant information is submitted and considered in a timely manner to preserve the integrity of the witnessed actions.

(3) All other instances of reconsideration shall be limited to those in which the formal recommendation was submitted in statutory time limits, the recommendation was lost or inadvertently not acted on, and when those facts are conclusively established by the respective

Secretary of a Military Department or other official delegated appropriate authority. Those provisions are to protect the integrity and purity of purpose of the MOH by ensuring that all relevant information is submitted and considered in a timely manner to preserve the integrity of the witnessed actions.

(4) According to section 1130 of Reference (k), a MOC may request the applicable Military Department Secretary review a proposal for the award or presentation of a decoration (or upgrade of a decoration), either for an individual or a unit, that is not otherwise authorized to be presented or awarded due to limitations established by law or policy for timely submission of a recommendation for such award or presentation. Section 1130 of Reference (k) requirements and processes are described in subparagraph 4.d. of this enclosure.

b. Defense/Joint Decorations and Awards

(1) A request for reconsideration of a disapproved or downgraded recommendation, or upgrade of a previously approved decoration, must be placed in official channels within 1 year from the date of the awarding authority's decision. One time reconsideration by the award authority shall be conclusive. However, a MOC, pursuant to Reference (k), may request a review of a proposal for the award or presentation of a decoration (or the upgrading of a decoration) that is not authorized to be presented or awarded due to limitations established by law or policy for timely submission of a recommendation (see section 4 of this enclosure).

(2) Recommendations are submitted for reconsideration only if new, substantive, and material information is furnished and the time limits specified in subparagraph 7.b.(1) of this enclosure, do not prevent such action. Requests for reconsideration must be forwarded through the same official channels as the original recommendation. The additional justification for reconsideration must be in letter format, not to exceed two single-spaced typewritten pages. A copy of the original recommendation, with all endorsements, and the citation must be attached.

(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/Joint decoration.

c. Other DoD-Wide Decorations and Awards. For the remaining DoD-wide decorations and awards, refer to the applicable Military Department regulation or instruction (References (p), (q), or (r)).

8. MEDAL OF HONOR

a. Introduction. The MOH is the highest and most prestigious U.S. military medal. It is awarded by the President of the United States in the name of Congress. Authority to award the MOH is contained in sections 3741, 6241, and 8741 of Reference (k).

b. Award Category. Personal Performance Award.

c. Eligibility Requirements

(1) Eligibility Criteria

(a) In accordance with sections 3741, 6241, and 8741 of Reference (k), the MOH may be awarded to members of the U.S. Armed Forces who distinguish themselves conspicuously by gallantry and intrepidity at the risk of their lives above and beyond the call of duty under any of the following circumstances:

1. While engaged in an action against an enemy of the United States.
2. While engaged in military operations involving conflict with an opposing foreign force.
3. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(b) The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual above his or her comrades and must have involved risk of life.

(c) Proof beyond a reasonable doubt that the Service member performed the valorous action for which they were recommended for the MOH.

(d) While MOH criteria include a requirement for the Service member to risk his or her life, there is NO requirement for the member to be wounded or killed in order to meet the “risk of life” portion of the MOH award criteria.

(2) Definitions. See Glossary.

d. Foreign Military Personnel. The MOH may not be awarded to foreign military personnel in accordance with sections 3741, 6241, and 8741 of Reference (k).

e. Procedures

(1) Recommendations

(a) The Secretary of the Military Department concerned shall establish procedures for processing MOH recommendations in his or her Military Department. Minimally, MOH recommendations shall contain the endorsement of the Combatant Commander concerned and the Service Chief concerned.

(b) After required endorsements are obtained, MOH recommendations personally endorsed by the Military Department Secretary concerned will be forwarded to the Secretary of Defense through the USD(P&R). The USD(P&R) shall forward each MOH recommendation to the CJCS for endorsement prior to forwarding them to the Secretary of Defense.

(c) The MOH is governed by statutory time limits:

1. Army. In accordance with section 3744 of Reference (k), U.S. Army MOH recommendations must be entered formally into official channels within ~~2-3~~ years of the act warranting the recommendation, and awarded within ~~3-5~~ years, except as provided for in section 3744 of Reference (k).

2. Navy and Marine Corps. In accordance with section 6248 of Reference (k), Navy and Marine Corps MOH recommendations must be formally entered into official channels within 3 years of the act warranting the recommendation, and awarded within 5 years, except as provided for in section 6248 of Reference (k).

3. Air Force. In accordance with section 8744 of Reference (k), Air Force MOH recommendations must be entered formally into official channels within ~~2-3~~ years of the act warranting the recommendation, and awarded within ~~3-5~~ years, except as provided for in section 8744 of Reference (k).

4. All Military Departments. In accordance with section 1130 of Reference (k), a MOC can request consideration of a proposal for the award or presentation of a MOH not previously submitted in a timely fashion. See section 4 of this enclosure.

(d) See section 7 of this enclosure regarding reconsideration of MOH recommendations.

(2) Presentation. When practical, presentation of the MOH shall be made by the President of the United States, as the Commander in Chief, in a formal ceremony in Washington, D.C. Premature public disclosure of information concerning recommendations, processing, and approval or disapproval actions is a potential source of embarrassment to those recommended and the Government. Additionally, in the case of approved recommendations, it could diminish the impact of ceremonies at which the presentation is made. Therefore, to prevent premature disclosure, public comments should not be made on any MOH case under consideration. Accordingly, the processing of MOH recommendations shall be handled on a "FOR OFFICIAL USE ONLY" basis until the awards are announced officially or are presented. Additionally, pending MOH recommendations are pre-decisional and are exempt from release under Freedom of Information Act requests.

(3) Courtesies and Privileges Accorded MOH Recipients

(a) ~~Each recipient receives a monthly pension from the Department of Veterans Affairs (VA). The MOH recipient's name is entered on the respective Military Department's MOH Roll, and the Military Department Secretary concerned, pursuant to section 1134a of Reference (k):~~

~~1. Issues each living person whose name is entered on the MOH Roll a certificate of enrollment.~~

2. Delivers to the Secretary of Veterans Affairs a certified copy of the certificate of enrollment on the MOH Roll, which authorizes the Secretary of Veterans Affairs to pay a monthly pension to the recipient pursuant to section 1562 of title 38, U.S.C. (Reference (ae)).

(b) Enlisted recipients who retire from Military Service may be eligible to receive a 10 percent increase in retired pay in accordance with sections 3991, 8991, and 1402a of Reference (k).

(c) Recipients are issued a special MOH Travel and Identification Card signed by the Secretary of the Military Department concerned that entitles recipients who are not on active duty or a military retiree to use space available military air transportation.

(d) Unlike military personnel and retirees, MOH recipients may wear their uniforms at any time or place they choose, except for:

1. In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.

2. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by competent authority.

3. When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.

4. When wearing the uniform would bring discredit upon the Department of Defense or the individuals respective Military Department.

5. When specifically prohibited by Department of Defense or Military Department instructions or directives.

(e) Recipients who are not on active duty or a military retiree are issued a DoD Identification Card, as are their family members. It authorizes them military commissary, post exchange, and theater privileges. All of the Military Departments, consistent with DoD policy, authorize use of morale, welfare, and recreation activities, including honorary club membership without dues.

(f) Children of MOH recipients are not subject to quotas if they are qualified and desire to attend one of the U.S. Service academies.

(g) MOH recipients receive invitations to attend Presidential inaugurations and accompanying festivities. Recipients on active duty and those who are U.S. Government civilian employees have traditionally been authorized administrative absence instead of chargeable leave to attend these events.

(h) The VA provides a special engraved headstone for deceased recipients of the MOH.

(i) MOH recipients should be accorded on-base billeting commensurate with the prestige associated with the MOH.

f. Approval Authority. The President of the United States is the approval authority for the MOH pursuant to sections 3741, 6241, and 8741 of Reference (k).

g. Order of Precedence. The MOH is the Nation's highest military award. Therefore, it is worn first in order of precedence.

h. Subsequent Awards. ~~In accordance with sections 6247, 3744, and 8744 of Reference (k), no more than one MOH may be awarded to an individual. However, for each succeeding act that would otherwise justify award of the MOH, the individual receiving the subsequent award is authorized to wear an additional MOH ribbon and/or a "V" device on the MOH suspension ribbon. A separate MOH is presented to an individual for each succeeding act that justifies award.~~

i. Duplicate Awards. In accordance with sections 3754, 6256, and 8754 of Reference (k), a person awarded the MOH shall, upon written application of that person, be issued, without charge, a duplicate MOH with ribbons and appurtenances for display purposes. Note that the MOH flag is an appurtenance of the MOH. Therefore, MOH recipients are authorized, upon written application, a duplicate MOH flag for display purposes.

j. Authorized Devices. ~~"V" Device. A "V" device is worn centered on the suspension ribbon to denote each subsequent award~~ *None.*

k. Authorized Appurtenances. The MOH flag is an appurtenance of the MOH.

(1) Eligibility Requirements

(a) Section 903 of title 36, U.S.C. (Reference (s)), authorized the MOH flag. Sections 3755, 6257, and 8755 of Reference (k) and section 505 of title 14, U.S.C. (Reference (t)) authorized presentation of the MOH flag to:

1. Each member of the U.S. Armed Forces to whom a MOH is awarded after October 23, 2002.

2. Each living MOH recipient regardless of the date he or she was awarded the MOH.

(b) Section 555 of Public Law 109-364 (Reference (u)) expanded eligibility for the MOH flag, upon written application therefore, to the PNOK of deceased MOH recipients who did not previously receive a MOH flag.

(2) Description and Symbolism

(a) The MOH flag is light blue with gold fringe bearing 13 white stars in a configuration as on the 8-sided “pad” in which the MOH is suspended.

(b) The MOH flag commemorates the acts of personal bravery or self-sacrifice above and beyond the call of duty and gives emphasis to the MOH being the highest award for valor by an individual serving in the U.S. Armed Forces.

(3) Presentation of the MOH Flag

(a) In accordance with sections 3755, 6257, and 8755 of Reference (k), the President shall provide for the presentation of the MOH flag to each person to whom a MOH is awarded at the same time as the presentation of the medal.

(b) The Secretary of the Military Department concerned shall establish procedures for the presenting the MOH flag in an appropriate and dignified ceremony to:

1. Each MOH recipient who was living as of October 23, 2002. If the MOH recipient has passed away since October 23, 2002, then the MOH flag shall be presented to the PNOK.

2. The PNOK of a deceased MOH recipient, upon written request therefore, in accordance with Reference (u).

3. At a minimum, a general/flag officer (Active or Reserve) will preside over the ceremony. The MOH flag shall not be mailed to the recipient or PNOK.

(c) In this section, PNOK includes the eldest surviving grandchild.

(d) Only one MOH flag shall be presented to MOH recipient or to the designated PNOK. However, living MOH recipients are authorized, upon written request, a duplicate MOH flag for personal use, which may be mailed to the requestor.

(e) The MOH flag shall be folded with one star showing, representing the MOH and presented to the recipient or PNOK during the ceremony.

(4) Folding the MOH Flag. See Figure 7. Fold the flag in half twice width wise. Fold the flag in thirds length wise, leaving one star showing. Fold the flag in thirds so that one star is centered. The folded flag should form a rectangle with one star showing, representing the recipient’s MOH.

(5) Display

(a) The MOH flag is a ceremonial flag for indoor use and is considered a personal flag, which recipients may display in their home or office.

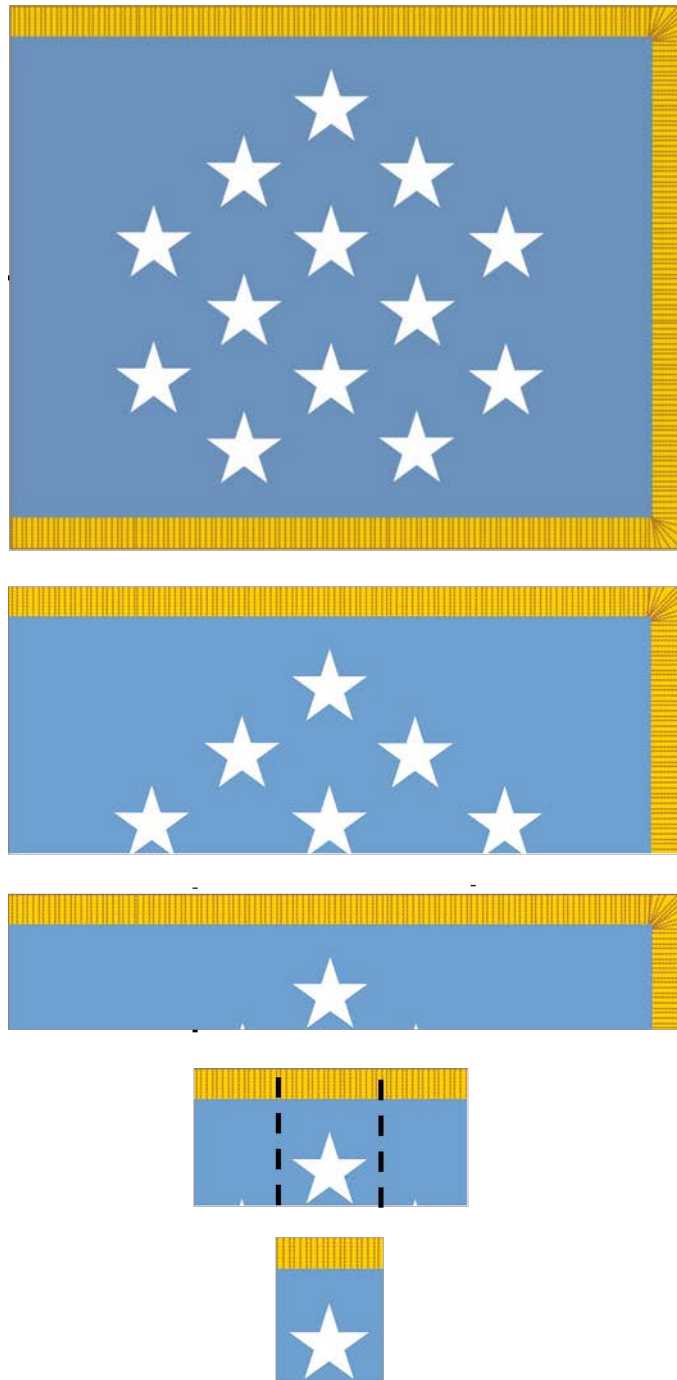
(b) The MOH flag may be displayed publicly when the individual is being honored at an official military ceremony or the individual is in attendance on the reviewing stand in an official ceremony. If the MOH flag is displayed on a flagstaff, the flagstaff shall be 8 feet tall, but shall not be higher than the U.S. flag if displayed at the same time as the U.S. flag.

(c) When the MOH flag is displayed with the U.S. flag, the U.S. flag shall hold the position of superior prominence and in the position of honor on the right. The MOH flag shall be placed to the left of the U.S. flag. When viewed from an audience, the U.S. flag shall be on the left and the MOH flag shall be on the right. Order of precedence of the MOH flag when displayed with State, organizational, and/or general/flag officer personal flags are: U.S. flag, State flag, organizational flag, personal flag, and then MOH flag.

(d) The Secretaries of the Military Department shall establish procedures for the official display of the MOH flag by Government agencies or civilian institutions. As an appurtenance to the MOH, the MOH flag shall be displayed in an attractive, dignified, and secure manner.

k/l. Illustration and Description. See Appendix 3 of this enclosure.

Figure 7. MOH Flag Folding Diagram



9. DEFENSE DISTINGUISHED SERVICE MEDAL

a. Introduction

(1) The DDSM is the highest Defense/Joint peacetime award. The DDSM was established by E.O. 11545 (Reference (v)). Further clarifying guidance ~~was~~ *is* contained in a Secretary of Defense Memorandum (Reference (w)).

(2) This decoration is awarded by the Secretary of Defense. It is awarded to the most senior officers who perform exceptionally meritorious service in a degree of great responsibility with the 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.

b. Award Category. Defense/Joint Personal Performance Award.

c. Eligibility Requirements and Criteria

(1) 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.

(2) 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, or Chairman of the Joint Chiefs of Staff). 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.

(3) Normally, such broad responsibilities shall be held by only the most senior officers whose duties bring them into direct and frequent contact with the Secretary of Defense and other senior officials within the Government. Examples of such officials are the Deputy Secretary of Defense, the Chairman of the Joint Chiefs of Staff; the Secretaries of the Military Departments, and the Chiefs and Vice Chiefs of the Military Services.

(4) 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.

(5) Defense awards, including the DDSM, may be awarded posthumously. When so awarded, they may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

d. Foreign Military Personnel. The DDSM is awarded only to officers of the U.S. Armed Forces.

e. Procedures

(1) All recommendations for award of the DDSM to members of the Joint Staff or the Combatant Command Headquarters or activities reporting to or through the Chairman of the Joint Chiefs of Staff shall be processed through the Chairman of the Joint Chiefs of Staff for recommendation. These recommendations shall not be boarded at the Joint Staff level. The Chairman of the Joint Chiefs of Staff shall forward recommendations to the Director, Military Personnel, Human Resources Directorate, Washington Headquarters Services (WHS), for boarding and processing. Recommendations should be submitted to arrive at the Joint Staff no later than 90 days before the desired presentation date.

(2) All other recommendations for award of the DDSM shall be submitted to the Director, Military Personnel, Human Resources Directorate, WHS, for boarding and processing. Recommendations require the signature of the Secretary concerned, applicable Under Secretary of Defense, Assistant Secretary of Defense, General Counsel of the Department of Defense, Inspector General of the Department of Defense, or Director. In their absence, the Principal Deputy may sign a DDSM award recommendation. Recommendations should be submitted to the WHS no later than 90 days before the desired presentation date.

f. Approval Authority. The DDSM, as the highest Defense/Joint decoration, may only be awarded by the Secretary of Defense. Under no circumstances may the awarding authority be delegated.

g. Order of Precedence. The DDSM is worn after the Military Department Service Crosses (i.e., Distinguished Service Cross, Navy Cross, or Air Force Cross) and before the Military Department Distinguished Service Medals (i.e., Army Distinguished Service Medal, Navy Distinguished Service Medal, and Air Force Distinguished Service Medal).

h. Subsequent Awards

(1) Individuals are only presented a DDSM upon initial award.

(2) Subsequent awards are denoted by wearing the appropriate device on the suspension and service ribbon of the medal. Oak leaf clusters, 13/32 inch in length, are centered on the service ribbon and suspension ribbon of full-size medals, with the stems of the leaves pointing to the wearer's right.

(a) Bronze oak-leaf clusters are used to denote the 2nd through 5th (7th through 10th, etc.) award. No more than four bronze oak-leaf clusters shall be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

(b) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 6th, 11th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer's right of a bronze oak leaf cluster.

i. Authorized Devices. Oak-Leaf Cluster (bronze and/or silver).

j. Illustration and Description. See Appendix 3 of this enclosure.

10. DEFENSE SUPERIOR SERVICE MEDAL

a. Introduction. The DSSM is the second highest Defense/Joint peacetime award. The DSSM was established by E.O. 11904 (Reference (x)). The medal is most often awarded to senior officers in the general/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.

b. Award Category. Defense/Joint Personal Performance Award.

c. Eligibility Requirements and Criteria

(1) 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/Joint 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 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/Joint decorations.

(2) The DSSM may be awarded only to members of the U.S. Armed Forces who, after February 6, 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 TDY achievement.

(3) Defense/Joint awards including the DSSM may be awarded posthumously. When so awarded, they may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

d. Foreign Military Personnel. The DSSM is awarded only to members of the U.S. Armed Forces.

e. Procedures

(1) Recommendations approved by the Chairman of the Joint Chiefs of Staff shall be processed entirely by the Joint Staff. All other recommendations shall be forwarded to the Director, Military Personnel, Human Resources Directorate, WHS, for processing. Recommendations should be submitted no later than 90 days before the desired presentation date.

(2) Requests for exceptions to policy or determinations regarding eligibility for the DSSM shall be forwarded to the DA&M or to the Director, Joint Staff (DJS), for the Chairman of the Joint Chiefs of Staff, for organizations or activities that report to or through the Chairman of the Joint Chiefs of Staff, to include the Combatant Commands. Disapproval of any exception to policy requests may be made at any level of command.

f. Approval Authority

(1) The Chairman of the Joint Chiefs of Staff is the approval authority for Service members assigned to the Joint Staff, and those Service members assigned to joint organizations falling under the Chairman of the Joint Chiefs of Staff. This authority may be delegated to the DJS, but may not be delegated further.

(2) Combatant-Commanders are delegated authority to approve or disapprove the DSSM for retiring O-6s who are assigned as permanent members of their immediate organizations. That authority may not be delegated further.

(3) The DA&M is the award authority for all other qualifying Service members. That authority may not be further delegated.

g. Order of Precedence. The DSSM is worn after the Silver Star and before the Legion of Merit.

h. Subsequent Awards

(1) Individuals are only presented a DSSM upon initial award.

(2) Subsequent awards are denoted by wearing the appropriate device on the suspension and service ribbon of the medal. Oak leaf clusters, 13/32 inch in length, are centered on the service ribbon and suspension ribbon of full-size medals, with the stems of the leaves pointing to the wearer's right.

(a) Bronze oak-leaf clusters are used to denote the 2nd through 5th (7th through 10th, etc.) award. No more than four bronze oak-leaf clusters shall be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

(b) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 6th, 11th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer's right of a bronze oak leaf cluster.

- i. Authorized Devices. Oak-Leaf Cluster (bronze and/or silver).
- j. Illustration and Description. See Appendix 3 of this enclosure.

11. DEFENSE MERITORIOUS SERVICE MEDAL

a. Introduction

(1) The DMSM is the third highest Defense/Joint peacetime award. The DMSM was established by E.O. 12019 (Reference (y)).

(2) 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 according to subparagraph 4.e. of this Volume, whereas the Military Department MSM is awarded to Service members in Service-unique military units.

b. Award Category. Defense/Joint Personal Performance Award.

c. Eligibility Requirements and Criteria

(1) 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 non-combat 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/Joint decorations.

(2) The DMSM shall only be awarded to members of the U.S. Armed Forces who, after November 3, 1977, distinguished themselves by non-combat 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.

(3) The DMSM will not be awarded for any period of service for which a Military Department medal is awarded.

(4) Defense/Joint awards including the DMSM may be awarded posthumously. When so awarded, they may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

d. Foreign Military Personnel. The DMSM is only awarded to members of the U.S. Armed Forces.

e. Procedures

(1) Recommendations for the DMSM shall be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the DA&M or the Chairman of the Joint Chiefs of Staff, the recommendation shall be submitted for processing to the Director, Military Personnel, Human Resources Directorate, WHS, or the DJS no later than 90 days before the desired presentation date.

(2) Requests for exceptions to policy regarding eligibility for the DMSM shall be forwarded to DA&M or to the DJS, for the Chairman of the Joint Chiefs of Staff, for organizations or activities that report to or through the Chairman of the Joint Chiefs of Staff. Disapproval of any exception to policy requests may be made at any level of command.

(a) The Commander of a Combatant Command may approve an exception to policy request for the DMSM for Service members under his or her command not serving in designated joint billets but who perform duties that are inherently joint in nature. This authority may be delegated, in writing, to the Deputy Commanders and the Chiefs of Staffs of the Combatant Commands.

(b) The Supreme Allied Commander, Europe, provided that he or she is a U.S. officer, may approve an exception to policy request for the DMSM for personnel under his or her command authority. This authority may be delegated, in writing, to the Deputy Supreme Allied Command Europe or Deputy Chief of Staff, Supreme Allied Command Europe, provided that they are U.S. officers.

f. Approval Authority

(1) Authority to award the DMSM is hereby delegated to:

(a) The DA&M for Service members assigned to:

1. The OSD.
2. The DoD Field Activities.
3. The joint DoD activities that report directly to an OSD PSA.

4. The joint DoD activities for which the Secretary of a Military Department has been designated as the EA.

5. The multilateral and bilateral organizations.

6. Any other offices in the Executive Branch, the Executive agencies and departments, or the independent establishments and Government corporations. (See United States Government Manual ~~2008/2009~~ (Reference (z))).

(b) The DJS, for the Chairman of the Joint Chiefs of Staff, for Service members assigned to the Joint Staff and those agencies and activities reporting directly to the Chairman of the Joint Chiefs of Staff that are not delegated approval authority for that decoration.

(c) The *Combatant* Commanders ~~of the Combatant Commands~~, for Service members assigned to their respective headquarters or joint activities directly under their operational control. They also may approve the award for a JTF commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned and/or attached unit).

(d) The Supreme Allied Commander, Europe; the Supreme Allied Commander, Transformation; the U.S. Representative to the Military Committee, North Atlantic Treaty Organization (NATO); the Defense Advisor, U.S. Mission NATO; and the Commander, North American Aerospace Defense Command (NORAD) provided they are U.S. officers, for Service members assigned in their respective headquarters or associated agencies.

(e) The Directors of Defense Agencies for Service members assigned to their respective agencies.

(f) The Commander, U.S. Forces Korea, for U.S. Service members assigned to his or her headquarters or joint activities reporting directly to that command.

(g) The President, National Defense University (NDU), for Service members assigned to the University, the National War College, and the Industrial College of the Armed Forces.

(h) The Commandant, Joint Forces Staff College, for Service members assigned to that college.

(i) The Chief, National Guard Bureau (NGB).

1. For Service members permanently assigned to the headquarters staff of the NGB.

2. For Service members at the National Guard Joint Force Headquarters - State (NG JFHQs-State) assigned to a Joint Duty Assignment List (JDAL) position as published on the JDAL pursuant to DoDI 1300.19 (Reference (aa)) or assigned to a position on a joint manpower document established by the Chairman of the Joint Chiefs of Staff in accordance with DoD Directive 5105.83 (Reference (ab)), Enclosure 4, paragraphs 6.a. and 6.b. All other DMSM award nominations for members assigned to the joint staff element of the NG JFHQs-State as defined by Reference (ab), shall be processed through the Chief, NGB, to DA&M in accordance with exception to policy procedures contained in this Manual.

(2) That authority may be delegated further at the discretion of an approval authority in subparagraphs 11.f.(1)(a) through (i) to **subordinate** general/flag officers of the U.S. Armed Forces in the grade of O-7 or civilian equivalents when they occupy established **subordinate** command or staff positions. Such authority must be delegated in writing and documentation maintained indefinitely by the organization receiving the authority.

g. Order of Precedence. The DMSM is worn after the Purple Heart and before the MSM.

h. Subsequent Awards

(1) Individuals are only presented a DMSM upon initial award.

(2) Subsequent awards are denoted by wearing the appropriate device on the suspension and service ribbon of the medal. Oak leaf clusters, 13/32 inch in length, are centered on the service ribbon and suspension ribbon of full-size medals, with the stems of the leaves pointing to the wearer's right.

(a) Bronze oak-leaf clusters are used to denote the 2nd through 5th (7th through 10th, etc.) award. No more than four bronze oak-leaf clusters shall be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

(b) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 6th, 11th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer's right of a bronze oak leaf cluster.

i. Authorized Devices. Oak-Leaf Cluster (bronze and/or silver).

j. Illustration and Description. See Appendix 3 of this enclosure.

12. JOINT SERVICE COMMENDATION MEDAL

a. Introduction. The JSCM was the first Defense/Joint decoration. It was authorized by the Secretary of Defense on June 25, 1963, for award to Service members assigned to joint activities.

b. Award Category. Defense/Joint Personal Performance Award.

c. Eligibility Requirements and Criteria

(1) 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 January 1, 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/Joint decorations.

(2) The JSCM will not be awarded for any period of service for which a Military Department medal is awarded.

(3) Defense/Joint awards including the JSCM may be awarded posthumously. When so awarded, they may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

d. Foreign Military Personnel. The JSCM may be awarded to members of foreign allied armed forces assigned directly to the Joint Staff or the Combatant Commands who, after February 6, 2006, distinguished themselves by meritorious achievement or service. See subparagraph 12.c.(2), Enclosure 3, of Volume 3 of this Manual for procedures for awarding the JSCM to eligible foreign military personnel.

e. Procedures

(1) Recommendations for the JSCM shall be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the DA&M or the DJS, for the Chairman of the Joint Chiefs of Staff, the recommendation shall be submitted for processing to the Director, Military Personnel, Human Resources Directorate, WHS, or the DJS no later than 90 days before the desired presentation date.

(2) Requests for exceptions to policy regarding eligibility for the JSCM shall be forwarded to the DA&M or to the DJS, for the Chairman of the Joint Chiefs of Staff, for organizations or activities that report to or through the Chairman of the Joint Chiefs of Staff, to include the Combatant Commands. Disapproval of any exception to policy requests may be made at any level of command.

(a) The Commander of a Combatant Command may approve an exception to policy request for the JSCM for Service members under his or her command not serving in designated joint billets but who perform duties that are inherently joint in nature. This authority may be delegated, in writing, to the Deputy Commanders and the Chiefs of Staffs of the Combatant Commands.

(b) The Supreme Allied Commander, Europe, provided he or she is a U.S. officer, may approve an exception to policy request for the JSCM for personnel under his or her

command authority. This authority may be delegated, in writing, to the Deputy Supreme Allied Command Europe or Deputy Chief of Staff, Supreme Allied Command Europe, provided they are U.S. officers.

f. Approval Authority

(1) The JSCM shall be awarded in the name of the Secretary of Defense. Authority to award the JSCM is hereby delegated to:

(a) The DA&M, or designee, for Service members assigned to:

1. The OSD.
2. The DoD Field Activities.
3. The joint DoD activities that report directly to an OSD PSA.
4. The joint DoD activities for which the Secretary of a Military Department has been designated as the EA.
5. The multilateral and bilateral organizations.
6. Any other offices in the Executive Branch, the Executive agencies and departments, or the independent establishments and Government corporations. (See Reference (z)).

(b) The DJS, for the Chairman of the Joint Chiefs of Staff, for members of U.S. Armed Forces or members of foreign allied armed forces assigned directly to the Joint Staff and to those joint activities reporting directly to the Chairman of the Joint Chiefs of Staff, or the Joint Staff, that are not delegated approval authority.

(c) The Commander of a Combatant Command for members of the U.S. Armed Forces or members of foreign allied armed forces assigned directly to their respective headquarters or joint activities directly under their operational control. They also may approve that award for a JTF commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned and/or attached unit).

(d) The Supreme Allied Commander, Europe; the Supreme Allied Commander, Transformation; the U.S. Representative to the Military Committee, NATO; the Defense Advisor, U.S. Mission NATO; and the Commander of NORAD, provided they are U.S. officers, for Service members assigned to their respective commands or associated agencies.

(e) The Directors of Defense Agencies for Service members assigned to their respective agencies.

(f) The Commander, U.S. Forces Korea, for Service members assigned to their headquarters and to those joint activities reporting directly to that command.

(g) The President, NDU, for Service members assigned to the University, National War College, and the Industrial College of the Armed Forces.

(h) The Commandant, Joint Forces Staff College, for Service members assigned to the college.

(i) The Executive Director, Military Postal Service Agency, for Service members assigned to his or her agency.

(j) The Commander, U.S. Military Entrance Processing Command (USMEPCOM), for Service members assigned to USMEPCOM.

(k) The Chief, NGB, for:

1. Service members permanently assigned to the headquarters staff of the NGB.

2. Service members at the NG JFHQs-State assigned to a JDAL position as published on the JDAL pursuant to Reference (aa) or assigned to a position on a joint manpower document established by the Chairman of the Joint Chiefs of Staff in accordance with Reference (ab), Enclosure 4, paragraphs 6.a. and 6.b. All other JSCM award nominations for members assigned to the joint staff element of the NG JFHQs-State as defined by Reference (ab) shall be processed through the Chief, NGB, to DA&M in accordance with exception to policy procedures contained in this Manual.

(2) That authority may be delegated further at the discretion of ~~the awarding an approval~~ authority *in subparagraphs 12.f.(1)(a) through (k)* to ~~subordinate~~ general/flag officers of the U.S. Armed Forces in the grade of O-7 or civilian equivalent, when they occupy established ~~subordinate~~ command or staff positions. Such authority must be delegated in writing and documentation maintained indefinitely by the organization receiving the authority.

g. Order of Precedence. The JSCM is worn after the Air Medal and:

(1) Army. Before the Army Commendation Medal.

(2) Navy and Marine Corps. Before the Navy and Marine Corps Commendation Medal.

(3) Air Force. Before the Air Force Commendation Medal.

h. Subsequent Awards

(1) Individuals are only presented a JSCM upon initial award.

(2) Subsequent awards are denoted by wearing the appropriate device on the suspension and service ribbon of the medal. Oak leaf clusters, 13/32 inch in length, are centered on the service ribbon and suspension ribbon of full-size medals, with the stems of the leaves pointing to the wearer's right.

(a) Bronze oak-leaf clusters are used to denote the 2nd through 5th (7th through 10th etc.) award. No more than four bronze oak-leaf clusters shall be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

(b) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 6th, 11th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer's right of a bronze oak leaf cluster.

i. Authorized Devices

(1) "V" Device

(a) For the period from June 25, 1963, through March 31, 1976, the "V" device is authorized for all Services if the citation is for an act or service involving direct participation in combat operations.

(b) Subsequent to April 1, 1976, the "V" device is authorized if the citation is approved for valor (combat heroism) in a designated combat area.

(c) Only one "V" device is worn, regardless of the number of times earned.

(2) Oak-Leaf Cluster (bronze and/or silver).

j. Illustration and Description. See Appendix 3 of this enclosure.

13. JOINT SERVICE ACHIEVEMENT MEDAL

a. Introduction. In 1983, the Secretary of Defense established the JSAM for either outstanding achievement or meritorious service in joint activities.

b. Award Category. Defense/Joint Personal Performance Award.

c. Eligibility Requirements and Criteria

(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, while assigned to a joint activity after August 3, 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/Joint decorations.

(2) The required achievement or service, while of lesser degree than that required for award of the JSCM, must have been accomplished with distinction.

(3) 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.

(4) Defense/Joint awards including the JSAM may be awarded posthumously. When so awarded, they may be presented to an appropriate representative of the deceased, as determined by the awarding authority.

d. Foreign Military Personnel. The JSAM may be awarded to members of foreign allied armed forces below the grade of O-6 or equivalent assigned directly to the Joint Staff or Combatant Commands who, after February 6, 2006, distinguished themselves by outstanding performance of duty and meritorious achievement. See subparagraph 12.c.(2), Enclosure 3 of Volume 3 of this Manual for procedures for awarding the JSAM to eligible foreign military personnel.

e. Procedures

(1) Recommendations for the JSAM shall be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the individuals specified in subparagraphs 13.f.(1)(a) and 13.f.(1)(b) of this enclosure, recommendations shall be submitted, after approval, to the Director, Military Personnel, Human Resources Directorate, WHS, for processing.

(2) Requests for exceptions to policy regarding eligibility for the JSAM shall be forwarded to the DA&M or to the DJS, for the Chairman of the Joint Chiefs of Staff, for organizations or activities that report to or through the Chairman of the Joint Chiefs of Staff, to include the Combatant Commands. Disapproval of any exception to policy requests may be made at any level of command.

(a) The Commander of a Combatant Command may approve an exception to policy request for the JSAM for Service members under his or her command not serving in designated joint billets, but who perform duties that are inherently joint in nature. This authority may be delegated, in writing, to the Deputy Commanders and the Chiefs of Staffs of the Combatant Commands.

(b) The Supreme Allied Commander, Europe, provided he or she is a U.S. officer, may approve an exception to policy requests for the JSAM for personnel under his or her command authority. This authority may be delegated, in writing, to the Deputy Supreme Allied Command Europe or Deputy Chief of Staff, Supreme Allied Command Europe, provided they are U.S. officers.

f. Approval Authority

(1) The JSAM shall be awarded in the name of the Secretary of Defense. Authority to award the JSAM is hereby delegated to:

(a) The OSD PSAs for Service members assigned to either the OSD, the DoD Field Activities, or the joint DoD activities for which a PSA has been designated EA for the Secretary of Defense.

(b) The DA&M or designee for Service members assigned to multilateral and bilateral organizations; and other offices with the Executive Branch, Executive agencies and departments, or independent establishments and Government corporations. (See Reference (z).)

(c) The DJS, for the Chairman of the Joint Chiefs of Staff, for members of U.S. Armed Forces or members of foreign allied armed forces assigned directly to the Joint Staff and to those joint activities reporting directly to the Chairman of the Joint Chiefs of Staff, or the Joint Staff, that are not delegated approval authority.

(d) The Commander of a Combatant Command for members of the U.S. Armed Forces or members of foreign allied armed forces assigned directly to their respective headquarters or joint activities directly under their operational control. They also may approve that award for the commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned and/or attached unit).

(e) The Supreme Allied Commander, Europe; the Supreme Allied Commander, Transformation; the U.S. Representative to the NATO Military Committee; the Defense Advisor, U.S. Mission NATO; the Commander of NORAD; and the Commander, U.S. Forces Korea, provided they are U.S. officers, for Service members assigned to their respective commands or agencies, as reflected in joint manpower documents.

(f) The Directors of Defense Agencies for Service members assigned to their respective agencies.

(g) The President, NDU, for Service members assigned to the University, the National War College, and the Industrial College of the Armed Forces.

(h) The Commandant, Joint Forces Staff College, for Service members assigned to the college.

(i) The Executive Director, Military Postal Service Agency, for Service members assigned to that activity.

(j) The Secretary of a Military Department who has been designated previously as the EA for a joint function by the Secretary of Defense, the Deputy Secretary of Defense, or the Chairman of the Joint Chiefs of Staff.

(k) The Commander, USMEPCOM.

(l) The Chief, NGB, for:

1. Service members permanently assigned to the headquarters staff of the NGB.

2. Service members at the NG JFHQs-State assigned to a JDAL position as published on the JDAL pursuant to Reference (aa) or assigned to a position on a joint manpower document established by the Chairman of the Joint Chiefs of Staff in accordance with Reference (ab), Enclosure 4, paragraphs 6.a. and 6.b. All other JSAM award nominations for members assigned to the joint staff element of the NG JFHQs-State as defined by Reference (ab) shall be processed through the Chief, NGB, to DA&M in accordance with exception to policy procedures contained in this Manual.

(2) ~~The That authority to approve the award of the JSAM~~ may be delegated further ~~in writing at the discretion of an approval authority in subparagraphs 13.f.(1)(a) through (l) to an subordinate officer in the grade of O-6 in the U.S. Armed Forces or to a civilian of equivalent grade, who is when they occupy~~ ~~ing an~~ established *subordinate* command or staff positions. *Such authority must be delegated in writing and documentation maintained indefinitely by the organization receiving the authority.*

(3) The authority to disapprove recommendations is given to officers with award authority.

g. Order of Precedence. The JSAM is worn:

(1) Army. After the Army Commendation Medal and before the Army Achievement Medal.

(2) Navy and Marine Corps. After the Navy and Marine Corps Commendation Medal and before the Navy and Marine Corps Achievement Medal.

(3) Air Force. After the Air Force Commendation Medal and before the Air Force Achievement Medal.

h. Subsequent Awards

(1) Individuals are only presented a JSAM upon initial award.

(2) Subsequent awards are denoted by wearing the appropriate device on the suspension and service ribbon of the medal. Oak leaf clusters, 13/32 inch in length, are centered on the service ribbon and suspension ribbon of full-size medals, with the stems of the leaves pointing to the wearer's right.

(a) Bronze oak-leaf clusters are used to denote the 2nd through 5th (7th through 10th, etc.) award. No more than four bronze oak-leaf clusters shall be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

(b) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 6th, 11th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer's right of a bronze oak leaf cluster.

- i. Authorized Devices. Oak-Leaf Cluster (bronze and/or silver)
- j. Illustration and Description. See Appendix 3 of this enclosure.

14. JOINT MERITORIOUS UNIT AWARD

a. Introduction

(1) The JMUA was established on June 4, 1981, by the Secretary of Defense and was originally called the DoD Meritorious Unit Award. The JMUA was made retroactive to January 23, 1979. It is the only ribbon (no medal) award granted by the Department of Defense. The JMUA ribbon is similar to the DSSM ribbon except the JMUA has a gold frame around it. The service performed is the same for both awards, with the JMUA ribbon awarded to units and joint activities and the DSSM medal awarded to individuals.

(2) The JMUA is only awarded to joint units or activities (a DoD activity consisting of elements of more than one Military Service). To qualify, the joint activity must either report through combatant or combined command channels or pursue a joint mission under the cognizance of the Secretary of Defense; the Chairman of the Joint Chiefs of Staff; the commander of a unified, specified, or combined command that is also a joint command; or the Secretary of a Military Department that has been designated the EA for the Secretary of Defense.

b. Award Category. Defense/Joint Unit Award.

c. Eligibility Requirements and Criteria

(1) All joint units and activities, including JTFs, are eligible for award of the JMUA. Members of Service-unique units assigned and/or attached to joint units, activities, or JTFs are not eligible for the JMUA, but retain eligibility for unit awards from their parent Services. The JMUA is awarded to units in recognition of exceptionally meritorious conduct in the performance of outstanding service. However, a unit or activity's outstanding accomplishment of its normally assigned and expected mission is not in and of itself sufficient justification for award approval. Instead, qualifying achievements must be superior to that which is expected under one of the following conditions and should be operational in nature.

- (a) During action in combat with an armed enemy of the United States.

- (b) In a declared national emergency situation.
- (c) Under extraordinary circumstances that involve national interests.

(2) The JMUA shall not be awarded to any DoD activity that has received any other unit award for the same achievement or period of service.

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

(4) A JTF headquarters may be awarded the JMUA. If a JTF headquarters is awarded the JMUA, every member permanently assigned or attached TDY or TAD to the JTF headquarters is eligible to wear the JMUA ribbon. Assigned and/or attached (including TDY and/or TAD) status is determined by official orders that specify the JTF headquarters as the duty unit.

(5) Service units or individuals deployed in support of a JTF, but not assigned and/or attached to the JTF by official orders, are not eligible for the JMUA, even if they are under the operational control of the JTF. The Services may award appropriate Service unit awards to their units assigned and/or attached to a JTF.

(6) Civilians within an organization awarded the JMUA will be presented a civilian JMUA lapel pin.

(7) A listing, by unit and inclusive award period, of the approved DoD activities awarded the JMUA can be found at <http://prhome.defense.gov/RFM/MPP/OEPM/functions.aspx>.

d. Foreign Military Personnel. The JMUA may not be awarded to personnel of foreign nations.

e. Procedures

(1) Recommendation for the JMUA must be in narrative form. Minimally, the recommendation must include:

- (a) Name and location of unit, activity, or organization.
- (b) Inclusive dates for the award.
- (c) Citation. (Figure 8 contains an example JMUA citation.)

(d) A narrative justification containing specific and factual data about what the activity accomplished, how it was done, what the benefits or results were, and why or how the achievement or service significantly exceeded normal unit duty performance. The narrative justification shall not exceed 3 single-spaced typewritten pages. Supporting documents, as appropriate, may be attached. Figure 9 contains a sample format for JMUA recommendations.

(2) A listing of qualifying units or Service members attached but not permanently assigned, detailing full name, rank and/or rate, social security number, branch of Service, and permanent unit at the time of the award period. That list must be sorted or grouped by branch of Service.

Figure 8. Sample JMUA Citation

<p style="text-align: center;">SAMPLE CITATION</p> <p style="text-align: center;">DoD</p> <p style="text-align: center;">Seal</p> <p style="text-align: center;">CITATION</p> <p style="text-align: center;">To Accompany the Award of the</p> <p style="text-align: center;">JOINT MERITORIOUS UNIT AWARD</p> <p style="text-align: center;">to the</p> <p style="text-align: center;">(unit, activity, or organization)</p> <p>The (unit, activity, or organization) distinguished itself by exceptionally meritorious (achievement or service) from (inclusive dates (YYMMDD)). During this period.....</p> <p>(Instructions: Prepare in smooth form, limiting the body of the citation to 16 double-spaced typewritten lines. If it is necessary to extend the citation beyond 16 lines, single spacing shall be acceptable. Leave a 1/2-inch space above the seal line so that the seal can be affixed to the citation. The body of the citation shall be straightforward in style, with short, simple, direct, and accurate facts. The narrative must be unclassified.)</p> <p>By their exemplary performance of duty, the members of the (unit, activity, or organization) have brought great credit to themselves and to the Department of Defense.</p>

Figure 9. Sample Format for JMUA Recommendation

<p>[Letterhead of Initiating Joint Activity]</p> <p>MEMORANDUM FOR DIRECTOR, MILITARY PERSONNEL, HUMAN RESOURCES DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES, OR CHAIRMAN, JOINT CHIEFS OF STAFF</p> <p>SUBJECT: Recommendation for Award of the Joint Meritorious Unit Award (JMUA)</p> <p>Under the provisions of DoD 1348.33-M, the following DoD activity is recommended for award of the JMUA:</p> <ul style="list-style-type: none">a. Unit, activity, or organization.b. Location, such as installation, city, State, and country.c. Inclusive dates (YYMMDD) for which recommended.d. Previous JMUA's awarded to this DoD activity (inclusive dates (YYMMDD)).e. Desired presentation date. <p>No other unit award is pending for this DoD activity regarding this action, and no unit award has been made previously for the achievement or service described herein.</p> <p>Attached is a narrative description of the achievement performed or service rendered: (Instructions: The narrative should be specific and factual, providing concrete examples of exactly what the recommended unit did, how it was done, what benefits or results were realized, and why or how the achievement or service significantly exceeded normal unit duty performance.)</p> <p style="text-align: right;">Signature of Recommending Official</p> <p>Attachments - 5</p> <ul style="list-style-type: none">1. Narrative2. Citation3. Supporting Documentation (if required)4. Service member list5. Eligible ships and/or subordinate units (if required)
--

(3) Award recommendations shall be endorsed by commanders at all levels.

(4) Recommendations for the JMUA shall be submitted through command channels.

(a) Recommendations for joint activities that report directly to an OSD PSA or to the Secretary of a Military Department, for which he or she has been designated the EA for the Secretary of Defense, shall be forwarded through those channels and to the Director, Military Personnel, WHS. DA&M will forward a copy of the approval letter to the Deputy Under Secretary of Defense for Military Personnel Policy (DUSD(MPP)), Office of the USD(P&R).

(b) Recommendations for joint activities that report directly to or through the Chairman of the Joint Chiefs of Staff shall be forwarded to the DJS. The DJS will forward a copy of the approval letter to the DUSD(MPP), Office of the USD(P&R).

(5) Requests for exceptions to policies or determinations about eligibility for the JMUA shall be forwarded through appropriate command channels to the Director, Military Personnel, Human Resources Directorate, WHS. The DA&M is authorized to approve, disapprove, and grant exceptions to policy for JMUA. The DJS, for the Chairman of the Joint Chiefs of Staff, has authority to grant exceptions for those units who report directly to, or through the Chairman of the Joint Chiefs of Staff. Disapproval of requests may be made at any level having an established command or staff position authorized in the grade of O-8 or civilian equivalent.

f. Approval Authority. The JMUA is awarded in the name of the Secretary of Defense. However, authority to award is delegated to:

(1) The DA&M for activities that report directly to an OSD PSA or for which the Secretary of a Military Department has been designated the EA for the Secretary of Defense.

(2) The Chairman of the Joint Chiefs of Staff, or designee, for activities that report directly to or through the Chairman of the Joint Chiefs of Staff.

g. Order of Precedence. The JMUA is worn after the Presidential Unit Citation and:

(1) Army. Before the Valorous Unit Award.

(2) Navy and Marine Corps. Before the Navy Unit Commendation.

(3) Air Force. Before the Air Force Outstanding Unit Award.

h. Subsequent Awards. Subsequent awards shall be denoted by wearing oak leaf clusters. Oak leaf clusters, 13/32 inch in length, are centered on the service ribbon and suspension ribbon of full-size medals, with the stems of the leaves pointing to the wearer's right.

(1) Bronze oak-leaf clusters are used to denote the 2nd through 5th (7th through 10th, etc.) award. No more than four bronze oak-leaf clusters shall be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

(2) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 6th, 11th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer's right of a bronze oak leaf cluster.

- i. Authorized Devices. Oak-Leaf Cluster (bronze and/or silver).
- j. Illustration and Description. See Appendix 3 of this enclosure.

Appendixes

1. Defense/Joint Decorations and Awards
2. DoD-Wide Military Decorations and Awards
3. Illustrations of DoD-Wide Decorations and Awards

APPENDIX 1 TO ENCLOSURE 3DEFENSE/JOINT DECORATIONS AND AWARDSFigure 10. Defense/Joint Decorations and Awards (in Order of Precedence)

Title of Decoration or Award	Category of Award
DDSM	Defense/Joint Personal Performance Award
DSSM	Defense/Joint Personal Performance Award
DMSM	Defense/Joint Personal Performance Award
JSCM	Defense/Joint Personal Performance Award
JSAM	Defense/Joint Personal Performance Award
JMUA	Defense/Joint Unit Award (order of precedence varies by Military Department)
Defense/Joint Decorations and Awards are a subset of the DoD-Wide Decorations and Awards (see Appendix 2 to Enclosure 3).	

APPENDIX 2 TO ENCLOSURE 3

DoD-WIDE MILITARY DECORATIONS AND AWARDSFigure 11. DoD-Wide Decorations and Awards (in Order of Precedence)

Title of Decoration or Award	Category of Award
MOH	Personal/Individual Performance Award
Service Crosses ¹	Personal/Individual Performance Award
DDSM	Defense/Joint Personal Performance Award
Silver Star Medal	Personal/Individual Performance Award
DSSM	Defense/Joint Personal Performance Award
Legion of Merit	Personal/Individual Performance Award
Distinguished Flying Cross	Personal/Individual Performance Award
Bronze Star Medal	Personal/Individual Performance Award
Purple Heart	Personal/Individual Performance Award
DMSM	Defense/Joint Personal Performance Award
MSM	Personal/Individual Performance Award
Air Medal	Personal/Individual Performance Award
JSCM	Defense/Joint Personal Performance Award
JSAM	Defense/Joint Personal Performance Award
Prisoner of War Medal	DoD CE&S medal– Personal Service
National Defense Service Medal	DoD CE&S medal– Personal Service
Antarctica Service Medal	DoD CE&S medal– Deployed Service
Armed Forces Expeditionary Medal	DoD CE&S medal– Expeditionary Medal
Vietnam Service Medal	DoD CE&S medal– Campaign Medal
Southwest Asia Service Medal	DoD CE&S medal– Campaign Medal
Kosovo Campaign Medal	DoD CE&S medal– Campaign Medal
Afghanistan Campaign Medal	DoD CE&S medal– Campaign Medal
Iraq Campaign Medal	DoD CE&S medal– Campaign Medal
Global War on Terrorism Expeditionary Medal	DoD CE&S medal– Expeditionary Medal
Global War on Terrorism Service Medal	DoD CE&S medal– Personal Service
Korean Defense Service Medal	DoD CE&S medal– Deployed Service
Armed Forces Service Medal	DoD CE&S medal– Deployed Service
Humanitarian Service Medal	DoD CE&S medal– Personal Service
Military Outstanding Volunteer Service Medal	DoD CE&S medal– Personal Service
Armed Forces Reserve Medal	DoD CE&S medal– Personal Service
Presidential Unit Citation (Order of precedence varies by Military Department)	Unit Award
JMUA (Order of precedence varies by Military Department)	Defense/Joint Unit Award
¹ Each Military Department has a distinct Service Cross. Distinguished Service Cross – Department of the Army; Navy Cross – Department of the Navy (includes USMC); and Air Force Cross – Department of the Air Force.	

APPENDIX 3 TO ENCLOSURE 3

ILLUSTRATIONS OF DoD-WIDE DECORATIONS AND AWARDS

Figure 12. DoD-Wide Valor and Performance Awards (in Order of Precedence)


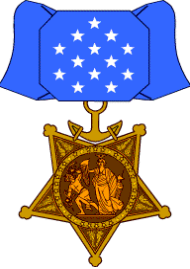


Medals of Honor	
	<p><u>MOH, Department of the Army:</u> A gold five-pointed star, each point tipped with trefoils, 1 1/2 inches wide, surrounded by a green laurel wreath and suspended from a gold bar inscribed “VALOR,” surmounted by an eagle. In the center of the star, Minerva’s head surrounded by the words “UNITED STATES OF AMERICA.” On each ray of the star is a green oak leaf. On the reverse is a bar engraved “THE CONGRESS TO” with a space for engraving the name of the recipient.</p> <p><u>Note:</u> The MOH is one of only two U.S. Military awards worn around the neck, the other being the Legion of Merit, Degree of Commander.</p>
	<p><u>MOH, Department of the Navy:</u> A five-pointed bronze star, tipped with trefoils containing a crown of laurel and oak. In the center is Minerva, personifying the United States, standing with left hand resting on fasces and right hand holding a shield blazoned with the shield from the coat of arms of the United States. She repulses Discord, represented by snakes. The medal is suspended from the flukes of an anchor.</p>
	<p><u>MOH, Department of the Air Force:</u> Within a wreath of green laurel, a gold five-pointed star, one point down, tipped with trefoils and each point containing a crown of laurel and oak on a green background. Centered on the star, an annulet of 34 stars is a representation of the head of the Statue of Liberty. The star is suspended from a bar inscribed with the word “VALOR” above an adaptation of the thunderbolt from the Air Force Coat of Arms.</p>
Service Crosses	
	<p><u>Distinguished Service Cross, Department of the Army:</u> A cross of bronze, 2 inches in height and 1 13/16 inches in width with an eagle on the center and a scroll below the eagle bearing the inscription “FOR VALOR.” On the reverse side, the center of the cross is circled by a wreath with a space for engraving the name of the recipient.</p>

Figure 12. DoD-Wide Valor and Performance Awards (in Order of Precedence), Continued





	<p>Navy Cross, Department of the Navy: The Navy Cross is a modified cross patée 1 1/2 inches wide (the ends of its arms are rounded whereas a conventional cross patée has arms that are straight on the end). There are four laurel leaves with berries in each of the re-entrant arms of the cross. In the center of the cross, a sailing vessel is depicted on waves, sailing to the viewer's left. The laurel leaves with berries refer to achievement.</p>
	<p>Air Force Cross, Department of the Air Force: The Air Force Cross consists of a bronze cross with an oxidized satin finish. Centered on the obverse of the cross is a gold-plated American bald eagle, wings displayed against a cloud formation (as used on the seal of the Air Force). This design is encircled by a laurel wreath in green enamel, edged in gold. The reverse of the cross is blank and suitable for engraving.</p>
<p>Distinguished Service Medals</p>	
	<p>DDSM: A gold color metal and enamel pendant 1 7/8 inches in height overall consisting of a medium blue pentagon point up superimposed by a gold eagle with outspread wings charged on its breast with the shield of the United States and grasping in its talons three crossed gold arrows. The eagle's wings project over and surmount a gold arc encircling the top and sides of the pentagon and bearing nine conjoined gold stars above the wings, and two on each side below the wings, terminating in a gold wreath encircling the base composed of a laurel branch on the left and an olive branch on the right. The wreath is surmounted by the extended ends of the arrows in base. At the top of the pendant, a group of five graduated gold rays extends above the stars. Reverse: On an arc at the top the inscription "For Distinguished Service" above the pentagon, which bears the inscription "From The Secretary of Defense To," in gold.</p>
	<p>Distinguished Service Medal (Army): The coat of arms of the United States in gold surrounded by a circle of dark blue enamel, 1 1/2 inches in diameter, bearing the inscription "FOR DISTINGUISHED SERVICE MCMXVIII." On the reverse is a scroll for the name of the recipient (which is to be engraved) upon a trophy of flags and weapons. The medal is suspended by a bar attached to the ribbon.</p>

Figure 12. DoD-Wide Valor and Performance Awards (in Order of Precedence), Continued





	<p><u>Navy Distinguished Service Medal:</u> The central feature is an American bald eagle with displayed wings in the center of a gilt-bronze medallion 1 1/4 inches in diameter. The eagle holds an olive branch and arrows in its right and left talons, respectively. The eagle is surrounded by a blue enameled ring that contains the words, “UNITED STATES NAVY,” with NAVY centered at the bottom. Outside the blue enamel ring is a gold border consisting of scroll waves moving in a clockwise direction. The medal is suspended from its ribbon by a five-pointed star (point up) tipped with gold balls. In the center of the star is an anchor, and gold rays emanate from the re-entrant angles of the star.</p>
	<p><u>Air Force Distinguished Service Medal:</u> The blue stone in the center represents the vault of the heavens; the 13 stars represent the original colonies and man’s chain of achievements. The sunburst represents the glory that accompanies great achievements, and the rays depict man’s quest for light and knowledge.</p>
<p>Other DoD-Wide Valor and Performance Awards</p>	
	<p><u>Silver Star:</u> A gold star, 1 1/2 inches in circumscribing diameter with a laurel wreath encircling rays from the center and a 3/16 inch diameter silver star superimposed in the center. The pendant is suspended from a rectangular shaped metal loop with rounded corners. The reverse has the inscription “FOR GALLANTRY IN ACTION.”</p>
	<p><u>DSSM:</u> A silver color metal and enamel pendant 1 7/8 inches in height consisting of a medium blue pentagon point up superimposed by a silver eagle with outspread wings charged on its breast with the shield of the United States. Grasping in its talons are three crossed silver arrows (as depicted on the DoD seal), the wings projecting over and surmounting a silver arc encircling the top and sides of the pentagon and bearing nine conjoined silver stars above the wings and two on each side below the wings, terminating in a silver wreath encircling the base composed of a laurel branch on the left and an olive branch on the right. The wreath is surmounted by the extended ends of the arrows in base. At the top of the pendant is a group of five graduated silver rays extending above the stars. Reverse: On an arc at the top the inscription “For Superior Service” above the pentagon, which bears the inscription “From The Secretary of Defense To.”</p>

Figure 12. DoD-Wide Valor and Performance Awards (in Order of Precedence), Continued

	<p>Legion of Merit: The design is the same as the degree of Legionnaire, except it is awarded to members of the U.S. Armed Forces. The only difference is the award certificate states Legion of Merit.</p>
	<p>Distinguished Flying Cross: A bronze cross patee on which is superimposed a four-bladed propeller, 1 11/16 inches in width. Five rays extended from the reentrant angles, forming a one-inch square. The medal is suspended from a rectangular shaped bar.</p>
	<p>Bronze Star Medal: A bronze star 1 1/2 inches in circumscribing diameter. In the center thereof is a 3/16-inch diameter superimposed bronze star, the center line of all rays of both stars coinciding. The reverse has the inscription “HEROIC OR MERITORIOUS ACHIEVEMENT” and a space for the name of the recipient to be engraved. The star is suspended from the ribbon by a rectangular shaped metal loop with the corners rounded.</p>
	<p>Purple Heart: A purple heart within a gold border, 1 3/8 inches wide, containing a profile of General George Washington. Above the heart appears a shield of the Washington coat of arms (a white shield with two red bars and three red stars in chief) between sprays of green leaves. The reverse consists of a raised bronze heart with the words “FOR MILITARY MERIT” below the coat of arms and leaves.</p>
	<p>Defense Meritorious Service Medal: A bronze medal 1 1/2 inches in diameter overall consisting of a circular wreath of laurel tied with a ribbon at the base and at the center a pentagon shape slightly overlapping the wreath; overall an eagle with wings upraised standing at the base of the pentagon.</p>

Figure 12. DoD-Wide Valor and Performance Awards (in Order of Precedence), Continued





	<p>Meritorious Service Medal: A bronze medal, 1 1/2 inches in diameter overall, consisting of six rays issuant from the upper three points of a five-pointed star with beveled edges and containing two smaller stars defined by incised outlines. In front of the lower part of the star is an eagle with wings upraised standing upon two upward curving branches of laurel tied with a ribbon between its feet. The reverse has the encircled inscriptions “UNITED STATES OF AMERICA” and “MERITORIOUS SERVICE.”</p>
	<p>Air Medal: A bronze compass rose 1 11/16 inches circumscribing diameter and charged with an eagle carrying two lightning flashes in its talons. A fleur-de-lis at the top point holds the suspension ring. The points of the compass rose on the reverse are modeled with the central portion plain for engraving the name of the recipient. The colors in the ribbon are the original colors of the Army Air Corps.</p>
	<p>Joint Service Commendation Medal: On a device consisting of four conjoined hexagons, two vertically and two horizontally, of green enamel, an eagle with outspread wings charged on its breast with the shield of the U.S. and grasping in its talons three arrows (as depicted on the DoD seal) all in gold. At the top are 13 gold stars and in base a gold stylized heraldic delineation representing land, sea, and air, all within a gold circular laurel wreath bound with gold bands 1 5/8 inches in diameter, and with the areas between the inside of the wreath and the device pierced.</p>
	<p>Joint Service Achievement Medal: A bronze medal 1 7/16 inches in diameter overall consisting of a star of twelve points and superimposed thereon an eagle holding three arrows as adapted on the DoD seal.</p>

Figure 13. DoD CE&S Medals (in Order of Precedence)





	<p>Prisoner of War Medal: On a bronze medal, 1 1/4 inches in diameter, an eagle with wings opened surrounded by a circle of barbed wire and bayonet points. The reverse has the inscription “AWARDED TO” around the top and “FOR HONORABLE SERVICE WHILE A PRISONER OF WAR” across the center in three lines with a space between the two inscriptions for engraving the name of the recipient. The shield of the U.S. coat of arms is centered on the lower part of the reverse side with the inscription “UNITED STATES OF AMERICA” around the bottom of the medal.</p>
	<p>National Defense Service Medal: On a bronze medal, 1 1/4 inches in diameter, an eagle displayed with inverted wings standing on a sword and palm branch, all beneath the inscription “NATIONAL DEFENSE.” On the reverse is a shield taken from the U.S. coat of arms with an open wreath below it, the right side of oak leaves and the left side of laurel leaves.</p>
	<p>Antarctica Service Medal: A bronze medal, 1 1/4 inches in diameter, with a view of a polar landscape and the standing figure in Antarctica clothing facing to the front between the horizontally placed words “ANTARCTICA” on the figure’s right and “SERVICE” on the figure’s left. Reverse: A polar projection with geodesic lines of the continent of Antarctica across which are the horizontally placed words “COURAGE,” “SACRIFICE,” and “DEVOTION,” all within a circular decorative border of penguins and marine life.</p> <p>Suspension Ribbon Clasp: On a metal clasp, 1 1/4 inches in width and 1/4 inch in height, inscribed with the words “WINTERED OVER” in raised letters within a 1/32 inch rim. The metal color of the clasp is bronze for the first winter, gold for the second winter, and silver for the third winter.</p> <p>Service Ribbon Attachment: On a metal disc, 5/16 inch in diameter, a superimposed delineation of the Antarctica continent. The metal color of the ribbon attachment is bronze for the first winter, gold for the second winter, and silver for the third winter.</p>
	<p>Armed Forces Expeditionary Medal: On a bronze medal, 1 1/4 inches in diameter, an eagle, with wings addorsed and inverted, standing on a sword loosened in its scabbard, and superimposed on a radiant compass rose of eight points, all within the circumscription “ARMED FORCES” above and “EXPEDITIONARY SERVICE” below with a sprig of laurel on each side. On the reverse is the shield from the U.S. coat of arms above two laurel branches separated by a bullet, all within the circumscription “UNITED STATES OF AMERICA.”</p>

Figure 13. DoD CE&S Medals (in Order of Precedence), Continued

	<p><u>Vietnam Service Medal:</u> On a bronze medal, 1 1/4 inches in diameter, an oriental dragon behind a grove of bamboo trees above the inscription “REPUBLIC OF VIETNAM SERVICE.” On the reverse, a crossbow surmounted by a torch above the arched inscription “UNITED STATES OF AMERICA.”</p>
	<p><u>Southwest Asia Service Medal:</u> A bronze medal 1 1/4 inches wide, with the words “SOUTHWEST ASIA SERVICE” across the center background. Above the center is a desert scene with a tank, armored personnel carrier, helicopter, and camels with the rising sun in the background. Below the center is a seascape with ship, tanker, aircraft, and clouds in the background. On the reverse is an upraised sword entwined with a palm frond and “UNITED STATES OF AMERICA” around the edge.</p>
	<p><u>Kosovo Campaign Medal:</u> A bronze medal, 1 1/4 inches in diameter, with the stylized wreath of grain, reflecting the agricultural domination of the area and its economy, symbolizes the basic human rights while highlighting the desire of all for peace, safety, and prosperity. The rocky terrain, fertile valley, and mountain pass refer to the Dinaric Alps and the campaign theater of operations. The sunrise denotes the dawning of a new age of unity and hope; the right to forge a future of freedom, progress, and harmony, thus fulfilling the goal of the Alliance. On the reverse is an outline of Kosovo, denoting the area of conflict, combined with a NATO star and highlighted compass cardinal points, signifying the Alliance participants who stabilized the region and provided massive relief. The inscription “IN DEFENSE OF HUMANITY” reinforces the objective of the action.</p>
	<p><u>Afghanistan Campaign Medal:</u> On a bronze medal 1 1/4 inches in diameter above a range of mountains is a map of Afghanistan. Around the top is the inscription “AFGHANISTAN CAMPAIGN.” On the reverse, a radiating demi-sun superimposed by an eagle’s head couped. Inscribed across the bottom half of the reserve side are the three lines “FOR SERVICE” “IN” “AFGHANISTAN” all enclosed by a laurel wreath.</p>
	<p><u>Iraq Campaign Medal:</u> On a bronze medal 1 1/4 inches in diameter the relief of Iraq, surmounted by two lines throughout, surmounting a palm wreath. Above is the inscription “IRAQ CAMPAIGN.” On the reverse, the Statue of Freedom surmounting a sunburst, encircled by two scimitars points down crossed at tip of blades, all above the inscription “FOR SERVICE IN IRAQ.”</p>

Figure 13. DoD CE&S Medals (in Order of Precedence), Continued

	<p><u>Global War on Terrorism Expeditionary Medal:</u> A bronze color metal disc 1 3/8 inches in diameter, charged with a shield adapted from the Great Seal of the United States surmounting two swords hilts to base <i>in a saltirewise-cross</i> enclosed within a wreath of laurel. Overall an eagle, wings displayed, grasps a serpent in its claws. On the reverse, the eagle, serpent, and swords from the front of the medal with the encircling inscription “WAR ON TERRORISM EXPEDITIONARY MEDAL.”</p>
	<p><u>Global War on Terrorism Service Medal:</u> A bronze color metal disc 1 1/4 inches in diameter, charged with an eagle, wings displayed, with a stylized shield of thirteen vertical bars on its breast and holding in dexter claw an olive branch and in sinister claw three arrows, all in front of a terrestrial globe with the inscription above “WAR ON TERRORISM SERVICE MEDAL.” On the reverse is a laurel wreath on a plain field.</p>
	<p><u>Korean Defense Service Medal:</u> A bronze medal 1 1/4 inches in diameter bearing a Korean “circle dragon” within an encircling scroll inscribed “KOREA DEFENSE SERVICE MEDAL” with, in base, two sprigs, laurel to dexter side, bamboo in sinister. On the reverse is a representation of the land mass of Korea surmounted by two swords points up <i>in a saltirewise-cross</i> within a cirlet garnished of five points.</p>
	<p><u>Armed Forces Service Medal:</u> A bronze medal, 1 1/4 inches in diameter with a demi-torch (as on the Statue of Liberty) encircled at the top by the inscription “ARMED FORCES SERVICE MEDAL” on the obverse side. On the reverse side is an eagle (as on the DoD seal) between a wreath of laurel in base and the inscription “IN PURSUIT OF DEMOCRACY” at the top.</p>
	<p><u>Humanitarian Service Medal:</u> A bronze medal, 1 1/4 inches in diameter, surmounted by an open hand, palm up, extending to the upper left. On the reverse is a sprig of oak in a left oblique slant between the inscription “FOR HUMANITARIAN SERVICE” in three horizontal lines, and “UNITED STATES ARMED FORCES” in an arc around the base.</p>

Figure 13. DoD CE&S Medals (in Order of Precedence), Continued







	<p><u>Military Outstanding Volunteer Service Medal:</u> A bronze medal, 1 1/4 inches in diameter bearing on the obverse, five annulets interlaced enfiled by a star and environed by a wreath of laurel. On the reverse is a sprig of oak between the inscription “OUTSTANDING VOLUNTEER SERVICE” at the top and “UNITED STATES ARMED FORCES” at the bottom.</p>
	<p><u>Armed Forces Reserve Medal:</u> A bronze medal 1 1/4 inches in diameter, with a flaming torch in front of a crossed powder horn and a bugle within a circle composed of thirteen stars and thirteen rays. On the reverse is a different design for each of the Reserve Components. The reverse of all medals has the inscription “ARMED FORCES RESERVE” around the rim.</p> <p>Organized Reserve: On a wreath, the Lexington Minuteman statue as it stands on the Common in Lexington, Massachusetts, encircled by thirteen stars.</p> <p>National Guard: The National Guard insignia (two crossed fasces superimposed on an eagle displayed with wings reversed).</p> <p>Air Force Reserve: The crest from the Air Forces seal (on a wreath, an eagle displayed in front of a cloud form).</p> <p>Naval Reserve: The center device of the Department of the Navy seal (an eagle displayed on an anchor in front of a ship in full sail).</p> <p>Marine Corps Reserve: The Marine Corps insignia (eagle perched on a globe superimposed on an anchor).</p> <p>Coast Guard Reserve: The central design of the Coast Guard seal (crossed anchors superimposed by a shield within an annulet).</p>

Figure 14. DoD-Wide Unit Awards

	<p><u>Presidential Unit Citation (PUC), Department of the Army:</u> The Presidential Unit Citation emblem worn to represent award of the Presidential Unit Citation is 1 7/16 inches wide and 9/16 inch in height. The emblem consists of a 1/16 inch wide gold frame with laurel leaves that encloses an ultramarine blue ribbon.</p>
	<p><u>PUC, Department of the Navy:</u> The Navy version has blue, yellow, and red horizontal stripes. To distinguish between the two versions of the PUC, the Navy version is typically referred to as the Navy and Marine Corps PUC while the Army and Air Force refer to the decoration simply as the PUC.</p>
	<p><u>PUC, Department of the Air Force:</u> The Air Force PUC is the same as the Army PUC but slightly smaller, so that it can be worn in alignment with other Air Force ribbons.</p>
	<p><u>Joint Meritorious Unit Award:</u> The JMUA emblem is 1 7/16 inches wide and 9/16 inch in height. The emblem consists of a 1/16 inch wide gold frame with laurel leaves that encloses a ribbon consisting of the following stripes: 3/16 inch bluebird; 1/8 inch golden yellow; 3/16 inch bluebird; 1/8 inch white; 1/8 inch crimson; 1/8 inch white; 3/16 inch bluebird; 1/8 inch golden yellow; and 3/16 inch bluebird.</p>

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFEM	Armed Forces Expeditionary Medal
AFSM	Armed Forces Service Medal
ASDs	Assistant Secretaries of Defense
CE&S	campaign, expeditionary, and service
CO	commanding officer
DA&M	Director of Administration and Management
DDSM	Defense Distinguished Service Medal
DDR&E	Director of Defense Research and Engineering
DJS	Director, Joint Staff
DLA	Defense Logistics Agency
DMSM	Defense Meritorious Service Medal
DoDI	DoD Instruction
DOT&E	Director of Operational Test and Evaluation
DSSM	Defense Superior Service Medal
DUSD(MPP)	Deputy Under Secretary of Defense (Military Personnel Policy)
EA	Executive Agent
E.O.	Executive order
GC DoD	General Counsel of the Department of Defense
IG, DoD	Inspector General of the Department of Defense
JDA	joint duty activity
JDAL	Joint Duty Assignment List
JMUA	Joint Meritorious Unit Award
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
JTF	joint task force
MOC	member of Congress
MOH	Medal of Honor
MSM	Meritorious Service Medal
NATO	North Atlantic Treaty Organization
NDU	National Defense University
NG JFHQs-State	National Guard Joint Force Headquarters - State
NGB	National Guard Bureau
NORAD	North American Aerospace Defense Command

PCS	permanent change of station
PNOK	primary next of kin
PSA	principal staff assistant
PUC	Presidential Unit Citation
TAD	temporary additional duty
TDY	temporary duty
TIOH	The Institute of Heraldry
U.S.C.	United States Code
USD(C)/CFO, DOD	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USMEPCOM	U.S. Military Entrance Processing Command
VA	Department of Veterans Affairs
WHS	Washington Headquarters Services

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of this Volume.

area of operations. Defined in Joint Publication 1-02 (Reference (ac)).

battle. A fight, especially a large-scale engagement, between armed forces on land, at sea, or in the air; armed fighting, combat or war; a fight, struggle, or conflict.

campaign. Defined in Reference (ac).

campaign medal. A subcategory of DoD CE&S medals, campaign medals are used to recognize active participation in a war or significant military combat operation, of long duration and significant scope. Award is limited to those who have physically participated in the campaign from within the actual area of operations. Historically, all of the following factors are present before a campaign medal is created: (1) A declared war, state of emergency, or legislative resolution; (2) The presence of sustained hostilities by an opposing force within a defined geographic area; and (3) The assumption of significant risk (proximity to the enemy), personal hardship, or extended family separation by the Service member.

combat. Armed fighting, battle, any struggle or conflict, strife.

combat area. Defined in Reference (ac).

combat heroism. An act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy with exposure to enemy hostilities and personal risk.

combat zone. Defined in Reference (ac).

Combatant Command. Defined in Reference (ac).

Combatant Commander. Defined in Reference (ac).

component. Defined in Reference (ac).

conspicuous. Attracting attention by being unexpected, unusual, outstanding, remarkable, striking.

conflict. Defined in Reference (ac).

Defense/Joint decorations. The subset of the DoD-wide decorations and awards that are awarded by the Secretary of Defense to recognize the accomplishments of Service members permanently assigned to a qualifying joint activity (see Appendix 1 to Enclosure 3 of this Volume).

DoD Components. Defined in Reference (ac).

DoD decorations and awards. Also known as DoD-wide decorations and awards, includes the medals and ribbons that are common to the Military Departments (see Appendix 3 to Enclosure 3 of this Volume).

DoD Service Awards. CE&S medals authorized by statute, E.O., or the Secretary of Defense that are common to all the Military Departments.

DoD-wide decorations and awards. See DoD decorations and awards.

engage. Defined in Reference (ac).

engagement. Defined in Reference (ac).

expedition. Defined in Reference (ac).

expeditionary medal. A subcategory of DoD CE&S medals, used to recognize direct participation: 1) in military operations against an armed opposing force; or 2) in limited hostilities against an opposing force; or 3) in military operations where Service members are exposed to the imminent threat of hostilities. Award is limited to those who have physically participated in the military expedition from within the area of operations. Expeditionary operations are typically shorter in duration and more limited in scope than operations that qualify for creation of campaign medals.

gallantry. Nobility of behavior or spirit. Heroic courage.

heroism. Heroic conduct; courageous action. See combat heroism.

hostile. Defined in Reference (ac).

hostile act. 1. An attack or other use of force by any civilian, paramilitary, or military force or terrorist(s) (with or without national designation) against the United States, U.S. forces, and, in certain circumstances, U.S. nationals, their property, U.S. commercial assets, or other designated non-U.S. forces, foreign nationals, and their property. 2. Force used directly to preclude or impede the mission and/or duties of U.S. forces, including the recovery of U.S. personnel and vital U.S. Government property. When a hostile act is in progress, the right exists to use proportional force, including armed force, in self defense by all necessary means available to deter or neutralize the potential attacker or, if necessary, to destroy the threat.

impact award. See outstanding achievement award/decoration.

individual performance award. A military decoration that is bestowed on an individual for valor, heroism, outstanding achievement, or meritorious service. Synonymous with personal award.

intrepid. Bold, fearless, dauntless, very brave, not afraid.

joint activity. For the eligibility for Defense/Joint decorations, the term “joint” connotes activities, operations, or organizations in which elements of more than one Military Service of the United States, as reflected in joint manpower documents or the JDAL, perform joint missions under the auspices of the OSD; the Chairman of the Joint Chiefs of Staff; or the *eCommander* of a Combatant Command.

JTF. Defined in Reference (ac).

limited war. Defined in Reference (ac).

meritorious service. Individual performance that exceeds that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for meritorious service must cover the period of the controlled duty tour, plus any extensions. Award for meritorious service are typically awarded for a period of service greater than 12 months.

neutral. Defined in Reference (ac).

operation. Defined in Reference (ac).

outstanding achievement award/decoration. Also known as an impact award, is rare, and is intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project that covers a short period of time with definite beginning and ending dates.

performance award. A non-valorous award presented to individuals in recognition of their performance, outstanding achievement, or meritorious service (e.g., MSM, Commendation Medal).

permanent staff. The permanent staff of the OSD includes the Deputy Secretary of Defense, Under Secretaries of Defense, Under Secretary of Defense (Comptroller) (USD(C))/Chief Financial Officer (CFO), Department of Defense (USD(C)/CFO, DoD), Director of Defense Research and Engineering (DDR&E), Assistant Secretaries of Defense (ASDs), Director of Operational Test and Evaluation (DOT&E), General Counsel of the Department of Defense (GC DoD), the Inspector General of the Department of Defense (IG, DoD), and such other offices and officials as may be established by law or by the Secretary of Defense.

permanently assigned. Assigned to an authorized billet on an organization's permanent manning document.

personal performance award. A military decoration that is bestowed on an individual for valor, heroism, outstanding achievement, or meritorious service. Synonymous with individual performance award.

PNOK. In descending order, the surviving spouse; eldest surviving child (natural or adopted); father or mother, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision; eldest surviving brother or sister; eldest surviving grandparent.

PSAs. The Under Secretaries of Defense; the USD(C)/CFO, DoD; the DDR&E; the ASDs; the DOT&E; the GC DoD; the IG, DoD; the Assistants to the Secretary of Defense; the OSD Directors or equivalents who report directly to the Deputy Secretary of Defense.

Service medal. A subcategory of DoD CE&S medals, Service medals denote: 1) Participation in military operations that does not involve conflict with an armed enemy; or, 2) Military service meeting specific criteria (e.g., honorable service while a prisoner of war). Prolonged military presence. Peacekeeping and humanitarian relief are examples of military actions that warrant consideration for a Service medal.

Secretary concerned. Defined in section 101 of Reference (k).

service. In the context of Defense/Joint awards for exceptional or meritorious service: A period of time greater than 12 months and encompassing an individual's entire joint assignment, including any extensions.

support. Defined in Reference (ac).

theater. Defined in Reference (ac).

U.S. Armed Forces. A term used to denote collectively all components of the Army, Navy, Air Force, and Marine Corps. The Coast Guard is excluded for the purpose of this manual unless serving as part of the Navy.

valor. An act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy with exposure to enemy hostilities and personal risk.