

## ENCLOSURE A

## INTRODUCTION

1. Purpose. Reference (a) states, “Service members serving in a Department of Defense (DoD) Component will be recognized with the applicable Personnel Military Decoration (PMD) for qualifying acts of valor, non-combat heroism, or meritorious service or achievement.” This SI provides procedures for processing military and civilian Defense decorations in direct support of USSTRATCOM as determined by the CDRUSSTRATCOM.

2. Intent. The USSTRATCOM recognition program recognizes deserving individuals. Each submission should be based on an individual’s service, achievement, performance, and their level of impact on mission success. Level of responsibility (position and span of control) should not be the only determining factors behind the award/decoration recommendation.

a. Responsibilities.

(1) CDRUSSTRATCOM (JOCC). Approves USSTRATCOM Defense award policies, procedures, and award approval authorities.

(2) USSTRATCOM/Military Force Management Branch (J13M). Develops policy and procedural guidance for USSTRATCOM Decorations and Awards.

(a) Ensures the program is administrated in accordance with DoD, Joint Staff, Service, and USSTRATCOM award policy.

(b) Publishes orders for awards and decorations approved within USSTRATCOM.

(c) Processes award recommendations for military members to Service Headquarters for retirement awards when the approval authority is not within HQ USSTRATCOM service elements.

(3) Approving authorities physically located within HQ USSTRATCOM establish internal processes for decorations for which they have approval authority.

(a) Process Defense military awards, to include preparing the citation and certificate, as outlined in this SI, and forward to USSTRATCOM/J13M for publication of orders within the timelines prescribed in Figure 1.

(b) Process Defense Civilian Awards, including preparing the citation and certificate, as outlined in this SI, and staff the award for signature as appropriate. Upon signature of the award, email a copy of the signed certificate to Civilian Force Management Branch, J13C, within the timeline prescribed in Figure 3.

(c) Coordinate all cross-Directorate award recommendations (i.e. team member or special project) to ensure quality force issues are not overlooked and to prevent dual recognition.

(4) Approving authorities physically located outside HQ USSTRATCOM that report to USSTRATCOM (subordinate organizations) establish internal processes for decorations for which they have approval authority.

(a) Process Defense awards to completion, including preparing the citation, certificate, and orders, as outlined in this SI, within the timeliness prescribed in Figure 1.

(b) Forward a copy of each approved award recommendation, approval document, certificate, citation, and orders to USSTRATCOM/J13M.

(c) Forward original orders and orders logs to J13M no later than 31 January for the previous year (i.e., 2022 original orders and logs will be forwarded by January 2023, etc.).

(d) Ensure appropriate Defense awards and decorations are processed with sufficient time for presentation before the member departs (paragraph 3.c.).

(5) Secretary of the Joint Staff (J010). Review and process award and decoration recommendation for CDRUSSTRATCOM (J0CC); Deputy Commander, USSTRATCOM (J0CD); and Chief of Staff, USSTRATCOM (J0CS). Process all awards requiring USSTRATCOM/J0CC, J0CD, or J0CS signature.

(6) USSTRATCOM/J13C. Manages the USSTRATCOM Civilian Awards Program.

(7) USSTRATCOM/Command Protocol (J060). As necessary, assists in coordinating presentation ceremonies presented by J0CC, J0CD, or J0CS.

### 3. Recommending Individuals for Defense Decorations

a. Purpose. This outlines eligibility and procedures for USSTRATCOM Defense decorations or achievements in direct support of USSTRATCOM's mission as determined by CDRUSSTRATCOM

b. General Procedures. The recommending official is any member in the chain of command, or an individual in a higher grade and who has firsthand knowledge of the act or achievement for which the nominee is being recognized. The recommending official must perform a quality review for each decoration and indicate the date of the check on the 915. Each recommendation for a Defense decoration is evaluated on the merit of the justification submitted. The justification must be specific, factual, and provide concrete examples of the person's accomplishments and their impact on the USSTRATCOM mission. Defense decorations for all Services will be processed in accordance with (IAW) this SI.

c. Timeliness of Decorations

(1) USSTRATCOM adheres to the philosophy of awarding the decoration before the member departs. A decoration is considered on time if the date of the Special Order announcing approval of the award is prior to the individual's departure. (See Figure 1 and 3 for timeliness guideline).

(2) For outstanding achievement awards (intended to recognize a single, specific act, or accomplishment), submit the recommendations as soon as possible after the act, achievement, or service. When circumstances prohibit immediate submission, Defense awards and decorations must be entered into official channels (via USSTRATCOM Form 915) within 1 year of act, achievement, or the performed service.

(3) For meritorious service awards (intended to mark individual performance of duty during a specific period or tour of duty), submit recommendations in a timely manner to ensure the member receives the award prior to change of station, retirement, or separation.

<b>Type of Award</b>	<b>Submission Requirements</b>
DDSM (see Note 1)	120 days prior to presentation date
DSSM (see Notes 1, 2)	90 days prior to presentation date
DMSM (see Note 2)	30 days prior to presentation date
JSCM (see Note 2)	30 days prior to presentation date
JSAM (see Note 2)	30 days prior to presentation date
Notes: 1. Decorations requiring submission to J0CC/J0CD/J0CS or higher for approval require sufficient lead time to allow for processing and approval. 2. Decoration requiring orders published by USSTRATCOM/J13.	

Figure 1. Military Decoration Submission Guidelines to USSTRATCOM/J13M as Required for Approval or Processing of Orders

d. Decoration/Award Guidelines. Careful consideration should be given to the level of award when recommending a Defense decoration/award. IAW reference (b), "Service members of the U.S. Armed Forces permanently assigned to the JS and personnel assigned to joint commands or organizations that report to or through the CJCS are eligible for DoD decorations." Supervisors should consider the guidelines in Enclosures A through I to focus their recommendations to ensure approval.

e. Preparing a Defense Decoration Recommendation. Follow the procedures outlined in Enclosures A through I.

f. Defense Decoration Award Criteria. See Enclosures B through I.

g. Defense Decoration Approval Authority.

<b>Type of Award</b>	<b>Approval Authority</b>	<b>Exception to Policy Approval</b>
Defense Distinguished Service Medal (DDSM)	Secretary of Defense	None
Defense Superior Service Medal (DSSM)	USSTRATCOM/JOCC	None
Defense Meritorious Service Medal (DMSM)	USSTRATCOM General/Flag Officers or civilian equivalents serving as Directors/Deputies (See Notes #1,#2,#3)	USSTRATCOM/JOCC/JOCD/JOCS (See Notes #2 & #3)
Joint Service Commendation Medal (JSCM)/Joint Service Achievement Medal (JSAM)	USSTRATCOM O-6 or civilian equivalents serving as Directors/Deputies (See Notes #1,#2,#3)	USSTRATCOM/JOCC/JOCD/JOCS (See Notes #2 & #3)
Joint Distinguished Civilian Service Medal (JDCSM)	Chairman of the Joint Chiefs of Staff (CJCS)	None
Joint Meritorious Civilian Service Medal (JMCSM)	Delegated to Chief of Staff (CoS)	None

Joint Civilian Service Commendation Medal (JCSCM)	USSTRATCOM O-6 or civilian equivalents serving as Directors/Deputies (See notes #1,#2,#3)	None
Joint Civilian Service Achievement Medal (JCSAM)	USSTRATCOM O-6 or civilian equivalents serving as Directors/Deputies (See notes #1,#2,#3)	None
<p>Notes.</p> <ol style="list-style-type: none"> <li>1. Awards may only be approved at this level for those personnel assigned to manpower positions identified on the Joint Manpower Document (JMD).</li> <li>2. Awards for personnel assigned to Service level manpower documents must be processed as Exceptions to Policy (ETP).</li> <li>3. JOCS approves awards for USSTRATCOM/JOCS/CD/CC staffs. ETP cannot be delegated below this level.</li> </ol>		

Figure 2. Approval Authorities

h. Eligibility

(1) Civilian. To receive a civilian Defense decoration, the member must be a Federal Government civilian employee of the Joint Staff (JS), Combatant Commands (CCMDs), or joint organizations reporting to or through the Chairman of the Joint Chief of Staff (CJCS) or any other Federal Government employee assigned to joint organizations.

(2) Military. To receive a military Defense decoration, the Service member must occupy a billet on the Joint Table of Mobilization Distribution (JTMD), and must have rendered superior meritorious service or outstanding achievement. Service members (to include Reservists) on temporary duty (TDY/TAD) are also eligible.

(3) Individual Mobilization Augmentees (IMA)/Reservists assigned to joint mobilization manpower billets, as reflected in the joint mobilization augmentation documents, are fully eligible for Defense decorations. When considering an IMA/Reservist/National Guardsman for an extended tour joint decoration, the approval authorities should look closely at:

(a) The end of an activated period, the entire period of service prior to and including the activated period, or;

(b) After 6 years of service, notwithstanding (a) above;

(c) Impact awards for IMA's, like their active counterparts, do not negate qualification for end-of-tour awards.

i. Ineligible Personnel

(1) Normally, personnel attached to a joint activity for administrative or exercise purposes (not assigned by a joint position number) will not be eligible for a Defense decoration; however, these personnel may be recommended for a Service decoration for special acts.

(2) Defense awards and decorations are not authorized for internal change of duties or as extended-tour decorations within USSTRATCOM (i.e., moving from one Directorate or office to another within the Command), unless the member has completed their controlled tour of duty and begins a new tour in a different position.

(3) Personnel assigned to Service billets, Joint Functional Component Commands, or components in non-joint positions are ineligible for Defense joint decorations. Decoration recommendations can be submitted as an Exception to Policy (ETP) and must include clear and adequate justification to illustrate the member's primary duties, meet the definition of joint matters contained in Section 668 of Title 10, U.S.C., and directly support the USSTRATCOM mission.

j. Defense Award Categories. Defense award recommendations are submitted and based on one of the three basic categories listed below:

(1) Heroism. These recommendations must clearly state that the act characterizes courage, intrepidity, or gallantry. When the act involves a voluntary risk of life, recommendations must clearly show the individual would not have been reprimanded had he or she not voluntarily accomplished the act.

(2) Outstanding Achievement. A single, specific act or accomplishment, such as a special project, that is separate and distinct from regularly assigned duties. An outstanding achievement award is 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 normally covers a short period 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 an individual's period of service would diminish the significance of the accomplishment. Impact time period are under 1 year.

(3) Meritorious Service. Individual performance of duty exceeding that expected by virtue of grade and experience, based on accomplishments during

an entire tour of duty. Meritorious service tour periods normally meet or exceed 1 year.

k. Posthumous Decorations. Posthumous decorations are based on the same criteria used for living members.

l. Dual Recognition. Individuals will not be recognized twice for the same achievements in support of the USSTRATCOM mission. This includes recognition through a Service decoration. When a Defense or Service decoration is approved, the same accomplishments may not be included in the member's end of tour or a Service decoration.

#### 4. Administrative Practices

a. Initiating and Recommending. To ensure timely recognition, recommending officials will submit awards as early as possible. IAW reference (b), recommendations must be in official channels within 1 year of the act, achievement, or service to be recognized. A recommendation is considered in official channels when the recommending official signs the USSTRATCOM Form 915. Recommendations not submitted within the 1-year requirement must be forwarded as an ETP requesting a time limit waiver to the appropriate approval authority.

b. Processing Instructions. All USSTRATCOM decorations/awards will be processed through the appropriate chain to the awarding authority. Recommendations requiring signature from J0CS and higher will require the directorate to upload and submit the award/decoration package through the Enterprise Task Management Software Solution (ETMS2). Submit packages to the J010 via ETMS with the J1 as the Office of Primary Responsibility (OPR).

c. Preparing an Award/Decoration Recommendation. To recognize deserving individuals via a Defense decoration, prepare a Decoration Recommendation Package consisting of:

(1) USSTRATCOM Form 915 with required justification (covering award period) and list previous decorations (include recent USSTRATCOM awards).

(2) Career summary will accompany all decoration packages.

(3) The proposed citation, with and without Social Security Number (SSN).

(4) The appropriate decoration certificate.

d. Military Package and Assembly. All recommendations must be packaged, assembled, and submitted in the following manner:



- (1) USSTRATCOM Form 915 with additional justification (if required).
- (2) Certificate in a two-pocket folder (one award per folder).
- (3) Citations (numbers do not need to be spelled out, but needs to be consistent throughout, i.e. \$30,000 instead of thirty thousand dollars).
- (4) Narrative (if required).
- (5) Directors will not be required to include copies of Service member's performance evaluation reports in awards and decoration packages.
- (6) Supervisors must contact Service Element Commanders/Section Commanders for quality force checks prior to recommending individuals.
- (7) Members being submitted for a decoration who are mustered or temporally assigned to another directorate must have the decoration routed through their assigned directorate for review.

e. Preparing a Civilian Award/Decoration Recommendation. To recognize deserving individuals via an award or decoration, prepare a recommendation package consisting of:

- (1) JDCSM:
  - (a) The USSTRATCOM Form 915 with corresponding signatures that route to the JOCC (with required justification covering award period).
  - (b) JDCSM Memorandum to CJCS. Signed by CDRUSSTRATCOM.
  - (c) Citation.
  - (d) Narrative.
  - (e) Once the signed package returns to J13C, J13C will scan the documents and email the POC at Joint Staff/J1. The email will include employees name, grade, and reason for award submission (i.e., retirement, PCS, etc.). Upon approval of the JDCSA, Joint Staff/J1 will mail the signed certificate along with the corresponding medal for presentation.

- (2) JMCSM:
  - (a) The USSTRATCOM Form 915 with corresponding signature that route to the JOCS (include required justification covering award period).
  - (b) Citation.



(c) Narrative.

(d) Certificate.

(e) Ensure package components are in accordance with the following guidance: Citation must be in landscape format, one-inch margins, not to exceed 15 lines, and the closing statement must say the following, “reflect great credit upon him/herself and the Department of Defense.” Narrative must not exceed two pages single-spaced. End date on the citation, the narrative, and the certificate must all match.

(f) J13C will scan and save a signed copy of the certificate and citation and provide the Directorate with the corresponding medal for presentation.

(3) JCSCM and JCSAM:

(a) The USSTRATCOM Form 915 with corresponding signatures (include required justification covering the award period).

(b) Citation.

(c) Certificate.

(d) Directorates with Flag/SES leadership will route the JCSCM and JCSAM internally through their Directorate. Once signed, the Awards POC will scan and save a signed copy of the certificate and citation and provide the Directorate with the corresponding medal for presentation.

<b>Type of Award</b>	<b>Submission Requirements</b>
JDSCM (see Note 1)	60 days prior to presentation date
JMCSM (see Note 1)	30 days prior to presentation date
JCSCM	30 days prior to presentation date
JCSAM	30 days prior to presentation date
Notes: 1. Requiring submission to USSTRATCOM/J0CC/J0CD/J0CS or higher for approval requires sufficient lead time to allow for processing and approval.	

Figure 3. Civilian Decoration Submission Guidelines to USSTRATCOM/J13C as Required for Approval or Processing of Orders

f. Civilian Package and Assembly. To streamline processing, all recommendations must be packaged, assembled, and submitted in the following manner:

(1) Original USSTRATCOM Form 915 with additional justification (if appropriate).

(2) Certificate in a two-pocket folder (one award per folder).

(3) Citations (numbers do not need to be spelled out, but need to be consistent throughout, i.e., \$30,000 instead of thirty thousand dollars).

(4) Narrative (if required).

g. Disapproved Decorations. Awarding authorities will return disapproved decorations to the originator via memorandum and provide a copy to J13M for filing.

h. Reconsideration of Disapproved and/or Downgraded Decorations.

(1) IAW reference (b), disapproved and/or downgraded decorations may be resubmitted for reconsideration in memorandum format, not to exceed two single-spaced, typewritten pages, within 1 year of the date of the awarding authority's decision. Attach a copy of the original recommendation with all endorsements and the new proposed citation through the same official channels as the original recommendation.

(2) Submit recommendations for reconsideration only if new substantive and/or material information is provided (see Enclosure J). If the reconsideration is approved after a lesser decoration was approved, the awarding authority will revoke the previously awarded decoration (see Enclosure K).

i. Revoking Decorations. The awarding authority may revoke an award when facts are later determined which would have prevented the original approval of the award or if the basis for the award no longer exists (See Enclosure K for civilians and see service specific guidance for military).

j. Quality Force Checks. Route all recommendations for decorations and awards through the appropriate Division/Directorate administrative office. The Division/Directorate will review and screen all enlisted and officer awards prior to submission/approval to consider negative Quality Force Indicators. (Quality Force Indicators include any conduct that would render some or all of the time of the award or service as less than honorable.).

k. Decoration Status and Tracking. J13C/M will maintain an electronic decoration database to track decorations awarded and the status.

## 5. Decorations for Foreign Nationals

a. Policy. To recognize individual acts of heroism, extraordinary achievement, or meritorious achievement on the part of Service members and civilians of foreign nations when such acts have been of significant benefit to the U.S. or have materially contributed to the successful prosecution of a military campaign by the U.S. Armed Forces. The award of U.S. military decorations to foreign military personnel is based on an act or service that would satisfy the criteria governing the award of the decoration to a member of the U.S. Armed Forces as outlined in reference (e).

b. Submission Procedures. IAW reference (e), submit individuals for awards using the same criteria used for DoD personnel.

c. Processing. Submit recommendations IAW with this enclosure. Include Enclosures N and O when recommending a foreign national for an award.

d. Procedures after Award Approval. The awarding authority will ensure the necessary arrangements are made with the appropriate Ambassador or U.S. Defense Attaché for presentation with a medal set in the award package.

## 6. Unit Awards

a. Unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations involving national interest. Unit awards are not intended to recognize individual actions, but to acknowledge the combined efforts of an organization.

b. The Joint Meritorious Unit Award (JMUA) is intended to recognize the combined efforts of every member assigned to a joint organization. Members of Service-unique units assigned and/or attached to joint units or activities are not eligible for the JMUA, but retain eligibility for unit awards from their parent Services. It is awarded only to members of the Armed Forces of the U.S. who were present at the time and directly participated in the service or achievement for 30 days, to include civilians. If the period cited is less than 30 days, all members assigned will not be authorized to wear the JMUA ribbon.

c. Preparation and Submission. Prepare unit recommendations for the JMUA IAW reference (a), forwarding nominations through the appropriate channels to J13M for processing.

## ENCLOSURE B

DEFENSE DISTINGUISHED SERVICE MEDAL (DDSM) AND DEFENSE  
SUPERIOR SERVICE MEDAL (DSSM) SUBMISSION GUIDELINES1. Standard of Award

a. DDSM. This award is for exceptionally distinguished performance of duties that contributes to national security or DoD affairs at the highest levels. Normally, such responsibilities will be held by the most senior officers (O-9 through O-10) such as the Chairman of the Joint Chief of Staff (CJCS), Vice Chairman of the Joint Chief of Staff (VCJCS), and commanders and deputy commanders of unified and specified commands whose duties bring them into direct contact with the Secretary of Defense (SecDef) on a recurring basis.

b. DSSM. This award is for superior meritorious service in a position of significant responsibility that clearly place the individual ahead of contemporaries. A significant position of responsibility are normally division chiefs and above (O-6 through O-8). Their duties entail numerous assigned personnel and a portfolio or programs. Only under the most unusual circumstances will the DSSM be awarded as an "impact" award for outstanding achievement; abbreviated assignments less than 1 year should be viewed in the same regard as an impact award.

2. Approval/Signature Authority. Through the CDRUSSTRATCOM for SecDef approval of the DDSM, and to CDRUSSTRATCOM for approval of the DSSM.

3. Submission Procedures. Commanders/Deputy Commanders/Directors should submit PCS DDSM/DSSM recommendations to J13M at least 120/90 days prior to the desired presentation date (Figure 1). Prepare and forward soft copy recommendations using Microsoft Word document format to J13M. Prepare the narrative and citation using the examples on pages B-2 through B-5 as appropriate.

4. Justification. A narrative will be at least one and a half single-spaced, typewritten pages, but shall not exceed three single-spaced, typewritten pages. See example on page B-2.

5. Presentation. Normally presented by a Director if senior to the award recipient.

DDSM or DSSM SAMPLE NARRATIVE FORMAT

NARRATIVE TO ACCOMPANY THE AWARD OF

(Single Space)

THE DEFENSE DISTINGUISHED (OR SUPERIOR) SERVICE MEDAL

(Single Space)

TO

(Single Space)

MAJOR GENERAL JOSEPH D. SAMPLE

(Double Space)

The narrative is in unnumbered, left justified format (bullet format should not be used). Ensure the justification is specific, factual, and provides concrete examples of exactly how the member exceeded superior performance of duty. Do not put classified information in the narrative. Narrative length ranges from a minimum of one and one-half but not to exceed three single-spaced, typewritten pages on separate bond sheets. Font size and type is Times New Roman 12. Abbreviations and acronyms can be used in the narrative as long as they are initially spelled out. When referencing the month, spell it out (e.g., January). Spell out the full name or grade in the opening sentence, then use the spelled out, shortened grade throughout the remaining text (i.e., Lieutenant General John P. Jones, then use General Jones). For Navy enlisted personnel, use the rank/rate and designator in the opening sentence and use the rank throughout (i.e., Master Chief).

## SAMPLE OF CITATION - DDSM



**CITATION**  
**TO ACCOMPANY THE AWARD OF THE**  
**DEFENSE DISTINGUISHED SERVICE MEDAL**  
**TO**  
**Rank First MI Last, United States (Service)**

This is where the decoration citation is entered on the DD Form 2409. Font size and type can't be changed and the space provided will allow for 16 lines. **Mandatory Opening Sentence.** Major General Elizabeth R. Smith, United States (appropriate service), distinguished himself/herself by exceptionally distinguished service as [duty assignment or while assigned to (office from (month/year) to month/year)]. If member held more than one position in joint assignment, include that in the opening sentence. **Text.** Write in narrative style, using short, simple, direct, and accurate facts in straight-forward language. Avoid superfluous adjectives and other embellishments. Do not separate the date or the individual's name from rank. Include the accomplishments of the individual and the resulting benefits. **PCS Award.** The distinctive accomplishments of General Smith reflect credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense. **Retirement (with less than 30 years).** The distinctive accomplishments of General Smith culminate a distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense. **Retirement (with at least 30 years).** The distinctive accomplishments of General Smith culminate a long and distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense. **Instructions.** Use no abbreviations or acronyms. Spell out full grade in the first paragraph, then use shortened spelled out grade and last name throughout the remaining text. Note: For Navy and Marine Corps officer personnel use the full grade throughout.

## SAMPLE OF CITATION - DSSM

CITATION TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE DEFENSE SUPERIOR SERVICE MEDAL  
(FIRST OAK LEAF CLUSTER)  
(Single Space)  
TO  
(Single Space)  
JOHN P. JONES  
(Double Space)

1. Mandatory Opening Sentence. Major General John P. Jones, United States (appropriate service), distinguished himself/herself by superior meritorious service in a position of significant responsibility as (position and duty assignment), from (month year) to (month year).

2. Text. Write in narrative style, using short, simple, direct, and accurate facts in straight-forward language. Avoid superfluous adjectives and other embellishments. Include the accomplishments of the individual and the resulting benefits.

3. Mandatory Closing Sentences

a. PCS Award. The distinctive accomplishments of Major General Jones reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.

b. Retirement (with less than 30 years). The distinctive accomplishments of Major General Smith culminate a distinguished career in the service of his/her country and reflect great credit himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.

c. Retirement (with at least 30 years). The distinctive accomplishments of Major General Smith culminate a long and distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.



4. Instructions. Award certificates will be used without reference to the number of oak leaf clusters. Prepare the citation in final form (portrait layout, right-margin justified, with one-inch top, right, and left margins and a minimum of a three-inch bottom margin). Font size and type is Times New Roman 14. Citation must be unclassified and will not exceed 16 lines. Do not use abbreviations or acronyms. Spell out the full rank and name in the first sentence, the full rank and last name in the last sentence, and the shortened rank and last name in the remaining text. Note: For Navy enlisted personnel, use the rank in the opening sentence and use the rank throughout (i.e., Master Chief).

5. Distribution. For distribution purposes, provide seven copies of the citation (six with SSN typed three spaces to the right of the name and one without) and four copies of the certificate.

## ENCLOSURE C

## DMSM SUBMISSION GUIDELINES

1. Standard of Award. Meritorious achievement or service, although of a lesser degree than that required for award of the DSSM, that has been accomplished with distinction. The DSSM is normally presented to personnel serving at the branch chief level or major program managers who have performed exceptionally, noteworthy work. Only under the most unusual circumstance will the DMSM be awarded as an "impact" award for outstanding achievement; abbreviated assignments less than 1 year should be viewed in the same regard as an impact award.
2. Approval/Signature Authority. Flag Officers/civilian equivalents serving as J0CS/Directors/Commanders/Deputies (reference Figure 2).
3. Submission Procedures
  - a. Directorate action officers should submit recommendation packages to their approving authority prior to the desired presentation date. Prepare the citation using the example in Enclosure C.
  - b. Approving authorities within HQ USSTRATCOM will submit a copy of approved decorations, to include citation and certificate, to J13M for orders IAW Figure 1, Note 2.
4. Justification. Award justification (when required) will not exceed the space provided in the EXECUTIVE SUMMARY block of the USSTRATCOM Form 915 and will follow the requirements of Figure 1.
5. Presentation. Director or higher authority is desirable; however, it may be delegated to a lower level.

## SAMPLE OF CITATION - DMSM

CITATION TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE DEFENSE MERITORIOUS SERVICE MEDAL  
(FIRST OAK LEAF CLUSTER)  
(Single Space)  
TO  
(Single Space)  
KRISTINE K. JONES  
(Double Space)

1. Mandatory Opening Sentence. Major Kristine K. Jones, United States (appropriate Service), distinguished himself/herself by outstanding meritorious service (achievement) as (position and duty assignment), from (month/year) to (month/year).
2. Text. Write in narrative style, using short, simple, direct, and accurate facts in straight-forward language. Include accomplishments of the individual and resulting benefits and avoid superfluous adjectives and other embellishments.
3. Mandatory Closing Sentences
  - a. PCS Award. The distinctive accomplishments of Major Jones reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.
  - b. Retirement (with less than 30 years). The distinctive accomplishments of Major Jones culminate a distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.
  - c. Retirement (with at least 30 years). The distinctive accomplishments of Major Jones culminate a long and distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.

d. Separation. The distinctive accomplishments of Major Jones while serving his/her country, reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate Service), and the Department of Defense.

4. Instructions. Award certificates will be used without reference to the number of oak leaf clusters. Prepare the citation in final form (portrait layout, right-margin justified, with one-inch top, right, and left margins and a minimum of a three-inch bottom margin). Font size and type is Times New Roman 14. Citation must be unclassified and will not exceed 16 lines. Do not use abbreviations or acronyms. Spell out the full rank and name in the first sentence, the full rank and last name in the last sentence, and the shortened rank and last name in the remaining text. Note: For Navy enlisted personnel, use the rank in the opening sentence and use the rank throughout (i.e., Master Chief, Petty Officer First Class, etc).

5. Distribution. For distribution purposes, provide seven copies of the citation (six with SSN typed three spaces to the right of the name, one without) and seven copies of the certificate.

## ENCLOSURE D

## JSCM SUBMISSION GUIDELINES

1. Standard of Award. Meritorious achievement or service, although of a lesser degree than that required for award of the DMSM that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. The JSCM should be the basic award for the truly outstanding action officer.
2. Approval/Signature Authority. Military O-6/civilian equivalents serving as Directors/Commanders/Deputies (reference Figure 2).
3. Submission Procedures
  - a. Action officers should submit recommendation packages to their approving authority prior to the desired presentation date. Prepare the citation using the example in Enclosure D.
  - b. Approving authorities within HQ USSTRATCOM will submit a copy of approved decorations, to include citation and certificate, to J13M for orders IAW Figure 1.
4. Justification. Award justification (when required) will not exceed the space provided in the EXECUTIVE SUMMARY block of the USSTRATCOM Form 915. Justification is required for E-1 to E-6 for PCS.
5. Presentation. Director or higher authority; however, it may be delegated to a lower level.

## SAMPLE OF CITATION - JSCM

CITATION TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE JOINT SERVICE COMMENDATION MEDAL  
(FIRST OAK LEAF CLUSTER)  
(Single Space)  
TO  
(Single Space)  
ANDREA J. JONES  
(Double Space)

1. Mandatory Opening Sentence. Lieutenant Commander Andrea J. Jones, United States (appropriate Service), distinguished himself/herself by meritorious service (achievement) as (position and duty assignment), from (month/year) to (month/year). NOTE: For a single act on a specific date use “on Month Day, Year” for impact submissions.

2. Text. Write in narrative style, using short, simple, direct, and accurate facts in straight-forward language. Avoid superfluous adjectives and other embellishments. Include accomplishments of the individual and resulting benefits.

3. Mandatory Closing Sentences

a. PCS Award. The distinctive accomplishments of Lieutenant Commander Jones reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.

b. Retirement (with less than 30 years). The distinctive accomplishments of Lieutenant Commander Jones culminate a distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate service), and the Department of Defense.

c. Retirement (with at least 30 years). The distinctive accomplishments of Lieutenant Commander Jones culminate a long and distinguished career in the service of his/her country and reflect great credit upon himself/herself, the United

States Strategic Command, the United States (appropriate service), and the Department of Defense.

d. Separation. The distinctive accomplishments of Lieutenant Commander Jones while serving his/her country reflect great credit upon himself/herself, the United States Strategic Command, the United States (appropriate Service), and the Department of Defense.

4. Instructions. Award certificates will be used without reference to the number of oak leaf clusters. Prepare the citation in final form (portrait layout, right-margin justified, with one-inch top, right, and left margins and a minimum of a three-inch bottom margin). Font size and type is Times New Roman 14. Citation must be unclassified and will not exceed 16 lines. Do not use abbreviations or acronyms. Spell out the full rank and name in the first sentence, the full rank and last name in the last sentence, and the shortened rank and last name in the remaining text. Note: For Navy enlisted personnel, use the rank in the opening sentence and use the rank throughout (i.e., Master Chief, Petty Officer Second Class, etc).

5. Distribution. For distribution purposes, provide seven copies of the citation (six with SSN typed three spaces to the right of the name and one without) and seven copies of the certificate.



## ENCLOSURE E

## JSAM SUBMISSION GUIDELINES

1. Standard of Award. Meritorious achievement or service, although of a lesser degree than that required for award of the JSCM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. This award will normally be used to recognize officers and enlisted personnel whose performance has been excellent, but not at the same level as those deemed to be truly outstanding. This use of this award should not be solely restricted to single instances of excellent performance, i.e. so-called "impact" awards.
2. Approval/Signature Authority. Military O-6/civilian equivalents serving as Directors/Commanders/Deputies (reference Figure 2).
3. Submission Procedures
  - a. Action officers should submit recommendation packages to their approving authority prior to the desired presentation date using a USSTRATCOM Form 915. Prepare the citation using the example at Enclosure E.
  - b. Directorate will submit a copy of approved decorations, to include the citation, certificate, and order to J13M. Outstanding achievement JSAMs should be presented in a timely manner and not later than 1 year after the specific act.
4. Justification. Award justification will not exceed the space provided in the EXECUTIVE SUMMARY block of the USSTRATCOM Form 915.
5. Presentation. Director or higher authority; however, it may be delegated down to Division Chiefs.

## SAMPLE OF CITATION - JSAM

CITATION TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE JOINT SERVICE ACHIEVEMENT MEDAL  
(FIRST OAK LEAF CLUSTER)  
(Single Space)  
TO  
(Single Space)  
ANTHONY J. JONES  
(Double Space)

1. Mandatory Opening Sentence. Staff Sergeant Anthony Jones, United States (appropriate Service), distinguished himself/herself by meritorious service (achievement) as (position and duty assignment), from (month/year) to (month/year). NOTE: For a single act on a specific date, use “on Month Day, Year” for impact submissions.
2. Text. Write in narrative style, using short, simple, direct, and accurate facts in straight-forward language. Avoid superfluous adjectives and other embellishments. Include accomplishments and the resulting benefits.
3. Mandatory Closing Sentence. The distinctive accomplishments of Staff Sergeant Jones reflect great credit upon himself/herself, the United States Strategic Command, the United States (Service), and the Department of Defense.
4. Instructions. Award certificates will be used without reference to the number of oak leaf clusters. Prepare the citation in final form (portrait layout, right-margin justified, with one-inch top, right, and left margins and a minimum of a three-inch bottom margin). Font size and type is Times New Roman 14. Citation must be unclassified and will not exceed 16 lines. Do not use abbreviations or acronyms. Spell out the full rank and name in the first sentence, the full rank and last name in the last sentence, and the shortened rank and last name in the remaining text. Note: For Navy enlisted personnel, use the rank in the opening sentence and use the rank throughout (i.e., Master Chief, Petty Officer Third Class, etc).
5. Distribution. For distribution purposes, provide seven copies of the citation (six with SSN typed three spaces to the right of the name, and one without) and seven copies of the certificate.

ENCLOSURE F

JDSCM SUBMISSION PACKAGE

UNCLASSIFIED									
ACTION PROCESSING SHEET (Reference: SI 901-02)									
	TO	ACTION	SIGNATURE/DATE			TO	ACTION	SIGNATURE/DATE	
1	J0CC	A			6	J1	C		
2	J0CD	C			7	J13C	C		
3	J0CS	C			8				
4	J0CSA	C			9				
5	J010	C			10				
SUBJECT: Award of Joint Distinguished Civilian Service Medal for Mr. John J. Doe							DIRECTORATE SUSPENSE:		
							CMD SECTION SUSPENSE:		
							HHQ SUSPENSE:		
SUMMARY									
1. BLUF AND RECOMMENDATION: Request J0CC signature and approval for the Joint Distinguished Civilian Service Medal submission for Mr. John J. Doe.									
2. EXECUTIVE SUMMARY: Recognize Mr. Doe for serving as the (Duty Title, Division, Directorate), United States Strategic Command. Mr. Doe's dedication and service are worthy of exceptional honor and should be recognized by this distinguished award. Quality force checked; no derogatory information found on file.									
BACKGROUND:									
Reason for the Award: (PCS or Retirement or Separation or Achievement)									
Date Initiated: (DD Mon YR)									
Inclusive Dates: (DD Mon YR - DD Mon YR)									
Presentation Date: (DD Mon YR)									
3. CRITICAL COMMENTS/NON-CONCURS: N/A									
TABS:									
A. Memo to Chairman of the Joint Chiefs of Staff									
B. Citation									
C. Narrative									
ACTION OFFICER (Name/Grade/Office Symbol/Phone Number):									
Action Officer/XX/JX/912-XXXX									
CLASSIFIED BY AND REASON OR DERIVED FROM:									
N/A									
DATE PREPARED:			DECLASSIFY ON:			TRACKING # (last five characters)			
USSTRATCOM Form 915, September 2021									
UNCLASSIFIED									

FORMAT FOR MEMORANDUM FOR RECOMMENDATION OF CHAIRMAN OF  
THE JOINT CHIEFS OF STAFF CIVILIAN AWARDS1. General

a. Recommendations for CJCS civilian awards will be submitted by memorandum through the J-1 Personnel Service Delivery (PSD) Awards Office to the approval authority using the appropriate format. Citations for this awards will be submitted per Enclosure F-3.

b. Print the memorandum on 8.5 by 11-inch USSTRATCOM letterhead.

c. Use Times New Roman 12 font for all text.

d. Use lower-case letters for subparagraphs. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not carry a paragraph over to the next page unless there are at least two lines on that page.

e. Do not number the first page. For second and succeeding pages, place the page number(s) at the bottom center of the page at least a double space (one blank line) below the last line of text and one inch from the bottom of the page.

f. The addressee will be in all capitals on with no colon or "THE" following "MEMORANDUM FOR."

g. Type "THROUGH:" a double space below the address line and a double space above the subject line. Type the "THROUGH:" office in all caps.

h. Type "SUBJECT:" a double space below the address line. Two spaces after the colon, briefly describe the memorandum's content, capitalizing the first word and all principal words. If more than one line is required, begin succeeding lines aligned below the first word in the subject line.

CJCS AWARD MEMORANDUM FORMAT

Reply To:  
USSTRATCOM/JOCC  
900 SAC BLVD STE N3.100K  
OFFUTT AFB NE 68113-6000

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

Through: DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT STAFF

SUBJECT: Recommendation for Award of the Joint Distinguished Civilian  
Service Medal for Mr. John J. Doe

1. In accordance with Chairman of the Joint Chiefs of Staff Instruction 1100.01E, the following individual is recommended for the award of the Joint Distinguished Civilian Service Medal:

- a. Name and grade of nominee: John J. Doe, GS-15
- b. Organization of assignment: United States Strategic Command
- c. Current position: Duty, Division, Directorate
- d. Inclusive Dates: DD Mon YR
- e. Presentation Date: DD Mon YR
- f. Reason for the Award: PCS or Retirement or Separation or Achievement

2. The narrative description and proposed citation are attached.

3. Our point of contact is Ms. Mary C. Smith, USSTRATCOM/JX, (402) 912-XXXX.

ANTHONY J. COTTON  
General, USAF  
Commander

Attachments: As stated

SAMPLE OF CITATION - JDCSM

Citation  
TO ACCOMPANY THE AWARD OF THE  
**Joint Distinguished Civilian Service Medal**  
TO  
**JOHN J. DOE**

Mr. John J. Doe, while serving as Duty Title, Division, Directorate, United States Strategic Command, Offutt Air Force Base, Nebraska, distinguished himself by exceptionally meritorious service to the Department of Defense from 1 February 2009 to 17 November 2023. During this period, Mr. Doe provided outstanding support to .....Body describing his achievements and contributions.

The distinctive accomplishments of Mr. McKenna reflect great credit upon himself and the Department of Defense.

1. Type on 8.5 x 11-inch plain paper. Margins must be at least one inch on all sides. Double-space citations and use “landscape” style for page orientation. The citation length is not to exceed 15 lines in Times New Roman 12 font.
2. Avoid hyphenations. If a date is divided between lines, only carry over the year to the next line.

UNCLASSIFIED

SI 230-01  
1 May 2024

SAMPLE OF NARRATIVE - JDCSM

NARRATIVE TO ACCOMPANY THE AWARD OF  
THE JOINT DISTINGUISHED CIVILIAN SERVICE MEDAL

TO

JOHN J. DOE

Mr. John J. Doe is recommended for the Chairman of the Joint Chiefs of Staff Joint Distinguished Civilian Service Medal in recognition of his significant contributions to the Directorate, United States Strategic Command (USSTRATCOM), Offutt Air Force Base, Nebraska, from 1 February 2009 to 17 November 2023. As Duty Title, .....x,y,z.

|

The distinctive accomplishments of Mr. John J. Doe reflect great credit upon himself and the Department of Defense.

\*\*Narrative cannot exceed two pages, single-space, and block format.\*\*



ENCLOSURE G

JMCSM SUBMISSION PACKAGE

UNCLASSIFIED

ACTION PROCESSING SHEET									
(Reference: SI 901-02)									
	TO	ACTION	SIGNATURE/DATE			TO	ACTION	SIGNATURE/DATE	
1	J0CS	A			6				
2	J0CSA	C			7				
3	J010	C			8				
4	J1	C			9				
5	J13C	C			10				
SUBJECT:								DIRECTORATE SUSPENSE:	
Award of Joint Meritorious Civilian Service Medal for Mr. John M. Smith								CMD SECTION SUSPENSE:	
								HHQ SUSPENSE:	
SUMMARY									
1. BLUF AND RECOMMENDATION: Request J0CS approve the Joint Meritorious Civilian Service Medal for Mr. John M. Smith by signing certificate at Tab A.									
2. EXECUTIVE SUMMARY: Recognize Mr. Smith for serving as the (Duty Title, Division, Directorate), United States Strategic Command. Mr. Smith's dedication and service are worthy of exceptional honor and should be recognized by this distinguished award. Quality force checked; no derogatory information found on file.									
BACKGROUND:									
Reason for the Award: (PCS or Retirement or Separation or Achievement)									
Date Initiated: (DD Mon YR)									
Inclusive Dates: (DD Mon YR - DD Mon YR)									
List Previous Decorations: (begin typing here)									
Presentation Date: (DD Mon YR)									
3. CRITICAL COMMENTS/NON-CONCURS: N/A									
TABS:									
A. Certificate									
B. Citation									
C. Narrative									
ACTION OFFICER (Name/Grade/Office Symbol/Phone Number):									
Action Officer/XX/JX/912-XXXX									
CLASSIFIED BY AND REASON OR DERIVED FROM:									
N/A									
DATE PREPARED:			DECLASSIFY ON:			TRACKING # (last five characters) (fill in)			

UNCLASSIFIED

SI 230-01  
1 May 2024

SAMPLE CERTIFICATE – JMCSM



OFFICE OF THE CHAIRMAN  
JOINT CHIEFS OF STAFF

THIS IS TO CERTIFY THAT THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
HAS AWARDED THE

JOINT MERITORIOUS CIVILIAN SERVICE MEDAL

TO

*John M. Smith*

DATE



APPROVAL AUTHORITY

SAMPLE CITATION - JMCSM

CITATION TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE JOINT MERITORIOUS CIVILIAN SERVICE MEDAL  
(Single Space)  
TO  
(Single Space)  
JOHN J. DOE

(Double Space)

Mr. John J. Doe, while serving as Duty Title, Division, Directorate, United States Strategic Command, Offutt Air Force Base, Nebraska, distinguished himself by exceptionally meritorious service to the Department of Defense from 1 December 2000 to 15 January 2020. During this period, Mr. Doe provided outstanding support to ..... Body describing his achievements and contributions.

The distinctive accomplishments of Mr. Doe reflect great credit upon himself and the Department of Defense.

1. Type on 8.5 x 11-inch plain paper. Margins must be at least one inch on all sides. Double-space citations and use "landscape" style for page orientation. The citation length is not to exceed 15 lines in Times New Roman 12 font.
2. Avoid hyphenations and do not use acronyms. If a date is divided between lines, only carry over the year to the next line.

SAMPLE NARRATIVE - JMCSM

NARRATIVE TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE JOINT MERITORIOUS CIVILIAN SERVICE MEDAL  
(Single Space)  
TO  
(Single Space)  
JOHN M. SMITH

(Double Space)

Mr. John M. Smith is recommended for the Chairman of the Joint Chiefs of Staff Joint Meritorious Civilian Service Award in recognition of his significant contributions to Division, Directorate, United States Strategic Command (USSTRATCOM), Offutt Air Force Base, Nebraska, from dd month yy to dd month yy. As duty title, Mr. John M. Smith.....x,y,z

The distinctive accomplishments of Mr. Smith reflect great credit upon himself and the Department of Defense.

\*\*Narrative cannot exceed two pages, single space, and block.\*\*

UNCLASSIFIED

SI 230-01  
1 May 2024

ENCLOSURE H

SAMPLE CERTIFICATE - JCSCM



OFFICE OF THE CHAIRMAN  
JOINT CHIEFS OF STAFF

THIS IS TO CERTIFY THAT THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF HAS  
AWARDED THE

JOINT CIVILIAN SERVICE COMMENDATION MEDAL

TO

*Mary A. Williams*

\_\_\_\_\_

DATE



Approval Authority Signature Block

\_\_\_\_\_

H-1  
UNCLASSIFIED

Enclosure H

SAMPLE CITATION - JCSCM

CITATION TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE JOINT CIVILIAN SERVICE COMMENDATION MEDAL  
(Single Space)  
TO  
(Single Space)  
MARY A. WILLIAMS

(Double Space)

Ms. Mary A. Williams while serving as Duty Title, Division, Directorate, United States Strategic Command, Offutt Air Force Base, Nebraska, distinguished herself by exceptionally meritorious service to the Department of Defense from dd month yy to dd month yy. During this period, Ms. Williams provided outstanding support to ..... Body describing his achievements and contributions.

The distinctive accomplishments of Ms. Williams reflect credit upon himself and the Department of Defense.

1. Type on 8.5 x 11-inch plain paper. Margins must be at least one inch on all sides. Double-space citations and use “landscape” orientation. The length of the citation is not to exceed 15 lines in Times New Roman 12.
2. Avoid hyphenations and acronyms. If a date is divided between the lines, only carry over the year to the next line.

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SI 230-01  
1 May 2024

ENCLOSURE I

SAMPLE CERTIFICATE - JCSAM



OFFICE OF THE CHAIRMAN  
JOINT CHIEFS OF STAFF

THIS IS TO CERTIFY THAT THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
HAS AWARDED THE

JOINT CIVILIAN SERVICE ACHIEVEMENT MEDAL

TO

*Joseph E. Smith*

DATE



Signature Block Approval Authority



SAMPLE CITATION - JCSAM

CITATION TO ACCOMPANY THE AWARD OF  
(Single Space)  
THE JOINT CIVILIAN SERVICE ACHIEVEMENT MEDAL  
(Single Space)  
TO  
(Single Space)  
JOSEPH E. SMITH

(Double Space)

Mr. Joseph E. Smith, while serving as Duty Title, Division, Directorate, United States Strategic Command, Offutt Air Force Base, Nebraska, distinguished himself by exceptionally meritorious service to the Department of Defense from dd month yr to dd month yr. During this period, Mr. Smith provided outstanding support to ..... Body describing his achievements and contributions.

The distinctive accomplishments of Mr. Smith reflect credit upon himself and the Department of Defense.

1. Type on 8.5 x 11-inch plain paper. Margins must be at least one inch on all sides. Double-space citations and use “landscape” style for page orientation. The citation length is not to exceed 15 lines in Times New Roman 12.
2. Avoid hyphenations and acronyms. If a date is divided between lines, only carry over the year to the next line.

CUI (when filled in due to SSN)

ENCLOSURE J

SAMPLE MEMORANDUM FOR RECONSIDERATION OF AWARD

Reply To:  
USSTRATCOM/JXX  
900 SAC BLVD STE (insert STE# here)  
OFFUTT AFB NE 68113-6000

MEMORANDUM FOR (APPROVING AUTHORITY)

SUBJECT: Reconsideration of Award

Reference: Award Recommendation, 30 March 20XX (attached). (Note: The original, unchanged, award recommendation must be attached.)

1. I am returning and requesting reconsideration of the recommendation for award of (name of award) for Major John Q. Smith, USAF, 123-45-6789, for (period of award).
2. Subsequent paragraphs will include expanded material from original recommendation and any new justification not contained in the original recommendation.
3. Last paragraph will read as follows: It is my belief that the degree of responsibility held by Major Smith and his outstanding performance in this position warrant the award of the (name of award). Major Smith's entire period of service has been truly outstanding and clearly merits the (name of award).

Commander/Deputy Commander's  
Signature Block

Attachment:  
Type of Decoration – Member's Rank and Name

CUI (when filled in, due to SSN)

CUI Classification Block Here
----------------------------------

ENCLOSURE K

SAMPLE MEMORANDUM FOR REVOCATION OF DECORATION OR AWARD  
(OTHER)

Reply To: (Originator)

Date

MEMORANDUM FOR USSTRATCOM/(Approving Authority)

SUBJECT: Revocation of Decoration

1. In accordance with DoDM 1348.33-V4, Section 7, and SI 230-01 Defense Military and Civilian Decorations Program Guide, Enclosure A, para 4.i., I am requesting revocation of the [decoration name (i.e. JSCM)] for SrA John E. Doe. After being recommended for the decoration, it was later determined that during that period SrA Doe (explain circumstances). I endorsed his decoration prior to becoming aware of the circumstances.

2. If you have any questions, please contact my POC (name), at (phone/email).

---

Official's Name, Grade, Title, and Signature

1st Endorsement to Revocation of Decoration

Date

Reply To:  
USSTRATCOM/(Approving Authority)

To: (Originator)

Approve/disapproved

---

Approving Authority Signature Block

## ENCLOSURE L

## SAMPLE NARRATIVE JUSTIFICATION FOR FOREIGN OFFICER AWARD

For a Meritorious Service Medal:

**COLONEL TERESA STACY  
ROYAL CANADIAN AIR FORCE**

**MERITORIOUS SERVICE  
1 JUNE 2004 TO 31 MAY 2008**

Colonel Teresa Stacy distinguished herself in the performance of outstanding service as Commander, Canadian Forces, Directorate of Operations, Headquarters Air Mobility Command, Scott Air Force Base, Illinois. During this period, Colonel Stacy coordinated the use of Canadian aircraft for the movement of 50,000 tons of Air Force cargo and 20,000 Department of Defense personnel to Operation ENDURING FREEDOM at various locations within the Persian Gulf. Colonel Stacy... The singularly distinctive accomplishments of Colonel Stacy reflect great credit upon herself, the Royal Canadian Air Force, and her country.

For Air Force Commendation Medal:

**MAJOR FRANCOIS THERIOT  
FRENCH AIR FORCE**

**MERITORIOUS SERVICE  
1 JUNE 2004 TO 31 MAY 2008**

Major Francois Theriot distinguished himself by meritorious service as Chief Intelligence Officer, French Air Forces, Directorate of Intelligence, Headquarters United States Air Forces in Europe, Ramstein Air Base, Germany. During this period, Major Theriot coordinated the use of French intelligence across the earth obtaining vital and significant pieces of intelligence as the world unites in the Global War on Terrorism on the home fronts of Europe. Major Theriot... The singularly distinctive accomplishments of Major Theriot reflect credit upon himself, the French Air Force, and his country.

Notes:

1. When using acronyms, spell out the first instance of the acronym, then use the abbreviated form thereafter.
2. Limit justification to one page. Font is Times New Roman 12.
3. The initial recommending official must sign the narrative.
4. Please see reference (e) for further instructions.

ENCLOSURE M

SAMPLE BIOGRAPHY FOR FOREIGN OFFICER AWARD

Biography

NAME: (full name – First Middle Initial. Last)

ALIAS(ES): (go-by name)

RANK/TITLE: (foreign rank or title)

AIR FORCE RANK EQUIVALENT: (if needed, translate foreign rank or title to Air Force equivalent)

POSITION: (duty title for the period being recognized)

SSN/MEMBER ID OR EQUIVALENT:

BRANCH OF SERVICE:

CITIZENSHIP:

DATE ARRIVED ON STATION:

TRANSFER DATE:

DATE OF BIRTH:

PLACE OF BIRTH:

TYPE OF AWARD RECOMMENDED:

INCLUSIVE DATES:

PRESENTATION DATE:

POINT OF CONTACT:

PREVIOUS U.S. AWARDS AND DATES:

UNCLASSIFIED

SI 230-01  
1 May 2024

MILITARY EDUCATION: (List of all U.S. military courses, PME, or colleges and year graduated)

ASSIGNMENTS: (List unit and locations of all prior U.S. military assignments)

Notes:

Only provide information for categories listed above.

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ENCLOSURE N

SAMPLE MEMO FOR U.S. EMBASSY OR U.S. DEFENSE ATTACHE OFFICE  
(DAO) CONCURRENCE FOR FOREIGN OFFICER AWARD

DD Mmm YY

MEMORANDUM FOR (U.S. Embassy or U.S. DAO address abroad)

FROM: (requesting agency)

SUBJECT: Recommendation for Decoration to Colonel John J. Doe, Royal Canadian Air Force

(Indent)I recommend Colonel John J. Doe, Royal Canadian Air Forces, for the Meritorious Service Medal. Request the U.S. Ambassador/Defense Attaché Officer concur with the recommendation by endorsing this memorandum.

Date of Birth: (provide info; spell out month)

Place of Birth: (provide info; city, providence/region, and country)

Serial Number: (provide info)

Inclusive Period of Decoration: (provide info; spell out months)

Current Duty Title: (provide info; spell out acronyms if needed)

Desired Presentation Date: (provide info; spell out month)

Point of Contact: (provide name and DSN/commercial phone number)

JOHN J. SMITH, Colonel, USAF  
Director, Plans and Operations

Note: Must have concurrence from U.S. Embassy and concurrence from U.S. DAO of the country to which the foreign national is a citizen.

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1 May 2024

ENCLOSURE O

SAMPLE MEMORANDUM FOR DEFENSE INTELLIGENCE AGENCY (DIA) OR  
AIR FORCE OFFICE OF SPECIAL INVESTIGATION (AFOSI) CONCURRENCE  
FOR FOREIGN OFFICER AWARD

DD Mmm YY

MEMORANDUM FOR AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS

FROM: (recommending agency)

SUBJECT: Award Recommendation for Decoration to (rank, name, country, service)

1. I recommend (rank, name, country, service), for the (name of decoration). Request the appropriate records checks/investigations be conducted and concurrence with the recommendation by endorsing this memorandum.

DATE OF BIRTH: (spell out month)

PLACE OF BIRTH: (provide city, providence/region, and country)

SERIAL NUMBER: (enter number, "N/A" if none or "unknown")

INCLUSIVE PERIOD OF DECORATION: (spell out months)

CURRENT DUTY TITLE: (spell out acronyms if needed)

DESIRED PRESENTATION DATE: (spell out month)

2. If you have any questions, please contact (provide name, email, DSN, and commercial number).

JOHN J. SMITH, Colonel, USAF  
Director, Plans and Operations

O-1  
UNCLASSIFIED

Enclosure O



ENCLOSURE P

REFERENCES

- a. DoDM 1348.33-Vol. 4, "Manual of Military Decorations and Awards: DoD Joint Decorations and Awards," 19 Sep 23
- b. CJCSI 1100.01E, "Joint Staff Awards, Identification Badge, and Flags for Joint Commands," 17 Feb 23
- c. DoDI 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," 30 Nov 22
- d. DoDI 1348.33, "DoD Military Decorations and Awards Program," 9 Apr 21
- e. DoDI 1400.25V451\_DAFI 36.1004, "Department of the Air Force Civilian Recognition Program," 18 Dec 23
- f. SI 900-06, "Freedom of Information Act (FOIA) Program," 5 Sep 17

ENCLOSURE GL  
GLOSSARY OF TERMS AND ABBREVIATIONS

AFI	Air Force Instruction
CDRUSSTRATCOM	Commander, United States Strategic Command
CJCS	Chairman of the Joint Chief of Staff
CJCSI	Chairman of the Joint Chief of Staff Instruction
CJCSM	Chairman of the Joint Chief of Staff Manual
CTF	Combined Task Force
DDSM	Defense Distinguished Service Medal
DMSM	Defense Meritorious Service Medal
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DSSM	Defense Superior Service Medal
ETP	Exception to Policy
ETMS2	Enterprise Task Management Software Solution
HQ	Headquarters
IAW	In Accordance With
IMA	Individual Mobilization Augmentees
J0CC	Commander, USSTRATCOM
J0CD	Deputy Commander, USSTRATCOM
J0CS	Chief of Staff, USSTRATCOM
J13C	Civilian Force Management Branch
J13M	Military Force Management Branch
JMD	Joint Manpower Document
JMP	Joint Manpower Program
JMUA	Joint Meritorious Unit Award
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
OPR	Office of Primary Responsibility
PCS	Permanent Change of Station
SI	Strategic Instruction
SSN	Social Security Number
TDY/TAD	Temporary Duty
VCJCS	Vice Chairman of the Joint Chief of Staff
USSTRATCOM	United States Strategic Command