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

References:


c. DoDI 1348.19, 3 February 2014, “Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments”

1. Purpose. This instruction:

   a. Provides guidance and instructions on preparing, submitting and processing recommendations for Department of Defense (DoD) awards. This instruction will establish procedures for DoD awards, 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 the DoD policies on awarding trophies and similar devices to military 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 distinguishing flags and streamers for joint commands and flags for designated positions in accordance with references a and b.
d. Establishes policy authorizing the wear and permanent award of the Joint Chiefs of Staff Identification (JCS ID) Badge.

2. **Superseded/Canceled.** CJCS Instruction (CJCSI) 1100.01C, 31 October 2008, is hereby superseded. CJCSI 1120.01D, 09 April 2012, and CJCSI 1310.01E, 25 June 2013 are hereby cancelled.

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

4. **Policy and Procedures.**

   a. Enclosure A of this instruction specifies the procedures for processing DoD military awards through the CJCS. Though it clarifies administrative procedures, it does not alter the policies established by references a and b which remain the authority for all 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 JS Identification Badge.

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

5. **Responsibilities.** The JS and all joint commands reporting to the CJCS will adhere to the policy and procedures of this instruction. The JS Manpower and Personnel Directorate (J-1) is responsible for ensuring the instruction is updated and amended as required.

6. **Summary of Changes**

   a. This instruction has consolidated the previously issued Awards, Badge, and Flag instructions into one CJCSI.

   b. It specifies new processing procedures to allow JS directors to both approve and sign specific military and civilian award certificates.

   c. It includes specific changes to award eligibility criteria for all civilian awards and the delegation of civilian award authority for the Meritorious Civilian Service Award and the Outstanding Public Service Award (OPSA) to CCMDs.
d. It updates the list of units allowed to wear the JCS ID Badge and details the new administrative documentation of an order to permit permanent wear for Service members.

7. **Releasability.** UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DOD Components (to include the Combatant Commands) and other Federal agencies may obtain copies of this directive via the NIPRNET CJCS Directives Electronic Library at <http://www.jcs.mil/library>. Joint Staff activities may also obtain access via the SIPR Directives Electronic Library web sites.

8. **Effective Date.** This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

KENNETH F. MCKENZIE, JR.
LtGen, U.S. Marine Corps
Director, Joint Staff

Enclosures:

A -- Military Decorations and Awards
B -- Civilian Decorations and Awards
C -- Joint Staff Identification Badge
D -- Positional and Distinguishing Flags
GL -- Glossary
ENCLOSURE A

MILITARY DECORATIONS AND AWARDS

1. Policies
   a. Service members of the U.S. Armed Forces permanently assigned to the JS and personnel assigned to joint commands or organizations that report to or through the CJCS are eligible for DoD decorations. These decorations include the Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM), Defense Meritorious Service Medal (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 (JTD), Joint Manning Document (JMD), or a Joint Table of Mobilization Distribution (JTMD), and must have rendered superior meritorious service or outstanding achievement.

   b. Per reference a, members of the U.S. Armed Forces that are performing duties related to joint matters in accordance with title 10, U.S.C., section 668, are also eligible for a DoD decoration. Additionally, assigned foreign personnel may be recommended for a DoD award; however, submission must adhere strictly to the requirements of reference a.

   c. Individual Mobilization Augmentees (IMAs) assigned to the staff in joint mobilization manpower billets, as reflected in joint mobilization augmentation documents, are fully eligible for DoD awards for achievement and service. Due to the unique nature of IMA service to the staff, specifically the longer period of assignment, the following considerations are recommended to ensure parity with their active duty counterparts for awards. (Note: These are considerations, not requirements, for awards).

      (1) At the end of an activated period, the entire period of service prior to and including the activated period; or

      (2) After 6 years of service, notwithstanding (1) above;

      (3) Impact awards for IMAs, like their active counterparts, do not negate qualification for end-of-tour awards.

   d. Except for the DDSM and DSSM, DoD decorations may be awarded to Service members (to include Reservists) on temporary duty with the JS in accordance with reference b. 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 JS or the DoD.
Personnel who are attached to the JS for administrative or exercise purposes will not be eligible for a DoD decoration; however, these personnel may be recommended for a Service decoration per 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, DoD decorations may not be awarded to any Service member for an act, achievement, or 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 DoD 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. DoD 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 DoD awards may be classified; however, submitting commands or directorates 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.

   h. Upon retirement of Service members assigned to the JS, Service members may be recommended by the command for a Service decoration in lieu of a DoD 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 in accordance with Service formats to the appropriate Service headquarters via the respective directorate. A request for a Service retirement award requires the endorsement of at least the first general/flag officer (GO/FO) 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 to ensure inclusion in and tracking of the award with other retirement personnel requirements.

   i. Requests for exceptions to policy or procedures pertaining to DoD decorations will be forwarded to the Director, Joint Staff (DJS), through J-1. Disapproval of such requests may be made at any intermediate level. The request must be signed by the Commander or director of the respective command or directorate.
j. Recommendations should arrive in the JS Military Awards Section not earlier than 120 days and not later than 90 days before the requested presentation date for DDSMs, DSSMs, Joint Meritorious Unit Awards (JMUAs) and Humanitarian Service Medals (HSMs). DMSMs, JSCMs, and JSAMs will be processed within 60 days of receipt. Forwarding an award recommendation to the next duty assignment for inclusion in a potential future award recommendation is the preferred course of action for individuals who have had an abbreviated joint tour.

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.

2. Definitions

a. DoD Awards or Decorations. For this instruction, the terms “DoD awards” and “DoD decorations” are synonymous and refer to the following awards: DDSM, DSSM, DMSM, JSCM, JSAM, JMU, and HSM.

b. Joint. For eligibility for DoD decorations, the term “joint” connotes activities, operations, or organizations in which elements of more than one Service, as reflected in the JTD, JMD, or JTMD, perform joint missions under the auspices of the CJCS 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 DoD decorations.

c. 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.

d. Outstanding Achievement. 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 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 of a 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 under 1 year.
3. Responsibilities

a. CJCS

(1) Reviews and makes a recommendation on all Medals of Honor forwarded for approval to the Secretary of Defense (SecDef).

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

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

(4) Approves award of the DSSM and below for members of the Office of the CJCS (OCJCS).

b. Vice Chairman of the Joint Chiefs of Staff (VCJCS)

(1) The VCJCS performs such duties related to DoD awards as the CJCS may direct and, pursuant to title 10, U.S.C., section 154(d), performs the duties of the CJCS during the CJCS’ absence.

(2) The VCJCS approves the award of the DSSM and below for personnel assigned to the Office of the VCJCS (OVCJCS).

c. Director, Joint Staff (DJS)

(1) The DJS has been delegated approval or disapproval for award of the DSSM and below for JS personnel.

(2) The DJS approves the JMUA, the HSM, and award issues forwarded to the Under Secretary of Defense for Personnel and Readiness for decision, and exceptions to policy for joint commands or organizations that report to or through the CJCS.

d. Vice Director, Joint Staff (VDJS). The VDJS approves award of the DMSM, JSCM, and JSAM for personnel assigned to the Office of the DJS (ODJS), and the Directorate of Management (DOM). The VDJS may act for the DJS when so designated.

e. Directors, JS Directorates. The DJS has delegated authority to approve the DMSM and below to all directors of JS directorates. Further, the authority to approve the JSCM and JSAM may be delegated to the first GO/FO/Senior
Executive Service (SES) personnel in the supervisory chain; this must be done in writing and a copy of the delegation must be forwarded to J-1 Awards. Directors of JS directorates are responsible for ensuring that award recommendations are submitted in a timely manner to appropriately recognize departing personnel.

f. Director for Manpower and Personnel (DJ-1)

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

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

(3) Directs, through the Chief, PSD:

(a) The publication of individual award orders and notification documents on all awards approved by JS 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.

g. Heads of Joint Commands and Organizations. The heads of joint commands or organizations are responsible for ensuring that awards and award issues are submitted in accordance with references a and b in a timely manner to appropriately recognize joint personnel and units.

4. Guidelines for DoD Awards

a. The information that follows does not change the basic requirement for awards that is listed in reference b, Volume 4. It only serves to provide guidance on awards issued by the JS.

b. Defense Distinguished Service Medal (DDSM). This award is for exceptionally distinguished performance of duties that contributes to national security or DoD affairs at the highest levels. Normally, such responsibilities will be held by the most senior officers such as the CJCS, VCJCS, and commanders and deputy commanders of unified and specified commands whose duties bring them into direct contact with the SecDef on a recurring basis.
c. **Defense Superior Service Medal (DSSM).** This award is for superior meritorious service in a position of significant responsibility that clearly places the individual ahead of contemporaries. A significant position of responsibility are normally division chiefs and above. Their duties entail numerous assigned personnel and a portfolio of programs. 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.

d. **Defense Meritorious Service Medal (DMSM).** Meritorious achievement or service, although of a lesser degree than that required for award of the DSSM, that has been accomplished with distinction. 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.

e. **Joint Service Commendation Medal (JSCM).** Meritorious achievement or service, although of a lesser degree than that required for award of the DMSM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. The JSCM should be the basic award for the truly outstanding action officer.

f. **Joint Service Achievement Medal (JSAM).** Meritorious achievement or service, although of a lesser degree than that required for award of the JSCM, that has been accomplished with distinction and clearly places an individual's performance above that of contemporaries. 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; i.e., so-called “impact” awards.

g. **Joint Meritorious Unit Award (JMUA).** Recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. JMUAs are intended to recognize the combined efforts of every member of an organization and not individual actions (reference a, Chapter 4).

h. **Other Service Awards.** All other awards, to include the Military Outstanding Volunteer Service Medal, may be administered by the JS; 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
5. Procedures for Submitting DoD Awards

a. Recommendations for DDSMs and DSSMs will be submitted by memorandum through the J-1 PSD Awards Office 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 PSD Awards office using the format in Appendix B to Enclosure A. Citations for all awards will be submitted per Appendix C to Enclosure A.

b. All DDSM and DSSM recommendations will be signed by directors or vice directors for their respective activity. They will contain a cover memo, narrative and draft citation. All DMSMs will be approved by the respective director; JSCMs and JSAMs may be signed at the first GO/FO or SES in the chain of command.

c. Once placed in official channels, all recommendations that meet eligibility criteria will be forwarded to the designated authority for approval or disapproval 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 or SES in the chain of command.

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 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 must be used to describe specific achievements or contributions. The narrative should be specific and factual giving concrete examples of exactly what the person did, how it was done, what benefits or results were realized and why or how such benefits or results significantly exceeded superior performance or duty. Normally, classified information should not be contained in the narrative; however, if the rationale for an award recommendation must be classified, such recommendations 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 exception to policy.

g. When using acronyms in the narrative, initially spell out the complete term followed by the acronym in parentheses. Acronyms are never used in a citation.

h. 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 written in 12 pitch, New Times Roman font, and single-spaced. Citations cannot exceed 20 lines in length.

i. Inclusive dates for DoD awards are as follows:

   (1) PCS -- the day before the projected departure date.

   (2) Separation -- same as date of separation.

   (3) Retirement -- 1 day before date of the retirement ceremony or departure from the staff, i.e. when an individual retires, the inclusive dates will be for the period spent within the organization.

j. DoD 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 DoD 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 (OCJCS/LC) in all cases where the appropriateness of the award action is in doubt.

   (2) A decoration should also be revoked if the basis for which the award was awarded no longer exists (e.g., the Service member’s PCS assignment was canceled or modified). Such requests are made by memorandum to the Chief, PSD, within 30 days of notification of the change.

   (3) When it has been determined that a DoD decoration should be revoked, the original orders will be revoked and the Service member’s parent
Military Service and requesting official will be notified in writing by the Chief, PSD Awards Branch.

1. Requests for reconsideration of disapproved or downgraded awards to the original approving authority will be in accordance with 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 by memorandum addressed to the appropriate award authority via DJ-1, and 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.

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

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

6. JS 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 on top, followed by the printed title, "The Joint Staff," followed by "Certificate of Commendation is presented to" or "Certificate of Appreciation is presented to." The JS Certificate of Commendation is a special form of recognition that is for accomplishments that do not warrant or cannot be recognized by the JSAM. In turn, 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 directors of JS directorates and above for their respective personnel.

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

(1) JS directorates are responsible for drafting the certificate, submitting it to PSD Awards Branch for processing.

(2) The J-1 PSD Awards Branch is responsible for maintaining a stock of the certificates, controlling and supplying the certificates, and preparing the certificate in the name of the requesting directorate.

(3) JS directorates are responsible for signing and presenting the completed certificate.
APPENDIX A TO ENCLOSURE A

FORMAT FOR RECOMMENDATIONS FOR AWARD OF DEFENSE DISTINGUISHED SERVICE MEDAL (DDSM) AND DEFENSE SUPERIOR SERVICE MEDAL (DSSM)

1. General

   a. Recommendations for DDSMs and DSSMs will be submitted by memorandum (Figure 1) through the J-1 PSD Awards Office to the approval authority using the appropriate format. Citations for all awards will be submitted per Appendix C to Enclosure A.

   b. Always use the JS templates to create a memorandum. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact the Editorial and Actions Processing Branch (EAPB) for assistance in accessing and using the JS templates.

   c. Print the memorandum on JS 8.5 by 11-inch JS letterhead. Use bond paper for succeeding pages.

   d. The first page has a 2-inch top margin and 1-inch bottom and side margins. Subsequent pages have a 1-inch margin on all sides. Each paragraph is indented 0.5 inch. Do not use automatic indentation, numbering, or bullets

   e. Use Times New Roman, 12-point for all text.

   f. Use lower-case letters for subparagraphs. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not carry a paragraph over to the next page unless there are at least two lines on that page.

   g. Do not number the first page. For second and succeeding pages, place the page number(s) at the bottom center of the page at least a double space (one blank line) below the last line of text and 1 inch from the bottom of the page.

   h. The addressee will be in all capitals on with no colon or "THE" following "MEMORANDUM FOR."

   i. Type "THROUGH:" a double space below the address line and a double space above the subject line. Type the "THROUGH:" office in all caps.
j. Type “SUBJECT:” a double space below the address line. Two spaces after the colon, briefly describe the memorandum’s content, capitalizing the first word and all principal words. If more than one line is required, begin succeeding lines aligned below the first word in the subject line. Do not use acronyms in the SUBJECT.

k. Avoid “widow/orphan” lines in multiple-page memorandums (no single line of text at the bottom or top of a page).

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

3. **References.** Do not use references.
MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

THROUGH: DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT STAFF

SUBJECT: Recommendation for Award of the <DDS or DSSM as applicable>

1. Under the provisions of DOD 1348.33-V4, the following Service member is recommended for award of the <DDS or DSSM as applicable>.

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

   b. Organization of assignment.

   c. Duty assignment <title> at the time of act or service. Include JTD, JMD, or JTMD position number from FMTS. <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 >.

   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 and ZIP code>.

   g. Previous Department of Defense/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 the 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.

2. The narrative description <no more than three pages> and citation <no more than one page of 16 lines in New Times Roman font, 12 pitch> are attached.

Figure 1. DDSM/DSSM Memorandum Format
Figure 1. DDSM/DSSM Memorandum Format (Cont.)

2

Appendix A

Enclosure A
FORMAT FOR AWARD OF THE DEFENSE MERITORIOUS SERVICE MEDAL (DMSM), JOINT SERVICE COMMENDATION MEDAL (JSCM), AND JOINT SERVICE ACHIEVEMENT MEDAL (JSAM)

1. General

a. Recommendations for DMSMs, JSCMs, and JSAMs will be submitted by memorandum (Figure 2) through the J-1 PSD Awards Office to the approval authority using the appropriate format. Citations for all awards will be submitted per Appendix C to Enclosure A.

b. Always use the JS templates to create a memorandum. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact the EAPB for assistance in accessing and using the JS templates.

c. Print the memorandum on JS 8.5 by 11-inch JS letterhead. Use bond paper for succeeding pages.

d. The first page has a 2-inch top margin and 1-inch bottom and side margins. Subsequent pages have a 1-inch margin on all sides. Each paragraph is indented 0.5 inch. Do not use automatic indentation, numbering, or bullets.

e. Use Times New Roman, 12-point for all text.

f. Use lower-case letters for subparagraphs. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not carry a paragraph over to the next page unless there are at least two lines on that page.

g. Do not number the first page. For second and succeeding pages, place the page number(s) at the bottom center of the page at least a double space (one blank line) below the last line of text and 1 inch from the bottom of the page.

h. The addressee will be in all capitals on with no colon or “THE” following “MEMORANDUM FOR.”

i. Type “THROUGH:” a double space below the address line and a double space above the subject line. Type the “THROUGH:” office in all caps.

j. Type “SUBJECT:” a double space below the address line. Two spaces after the colon, briefly describe the memorandum’s content, capitalizing the first word and all principal words. If more than one line is required, begin
succeeding lines aligned below the first word in the subject line. Do not use acronyms in the SUBJECT.

k. Avoid “widow/orphan” lines in multiple-page memorandums (no single line of text at the bottom or top of a page).

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

3. **References.** Do not use references.
MEMORANDUM FOR DIRECTOR FOR MANPOWER AND PERSONNEL

SUBJECT: Approval of Award of the <as applicable>

1. Under the provisions of DOD 1348.33-V4, the following Service member is awarded the <appropriate award> for meritorious service or achievement <whichever is appropriate>.

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

   b. Organization of assignment.

   c. Duty assignment <title> at the time of act or service. Include JMP paragraph, and/or line number or JDAL number as appropriate.

   d. Inclusive dates for which award is recommended.

      e. Service member to be <reassigned permanent change of station on _____>, <relieved from active duty on _____>, <retired from active duty on _____> or <for achievement> will remain assigned to the <directorate>.

   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 and 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 the 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.

2. The narrative description of <service rendered or achievement performed> and the proposed citation are attached.

Figure 2. DMSM/JSCM/JSAM Memorandum Format
<SIGNATURE OF RECOMMENDING OFFICIAL>
<Rank, Service>
>Title>

Attachments:
As stated

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 DMSM and below.

Figure 2. DMSM/JSCM/JSAM Memorandum Format (Cont.)
INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY RECOMMENDATIONS FOR AWARDS

1. 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 date(s).

2. The “from” and “to” dates in a citation must agree with 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 1987 to 10 December 1990, ..."

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. The words “singularly” or “great” are not to be used in the closing sentence of citations for JSCM and JSAM.

5. 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) 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) and the Joint Staff.” “Great” should be included in the verbiage for DMSM and above awards.

6. Code names should not be used. No acronyms or abbreviations are used other than for a formal part of a name, i.e. Jr., Sr., II, or III. For compound grade titles (Lieutenant Colonel, Staff Sergeant, etc.), 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...”

8. Language should be precise with notable accomplishments emphasized and descriptive adjectives eliminated.

9. Numeric designations of units should read: 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven, etc.

10. Type on 8 1/2 by 11-inch plain paper. Margins must be at least 1 inch on all sides. Use the New Times Roman font, 12 pitch.

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

12. The body of the citation should be no longer than 22 double-spaced typewritten lines for DSSM and below. The body of the citation for a DDSM cannot exceed 16 lines per DoD regulations.
ENCLOSURE B

CIVILIAN DECORATIONS AND AWARDS

1. Responsibilities for Civilian Awards Program

   a. Chairman of the Joint Chiefs of Staff (CJCS). The CJCS approves the Distinguished Public Service Award (DPSA) and the Joint Distinguished Civilian Service Award (JDCSA) for those individuals recommended by the Combatant Commanders (CCDRs), JS and heads of joint activities that report to or through the CJCS. The CJCS approves all civilian awards for those individuals assigned to the OCJCS.

   b. Vice Chairman of the Joint Chiefs of Staff (VCJCS). The VCJCS performs duties related to civilian awards program as the CJCS may direct and assumes the CJCS' responsibilities during the CJCS' absence. The VCJCS approves all civilian awards for those individuals assigned to the OVCJCS.

   c. Heads of Combatant Commands (CCMDs). The heads of CCMDs approve the Joint Meritorious Civilian Service Award (JMCSA) and below for those individuals assigned to the CCMDs. The heads of the CCMDs approve the OPSA for those personnel not assigned to their command that meet the award criteria. This authority may be delegated at the discretion of the commander to O-9 commanders and the CCMD Chief of Staff.

   d. Director, Joint Staff (DJS). As delegated by the CJCS, the DJS is an approval authority for the JDCSA and OPSA. The DJS approves all civilian awards for the ODJS.

   e. Vice Director, Joint Staff (VDJS). The VDJS performs duties related to the DJS civilian awards as the DJS may direct and assumes the DJS responsibilities during the DJS's absence. The VDJS reviews all award recommendations submitted for the DJS decision and approves all JMCSA and below awards for the DOM.

   f. Directorates and Organizations. The Directors of JS Directorates and organizations, if an O-7 or SES equivalent, approve the OPSA and the JMCSA and below for those personnel assigned to their respective directorates. They may delegate the authority to approve the Joint Civilian Service Commendation Award (JCSCA) and Joint Civilian Service Achievement Award (JCSAA) to their O-7 and above or equivalent SES personnel.
g. **Director for Manpower and Personnel (DJ-1)**

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

(2) Directs, through the J-1 PSD Chief, to procure and issue appropriate certificates, citations, and medal sets.

2. **CJCS Civilian Awards**

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

      (1) **Eligibility.** The nominee (an individual, group, or organization).

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

      (b) Has performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the DoD, JS, CCMDs, or organizations that report to or through the CJCS. Meritorious service of such exceptional significance to merit a higher-level award will be processed to the DoD for consideration or recognition by SecDef awards.

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

      (2) The award may only be awarded once to an individual in their career. Rank and PCS are not specific qualifying factors. The service or achievement should significantly impact across all joint organizations, as the OPSA 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 and a counter intelligence check from the Intelligence Directorate 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 memorandum.

B-2

Enclosure B
b. **CJCS' Outstanding Public Service Award (OPSA).** This award 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 CJCS.

   (1) **Eligibility.** The nominees (an individual, group, or organization).

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

      (b) Has performed, at any time since enactment of the National Security Act of 1947, exceptionally meritorious service of significance to the DoD, JS, 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' DPSA.

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

   (2) Rank and change of station are not specific qualifying factors. The service or achievement should significantly 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 director.

   (4) If the award is for a foreign individual, an appropriate endorsement from the U.S. Defense Attaché Office and a counter intelligence check from the Intelligence Directorate must be secured prior to final approval.

c. **CJCS' Joint Distinguished Civilian Service Award (JDCSA).** This award 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.

   (1) **Eligibility.** This award is granted to any Federal Government civilian employee of the JS, CCMDs, joint organizations reporting to or through the CJCS, or any other Federal Government employee designated by the CJCS. The justification for the award requires 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 can receive this award only once.
(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 SecDef award for the same service.

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

(5) Rank and PCS are not specific qualifying factors. The service or achievement should significantly impact across all joint organizations. The JMCSA 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 memorandum.

d. CJCS’ Joint Meritorious Civilian Service Award (JMCSA). This award is the second highest-ranking civilian service award and the highest award that is approved in the CCMDs and other joint organizations. It consists of a silver medal, lapel pin, citation, and certificate signed by the CJCS.

(1) Eligibility. This award is granted to any Federal Government civilian employee of the JS, CCMDs, joint organizations reporting to or through the CJCS, or any other Federal Government employee. The justification requires exceptionally meritorious service of major significance to the joint organizations, but less in scope or impact than is required for award of CJCS’ JDCSA.

(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 Chairman award and a SecDef or Service award for the same service or time period.

(3) If the award recommendation is for short duration deployments and special details, it would be more appropriately considered for the JCSCA and JCSAA awards.

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

(5) Rank and PCS are not specific qualifying factors. The service or achievement should 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 the DJS, if assigned to the JS.

e. Joint Civilian Service Commendation Award (JCSCA). This award is 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 CCDR or the director of the joint organization.

(1) Eligibility. This award is granted to any Federal Government civilian employee of the JS, CCMDs or joint organizations reporting to or through the CJCS, or any other Federal Government employee assigned to joint organizations. The justification requires commendable service/achievement of major significance to the DoD but less in scope or impact than is required for award of JMCSA.

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

(3) Some factors to consider for this award are as follows: a specific, long-term program impact; a deployment for over 365 days; or a PCS for a tour lasting 3 to 5 years.

f. Joint Civilian Service Achievement Award (JCSAA). This award is 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 CCDR or the director of the joint organization.

(1) Eligibility. This award is granted to any Federal Government civilian employee of the JS, CCMDs, or joint organizations reporting to or through the CJCS or any other Federal Government employee assigned to joint organizations. The justification requires commendable service/achievement of major significance to the DoD but less in scope or impact than is required for award of the JCSCA.

(2) Receipt of this award may be the basis for nominating an employee for other recognition, such as civilian of the year programs and DoD Annual Awards Programs, but an individual cannot receive a Joint Service, CJCS' award and a SecDef award for the same service.
(3) Some factors to consider for this award are as follows: a specific, short-term program impact; a deployment for less than 365 days; or a PCS for a tour lasting one to 3 years.

3. Procedures for Recommendation of Chairman's Civilian Awards

   a. Recommendations for CJCS' civilian awards will be submitted by memorandum to the CJCS using the format shown in Appendix A of Enclosure B for the JDCSA and DPSA. Recommendations for the OPSA and JMCSA and below will be submitted by a similar memorandum addressed to the respective approval authority. Recommendations may be submitted at any time and will include a narrative justification and proposed citation. Recommendations to the CJCS must be sent through the DJ-1.

   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 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. Paragraph or bullet form will only be used 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.

   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' JDCSA and DPSA must have the signature of the CCDR or the director of the specific joint organization.

   h. Submit directorate-approved awards to the J-1 PSD Awards Branch for processing. JMCSA and OPSA awards must be signed by the respective director; lower awards may be signed by an O-7 or SES as designated by the directorate.
i. Recommendations for DoD civilian awards should be received not later than 90 days prior to presentation date. Recommendations for the CJCS JDCSA and DPSA should be received 60 days prior to presentation date. Recommendations for the CJCS JMCSA, OPSA, JCSCA, and JCSAA should be received 30 days prior to presentation date.

4. 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. The award starts 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, i.e. 10 years with Department of State and 5 years with DoD equates to 15 years of service for award purposes.

b. Nominations for the Length of Service 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 that qualify for specific awards to the J-1 PSD, Civilian Personnel Branch (CPB). CPB coordinates with the directorate military secretariat to validate the listing. CPB prepares the certificates for the CJCS if the service is 30 or more years and for the DJS if the service is 15 – 25 years. If a qualified individual is not on the listing, the military secretariat 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 orders and stocks the Length of Service pins.
APPENDIX A TO ENCLOSURE B

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

1. General

   a. Recommendations for CJCS’ civilian awards will be submitted by memorandum (Figure 3) through the J-1 PSD Awards Office to the approval authority using the appropriate format. Citations for all awards will be submitted per Appendix B to Enclosure B.

   b. Always use the JS templates to create a memorandum. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact the EAPB for assistance in accessing and using the JS templates.

   c. Print the memorandum on JS 8.5 by 11-inch JS letterhead. Use bond paper for succeeding pages.

   d. The first page has a 2-inch top margin and 1-inch bottom and side margins. Subsequent pages have a 1-inch margin on all sides. Each paragraph is indented 0.5 inch. Do not use automatic indentation, numbering, or bullets

   e. Use Times New Roman, 12-point for all text.

   f. Use lower-case letters for subparagraphs. Do not begin a paragraph near the end of a page unless there is room for at least two lines on that page. Do not carry a paragraph over to the next page unless there are at least two lines on that page.

   g. Do not number the first page. For second and succeeding pages, place the page number(s) at the bottom center of the page at least a double space (one blank line) below the last line of text and 1 inch from the bottom of the page.

   h. The addressee will be in all capitals on with no colon or “THE” following “MEMORANDUM FOR.”

   i. Type “THROUGH:” a double space below the address line and a double space above the subject line. Type the “THROUGH:” office in all caps.

   j. Type “SUBJECT:” a double space below the address line. Two spaces after the colon, briefly describe the memorandum’s content, capitalizing the
first word and all principal words. If more than one line is required, begin succeeding lines aligned below the first word in the subject line. Do not use acronyms in the SUBJECT.

k. Avoid “widow/orphan” lines in multiple-page memorandums (no single line of text at the bottom or top of a page).

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

3. References. Do not use references.
MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

THROUGH: DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT STAFF

SUBJECT: Recommendation for Award of the <as applicable>

1. Under the provisions of CJCSI 1101.01D, the following individual is recommended for award of the <as applicable>.
   a. Name and grade 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 the award <Service, retirement, reassignment, etc.>

2. The narrative description of and the proposed citation are attached.

<SIGNATURE OF RECOMMENDING OFFICIAL>
<Rank, Service>
<Title>

Attachments:
As stated

Figure 3. CJCS Award Memorandum Format
APPENDIX B TO ENCLOSURE B

INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY
RECOMMENDATIONS FOR AWARDS

1. The opening sentence must identify the awardee by name, duty assignment
(if they are receiving either the CJCS' JDCSA or the CJCS' JMCSA), location,
and inclusive date(s).

2. The “from” and “to” dates in a citation must agree with 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.

Examples: “...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 DoD 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 (or herself and the Department of
Defense.” “Great” should be included for all awards, JMCSA and above.

6. Do not use code names. No acronyms or abbreviations other than Jr., Sr.,
II, III, etc., should follow the individual’s name. Avoid compound verbs.
Wording such as “efforts have resulted” should be shortened to “efforts
resulted.”

capitalization.

8. Language should be precise, with notable accomplishments emphasized and
descriptive adjectives eliminated.

9. Numeric designations of units should read: 3d Battalion, 4th Aerospace
Wing, Helicopter Combat Support Squadron Eleven, etc.
10. Type on 8 1/2 x 11 inch plain paper. Margins must be at least 1 inch on all sides. Double-space citations and use “landscape” style for page orientation. The length of the citation is not to exceed 15 lines in Times New Roman font, 12 pitch. 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.
JOINT CHIEFS OF STAFF IDENTIFICATION BADGE

1. Active Duty Military

   a. The JCS ID Badge is only awarded to JS Service members. JS military personnel are authorized to wear the JCS ID Badge during their permanent assignment to one of the approved organizations listed in Paragraph 9. 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. J-1 PSD will compute qualifying service time from the date the individual actually reports for duty with the JS to the date the individual out-processes. For personnel assigned to the JS Directorate for Intelligence (J-2) or National Defense University (NDU), their respective personnel office will compute personal eligibility time.

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

      (1) Joint Chiefs of Staff 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 Service members. Service members of Reserve Components are eligible to wear the JCS ID Badge if they are assigned to any of the organizations listed in Paragraph 9. Further, Reserve Components 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 performed satisfactorily on active duty in the augmentee position for 24 or more days on or after 1 August 1991. PSD will compute the qualifying service beginning with the date the individual actually reports for duty with the JS.

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. Additionally, as there is no personnel record applicable for 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 exception to policy. Recommendations for award in these cases must be for extraordinary circumstances and submitted to the VDJS, through DJ-1, by an O-7 or above.

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 directors of JS directorates and other organizations specified in Paragraph 9 will verify individual eligibility in accordance with paragraphs 1 and 2. Additionally, the VDJS, JS directors and the heads of organizations may further delegate this verification to their Executive Assistants or Military Secretariats.

7. **Procedures.** For those personnel assigned to eligible activities that are funded directly by the JS, the J-1 PSD will:

   a. Issue one large and one miniature badge to assigned Service members upon completion of the JS Training Program. If stolen -- not due to negligence -- or if defective, PSD will replace the badge at no expense to the individual. However, each individual must submit written justification to PSD requesting a replacement badge. If the badge is lost, the individual is responsible for its replacement.

   b. Provide JS directorates and organizations with the names of individuals who are eligible for permanent award of the JCS ID Badge. Directors, or their designated representatives, will approve or disapprove each individual, annotate corrections on the roster, and return the original signed report to PSD.

   c. Prepare orders for permanent award of the JCS ID Badge and forward them to the respective directorates or organizations.

   d. For those additional eligible activities that are not directly funded by the JS, 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 PSD 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 JS. Service members will wear the JCS ID Badge in accordance with Service regulations. The miniature badge may be worn interchangeably with the traditional badge as determined by individual Service uniform regulations. The badges 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. The listing of directorates and organizations eligible for the JCS ID Badge is as follows:

   a. The OCJCS, to include Air Force Reserve lawyers assigned to the Air Reserve Personnel Center and detailed to the OCJCS/LC.

   b. ODJS.

   c. J-1.

   d. Operations Directorate (J-3).

   e. Logistics Directorate (J-4).


   g. Command, Control, Communications, and Computer (C4)/Cyber Directorate (J-6).

   h. Joint Force Development Directorate (J-7).

   i. Force Structure, Resources, and Assessment Directorate (J-8).

   j. DOM.

   k. U.S. Delegation, United Nations Military Staff Committee (4 billets).

   l. U.S. Representative, NATO Military Committee (32 billets).

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

   n. Defense Intelligence Agency (DIA) (limited to the Director, DIA, and personnel assigned to J-2).
Item 3.3.2. Personnel

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

a. (1) Air Force Pentagon Communications Agency (AFPCA) (limited to 10 OCJCS and OVCJCS communications personnel); JS Operations and Maintenance Directorate (JSOMD) (limited to 10 Operator Console billets and 75 AFPCA personnel assigned to JSOMD).

b. (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).

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

d. (4) Other DoD Agency Augmentees and Liaison Officers/Non-Commissioned Officers assigned to the NMCC (personnel must have specific orders assigning them to the JS for duty by their parent organizations).

  p. JS Interns and JS Enlisted Aides.

  q. JS Military Security Force.


  s. Service and NGB Joint Action Control Offices.

  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).

  w. Joint Center for International Security Force Assistance.

  x. Joint Information Operations Warfare Center (J-3).


  z. NDU (J-7).
ENCLOSURE D

POSITIONAL AND DISTINGUISHING FLAGS

1. Policy

a. Positional Flags

(1) Positional flags are authorized to indicate the official status or rank of certain civilian and military officials of the Federal Government.

(2) Positional flags within the JS will be 4’4” x 5’6” and are authorized for the CJCS and the VCJCS.

b. Distinguishing Flags

(1) 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 higher are authorized distinguishing flags.

(2) Flag size will be 4’4” x 5’6” for CCMDs; 3’ x 4’ for other authorized joint activities as defined above.

c. Streamers

(1) Joint activities that have been awarded a unit commendation, service, or campaign award may display the respective streamer on their distinguishing flag.

(2) Silver and bronze stars will be used on campaign or Service award streamers to denote specific phases designated for a campaign and numerals on unit award streamers to denote the total number approved.

(3) 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.

(4) Before award of 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.

(5) Service units that are assigned to a joint task force or joint activity are not eligible to be awarded a JMUA in accordance with reference a and are not permitted to carry a JMUA streamer.

d. Authorization

(1) All CCMDs are authorized to carry distinguishing flags.

(2) Unless permanently established under a permanent joint manpower document, joint task forces and other joint activities are not authorized to carry distinguishing flags.

(3) Authorization for a distinguishing flag for permanent joint task forces and joint activities reporting to the CCDRs must be endorsed by the CCDR and approved by the JS.

(4) 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 per the TIOH specifications.

2. Definitions

a. Permanently established commands or activities are those that are organized under a permanent joint manpower document or the Joint Duty Assignment List, as opposed to joint task forces that are organized for operations of a temporary nature.

b. The term “joint” connotes activities, operations, or organizations in which elements of more than one Service of the same nation, as reflected in joint manpower documents or the Joint Duty Assignment List, perform joint missions under the auspices of the CJCS or the commander of a unified or specified command. Supporting elements of such activities composed of one Military Service will not be considered elements of a joint activity.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AFPCA</td>
<td>Air Force Pentagon Communications Agency</td>
</tr>
<tr>
<td>CCDR</td>
<td>Combatant Commander</td>
</tr>
<tr>
<td>CCMD</td>
<td>Combatant Command</td>
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<tr>
<td>CJCS</td>
<td>Chairman of the Joint Chiefs of Staff</td>
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<td>CJCSI</td>
<td>CJCS Instruction</td>
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<td>CPB</td>
<td>Civilian Personnel Branch</td>
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<td>DDSM</td>
<td>Defense Distinguished Service Medal</td>
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<td>DIA</td>
<td>Defense Intelligence Agency</td>
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<td>DJ-1</td>
<td>Director for Manpower and Personnel</td>
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<tr>
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<tr>
<td>DMSM</td>
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<td>EAPB</td>
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<tr>
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<td>J-3</td>
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