

Secretary of Defense Outstanding Public Service Award



OVERVIEW: Department's second highest public service level award

AWARD ELIGIBILITY: Political appointees, Schedule C employees, non-career employees, private citizens, foreign nationals, IPA employees are eligible. Contractors are not eligible for nomination. Individual must not derive principal livelihood from the Federal Government.

AWARD CRITERIA: Contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but are lesser in scope and impact that is required for the DoD Distinguished Public Service Award.

AWARD DEVICE: Medal set, certificate signed by the Secretary, citation

PROCESS AND TIMELINES:

1. WHS/HRD will review nomination and make recommendation to the Secretary of Defense based on previous award history and current guidance. No IAB review is required. A Secretary of Defense nomination package is composed and includes the following:

- cover memo to the Secretary of Defense
- nomination memo and justification
- edited citation
- final printed certificate ready for signature

2. Each nomination package is reviewed by the following and can take up to 4 weeks:

- WHS/HRD (2-step process)
- Director, WHS
- Director, Administration & Management
- Executive Secretary to the Secretary of Defense
- The Special Assistant to the Secretary of Defense
- Secretary of Defense

3. LMER will coordinate pick-up with nominating organization.