

**Department of Defense and Office of the Secretary of Defense
Honorary Recognition Program**

Presidential-Level Awards

Award	Eligibility Criteria	Nominating Authority	Approval Authority	Award Device
President's Award for Distinguished Federal Service	For career civilian employees whose accomplishments and achievements exemplify, to an exceptional degree, imagination, courage, and extraordinary ability in carrying out the mission of the Government. Individual must have received the DoD Distinguished Civilian Service Award.	OSD Component Head to Director, Administration & Management to USD(P&R)	President	Medal Set Certificate Citation
Presidential Medal of Freedom	For career and non-career employees for exceptionally meritorious contributions to national security interests of the United States, world peace, cultural, or other exceptionally significant public or private endeavors. It is bestowed at the sole discretion of the President.	OSD Component Head to Director, Administration & Management to USD(P&R)	President	Medal Set Certificate Citation
Presidential Citizens Medal	For career and non-career employees who have performed exemplary deeds of service for the country of similar nature to the Medal of Freedom, but of a lesser impact or scope.	OSD Component Head to Director, Administration & Management to USD(P&R)	President	Medal Set Certificate Citation

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DoD-Level Awards

Award	Eligibility Criteria	Nominating Authority	Approval Authority	Award Device
Career Awards				
DoD Distinguished Civilian Service Award (non-competitive) (requires Incentive Awards Board recommendation)	For career civilian employees whose career reflects exceptional devotion to duty and whose contributions to the efficiency, economy, or other improvements in the Department's operations are of a significantly broad scope and who have a direct relationship with the Secretary of Defense/Deputy Secretary of Defense.	OSD Component Head, Service Secretary, Director Defense Agency	Secretary of Defense	Medal Set Certificate Citation
DoD Distinguished Civilian Service Award (competitive) (requires Ad Hoc Board recommendation)	For career civilian employees whose career reflects exceptional devotion to duty and whose contributions to the efficiency, economy, or other improvements in the Department's operations are of a significantly broad scope (SecDef interaction is not required).	OSD Component Head, Service Secretary, Director Defense Agency	Secretary of Defense	Medal Set Certificate Citation
SecDef Meritorious Civilian Service Award (requires Incentive Awards Board recommendation)	For career civilian employees whose contributions are for exceptionally meritorious service of major significance to DoD.	OSD Component Head, Service Secretary, Director Defense Agency	Secretary of Defense	Medal Set Certificate Citation
DoD David O. Cooke Excellence in Public Administration Award	For non-managerial career employees with three to ten years of Federal career service who demonstrates great leadership potential as a future Federal executive while helping to promote and effect cooperation and improvement in the Department.	OSD Component Head, Service Secretary, Director Defense Agency	Secretary of Defense	Medallion in Display Dome
Non-Career Awards				
DoD Distinguished Public Service Award	For non-career employees, private citizens, and foreign nationals who perform exceptionally distinguished service of significance to a DoD component or function that recognition at the DoD Component level is considered insufficient. The service or assistance may have been	OSD Component Head, Service Secretary, Director Defense Agency	Secretary of Defense	Medal Set Certificate Citation

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	rendered at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility.			
SecDef Outstanding Public Service Award	For non-career employees, private citizens, and foreign nationals whose contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but less in scope and impact than the DoD Distinguished Public Service Award.	OSD Component Head, Service Secretary, Director Defense Agency	Secretary of Defense	Medal Set Certificate Citation

OSD-Level Awards

Award	Eligibility Criteria	Nominating Authority	Approval Authority	Award Device
Career Awards				
OSD Exceptional Civilian Service Award	For career civilian employees who have distinguished themselves by exceptional service to activities receiving operational support from the WHS, HRD, CSOO, or the JS. Nominees must have a minimum of three years in an DoD organization.	OSD Component Head, Service Secretary, Director Defense Agency	OSD Component Head	Medal Set Certificate Citation
OSD Award for Excellence	For career civilian employees who make significant contributions to the mission of the JS or activities receiving operational support from the WHS, HRD, CSOO to include a one-time project or detail assignment approximately six months in duration.	OSD Component Head	OSD Component Head	Engraved Plaque
OSD Career Civilian Service Award	For career civilian employees who have long tenure in an OSD Component in recognition of career service to include preceding military and civilian service.	OSD Component Head	OSD Component Head	Engraved Plaque
Non-Career Awards				
OSD Exceptional Public Service Award	For non-career employees, private citizens, and foreign nationals to recognize contributions, assistance, or support to activities receiving operational support from the WHS, HRD,	OSD Component Head, Service Secretary, Director Defense	OSD Component Head	Medal Set Certificate

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	CSOO, or the JS.	Agency		Citation
OSD Award for Outstanding Achievement	For non-career employees who contribute significantly to the mission of activities receiving operational support from the WHS, HRD, CSOO, or the JS.	OSD Component Head	OSD Component Head	Engraved Plaque
Both Career/Non-Career				
OSD Certificate of Appreciation	For career or non-career civilian employees, and military members and contractors recognizing specific instances of contributions or achievements benefiting an OSD Component that warrant special recognition.	N/A	Supervisors	Certificate

OSD-Level Awards for both Career and Non-Career Employees

Award	Eligibility Criteria	Nominating Authority	Approval Authority	Award Device
Medal for the Defense of Freedom	For DoD employees who are killed or who sustain serious injury due to hostile action against the United States or killed or wounded while rescuing or attempting to rescue any other employee or individual subjected to injuries sustained under such conditions. Contractors who are nominated must be approved by the SecDef through USD(P&R).	OSD Component Head	Director, Administration & Management	Medal Set Certificate Citation
OSD Medal for Valor	For Federal government employees and private citizens who perform an act of heroism or sacrifice with voluntary risk of personal safety in the face of danger either on or off the job benefiting OSD/WHS; or a WHS serviced employee who voluntarily risks personal safety beyond the call of duty off the job. The Fourth Estate may also nominate for this award with an OSD Component Head recommending approval.	OSD Component Head	Director, Administration & Management	Medal Set Certificate Citation
Group Achievement Award	For career civilian and non-career employees, contract employees and military members who, as a member of a team, provide exemplary support to the programs, projects and/or the mission in general of OSD.	OSD Component Head	OSD Component Head	Certificate

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Monetary Awards

Award	Eligibility Criteria	Nominating Authority	Approval Authority	Award Device
Supervisor's Cash Award	For career civilian employees granted in recognition of day-to-day accomplishments (not to exceed \$500).	1 st Level Supervisor	2 nd Level Supervisor	Money
Special Act Award or Superior Accomplishment Award	For career civilian employees granted for a contribution or accomplishment in the public interest that is non-recurring contribution either in or outside of job responsibilities, a scientific achievement, or for the courageous handling of an emergency situation. Award amount can range from \$25-\$25,000.	Supervisor	For GS-15 and below, Component Head has approval authority up to \$7,500; IAB approves above \$7,500-\$10,000; DA&M approves above \$10,000 up to \$25,000. IAB approves for SES members up to \$10,000	Money
Time-Off Award	For career civilian employees granted for a contribution to the quality, efficiency, or economy of Government operations. The maximum number of hours for a contribution is 40 hours and an employee may receive up to 80 hours in a fiscal year.	Supervisor	OSD Component Head	Hours