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**CJCSI 1100.01F**  
**30 December 2025**

**JOINT STAFF AWARDS,  
IDENTIFICATION BADGES,  
AND FLAGS FOR JOINT  
COMMANDS**



**JOINT STAFF  
WASHINGTON, D.C. 20318**

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# CHAIRMAN OF THE JOINT

# CHIEFS OF STAFF

# INSTRUCTION

J-1

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## JOINT STAFF AWARDS, IDENTIFICATION BADGES, AND FLAGS FOR JOINT COMMANDS

### References:

See Enclosure E

#### 1. Purpose. This instruction:

- a. Provides guidance on preparing, submitting, and processing recommendations for Department of War (DoW) awards. It establishes procedures, eligibility criteria, and appropriate approval authority to ensure compliance with references (a) and (b). This instruction also establishes policy, eligibility criteria, and procedures to be observed by joint command activities that report to or through the Chairman of the Joint Chiefs of Staff (CJCS) for recognizing private citizens, organizations, or career civilian Federal government employees for significant achievements provided to the joint community.
- b. Does not change DoW policies on awarding trophies and similar devices to Service members and units; reference (c) serves as the primary reference for recognition other than by awards and decorations.
- c. Establishes policy for the authorization of positional and distinguishing flags for joint commands and streamers for specific awards in accordance with (IAW) references (a) and (b).
- d. Establishes policy authorizing the wear and permanent award of the Joint Chiefs of Staff (JCS) Identification (ID) Badge.

#### 2. Superseded/Cancellation. CJCS Instruction (CJCSI) 1100.01E, 17 February 2023, "Joint Staff Awards, Identification Badges, and Flags for Joint Commands" is hereby superseded.

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3. Applicability. This instruction applies to the Joint Staff, Combatant Commands (CCMDs), and permanently established joint commands or activities reporting to or through the CJCS for award purposes.

4. Policy

a. Enclosure A of this instruction specifies the procedures for processing DoW military awards through the CJCS. It clarifies administrative procedures, but does not alter the policies established by references (a) and (b), which remain the authority for all DoW/joint military awards.

b. Enclosure B of this instruction specifies the policy and procedures to process joint civilian awards authorized by the CJCS.

c. Enclosure C of this instruction specifies the policy and procedures for the JCS ID Badge.

d. Enclosure D of this instruction specifies the policy and procedures for joint commands to display positional and distinguishing flags.

5. Definitions. See Glossary.

6. Responsibilities. The Joint Staff and all joint commands reporting to the CJCS for award purposes will adhere to the policy and procedures of this instruction. The Joint Staff Directorate for Manpower and Personnel, J-1 is responsible for ensuring the instruction is amended and updated as required.

7. Summary of Changes. This instruction:

a. Disestablishes the process for an internal Joint Staff Awards Board and re-establishes the Joint Staff Directorate (J-Dir) recommendation through Joint Staff J-1 to the Director, Joint Staff (DJS) approval process for all military, civilian, and unit awards and decorations for which the CJCS is the signature authority.

b. Delegates the authority to approve the Defense Meritorious Service Medal (DMSM), Joint Meritorious Civilian Service Medal (JMCMS), Outstanding Public Service Medal (OPSM), and below to the Vice Director, Joint Staff (VDJS) for all awards forwarded for adjudication by the Office of the Chairman of the Joint Chiefs of Staff (OCJCS), Office of the Vice Chairman of the Joint Chiefs of Staff (OVCJCS), or Office of the Director, Joint Staff (ODJS).

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- c. Eliminates the requirement to submit a narrative justification on Defense Superior Service Medal (DSSM) awards that are submitted on personnel occupying a division chief or above position of responsibility.
- 8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router Network (NIPRNET). DoW Components (to include the CCMDs) and other Federal agencies may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<https://dod365.sharepoint-mil.us/sites/JS-Matrix-DEL/SitePages/Home.aspx>>. Joint Staff activities may also obtain access via the SECRET Internet Protocol Router Network (SIPRNET) directives Electronic Library web sites.
- 9. Effective Date. This INSTRUCTION is effective upon signature.

For the Chairman of the Joint Chiefs of Staff:



FRED W. KACHER, VADM, USN  
Director, Joint Staff

## Enclosures

- A – Military Decorations and Awards
- B – Civilian Decorations and Awards
- C – Joint Chiefs of Staff Identification Badge
- D – Positional and Distinguishing Flags

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Distribution A and C, plus the following:

Under Secretary of War for Personnel and Readiness

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## ENCLOSURE A

### MILITARY DECORATIONS AND AWARDS

#### 1. Policies

- a. Service members of the U.S. Armed Forces permanently assigned to the Joint Staff and personnel assigned to joint commands or organizations that report to or through the CJCS are eligible for DoW decorations. These decorations include the Defense Distinguished Service Medal (DDSM), DSSM, DMSM, Joint Service Commendation Medal (JSCM), and Joint Service Achievement Medal (JSAM). The Service member must occupy a billet on the Joint Table of Distribution, the Joint Manning Document, or a Joint Table of Mobilization Distribution, and must have rendered superior meritorious service or outstanding achievement.
- b. Foreign military personnel assigned, attached, or detailed to a joint duty activity may be recommended for a DoW decoration; however, submission must adhere strictly to the requirements of section 9 of reference (a).
- c. Individual Mobilization Augmentees (IMAs) assigned to the Joint Staff in joint mobilization manpower billets, as reflected in joint mobilization augmentation documents, are fully eligible for DoW awards for achievement and service. Impact awards for IMAs, like their active counterparts, do not negate qualification for end-of-tour awards. Due to the unique nature of IMA service to the Joint Staff—specifically, the longer period of assignment—the following time periods are recommended, but not required, for award consideration to ensure parity with their active duty counterparts for awards:
  - (1) At the end of an activated period, the entire period of service prior to and including the activated period.
  - (2) After 6 years of IMA service, which approximates one total year of actual duty time, notwithstanding 1.c.(1) above.
- d. Except for the DDSM and DSSM, DoW decorations may be awarded to Service members, to include Reservists, on temporary duty with the Joint Staff IAW reference (b). Additionally, IAW reference (b), members of Service-specific units attached for operational, administrative, or exercise purposes are not eligible for DoW joint awards, but retain eligibility for awards from their respective Service. For Joint Staff personnel, the JSAM, rather than the JSCM, will normally recognize temporary, short-duration duties such as commissions, studies, or other special projects that have a significant impact on the Joint Staff

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or the DoW. Personnel who are attached to the Joint Staff for administrative panels, studies, special projects, or exercise purposes will not be eligible for a DoW decoration; however, these personnel may be recommended for a Service decoration IAW respective Service guidance. The number of decorations that may be awarded to an individual is not limited; however, only one decoration may be awarded for the same act, achievement, or period of service. In addition, DoW decorations may not be awarded to any Service member for an act, achievement, or overlapping period of service for which a Service decoration has been requested or awarded.

e. No more than one actual medal set may be presented to any one Service member. Each succeeding act, achievement, or decoration will be denoted by an oak leaf cluster worn on the suspension and service ribbon of the medal.

f. An appropriate DoW decoration may be awarded upon permanent change of station (PCS), retirement, or separation of a Service member if no other award is pending and no previous award has been made for the same act or period of service. DoW award recommendations must be based purely on the current joint Service tour and not the Service member's entire career or a portion thereof.

g. Recommendations for DoW awards may be classified; however, submitting commands or J-Dirs must ensure that all classified recommendations are submitted with an unclassified citation. Classified and special category award recommendations require special handling that could impede processing. The submission of classified awards should be avoided, when possible. To facilitate adjudication, file the classified account with the action officer or liaison office and refer to it in the last paragraph of the narrative citing the point of contact who can serve as a briefer if required.

h. Upon retirement from the Joint Staff, Service members may be recommended by the command for a Service decoration in lieu of a DoW award; under no condition will both awards be recommended or processed. When submission of a recommendation for a Service award is appropriate, the governing Service regulations apply. The award recommendation will be submitted IAW Service formats to the appropriate Service headquarters via the respective J-Dir. A request for a Service retirement award requires the endorsement of at least the first general officer/flag officer/senior executive service member (GO/FO/SES) in the Service member's chain of command. A copy of the Service award request must be given to the J-1 Personnel Services Division (PSD) Military Personnel Branch (MPB) to ensure inclusion in and tracking of the award with other retirement personnel requirements.

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- i. IAW reference (a), exception to policy (ETP) requests for awarding of the DSSM, DMSM, JSCM, or JSAM should be limited to those Service members who, in the opinion of the award authority, are performing joint duties IAW the definition of joint matters contained in section 668 of reference (d) (i.e., strategic-level joint duties). Requests for ETPs or procedures pertaining to DoW decorations will be forwarded to the DJS through the Joint Staff J-1. The request must be signed by the commander or director of the respective command or J-Dir. Disapproval of internal Joint Staff ETP requests may be made at any level.
- j. Recommendations for DDSMs should arrive in the Joint Staff Military Awards Section not earlier than (NET) 120 days and not later than (NLT) 90 days before the requested presentation date. DSSMs, Joint Meritorious Unit Awards (JMUAs), and Humanitarian Service Medals (HSMs) should arrive NET 90 days and NLT 60 days before the requested presentation date. DMSMs, JSCMs, and JSAMs should arrive NET 60 days and NLT 30 days prior to the presentation date. Forwarding an award to the next duty assignment is the preferred course of action for individuals who have had an abbreviated joint tour. IAW reference (b), the Joint Staff does not process mid-tour awards; forwarding an award recommendation to the new Joint Staff office for consolidation into the end of tour award is the appropriate way to handle internal staff transfers.
- k. A request for reconsideration of a disapproved or downgraded award recommendation should be submitted to the decision authority via the same chain of command as the original award. The award package will be clearly identified as a reconsideration request and include new, substantive, and relevant material evidence that was not available, or not known, when the original recommendation was considered. All new evidence will be clearly identified within the award package.

## 2. Responsibilities

### a. Chairman of the Joint Chiefs of Staff

(1) Reviews and makes recommendations on all Medals of Honor forwarded to the Secretary of War (SecWar) for approval.

(2) Makes recommendations to the SecWar on awarding of the DDSM for Joint Staff personnel and for personnel from joint commands or organizations that report to or through the CJCS. This authority is delegated to the DJS.

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(3) Serves as the command approval authority for the DSSM and below, JMUA, and HSM; campaign, expeditionary, and service awards; and other award initiatives being forwarded to the DoW for final decision. These authorities are delegated to the DJS.

(4) Directly approves award of the DSSM and below for members of the OCJCS. Awards directly approved by the CJCS are signed by the CJCS; awards not directly approved are forwarded to the VDJS for adjudication.

(5) Signs DSSM and JMUA certificates for awards approved by the DJS.

b. Vice Chairman of the Joint Chiefs of Staff

(1) Performs such duties related to DoW awards as the CJCS may direct and, pursuant to section 154(d) of reference (d), performs the duties of the CJCS during the absence of the CJCS.

(2) Directly approves award of the DSSM and below for personnel assigned to the OVCJCS. Awards directly approved by the VCJCS are signed by the VCJCS; awards not directly approved are forwarded to the VDJS for adjudication.

c. Director, Joint Staff

(1) Has been delegated approval or disapproval authority for awarding of the DSSM and below for Joint Staff personnel.

(2) Approves the JMUA, HSM, and ETPs for joint commands or organizations that report to or through the CJCS. DJS makes a recommendation on ETPs and issues that require the approval of the Under Secretary of War for Personnel and Readiness (USW(P&R)).

(3) Directly approves award of the DSSM and below for personnel assigned to the ODJS. DSSMs directly approved by the DJS are signed by the CJCS; DMSMs and below directly approved by DJS are signed by the DJS; awards not directly approved by DJS are forwarded to the VDJS for adjudication.

d. Vice Director, Joint Staff. Approves award of the DMSM, JSCM, and JSAM for personnel assigned to OCJCS, OVCJCS, or ODJS when those awards are not directly approved by the principal. The VDJS may act for the DJS when so designated.

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e. Joint Staff Directorates, National Defense University, and North Atlantic Treaty Organization Military Committee. The DJS has delegated authority to approve, disapprove, or downgrade the DMSM and below to the Directors of the Joint Staff Directorates (J-Directors), to include the Director of Management; the President of the National Defense University (NDU); and the U.S. Military Representative to the North Atlantic Treaty Organization (NATO). Further, the authority to approve the JSCM and JSAM may be delegated by the J-Directors to GO/FO/SES members in the supervisory chain; this must be done in writing, and a copy of the delegation must be forwarded to the J-1/PSD/Awards Branch (J-1 Awards).

f. Joint Staff Director for Manpower and Personnel, J-1

(1) Develops, publishes, and maintains an instruction governing policies and procedures to manage the Joint Staff Military Decorations and Awards Program.

(2) Makes recommendations or provides comments, as necessary, to senior leadership on award recommendations, including those submitted as ETPs.

(3) Directs, through J-1 Awards:

(a) The publication of individual award orders and notification documents on all awards approved by Joint Staff approval authorities.

(b) The procurement and issuance of the DSSM, DMSM, JSCM, and JSAM certificates, citations, and medal sets.

(c) The procurement and issuance of citations for the JMUA.

(4) Approves award issues forwarded to the USD(P&R) for award manual changes, reports, and ETPs on campaign awards unless specified by the DoW to be signed at a more senior level.

g. Heads of Joint Commands and Organizations. Ensure awards and award issues are submitted IAW references (a) and (b) in a timely manner to appropriately recognize joint personnel and units.

3. Guidelines for DoW Awards. The information that follows does not change the basic requirement for awards listed in Volume 4 of reference (b). It only serves to provide guidance on awards issued by the Joint Staff.

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- a. Defense Distinguished Service Medal. For exceptionally distinguished performance of duties that contributes to national security or DoW affairs at the highest levels. Normally, such responsibilities will be held by the most senior military personnel whose duties bring them into direct contact with the SecWar on a recurring basis, such as the CJCS, VCJCS, and commanders and deputy commanders of unified and specified commands.
- b. Defense Superior Service Medal. For superior meritorious service in a position of significant responsibility that clearly places the individual ahead of contemporaries. A significant position of responsibility is normally considered to be that of a division chief and above, as their duties entail a portfolio of programs and numerous assigned personnel. 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.
- c. Defense Meritorious Service Medal. For meritorious achievement or service that has been accomplished with distinction, although of a lesser degree than that required for award of the DSSM. The DMSM 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 circumstances 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.
- d. Joint Service Commendation Medal. For meritorious achievement or service that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries, although of a lesser degree than that required for award of the DMSM. The JSCM should be the basic award for the truly outstanding action officer.
- e. Joint Service Achievement Medal. For meritorious achievement or service that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries, although of a lesser degree than that required for award of the JSCM. This award shall 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. The use of this award should not be solely restricted to single instances of excellent performance (e.g., impact awards).
- f. Joint Meritorious Unit Award. Recognizes entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that

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involved national interests. The period of service for the JMUA is normally 1–3 years. The JMUA is intended to recognize the combined efforts of every member of an organization and must not be awarded based on the actions of a few individuals or subordinate unit(s) within the larger unit.

g. Other DoW Awards. All other awards, to include the Military Outstanding Volunteer Service Medal, may be administered by the Joint Staff; however, they should follow the respective award regulations of the Service of the member. Personal Service awards requested at retirement and the processing of all campaign, expeditionary, and service medals are typical examples of awards that require Service award regulation adherence. These awards should be processed through Service representatives in J-1/PSD/MPB.

## 4. Procedures for Submitting DoW Awards

a. Recommendations for DDSMs and DSSMs will be submitted by memo through J-1 Awards to the approval authority using the appropriate format shown in Appendix A to Enclosure A. Approvals of DMSMs, JSCMs, and JSAMs will be submitted to J-1 Awards using the format in Appendix B to Enclosure A. Citations for all awards will be submitted IAW Appendix C to Enclosure A. Citations for all awards will be submitted using the electronic version of DD Form 2409.

b. All DDSM and DSSM recommendations will be signed by J-Directors or Vice J-Directors for their respective activity. They will contain a cover memo, narrative, and draft citation (note: narratives are not required when a DSSM is for a division chief or above position). All DMSMs will be approved by the respective J-Director; JSCMs and JSAMs may be signed by the first GO/FO/SES in the chain of command when delegated in writing by the respective J-Director. Narratives for DMSM and below are submitted at the discretion of the respective J-Dirs.

c. Once placed in official channels, all recommendations that meet eligibility criteria will be forwarded to the designated authority for approval or disapproval, regardless of whether or not intermediate endorsing officials or commanders believe that the award criteria for the proposed decoration have been met. Placement in official channels is defined as when the recommendation has been signed by the initiating official and endorsed by a GO/FO/SES in the chain of command. DDSMs for the Joint Staff are not considered in official channels until endorsed by the DJS. DSSMs that require DJS approval will be considered to have been placed in official channels after the J-Director submitting the award has endorsed the submission. All requests for an ETP require DJS approval and may be disapproved by any level of the chain of command.

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- d. Each recommendation is evaluated on the merits of the justification submitted. Recommendations based on generalities, broad or vague terminology, superlative adjectives, or a recapitulation of duties performed do not provide adequate rationale for an award. Justification must be specific and factual, providing concrete examples of exactly what the person accomplished, how well the person accomplished it, what the impact or benefits were, and how the person significantly exceeded the expected performance of duty.
- e. The narrative justification for either the DDSM or the DSSM will not exceed three single-spaced typewritten pages. The narrative justification for the DMSM and below will not exceed two single-spaced typewritten pages. Paragraph or bullet format should be used to describe specific achievements or contributions. Normally, classified information should not be contained in the narrative; if the rationale for an award recommendation must be classified, the recommendation will require special handling and may take additional time to process.
- f. Supporting documentation should be included only when it is deemed essential to the recommendation. An example of this is an explanatory note on a request that does not meet award criteria and requires an ETP.
- g. When using acronyms in the narrative, initially spell out the complete term followed by the acronym in parentheses. Never use acronyms in a citation.
- h. Narrative margins cannot be less than one-half inch from the top, sides, and bottom of the paper's edge. Block format is preferred. Narratives and citations should be single-spaced and written in New Times Roman 12 point font. Citations cannot exceed 16 lines in length and must fit into the DD Form 2409. Both the certificate and citation are DD Forms that cannot be altered in style, font, or length. Note: The date used on the certificate should be as close to the actual signature date as is feasible; it is never predicated on the departure or presentation date, but rather on the approval date of the award.
- i. Inclusive dates for DoW awards are as follows:
  - (1) Permanent Change of Station. The day before the projected departure date.
  - (2) Separation. Same as date of separation.
  - (3) Retirement. One day before date of the retirement ceremony or departure from the staff.

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(4) In all cases, the inclusive dates will be for the period spent in the organization and will always end in the same month as the actual presentation date. Thus, the end date will not include temporary duty, terminal leave, or Skillbridge unless the presentation is following those periods of absence from the Joint Staff.

j. DoW decorations will not be awarded to any Service member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable.

k. Any DoW decoration for a distinguished act, achievement, or service may be revoked if facts, later determined, would have prevented original approval of the decoration.

(1) Recommending officials who become aware of such written instances must, within 30 days, report the circumstances and make recommendations through appropriate channels to the awarding authority for review and determination of appropriate action. Awarding authorities must seek advice from the OCJCS Legal Counsel in all cases where the appropriateness of the award action is in doubt.

(2) A decoration should be revoked if the basis for the award no longer exists (e.g., the Service member's PCS assignment was canceled or modified). Such requests are made by memo to J-1 Awards within 30 days of notification of the change.

(3) When it has been determined a DoW decoration should be revoked, the original orders will be revoked and the Service member's parent Service and requesting official will be notified in writing by J-1 Awards.

1. Requests for reconsideration of disapproved or downgraded awards to the original approving authority will be IAW the following guidance:

(1) Requests may be submitted only when new evidence is furnished to support approval of the recommendation. Requests may be appropriate if the proposed recipient's achievements were not fully documented in the original recommendation. The additional justification must be submitted on a memo addressed to the appropriate award authority, via DJ-1, and must not exceed two single-spaced typewritten pages.

(2) Requests must be placed in official channels within 1 year of the date of the awarding authority's decision.

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(3) Requests must be forwarded through the same official channels as the original recommendation. A copy of the original recommendation with all endorsements, the certificate, and the citation must be attached.

(4) One-time reconsideration by the award authority will be conclusive.

## 5. Joint Staff Certificates of Commendation and Appreciation

a. Description. These certificates are printed on 8.5 by 11-inch card stock. The embossed JCS seal is stamped at the top, followed by "The Joint Staff" on one line and either "Certificate of Commendation is presented to" or "Certificate of Appreciation is presented to" (as appropriate) on the next line. The Joint Staff Certificate of Commendation is a special form of recognition that is for accomplishments that do not warrant or cannot be recognized by the JSAM. The Certificate of Appreciation is for accomplishments or recognition below the Certificate of Commendation.

b. Authority. The authority to award these certificates is vested in the J-Directors and the delegated GO/FO/SES authorities for their respective personnel.

c. Eligibility. These certificates may be issued to military and civilian personnel assigned to the Joint Staff and to other personnel who support or have made a direct contribution to the mission accomplishment of the Joint Staff when no other award has been presented for the same act or service. The contribution may be connected with or related to official Joint Staff duties.

### d. Responsibilities

(1) J-Dirs are responsible for:

(a) Drafting the certificate and submitting it to J-1 Awards for processing.

(b) Obtaining approval from the their J-Director and presenting the completed certificate.

(2) J-1 Awards is responsible for maintaining paper stock, formatting tools, and certificate holders. Award folders are not used for certificates.

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## 6. Joint Staff Retirement Certificates

a. Description. These certificates are printed on 8.5 by 11-inch card stock. The embossed JCS seal is stamped at the top, followed by "Joint Staff Retirement Certificate" and then by "presented to." The certificate is a special form of recognition for personnel retiring while assigned to the Joint Staff. For the member's spouse, a Joint Staff Certificate of Appreciation is provided.

b. Authority. The authority to award these certificates is vested in the J-Directors and above for their respective personnel.

c. Eligibility. These certificates may be issued to military and civilian personnel assigned to the Joint Staff upon retirement.

### d. Responsibilities

(1) J-Dirs are responsible for drafting certificates, obtaining approval from their J-Director, and preparing completed certificates for presentation.

#### (2) J-1 Awards

(a) Provides certificate covers, as required, for member and spouse certificates.

(b) Supports the J-Dirs in all stock and format requirements.

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## APPENDIX A TO ENCLOSURE A

### FORMAT FOR RECOMMENDATIONS FOR AWARD OF THE DEFENSE DISTINGUISHED SERVICE MEDAL AND DEFENSE SUPERIOR SERVICE MEDAL

#### 1. General

- a. Recommendations for DDSMs and DSSMs will be submitted by memo (Figure 1) through J-1 Awards to the approval authority using the appropriate format. Citations for all awards will be submitted IAW Appendix C to Enclosure A.
- b. Joint Staff memos follow the format described in reference (f). Always use a new Joint Staff template to create a memo. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact the Secretary, Joint Staff (SJS) Actions Division (AD) Correspondence Management Branch (CMB) for assistance in accessing and using Joint Staff templates.
- c. Add a "THROUGH:" line to the memo in between the "MEMORANDUM FOR" and "SUBJECT" lines, separated by a blank line from each. Type the appropriate "THROUGH:" office in all caps a double space after the colon (i.e., JOINT STAFF DIRECTORATE FOR MANPOWER AND PERSONNEL, J-1 ATTN: PSD/AWARDS).

2. Attachments. An attachment is referred to as "the attached narrative, citation, etc." A draft citation is required; a narrative will only be listed if it is included.

3. References. Do not use references.

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THE JOINT STAFF  
WASHINGTON, DC 20318

Reply Zip Code:  
20318-XXX0

## MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

THROUGH: JOINT STAFF DIRECTOR FOR MANPOWER AND PERSONNEL, J-1  
ATTN: PSD/AWARDS

SUBJECT: Recommendation for Award of the [Defense Distinguished Service Medal or  
Defense Superior Service Medal, as applicable]

1. Under the provisions of Department of Defense (DoD) 1348.33-V4, the following Service member is recommended for award of the [Defense Distinguished Service Medal (DDSM) or Defense Superior Service Medal (DSSM), as applicable].

a. Grade, name, Service, and last four digits of Social Security Number.

b. Organization of assignment.

c. Duty assignment [title] at the time of act or service. Include Joint Table of Distribution, Joint Manning Document, or Joint Table of Mobilization Distribution position number from the Fourth Estate Manpower Tracking System. Excess positions are not valid.

d. Inclusive dates for which award is recommended.

e. The award is for [meritorious service or achievement, as applicable]. The Service member will [remain on station/be reassigned permanent change of station/be relieved or retired from active duty on <date>].

f. If presentation is desired before departure, state required presentation date. If presentation is desired at the follow-on duty station, state "The award will be forwarded to [complete mailing address, including ZIP code]."

g. Previous DoD/joint awards and inclusive dates (do not include Service awards or ribbons). List inclusive dates and provide copy of citation for all previous DoD awards received during inclusive dates of this recommendation.

2. The narrative description and citation are attached.

NAME, RANK, SERVICE  
Position/Title

Attachments:  
As stated

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Figure 1. DDSM/DSSM Memo Format

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Appendix A  
Enclosure A

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## APPENDIX B TO ENCLOSURE A

### FORMAT FOR RECOMMENDATIONS FOR AWARD OF THE DEFENSE MERITORIOUS SERVICE MEDAL, JOINT SERVICE COMMENDATION MEDAL, AND JOINT SERVICE ACHIEVEMENT MEDAL

#### 1. General

- a. Recommendations for DMSMs, JSCMs, and JSAMs will be submitted by memo (Figure 2) from the approval authority to J-1 Awards using the appropriate format. Citations for all awards will be submitted IAW Appendix C to Enclosure A.
- b. Joint Staff memos follow the format described in reference (f). Always use a new Joint Staff template to create a memo. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact SJS/AD/CMB for assistance in accessing and using the Joint Staff templates.

#### 2. Attachments. An attachment is referred to as “the attached narrative, citation, etc.”

#### 3. References. Do not use references.

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THE JOINT STAFF  
WASHINGTON, DC 20318

Reply Zip Code:  
20318-XXX0

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

THROUGH: JOINT STAFF DIRECTOR FOR MANPOWER AND PERSONNEL, J-1

SUBJECT: Recommendation for Award of the [as applicable]

1. Under the provisions of Department of Defense (DoD) 1348.33-V4, the following Service member is awarded the [appropriate award] for [meritorious service or achievement, as appropriate].
  - a. Grade, name, Service, and last four digits of Social Security Number.
  - b. Organization of assignment.
  - c. Duty assignment [title] at the time of act or service. Include Joint Manpower Program paragraph and/or line number or Joint Duty Assignment List number as appropriate.
  - d. Inclusive dates for which award is recommended.
  - e. Service member is to be [reassigned permanent change of station on <date>/relieved from active duty on <date>/retired from active duty on <date>/will remain assigned to <Directorate> (for achievement)].
  - f. If presentation is desired before departure, state required presentation date. If presentation is desired at the follow-on duty station, state "The award will be forwarded to [complete mailing address, including ZIP code]."
  - g. Previous DoD awards and inclusive dates (do not include Service awards or ribbons). List inclusive dates and provide copy of citation for all previous DoD awards received during inclusive dates of this recommendation.
  - h. No other award for this Service member for this action is pending and no previous award has been made for the act or service described herein.

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Figure 2. DMSM/JSCM/JSAM Memo Format

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2. The narrative description (no more than three pages) and citation (no more than one page of 16 lines in Times New Roman 12-point font) are attached. NOTE: A narrative may be required for the respective awarding authority's approval of the award; however, the narrative is not required for J-1/PSD Awards Branch to process the award certificate and citation for a Defense Meritorious Service Medal and below.

NAME, RANK, SERVICE  
Position/Title

Attachments:  
As stated

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Figure 2. DMSM/JSCM/JSAM Memo Format (Cont.)

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Appendix B  
Enclosure A

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## APPENDIX C TO ENCLOSURE A

### INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY RECOMMENDATIONS FOR AWARDS

1. Use DD Form 2409, "Defense Medal Citation."
2. The opening sentence must identify the awardee by grade, name, Service, duty assignment (except in cases where the act was not performed as part of a duty assignment), location, and inclusive dates.
3. The "from" and "to" dates in a citation must match those on the award recommendation. Only use one set of "from" and "to" dates. If the individual has had more than one duty title, all titles should be listed along with one set of dates to cover all titles. "From" and "to" dates must be specific. Example: "...while serving as Chief, \_\_\_\_\_, and Chief, \_\_\_\_\_, from 10 December 20XX to 10 December 20XX..."
4. The citation is a short description of the act, achievement, or service. It is specific, factual, and devoid of superfluous adjectives and other embellishment. It should not contain information not included in the narrative.
5. The closing should not be longer than one sentence, which will personalize the summation using the awardee's name and citing his or her attributes. The words "singularly" or "great" are not to be used in the closing sentence of citations for JSCM and JSAM.
6. The closing sentence should read: "The distinctive accomplishments of (name) reflect (great) credit upon [himself or herself], the United States (Army, Navy, Air Force, Marine Corps, Space Force) and the Joint Staff." The retirement closing sentence should read: "The distinctive accomplishments of (name) culminate a distinguished career in the service of his or her country and reflect (great) credit upon himself or herself, the United States (Army, Navy, Air Force, Marine Corps, Space Force) and the Joint Staff." "Great" should be included in the verbiage for DMSM and above awards.
7. Code names should not be used. Acronyms or abbreviations other than generational suffixes (e.g., Jr., Sr., II, III) are not used. For compound grade titles (e.g., Lieutenant Colonel, Staff Sergeant), the complete grade title is spelled out in the opening and closing sentence and the short title is used in the balance of the citation (e.g., Colonel, Sergeant). Avoid compound verbs. Wording such as "efforts have resulted..." should be shortened to "efforts resulted...".

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8. Reference (e) rules apply to capitalization.
9. Language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated.
10. Check unit heraldry to determine how numeric designations of units should read (e.g., 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven).
11. Avoid hyphenations. If a date is divided, only the year is carried over to the next line.

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## ENCLOSURE B

### CIVILIAN DECORATIONS AND AWARDS

#### 1. Responsibilities

- a. Chairman of the Joint Chiefs of Staff. Signs the Distinguished Public Service Medal (DPSM) and the Joint Distinguished Civilian Service Medal (JDCSM) for individuals recommended by the Combatant Commanders (CCDRs), Joint Staff, and heads of joint activities that report to or through the CJCS. The CJCS may directly approve all civilian awards for individuals assigned to the OCJCS or who interact directly with CJCS. If not directly approved, CJCS may submit OCJCS awards to the VDJS for appropriate adjudication.
- b. Vice Chairman of the Joint Chiefs of Staff. Performs duties related to civilian awards program as the CJCS may direct and assumes the CJCS' responsibilities during the CJCS' absence. The VCJCS may approve and sign all civilian awards for those individuals assigned to OVCJCS. If not directly approved, the VCJCS may submit OVCJCS awards to the VDJS for appropriate adjudication.
- c. Combatant Commanders. Approve the JMCSM and below for those individuals assigned to the CCMDs. CCDRs approve the OPSM for those personnel not assigned to their command that meet the award criteria. This authority may be delegated at the discretion of the CCDR to O-9 commanders and the CCMD Chief of Staff.
- d. Director, Joint Staff. As delegated by the CJCS, serves as an approval authority for the JDCSM and DPSM. The DJS may approve all civilian awards for the ODJS. If not directly approved, DJS may submit ODJS awards to the VDJS for appropriate adjudication.
- e. Vice Director, Joint Staff. Performs duties related to the DJS civilian awards as the DJS may direct and assumes responsibilities of the DJS during the DJS' absence. The VDJS reviews all award recommendations submitted for the DJS decision. The VDJS is delegated approval authority for awards directed for adjudication by OCJCS, OVCJCS, and ODJS. VDJS may sign the OPSM, JMCSM, and lower awards directed from OCJCS, OVCJCS, and ODJS.
- f. J-Dirs and Organizations. The J-Directors and directors of organizations under the CJCS, if an O-7 or SES equivalent, approve the OPSM and the JMCSM and below for those personnel assigned to their respective J-Dirs.

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They may delegate the authority to approve the Joint Civilian Service Commendation Medal (JCSCM) and Joint Civilian Service Achievement Medal (JCSAM) to their O-7 and above or equivalent SES personnel.

g. Joint Staff Director for Manpower and Personnel, J-1

(1) Develops, publishes, and maintains the CJCSI governing policies and procedures to manage the CJCS' Civilian Awards Program.

(2) Directs, through J-1 Awards, the procurement and issuance of appropriate certificates, citations, and medal sets.

2. Chairman of the Joint Chiefs of Staff Civilian Awards

a. Distinguished Public Service Medal. This is the highest honorary public service award within the approval authority of the CJCS. It consists of a gold medal, lapel pin, citation, and certificate signed by the CJCS.

(1) Eligibility. Nominee(s), who may be an individual, group, or organization:

(a) Do not derive their principal livelihood from U.S. Government (USG) employment.

(b) Have performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the Joint Staff, CCMDs, or organizations that report to or through the CJCS.

(c) Have rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship, and a sense of public responsibility.

(2) The medal may only be awarded to an individual once in their career. Rank and PCS are not specific qualifying factors. The service or achievement should have significant impact across multiple joint organizations; the OPSM is the more appropriate award for impact or achievement within a specific command.

(3) The service or achievement should have had the direct attention of or led to direct interaction with the CJCS.

(4) If the award is for a foreign individual, an appropriate endorsement from the U.S. Defense Attaché Office (DATT) and a counterintelligence (CI)

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check from the Joint Staff Directorate for Intelligence, J-2 must be secured prior to final approval.

(5) The final approval authority may deviate from the specific criteria listed above for exceptional cases. Submitting authorities should specifically address the rationale for such exceptions in their cover memo.

b. Outstanding Public Service Medal. This is the second highest honorary public service award under the approval authority of the CJCS. It consists of a silver medal, lapel pin, citation, and certificate signed by the approval authority.

(1) Eligibility. Nominee(s), who may be an individual, group, or organization:

(a) Do not derive their principal livelihood from USG employment.

(b) Have performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the Joint Staff, CCMDs, or organizations that report to or through the CJCS. Contributions must be of a significant level but less in scope or impact than is required for award of the CJCS' DPSM.

(c) Have rendered service or assistance at considerable personal sacrifice, motivated by patriotism, good citizenship, and a sense of public responsibility.

(2) Rank and PCS are not specific qualifying factors. The service or achievement should have significant impact across the specific joint organization.

(3) The service or achievement should have had the direct attention of or led to direct interaction with the CCDR or the specific organization's commander or director.

(4) If the award is for a foreign individual, an appropriate endorsement from the DATT and a CI check from the Joint Staff J-2 must be secured prior to final approval.

c. Joint Distinguished Civilian Service Medal. This is the highest-ranking civilian service award under the approval authority of the CJCS. It consists of a gold medal, lapel pin, citation, and certificate signed by the CJCS.

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(1) Eligibility. This award is granted to any Federal government civilian employee of the Joint Staff, CCMDs, or joint organizations reporting to or through the CJCS—or to any other Federal government employee designated by the CJCS—for service that far exceeds the contributions and service of others with comparable responsibilities, and whose contributions are of a significantly broad scope.

(2) An employee may receive this award only once. Thus, the award should not be recommended for personnel transferred to other joint commands or who may return to a joint command in the future (e.g., an Intelligence Analyst that leaves a CCMD for the Defense Intelligence Agency (DIA) might then transfer to another CCMD).

(3) Receipt of this award may be the basis for nominating an employee for other recognition, such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecWar or Service award for the same service.

(4) When retirement is involved, time in service is not necessarily a qualifying factor; however, personnel with more than 20 years of total service in the Joint Staff and/or the CCMDs should be considered. Retirement with less than 20 years of service may more appropriately be recognized by the JMCSM. Military service is not considered when computing total civilian service.

(5) Rank and PCS are not specific qualifying factors. The service or achievement should have significant impact across all joint organizations. The JMCSM is the more appropriate award for impact or achievement within a specific command. The level of service or achievement for this award should have had the direct attention of or led to direct interaction with the CJCS.

(6) The final approval authority may deviate from the specific criteria listed above for exceptional cases. Submitting authorities should specifically address the rationale for such exceptions in their cover memo.

d. Joint Meritorious Civilian Service Medal. The second highest-ranking civilian service award and the highest award approved in the CCMDs and other joint organizations. It consists of a silver medal, lapel pin, citation, and certificate signed by the approval authority.

(1) Eligibility. Granted to any Federal government civilian employee of the Joint Staff, CCMDs, or joint organizations reporting to or through the CJCS—or to any other Federal government employee—who has provided

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exceptionally meritorious service of major significance to joint organizations, but less in scope or impact than is required for award of the JDCSM.

(2) Receipt of this award may be the basis for nominating an employee for other recognition, such as for outstanding performance, but an individual cannot receive both a CJCS award and a SecWar or Service award for the same service or time period.

(3) If the award is for short-duration deployments and special details, it would be more appropriate to consider the JCSCM or JCSAM. The JMCSM must be processed through to the CCDR or DJS when nominated, and is rarely approved for impact.

(4) Personnel should normally have 5 or more years of total service in the Joint Staff and/or the CCMDs to be considered for this award.

(5) Rank and PCS are not specific qualifying factors. The service or achievement should have had an impact across the specific joint organization. The level of service or achievement for this award should have had the direct attention of or led to direct interaction with the CCDR of assignment, or with the DJS, if assigned to the Joint Staff.

e. Joint Civilian Service Commendation Medal. The second highest-ranking joint civilian service award under the approval authority of the CCDRs and heads of joint organizations. Approval authority may be further delegated to the military equivalent level for award of the JSCM. It consists of a medal, lapel pin, citation, and certificate signed by the approval authority.

(1) Eligibility. Granted to any Federal government civilian employee of the Joint Staff, CCMDs, or joint organizations reporting to or through the CJCS—or to any other Federal government employee assigned to joint organizations under the CJCS and designated by the CCDR or head of the joint organization—who provided commendable service or an achievement of major significance to the DoW, but of lesser scope or impact than required for award of JMCSM.

(2) Receipt of this award may be the basis for nominating an employee for other recognition, such as civilian of the year programs and DoW Annual Awards Programs, but an individual cannot receive a CJCS award, and a Service or SecWar award for the same service.

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(3) Factors to consider for this award include: a specific, long-term program impact; a deployment of more than 365 days; or a PCS for a tour lasting 3-5 years.

f. Joint Civilian Service Achievement Medal. The third highest-ranking joint civilian service award under the approval authority of the CCDRs and heads of joint organizations. Approval authority may be further delegated to the military equivalent level for award of the JSAM. It consists of a medal, lapel pin, citation, and certificate signed by the approval authority of the joint organization.

(1) Eligibility. This award is granted to any Federal government civilian employee of the Joint Staff, CCMDs, or joint organizations reporting to or through the CJCS—or to any other Federal government employee assigned to joint organizations under the CJCS and designated by the CCDR or head of the joint organization—who has provided commendable service or an achievement of major significance to the DoW, but of lesser scope or impact than required for award of the JCSCM.

(2) Receipt of this award may be the basis for nominating an employee for other recognition, such as civilian of the year programs and DoW Annual Awards Programs, but an individual cannot receive a Joint Service, CJCS award, and a SecWar award for the same service.

(3) Factors to consider for this award include a specific, short-term program impact; a deployment of less than 365 days; or a PCS for a tour lasting 1-3 years.

## 3. Procedures for Recommendation of Chairman of the Joint Chiefs of Staff Civilian Awards

a. Recommendations for CJCS' civilian awards will be submitted by memo to the CJCS using the format shown in Appendix A of Enclosure B for the JDCSM and DPSM. Recommendations for the OPSM and JMCSM and below will be submitted by a similar memo addressed to the respective approval authority. Recommendations may be submitted at any time and will include a narrative justification and proposed citation.

b. Each recommendation is evaluated on the merits of the justification submitted. Recommendations based on generalities, broad or vague terminology, superlative adjectives, or a recapitulation of duties performed do not provide adequate rationale for award. Justification must be specific and factual, providing concrete examples of exactly what the nominee accomplished, how well

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the nominee accomplished it, what the mission impact or benefits were, and how the nominee significantly exceeded the expected performance of duty.

- c. The narrative justification will not exceed two single-spaced, typewritten pages. Use paragraph or bullet form to describe specific achievements or contributions. Include supporting documentation only when essential to the recommendation.
- d. Establish acronyms by spelling out the complete name, followed by the acronym in parentheses. Do not use acronyms in the citation.
- e. Margins cannot be less than one-half inch from the top, sides, and bottom of the paper's edge. Block format is preferred.
- f. All recommendations must include the acknowledgement that another award has not been submitted for the nominated individual.
- g. All recommendations for the CJCS' JDCSM and DPSM must have the signature of the CCDR or the director of the specific joint organization.
- h. Submit J-Director-approved awards to J-1 Awards for processing. JMCSA and OPSA awards must be signed by the respective J-Director; lower awards may be signed by an O-7 or SES as designated by the J-Director.
  - i. Recommendations for personnel not permanently assigned must have the acknowledgement of the individual's permanent command if the award is the JDCSM or JMCSM.
  - j. Recommendations for the CJCS JDCSM and DPSM should be received 60 days prior to the presentation date. Recommendations for the CJCS JMCSM, OPSM, JCSCM, and JCSAM should be received 30 days prior to presentation date.

## 4. Secretary of War Civilian Awards

- a. The Joint Staff does not solicit DoW awards unless the action or interaction is at the DoW level. IAW DoW Civilian Awards, the recommendation must be signed by the CJCS. Recommendations for DoW civilian awards should be received NLT 90 days prior to the presentation date.
- b. CCMDs do not forward DoW civilian awards through the Joint Staff; they forward through the respective Executive Agent for civilian employees and the Service Secretary to DoW.

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- c. Ensure adherence to DoW Civilian Award guidelines for submission of packages.

## 5. Procedures for Length of Service Awards

- a. The Length of Service Award for civilian personnel denotes the number of years of service to the Federal government. It is awarded starting at the 10th year of service and every 5th year thereafter. The award includes a lapel pin and a certificate denoting the specific number of years served. The length of service includes a total of all Federal government service (e.g., 10 years with Department of State and 5 years with DoW equates to 15 years of service for award purposes).
- b. Nominations for the Length of Service Award are normally automatic, based on number of years served and do not require additional or supporting documentation. The servicing Human Resources Office submits a list of personnel who qualify for specific awards to the J-1/PSD Civilian Personnel Branch (CPB). CPB coordinates with the J-Dir's military secretariat (MILSEC) to validate the listing, and prepares the certificates for the CJCS if the service is 30 or more years or for the DJS if the service is 15–25 years. If a qualified individual is not on the listing, the MILSEC submits a memo to CPB with the name and years of service; CPB will validate the years of service and, if qualified, prepare the certificate. CPB also orders and stocks Length of Service pins.

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## APPENDIX A TO ENCLOSURE B

### FORMAT FOR RECOMMENDATION FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF CIVILIAN AWARDS

#### 1. General

- a. Recommendations for CJCS civilian awards will be submitted by memo (Figure 3) through J-1 Awards to the approval authority using the appropriate format. Citations for all awards will be submitted IAW Appendix B to Enclosure B.
- b. Joint Staff memos follow the format described in reference (f). Always use the Joint Staff templates to create a memo. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact SJS/AD/CMB for assistance in accessing and using Joint Staff templates.
- c. Add a "THROUGH:" line to the memo in between the "MEMORANDUM FOR" and "SUBJECT" lines, separated by a blank line from each. Type the appropriate "THROUGH:" office in all caps a double space after the colon (i.e., JOINT STAFF DIRECTOR FOR MANPOWER AND PERSONNEL, J-1).

2. Attachments. An attachment is referred to as "the attached narrative, citation, etc."

3. References. Do not use references.

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THE JOINT STAFF  
WASHINGTON, DC 20318

Reply Zip Code:  
20318-XXXX

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

THROUGH: JOINT STAFF DIRECTOR FOR MANPOWER AND PERSONNEL, J-1

SUBJECT: Recommendation for Award of the [as applicable]

1. Under the provisions of Chairman of the Joint Chiefs of Staff Instruction 1100.01F, the following individual is recommended for award of the [as applicable].
  - a. Grade and name of nominee.
  - b. Organization of assignment or employment (if applicable).
  - c. Current position.
  - d. Inclusive dates for which award is recommended.
  - e. Desired presentation date.
  - f. Reason for award (e.g., service, retirement, reassignment).
2. The narrative description and citation are attached.

NAME, RANK, SERVICE  
Position/Title

Attachments:  
As stated

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Figure 3. CJCS Award Memo Format

B-A-2  
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Appendix A  
Enclosure B

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## APPENDIX B TO ENCLOSURE B

### INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY RECOMMENDATIONS FOR AWARDS

1. The opening sentence must identify the awardee's name, duty assignment (if they are receiving either the CJCS' JDCSA or the CJCS' JMCSA), location, and inclusive dates.
2. The "from" and "to" dates in a citation must match those on the award recommendation. Only use one set of "from" and "to" dates. If the person has had more than one duty title, all titles should be listed, along with one set of dates to cover all titles. "From" and "to" dates must be specific. For example, "...while serving as Chief of \_\_\_\_\_ and Chief of \_\_\_\_\_ from 10 December 20XX to 10 December 20XX," or, "For distinguished public service in recognition of extraordinary contributions to the DoW from 10 December 20XX to 10 December 20XX."
3. The citation is a short description of the act, achievement, or service. It is specific, factual, and devoid of superfluous adjectives and other embellishment. It should not contain information not included in the narrative.
4. The closing should not be longer than one sentence, which will personalize the summation using the awardee's name and citing his or her attributes.
5. The closing sentence should read: "The distinctive accomplishments of (name) reflect (great) credit upon (himself/herself) and the Department of War." "Great" should be included for all awards JMCSA and above.
6. Do not use code names. No acronyms or abbreviations other than generational suffixes (e.g., Jr., Sr., II, III) should follow the individual's name. Avoid compound verbs. Wording such as "efforts have resulted" should be shortened to "efforts resulted."
7. Reference (e) rules apply to capitalization.
8. Language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated.
9. Check unit heraldry to determine how numeric designations of units should read (e.g., 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven).

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10. Citations for all CJCS civilian awards must be formatted on the Joint Staff Civilian Citation Form. No acronyms are used in citations.

11. Avoid hyphenations and acronyms. If a date is divided, only the year is carried over to the next line.

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ENCLOSURE C

## JOINT CHIEFS OF STAFF IDENTIFICATION BADGE

### 1. Active Duty Military

a. The JCS ID Badge is only awarded to Joint Staff Service members. Joint Staff military personnel are authorized to wear the JCS ID Badge during their permanent assignment to one of the approved organizations listed in paragraph 9 of this enclosure. For permanent award of the badge, personnel must be assigned to a qualifying position for at least 365 consecutive days and have been recommended for approval by their respective organization approval authorities. PSD will compute qualifying service time from the date the individual reports for duty with the Joint Staff to the date the individual out-processes. For personnel assigned to the Joint Staff J-2, NDU, or other qualifying organizations, their respective personnel office will compute eligibility time.

b. Upon assumption of duties, the following are eligible for immediate wear and permanent award of the JCS ID Badge:

(1) JCS and Service Vice Chiefs of Staff, including the National Guard Bureau (NGB) Chief and Vice Chief of Staff.

(2) Service and NGB Operations Deputies and Deputy Operations Deputies.

(3) Service and NGB Planners.

(4) The four Service members of the Joint Requirements Oversight Council Review Board.

2. Reserve Component Service Members. Reserve Component (RC) Service members are eligible to wear the JCS ID Badge if assigned to any of the organizations listed in paragraph 9 of this enclosure. Further, RC members on active duty for operational support are eligible for permanent award of the JCS ID Badge once they have served for 365 consecutive days. Reservists assigned to IMA positions are eligible for permanent award after being assigned for 2 years and performing satisfactorily on active duty in the augmentee position for 24 or more days on or after 1 August 1991. J-1/PSD will compute the qualifying service beginning with the date the individual actually reports for duty with the Joint Staff.

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3. Civilian Personnel. Civilian personnel do not receive the JCS ID Badge. Upon reporting to an approved organization, civilian personnel are issued the JCS ID Badge Lapel Pin. As there is no personnel system entry applicable to civilian personnel, permanent wear of the Lapel Pin is not required.

4. Foreign Personnel. Foreign military personnel serving as exchange officers are eligible to wear the JCS ID Badge if they are assigned to one of the organizations listed in paragraph 9. Permanent uniform wear is subject to the rules and regulations of their country.

5. Exceptions. The VDJS will consider eligibility to wear and receive permanent award of the badge to U.S. Service members on a case-by-case basis as an ETP. Recommendations for award in these cases must be for extraordinary circumstances and submitted to the VDJS through DJ-1 by a GO/FO/SES.

6. Awarding Authority. Authority to permanently award the JCS ID Badge is vested in the CJCS; this authority is delegated to the VDJS. Prior to permanent award, the J-Directors and heads of other organizations specified in paragraph 9 will verify individual eligibility IAW paragraphs 1 and 2. The VDJS, J-Directors, and heads of organizations may further delegate this verification to their executive assistants or MILSECs.

## 7. Procedures

a. For those personnel assigned to eligible activities that are funded directly by the Joint Staff, the J-1/PSD will issue one large and one miniature badge to assigned Service members upon completion of the Joint Staff Training Program. If stolen—not due to negligence—or if defective, J-1/PSD will replace the badge at no expense to the individual. However, each individual must submit written justification to J-1/PSD requesting a replacement badge. If the badge is lost, the individual is responsible for its replacement.

b. J-1 Awards will provide J-Dirs and organizations with the names of individuals who are eligible for permanent award of the JCS ID Badge. J-Directors, or their designated representatives, will approve or disapprove each individual, annotate corrections on the roster, and return the original signed report to J-1 Awards.

c. J-1 Awards will prepare orders for permanent award of the JCS ID Badge and forward them to the respective J-Dir or organization.

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d. For those additional eligible activities that are not directly funded by the Joint Staff, the organization will purchase and issue badges as required by their organizations, issue permanent orders for qualified personnel, ensure the appropriate service record documentation, and provide J-1 Awards a monthly roster by name, organization, and date assigned of personnel eligible for the permanent award of the JCS ID Badge.

8. Manner of Wear. Authorized Service members may wear the JCS ID Badge while assigned to the Joint Staff. Service members will wear the JCS ID Badge IAW Service regulations. The miniature badge may be worn interchangeably with the traditional badge as determined by individual Service uniform regulations. The badge will not be worn on the overcoat or raincoat. The order authorizing permanent eligibility constitutes authority for wearing the badge after departing the staff.

9. Organizations Eligible for the JCS ID Badge

- a. OCJCS, to include personnel specifically detailed to the OCJCS.
- b. ODJS.
- c. Joint Staff Directorate for Personnel and Manpower, J-1.
- d. Joint Staff Directorate for Operations, J-3.
- e. Joint Staff Directorate for Logistics, J-4.
- f. Joint Staff Directorate for Strategy, Plans, and Policy, J-5.
- g. Joint Staff Directorate for Command, Control, Communications, and Computers/Cyber, J-6.
- h. Joint Staff Directorate for Joint Force Development, J-7.
- i. Joint Staff Directorate for Joint Force Structure, Resources, and Assessment, J-8.
- j. Joint Staff Directorate of Management.
- k. U.S. Delegation, United Nations Military Staff Committee (4 billets).
- l. U.S. Representative, NATO Military Committee (32 billets).

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m. U.S. Military Representative, United States-Canada Permanent Joint Board on Defense (1 billet).

n. DIA (limited to the Director, DIA and personnel assigned to Joint Staff J-2).

o. Full-time National Military Command Center (NMCC) and National Military Joint Intelligence Center personnel from the following agencies:

(1) Air Force Pentagon Communications Agency (AFPCA), 844th Communications Group (limited to 10 OCJCS and OVCJCS communications personnel); Joint Staff Operations and Maintenance Directorate (JSOMD) (limited to 10 Operator Console billets and 75 AFPCA personnel assigned to JSOMD).

(2) Defense Information System Agency (59 billets, limited to 27 Communication Watch Section billets, 5 Command and Control Liaison Officer billets, 7 Visual Recording Facility billets, and 20 Operational Warning Branch billets).

(3) Cryptologic Services Group (24 billets, limited to 1 Chief, 1 Deputy Chief, 1 Chief of Operations, 1 System Administrator, 20 analysts).

(4) Other DoW agency augmentees and liaison officers/non-commissioned officers assigned to the NMCC (personnel must have specific orders assigning them to the Joint Staff for duty by their parent organizations).

p. Joint Staff interns and Joint Staff enlisted aides.

q. Joint Staff Military Security Force.

r. U.S. National Military Representatives to Supreme Headquarters Allied Powers Europe (21 billets).

s. Service and NGB Joint Action Control Officers.

t. Joint Theater Air and Missile Defense Organization.

u. Joint Requirements Office for Chemical, Biological, Radiological and Nuclear Defense.

v. Joint Unmanned Aerial Systems Center of Excellence (J-8).

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- w. Joint Center for International Security Force Assistance.
- x. Joint Information Operations Warfare Center (J-3).
- y. Joint Personnel Recovery Agency (J-7).
- z. NDU (J-7).

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ENCLOSURE D

## POSITIONAL AND DISTINGUISHING FLAGS

### 1. Positional Flags

- a. Positional flags are authorized to indicate the official status or rank of certain civilian and military officials of the Federal government.
- b. Positional flags within the Joint Staff will be 4 feet 4 inches by 5 feet 6 inches and are authorized for the CJCS and VCJCS.

### 2. Distinguishing Flags

- a. Distinguishing flags are symbolic of the spirit and history of the joint organization for which they are authorized. Only permanent joint activities commanded by officers O-5 or above are authorized distinguishing flags.
- b. Flag size will be 4 feet 4 inches by 5 feet 6 inches for CCMDs, and 3 feet by 4 feet for other authorized joint activities as defined above.

### 3. Streamers

- a. Joint activities that have been awarded a unit commendation, Service, or campaign award may display the respective streamer on their distinguishing flag.
- b. Silver and bronze stars will be used on campaign or Service award streamers to denote specific phases designated for a campaign, and numerals will be used on unit award streamers to denote the total number approved.
- c. A joint activity that is not authorized a distinguishing flag will not be awarded a streamer. Further, activities with a distinguishing flag are authorized only those campaign streamers for action in which the activity directly participated.
- d. Before awarding a campaign streamer, campaign participation credit will be verified and recorded by the CCMD historical office for a joint approved award or the respective Service historical office for non-joint awards. Since entitlement to streamers is keyed to campaign participation and unit awards earned, upon verification individual units will make determination of personnel eligibility at the local level.

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e. Service units that are assigned to a joint task force (JFT) or joint activity are not eligible to be awarded a JMUA IAW reference (a), and are not permitted to carry a JMUA streamer.

## 4. Authorization

- a. All CCMDs are authorized to carry distinguishing flags.
- b. Unless established under a permanent joint manpower document, JTFs and other joint activities are not authorized to carry distinguishing flags. Validation may be obtained from the Joint Staff J-1 Human Capital Division.
- c. Authorization for a distinguishing flag for permanent JTFs and joint activities reporting to the CCDRs must be endorsed by the CCDR and approved by the Joint Staff.
- d. Joint activities authorized to display distinguishing flags must request assistance from The Institute of Heraldry (TIOH) in designing and preparing the manufacturing specifications and drawings for the official flag. The joint activity is then responsible for the ordering and purchase of the approved flag IAW TIOH specifications.

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ENCLOSURE E

## REFERENCES

- a. DoDI 1348.33 Change 7, 21 May 2025, “DoD Military Decorations and Awards Program”
- b. DoDM 1348.33 Change 4, 7 May 2021, “Manual of Military Decorations and Awards: DoD Service Awards Campaign, Expeditionary, and Service Medals, Volumes 1 through 4”
- c. DoDI 1348.19, 5 May 2020, “Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments”
- d. Title 10, U.S. Code
- e. U.S. Government Publishing Office, 12 January 2017, *Style Manual*
- f. JSG 5711, 25 April 2025, “Editorial Guidance and Accepted Usage for Joint Staff Correspondence”

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## GLOSSARY

### PART I – ABBREVIATIONS AND ACRONYMS

AD	Actions Division
AFPCA	Air Force Pentagon Communications Agency
CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	CJCS Instruction
CMB	Correspondence Management Branch
CPB	Civilian Personnel Branch
DIA	Defense Intelligence Agency
DDSM	Defense Distinguished Service Medal
DJ-1	Joint Staff Director for Manpower and Personnel, J-1
DJS	Director, Joint Staff
DMSM	Defense Meritorious Service Medal
DoDI	Department of Defense Instruction
DOM	Directorate of Management
DPSM	Distinguished Public Service Medal
DSSM	Defense Superior Service Medal
ETP	exception to policy
GO/FO	general officer/flag officer
IAW	in accordance with
IMA	Individual Mobilization Augmentee
J-1	Joint Staff Directorate for Manpower and Personnel
J-2	Joint Staff Directorate for Intelligence
J-3	Joint Staff Directorate for Operations
J-4	Joint Staff Directorate for Logistics
J-5	Joint Staff Directorate for Strategy, Plans, and Policy
J-6	Joint Staff Directorate for Command, Control, Communications, and Computers/Cyber
J-7	Joint Staff Directorate for Joint Force Development
J-8	Joint Staff Directorate for Force Structure, Resources, and Assessment
J-Dir	Joint Staff Directorate
J-Director	Director of a Joint Staff Directorate

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JCS ID	Joint Chiefs of Staff Identification
JCSAM	Joint Civilian Service Achievement Medal
JCSCM	Joint Civilian Service Commendation Medal
JDCSM	Joint Distinguished Civilian Service Medal
JMCSM	Joint Meritorious Civilian Service Medal
JMUA	Joint Meritorious Unit Award
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
JSOMD	Joint Staff Operations and Maintenance Directorate
MILSEC	military secretariat
MPB	Military Personnel Branch
NATO	North Atlantic Treaty Organization
NDU	National Defense University
NET	not earlier than
NGB	National Guard Bureau
NIPRNET	Non-Secure Internet Protocol Router Network
NLT	not later than
NMCC	National Military Command Center
OCJCS	Office of the Chairman of the Joint Chiefs of Staff
ODJS	Office of the Director, Joint Staff
OPSA	Outstanding Public Service Award
OPSM	Outstanding Public Service Medal
OVCJCS	Office of the Vice Chairman of the Joint Chiefs of Staff
PCS	permanent change of station
PSD	Personnel Services Division
SecWar	Secretary of War
SES	Senior Executive Service
SIPRNET	SECRET Internet Protocol Router Network
SJS	Secretary, Joint Staff
TIOH	The Institute of Heraldry
USD(P&R)	Under Secretary of War for Personnel and Readiness
USG	U.S. Government
VCJCS	Vice Chairman of the Joint Chiefs of Staff
VDJS	Vice Director, Joint Staff

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## PART II – DEFINITIONS

Department of War awards or decorations. In this instruction, “Department of War (DoW) awards” and “DoW decorations” are synonymous and refer to the following awards: Defense Distinguished Service Medal, Defense Superior Service Medal, Defense Meritorious Service Medal, Joint Service Commendation Medal, Joint Service Achievement Medal, Joint Meritorious Unit Award, and Humanitarian Service Medal.

joint. For eligibility for Department of War (DoW) decorations, the term “joint” connotes activities, operations, or organizations in which elements of more than one Service, as reflected in the Joint Table of Distribution, Joint Manning Document, or Joint Table of Mobilization Distribution, perform joint missions under the auspices of the Chairman of the Joint Chiefs of Staff or the commander of a unified command. Support elements of such organizations composed of one Service are not considered elements of a joint organization nor are they eligible for DoW decorations.

meritorious service. Meritorious service is 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.

outstanding achievement. An outstanding achievement is 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 award 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 or decoration and when delaying such recognition until completion of the individual’s period of service would diminish the significance of the accomplishment. Impact time periods are less than 1 year.

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