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**CJCSI 1100.01E
17 February 2023**

**JOINT STAFF AWARDS,
IDENTIFICATION BADGE,
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

DISTRIBUTION: A, C, S

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

References:

- a. Department of Defense Instruction (DoDI)1348.33, 21 December 2016, "DoD Military Decorations and Awards Program"
- b. DoD Manual 1348.33, 21 December 2016, "Manual of Military Decorations and Awards: DoD Service Awards Campaign, Expeditionary, and Service Medals, Volumes 1 through 4"
- 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 on preparing, submitting, and processing recommendations for DoD awards. It establishes 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 DoD 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 distinguishing flags and streamers for joint commands and flags for designated positions in accordance with (IAW) references a and b.
- d. Establishes policy authorizing the wear and permanent award of the Joint Chiefs of Staff Identification (JCS ID) Badge.

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2. Superseded. CJCS Instruction (CJCSI) 1100.01D, “Joint Staff Awards, Identification Badges, and Flags for Joint Commands,” 11 July 2018, is hereby superseded.

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

4. Policy

a. Enclosure A of this instruction specifies the procedures for processing DoD military awards through the CJCS. Although 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 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 JS and all joint commands reporting to the CJCS will adhere to the policy and procedures of this instruction. The JS Directorate for Personnel and Manpower, J-1 is responsible for ensuring the instruction is amended and updated as required.

7. Summary of Changes

a. This instruction establishes the process for an internal JS Awards Board for all military, civilian, and unit awards and decorations for which the CJCS is the signature authority.

b. It specifies new procedures to facilitate processing classified awards.

c. It renames all civilian awards as medals IAW direction of The Institute of Heraldry (TIOH).

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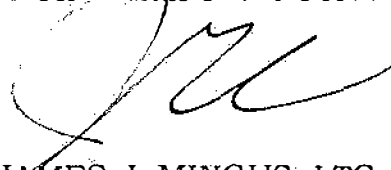
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d. It introduces the new DoD military and JS civilian electronic award forms.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-Secure Internet Protocol Router Network. DoD Components, to include the CCMDs, as well as other Federal agencies and the public, may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <<http://www.jcs.mil/library>>. JS activities may also obtain access via the SECRET Internet Protocol Router Network directives Electronic Library websites.

9. Effective Date: This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



JAMES J. MINGUS, LTG, USA
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

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DISTRIBUTION

Distribution A, C, plus the following:

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Under Secretary of Defense for Personnel and Readiness..... 2

OPR for the subject directive has chosen electronic distribution to the above organizations via e-mail. The Joint Staff Information Management Division has responsibility for publishing the subject directive to the SIPR and NIPR Joint Electronic Library web sites”

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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 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, 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 DoD decoration; however, submission must adhere strictly to the requirements of reference a, section 9.

c. Individual Mobilization Augmentees (IMAs) assigned to the JS in joint mobilization manpower billets, as reflected in joint mobilization augmentation documents, are fully eligible for DoD 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 JS—specifically the longer period of assignment—the following considerations are recommended, but not required, 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; or

(2) After six years of IMA service, which approximates one total year of actual duty time, notwithstanding (1) above.

d. Except for the DDSM and DSSM, DoD decorations may be awarded to Service members, to include Reservists, on temporary duty with the JS IAW reference b. Additionally, IAW reference b, members of Service-specific units attached for operational, administrative, or exercise purposes are not eligible for DoD joint awards, but retain eligibility for awards from their respective Service. For JS 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 JS or the DoD.

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Personnel who are attached to the JS for administrative panels, studies, special projects, or exercise purposes will not be eligible for a DoD 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, DoD 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 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 JS Directorates (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 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 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 (GO/FO) in the Service member's chain of command. A copy of the Service award request must be given to the Personnel Services Division (PSD) Military Personnel Branch to ensure inclusion in and tracking of the award with other retirement personnel requirements.

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i. In accordance with 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 title 10, U.S. Code, section 668. Requests for ETPs or procedures pertaining to DoD decorations will be forwarded to the Director, Joint Staff (DJS) through J-1. The request must be signed by the commander or director of the respective command or directorate. Disapproval of internal JS requests may be made at the DJS level.

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, JMUAAs, 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. 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. CJCS

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

(2) Makes recommendations to the SecDef on awarding 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 are delegated to the DJS.

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

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b. Vice Chairman of the Joint Chiefs of Staff

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

(2) Approves the awarding of the DSSM and below for personnel assigned to the Office of the Vice Chairman of the Joint Chiefs of Staff (OVCJCS).

c. Director, Joint Staff

(1) Has been delegated approval or disapproval authority for awarding of the DSSM and below for JS 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 Defense for Personnel and Readiness (USD(P&R)).

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

e. JS 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), 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 to the first GO/FO or Senior Executive Service (SES) member in the supervisory chain; this must be done in writing and a copy of the delegation must be forwarded to J-1 Awards.

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 ETPs.

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(3) Directs, through the J-1 Awards Office:

(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.

(d) Administrative support to the JS Awards Board.

(4) The DJ-1 approves award issues forwarded to the USD(P&R) for award manual changes, reports, and ETPs on campaign awards unless specified by the DoD to be signed at a more senior level.

g. Director of Management. Oversees the JS Awards Board to ensure parity of nominations across joint organizations. Provides the final board recommendation to the DJS for all military and civilian awards for which the DJS is the approval authority.

h. Heads of Joint Commands and Organizations. Ensure that 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 DoD Awards. The information that follows does not change the basic requirement for awards listed in reference b, Volume 4. It only serves to provide guidance on awards issued by the JS.

a. Defense Distinguished Service Medal. 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.

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

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achievement; abbreviated assignments less than one 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 one 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 involved national interests. 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 units within the larger unit.

g. 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 awards should be processed through the J-1 PSD Military Personnel Branch Service representatives.

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4. Procedures for Submitting DoD Awards

a. Recommendations for DDSMs and DSSMs will be submitted by memo through the J-1 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 Awards Office 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 DD Form 2409 electronic version.

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 by the first GO/FO or SES in the chain of command when delegated in writing by the respective director.

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. DSSMs and requests for ETP that require DJS approval will be considered to have been placed in official channels after the director of the J-Dir submitting the award has endorsed, disapproved, or downgraded the submission.

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 must be used to describe specific achievements or contributions. 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.

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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. 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 New Times Roman 12 point font, and single-spaced. Citations cannot exceed 20 lines in length and must fit into the DD 2409 Form. Both the certificates and citations are DD Forms that cannot be altered in style, font, or 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. One 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 in all cases where the appropriateness of the award action is in doubt.

(2) A decoration should also be revoked if the basis for the award no longer exists (e.g., the Service member's PCS assignment was canceled or

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modified). Such requests are made by memo to the J-1 Awards Office 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 Service and requesting official will be notified in writing by the J-1 Awards Office.

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 by memo 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 one 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.

5. 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 at the 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 J-Directors and their respective delegated GO/FO/SES authorities for their respective personnel.

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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) J-Dirs are responsible for:

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

(b) Obtaining approval from the director of their respective J-Dir and presenting the completed certificate.

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

7. JS 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 the printed title, "Joint Staff Retirement Certificate" followed by "presented to". The certificate is a special form of recognition for personnel retiring while assigned to the JS. For the member's spouse, a JS Certificate of Appreciation is provided.

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

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

d. Responsibilities

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

(2) J-Dirs are responsible for maintaining a stock of the certificates, controlling, and supplying the certificates.

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(3) The J-1 Awards Office will provide certificate covers as required for the member's and spouse's certificates.

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Enclosure A

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APPENDIX A TO ENCLOSURE A

FORMAT FOR RECOMMENDATIONS FOR AWARD OF 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 the J-1 PSD Awards Office to the approval authority using the appropriate format. Citations for all awards will be submitted IAW Appendix C to Enclosure A.

b. Always use the JS templates to create a memo. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact the Actions Division Customer Service Branch (CSB) for assistance in accessing and using the JS templates.

c. Print the memo 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 font 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.

Appendix A
Enclosure A

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j. Type "SUBJECT:" a double space below the address line. Two spaces after the colon, briefly describe the memo'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 line.

k. Avoid "widow/orphan" lines in multiple-page memos (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.

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Reply Zip Code:
20318-XXXX

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF

THROUGH: DIRECTOR FOR MANPOWER AND PERSONNEL, JOINT STAFF

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

1. Under the provisions of DOD 1348.33-V4, the following Service member is recommended for award of the <DDSM 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 FMST. <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 Memo Format

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

Attachments:
As stated

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

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APPENDIX B TO ENCLOSURE A

FORMAT 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 the J-1 Awards Office using the appropriate format. Citations for all awards will be submitted IAW Appendix C to Enclosure A.

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

c. Print the memo 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.

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j. Type "SUBJECT:" a double space below the address line. Two spaces after the colon, briefly describe the memo'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 memos (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.

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Reply Zip Code:
20318-XXXX

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 Memo Format

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<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 Memo Format (Cont.)

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APPENDIX C TO ENCLOSURE A

INSTRUCTIONS FOR COMPLETING THE CITATION TO ACCOMPANY RECOMMENDATION FOR AWARD

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 19XX to 10 December 19XX...”
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) 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.
7. Code names should not be used. No acronyms or abbreviations are used other than for a formal part of a name, e.g., Jr., Sr., II, or III. For compound grade titles (e.g., 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, etc.) Avoid compound verbs. Wording such as “efforts have resulted...” should be shortened to “efforts resulted...”

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8. Federal Government Printing Office Style Manual rules apply to capitalization.
9. Language should be precise, with notable accomplishments emphasized and descriptive adjectives eliminated.
10. Numeric designations of units should read: 3d Battalion, 4th Aerospace Wing, Helicopter Combat Support Squadron Eleven, etc.
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 for Civilian Awards Program

a. CJCS. Approves the Distinguished Public Service Medal (DPSM) and the Joint Distinguished Civilian Service Medal (JDSCM) 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. 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. CCDRs. Approve the Joint Meritorious Civilian Service Medal (JMCSM) and below for those individuals assigned to the CCMDs. CCDRs approve the Outstanding Public Service Medal (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. DJS. As delegated by the CJCS, the DJS is an approval authority for the JDSCM and OPSM. The DJS approves all civilian awards for the ODJS.

e. VDJS. 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.

f. J-Dirs and Organizations. The J-Directors and directors of organizations under the CJCS, if an O-7 or SES equivalent, approve the Outstanding Public Service Award (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 Medal (JCSCM) and Joint Civilian Service Achievement Medal (JCSAM) to their O-7 and above or equivalent SES personnel.

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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 Awards Office:

(a) Procurement and issuance of appropriate certificates, citations, and medal sets.

(b) Administrative support to the JS Awards Board.

h. Director of Management. Oversees the JS Awards Board to ensure parity of nominations across joint organizations. Provides the final board recommendations to the DJS for all civilian awards for which the DJS is the approval authority.

2. CJCS Civilian Awards

a. CJCS' Distinguished Public Service Medal. This 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(s), 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 JS, 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 all joint organizations, as the OPSA is the more appropriate award for impact or achievement within a specific command. The award is reviewed by the JS Awards Board to ensure equal administration across all organization reporting through CJCS.

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(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 counterintelligence check from the 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. CJCS' 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. The nominee(s), 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 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' 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 change of station 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 U.S. Defense Attaché Office and a counter intelligence check from the J-2 must be secured prior to final approval.

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c. CJCS' 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.

(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 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 can receive this award only once. The award is reviewed by the JS Awards Board to ensure equal administration across all organization reporting through CJCS.

(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 or Service award for the same service.

(4) When retirement is involved, time in service is not necessarily a qualifying factor; however, personnel with 20 plus 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 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. CJCS' Joint Meritorious Civilian Service Medal. 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 approval authority.

(1) Eligibility. Granted to any Federal Government civilian employee of the JS, CCMDs, joint organizations reporting to or through the CJCS, or any

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other Federal Government employee who has provided 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 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 appropriate to consider the JCSCM or JCSAM. The JMCSM is rarely approved for impact and must be processed through to the CCDR or DJS when nominated.

(4) Personnel should normally have five 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 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 the DJS, if assigned to the JS.

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 JS, CCMDs, or joint organizations reporting to or through the CJCS, or 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/achievement of major significance to the DoD but less in scope or impact than is 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 DoD Annual Awards Programs, but an individual cannot receive a CJCS award, and a Service or SecDef award for the same service.

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(3) Some factors to consider for this award are: a specific, long-term program impact; a deployment of over 365 days; or a PCS for a tour lasting three to five 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 JS, CCMDs, or joint organizations reporting to or through the CJCS or 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 DoD but less in scope or impact than is 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 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 a specific, short-term program impact; a deployment of less than 365 days; or a PCS for a tour lasting one-to-three years.

3. Procedures for Recommendation of CJCS 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 JDSCM 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. Recommendations to the CJCS must be sent through the JS Awards Board and 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

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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. Use paragraph or bullet form only 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-Dir-approved awards to the J-1 Awards Office 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-Dir.

i. Recommendations for personnel not permanently assigned must have the acknowledgement of the individual's permanent command if the award is the JCDSM 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. SecDef Civilian Awards

a. The JS does not solicit DoD awards unless the action or interaction is at the DoD level.

b. These recommendations may only be signed by the CCDR and CJCS.

c. Recommendations for DoD civilian awards should be received not later than 90 days prior to the presentation date.

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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 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 J-Dir's 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 to 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.

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APPENDIX A TO ENCLOSURE B

FORMAT FOR MEMO FOR RECOMMENDATION OF 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 the J-1 Awards Office to the approval authority using the appropriate format. Citations for all awards will be submitted IAW Appendix B to Enclosure B.
- b. Always use the JS templates to create a memo. The templates automatically set margins, indentations, and fonts, as well as signature blocks. Contact the CSB for assistance in accessing and using the JS templates.
- c. Print the memo on 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 font 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 one 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.

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j. Type “SUBJECT:” a double space below the address line. Two spaces after the colon, briefly describe the memo’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 line.

k. Avoid “widow/orphan” lines in multiple-page memos (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.

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Reply ZIP Code:
20318-XXXX

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 Memo Format

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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 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/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."
7. Federal Government Printing Office Style Manual rules apply to 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.

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10. Type on 8.5 by 11-inch plain paper. Margins must be at least one inch on all sides. Double-space citations and use landscape page orientation. The length of the citation is not to exceed 15 lines in Times New Roman 12 point font. 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 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. PSD will compute qualifying service time from the date the individual reports for duty with the JS to the date the individual out-processes. For personnel assigned to the 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 Service Members. Service members of Reserve Components are eligible to wear the JCS ID Badge if assigned to any of the organizations listed in paragraph 9. Further, Reserve Component 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 two years and performing 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

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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 an O-7/SES 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 J-Directors, and heads of other organizations specified in paragraph 9 will verify individual eligibility IAW paragraphs 1 and 2. Additionally, the VDJS, J-Directors, and the heads of organizations may further delegate this verification to their executive assistants or military secretariats.

7. Procedures

a. For those personnel assigned to eligible activities that are funded directly by the JS, the PSD will 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. The JS Awards Office will provide J-Dirs 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 the JS Awards Office.

c. The JS Awards Office will 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

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organizations, issue permanent orders for qualified personnel, ensure the appropriate service record documentation, and provide the JS Awards Office 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 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. J-Dirs and organizations eligible for the JCS ID Badge:

- a. The OCJCS, to include personnel specifically detailed to the OCJCS.
- b. ODJS.
- c. J-1.
- d. Directorate for Operations , J-3.
- e. Directorate for Logistics, J-4.
- f. Directorate for Strategy, Plans, and Policy, J-5.
- g. Directorate for Command, Control, Communications, and Computers/ Cyber, J-6.
- h. Directorate for Joint Force Development, J-7.
- i. Directorate for Joint Force Structure, Resources, and Assessment, J-8.
- j. Directorate of Management.
- 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, United States-Canada Permanent Joint Board on Defense (1 billet).

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n. Defense Intelligence Agency (DIA) (limited to the Director, DIA and personnel assigned to 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); JS 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 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.

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

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).

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y. Joint Personnel Recovery Agency (J-7).

z. NDU (J-7).

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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 feet 4 inches by 5 feet 6 inches 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 feet 4 inches by 5 feet 6 inches for CCMDs, and 3 feet by 4 feet 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 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

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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 IAW reference a and are not permitted to carry a JMUA streamer.

d. Authorization

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

(2) Unless established under a permanent joint manpower document, joint task forces and other joint activities are not authorized to carry distinguishing flags. Validation may be ascertained with J-1, Human Capital Division.

(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 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 the TIOH specifications.

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GLOSSARY

PART I – ABBREVIATIONS AND ACRONYMS

AFPCA	Air Force Pentagon Communications Agency
CCMD	Combatant Command
CJCSI	CJCS Instruction
CPB	Civilian Personnel Branch
CSB	Customer Service Branch
DIA	Defense Intelligence Agency
DJ-1	Director for Manpower and Personnel
DoDI	Department of Defense Instruction
DOM	Directorate of Management
ETP	exception to policy
GO/FO	general officer/flag officer
IAW	in accordance with
J-1	Joint Staff Directorate for Personnel and Manpower
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
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
J-Dir	Joint Staff directorate
JMCSM	Joint Meritorious Civilian Service Medal
JMUA	Joint Meritorious Unit Award
JSOMD	Joint Staff Operations and Maintenance Directorate
NATO	North Atlantic Treaty Organization
NDU	National Defense University

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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
PSD	Personnel Services Division
SecDef	Secretary of Defense
SES	Senior Executive Service
USD(P&R)	Under Secretary of Defense 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

DoD Awards or Decorations. In this instruction, the terms “DoD awards” and “DoD 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 DoD 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 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.

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 one 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 under one year.

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