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OFFICE OF THE SECRETARY OF DEFENSE
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ADMINISTRATION &
MANAGEMENT

MAR 18 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Nominations for the 48th Annual Department of Defense Distinguished Civilian Service Award

This is to solicit your nominations for the 48th Annual Department of Defense (DoD) Distinguished Civilian Service Award. This Award is the highest honor given by the Secretary of Defense to career civilian personnel of the Department. It is presented in an annual ceremony to a small number of DoD civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operation of DoD.

This prestigious award recognizes career employees at all levels for their exceptional achievement(s) that culminated in an end result benefiting the entire DoD during CY 2002. The requirement that the award be based on an employee's contributions during one-year only is intended to encourage the nomination of employees at all levels of responsibility and seniority who may not have the opportunity to compile a myriad of accomplishments in a position, but who have made significant and lasting contributions with Department-wide impact during a discrete period. While nominations may refer to achievements occurring before CY 2002 that culminated in accomplishments during that year, nominations that refer to unrelated achievements prior to CY 2002 will be returned.

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Nominations for the award should be forwarded by Heads of DoD Components to the Labor and Management Employee Relations Division, Directorate for Personnel and Security, Washington Headquarters Services, 1777 North Kent Street, Suite 12063, Arlington, VA 22209-2164 in septuplicate, on or before **May 16, 2003**. Attached is the format to be used for this year's nominations. Please note that seven photographs are to be submitted for each nominee and 5x7 glossy prints are preferred.

Bonus information for Senior Executive Service nominees should not be listed under the prior awards heading although it is appropriate to list special accomplishment cash awards and nominations for rank awards under that heading.

Career employees at any level and duty station within your organization, who meet the established criteria, are eligible for this award. Nominees should normally have previously received their respective Component's highest award.

Directors of Defense Agencies are encouraged to submit nominations as a Defense Agency rather than an entity of an OSD Component.

For additional information regarding this year's award nominations, you may contact Ms. Amy Hunt on (703) 588-0439 or Ms. TJ Hobbles on (703) 588-0438.


Howard G. Bush
for Deputy Director
Raymond F. DuBois
Director

Attachment:
As stated

**Instructions for Submitting
DoD Distinguished Civilian Service Award
Nomination**

Submit 7 copies of each nomination. Follow the format outlined below, beginning each of the major sections (I, II, etc.) on a new page

Nomination of

(name)

for the

Department of Defense

Distinguished Civilian Service Award

I. Biographical Data

A. General Information

Name
Date of Birth
Title and Grade
Organization and Location
Service Computation Date
Length of Time with DoD

B. Education

Year
Degree
School
Major Field

C. Significant Employment (list in reverse chronological order beginning with present position)

D. Significant Prior Awards (list in reverse chronological order beginning with the most recent award received)

E. Significant Publications during past 10 years (list in reverse chronological order beginning with the most recent publication)

F. Current Membership in professional or scientific societies, civic organizations, etc.

G. Other Significant Biographical Data pertinent to the award nomination

II. Basis for Nomination (not to exceed 3 pages, single spaced)

A. Summary of Achievement must only include contributions resulting in an end result during CY 2002 (nominations that do not meet this criteria will be returned). A summary containing background of an accomplishment that began prior to January 2002 and culminated during CY 2002 is acceptable.

B. Additional facts and consideration pertinent to the nomination (include examples of personal qualities of the nominee, which made the achievement possible, if these qualities were not adequately described in the summary of achievement).

III. Citation

Prepare a double spaced proposed citation for the signature of the Secretary of Defense containing no more than 150 words and highlighting the significance of the individual's achievements.

IV. Synopsis (one page)

A. General Information

Name

Title and Grade

Field of Specialization

Organization

Location

B. Education

C. Highest Previous Award and date

D. Basis for Nomination (summarize in 300 words or less)

V. Photograph of Nominee

Seven photographs should be submitted for each nominee. Reproduced copies of a photograph are acceptable if seven photographs are not available.