

Army #6



OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

FEB 18 2004

ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Nominations for the 49th Annual Department of Defense Distinguished Civilian Service Award

This is to solicit your nominations for the 49th Annual Department of Defense (DoD) Distinguished Civilian Service Award. This Award is the highest honor given by the Secretary of Defense to career civilian personnel of the Department. It is presented in an annual ceremony to a small number of DoD civilian employees whose service reflects exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operation of DoD.

This prestigious award recognizes career employees at all levels for their exceptional achievement(s) and honors performance characterized by extraordinary, notable or prestigious contributions that impact the Department as a whole. In the past, recipients have been recognized for contributions achieved in a one-year period of time. This year's award may honor a recipient's distinguished duty and service to DoD spanning up to ten years. However, an employee's retirement eligibility should not be considered as part of the nominating criteria.

It is imperative that the DoD Distinguished Civilian Service Award be reserved for performance characterized by extraordinary, notable and prestigious contributions that impact the Department as a whole. This award does not require direct interaction with the Secretary of Defense or other senior level officials; however, it does require contributions that have significant impact to national security.

Nomination packages for the award, the original and six copies, should be forwarded by Heads of DoD Components to the Labor and Management Employee Relations Division,



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Directorate for Personnel and Security, Washington Headquarters Services, 1777 North Kent Street, Suite 12063, Arlington, VA 22209-2164, on or before **June 11, 2004**. Attached is the format to be used for this year's nominations.

Bonus information for Senior Executive Service nominees should not be listed under the prior awards heading although it is appropriate to list special accomplishment cash awards and nominations for rank awards under that heading.

Career employees at any level and duty station within your organization, who meet the established criteria, are eligible for this award. Generally nominees have previously received their respective Component's highest award, but this is not a requirement.

Directors of Defense Agencies are encouraged to submit nominations as a Defense Agency rather than an entity of an OSD Component.

For additional information regarding this year's award nominations, please see the attached. Points of contact for this action are Ms. Amy Wodesky, who can be reached at (703) 588-0439, and Ms. TJ Hobbie, who can be reached at (703) 588-0438.



Raymond F. DuBois
Director

Attachment:
As stated

**Instructions for Submitting
DoD Distinguished Civilian Service Award
Nomination**

Submit an original nomination package, plus 6 copies, for each nominee. Follow the format outlined below, beginning each of the major sections (I, II, etc.) on a new page

Nomination of

(name)

for the

**Department of Defense
Distinguished Civilian Service Award**

I. Biographical Data

A. General Information

Name
Title and Grade
Organization and Location
Telephone and Fax Numbers
Service Computation Date
Length of Time with DoD

B. Education

Year
Degree
School
Major Field

C. Significant Employment (list in reverse chronological order beginning with present position)

D. Significant Prior Awards (list in reverse chronological order beginning with the most recent award received)

E. Significant Publications during past 10 years (list in reverse chronological order beginning with the most recent publication)

F. Current Membership in professional or scientific societies, civic organizations, etc.

G. Other Significant Biographical Data pertinent to the award nomination

II. Basis for Nomination (not to exceed 3 pages, single spaced)

A. Summary of Achievement. Please limit the achievements to no more than ten years. Achievements must clearly demonstrate nominee's contributions to the mission of the Department of Defense, as a whole, and not Component or Agency specific. Background information may be included to show the individual's depth of experience and accomplishments.

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- B. Additional facts and consideration pertinent to the nomination (include examples of personal qualities of the nominee that made the achievement possible, if these qualities were not adequately described in the summary of achievement).

III. Citation

Prepare a double spaced proposed citation for the signature of the Secretary of Defense containing no more than 150 words and highlighting the significance of the individual's achievements.

IV. Synopsis (one page)

A. General Information

Name
Title and Grade
Field of Specialization
Organization
Location

B. Education

C. Highest Previous Award and date

D. Basis for Nomination (summarize in 300 words or less)

V. Photograph of Nominee

If the nominee is selected to receive this award, three 5x7 glossy prints will be requested. You do not need to submit photograph prior to review.