

## **Secretary of Defense Medal for Meritorious Civilian Service**



This is the second highest award granted to career civilian employees by the Secretary of Defense. This award requires review by the Incentive Awards Board. The Board recommends approval or disapproval of the award. The Secretary of Defense is the approval authority. This award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and a rosette. An employee may receive this award more than once during his or her career. Subsequent awards consist of the foregoing recognition devices and a bronze, silver, or gold palm, as appropriate.

### Eligibility:

Career civilian employees of the Department of Defense and other Government Agencies who have distinguished themselves by exceptionally meritorious service of major significance to the Department of Defense.

### Nominating procedures:

The Heads of the OSD Components and Secretaries of Military Departments shall submit nominations in a memorandum to the Assistant Director for Labor and Management Employee Relations, Directorate for Personnel and Security, WHS, Attention: Executive Secretary, to the Incentive Awards Board. The Secretary of Defense is the approval authority. The following information must be included in the nomination:

1. Name; title, series, and grade; organization and location; length of time with
2. the organization; and period covered by the award.
3. Significant prior awards and dates of approval.
4. Narrative justification of no more than one (1) page that cites the nominee's

5. exceptionally meritorious service outside of the scope of the nominee's regular job that is of major significance to the Department of Defense.
6. Double-spaced draft of a proposed citation of 150 words or less.
7. Submit the original and six (6) copies of the nomination package.