



## DoD MANUAL 1348.33, VOLUME 4

# MANUAL OF MILITARY DECORATIONS AND AWARDS: DoD JOINT DECORATIONS AND AWARDS

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**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

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**Purpose:** This manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive (DoDD) 5124.02 and DoD Instruction (DoDI) 1348.33:

- This manual implements policy, assigns responsibilities, and provides procedures for managing the DoD Military Decorations and Awards Program.
- This volume provides detailed information, and procedures for preparing and submitting DoD Joint decorations and awards, including:
  - Defense Distinguished Service Medal (DDSM).
  - Defense Superior Service Medal (DSSM).
  - Defense Meritorious Service Medal (DMSM).
  - Joint Service Commendation Medal (JSCM).
  - Joint Service Achievement Medal (JSAM).
  - Joint Meritorious Unit Award (JMUA).

## TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION .....	5
1.1. Applicability. ....	5
1.2. Policy. ....	5
1.3. Information Collections. ....	8
SECTION 2: RESPONSIBILITIES .....	9
2.1. Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)). ....	9
2.2. Deputy Chief Management Officer of the Department of Defense (DCMO). ....	9
2.3. Director, Defense Logistics Agency. ....	9
2.4. Secretaries of the Military Departments. ....	10
2.5. Secretary of the Army. ....	10
2.6. CJCS. ....	10
2.7. CCDRs. ....	11
SECTION 3: PROCEDURES .....	12
3.1. Defense Distinguished Service Medal. ....	12
a. Introduction. ....	12
b. Award Category. ....	12
c. Award Criteria and Eligibility Requirements. ....	12
d. Foreign Military Personnel. ....	13
e. Procedures. ....	13
f. Approval Authority. ....	13
g. Posthumous Award. ....	14
h. Order of Precedence. ....	14
i. Subsequent Awards. ....	14
j. Authorized Devices. ....	14
k. Illustration and Description. ....	15
3.2. Defense Superior Service Medal. ....	15
a. Introduction. ....	15
b. Award Category. ....	15
c. Award Criteria and Eligibility Requirements. ....	15
d. Foreign Military Personnel. ....	16
e. Procedures. ....	17
f. Approval Authority. ....	17
g. Posthumous Award. ....	17
h. Order of Precedence. ....	17
i. Subsequent Awards. ....	17
k. Illustration and Description. ....	19
3.3. Defense Meritorious Service Medal. ....	19
a. Introduction. ....	19
b. Award Category. ....	19
c. Award Criteria and Eligibility Requirements. ....	19
d. Foreign Military Personnel. ....	20
e. Procedures. ....	20
f. Approval Authority. ....	21

g. Posthumous Award.....	22
h. Order of Precedence.....	22
i. Subsequent Awards.....	22
j. Authorized Devices.....	22
k. Illustration and Description.....	23
3.4. Joint Service Commendation Medal.....	23
a. Introduction.....	23
b. Award Category.....	23
c. Award Criteria and Eligibility Requirements.....	23
d. Foreign Military Personnel.....	24
e. Procedures.....	25
f. Approval Authority.....	25
g. Posthumous Award.....	27
h. Order of Precedence.....	27
i. Subsequent Awards.....	27
j. Authorized Devices.....	27
k. Illustration and Description.....	28
3.5. Joint Service Achievement Medal.....	28
a. Introduction.....	28
b. Award Category.....	29
c. Award Criteria and Eligibility Requirements.....	29
d. Foreign Military Personnel.....	30
e. Procedures.....	30
f. Approval Authority.....	30
g. Posthumous Award.....	32
h. Order of Precedence.....	32
i. Subsequent Awards.....	32
j. Authorized Devices.....	32
k. Illustration and Description.....	33
3.6. Joint Meritorious Unit Award.....	33
a. Introduction.....	33
b. Award Category.....	33
c. Award Criteria and Eligibility Requirements.....	34
d. Foreign Military Personnel.....	35
e. Procedures.....	35
f. Approval Authority.....	36
g. Posthumous Award.....	36
h. Order of Precedence.....	36
i. Subsequent Awards.....	36
j. Authorized Devices.....	36
k. Illustration and Description.....	36
APPENDIX 3A: ILLUSTRATIONS OF DoD JOINT DECORATIONS AND AWARDS.....	37
APPENDIX 3B: DEVICE PLACEMENT ON DoD JOINT DECORATIONS AND AWARDS.....	39
SECTION 4: SUBMISSION OF DoD JOINT DECORATION AND AWARD RECOMMENDATIONS.....	40
SECTION 5: PREPARATION OF DoD JOINT DECORATION AND AWARD RECOMMENDATIONS.....	41

SECTION 6: LOST DoD JOINT PMD AND JMUA RECOMMENDATIONS..... 51  
GLOSSARY ..... 52  
    G.1. Acronyms..... 52  
    G.2. Definitions..... 52  
REFERENCES ..... 55

TABLES

Table 1: DoD Joint Decorations and Awards (in Order of Precedence)..... 8  
Table 2: Illustration of DoD Joint Decorations and Awards (in Order of Precedence)..... 37

FIGURES

Figure 1. Device Placement on DoD Joint Decorations and Awards ..... 39  
Figure 2. Sample Format for DoD Joint PMD Recommendations (Individual)..... 43  
Figure 3. Sample Format for JMUA Recommendation..... 44  
Figure 4. Sample Citation for DDSM ..... 45  
Figure 5. Sample Citation for DSSM..... 46  
Figure 6. Sample Citation for DMSM ..... 47  
Figure 7. Sample Citation for JSCM..... 48  
Figure 8. Sample Citation for JSAM ..... 49  
Figure 9. Sample Citation for JMUA..... 50

## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to: OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

**1.2. POLICY.** It is DoD policy in accordance with DoDI 1348.33, that:

a. Service members serving in a DoD Component will be recognized with the applicable personal military decoration (PMD) for qualifying acts of valor, non-combat heroism, or meritorious service or achievement.

b. In general, only one decoration or service medal of the same type (PMD; Campaign, Expeditionary or Service medal; or Unit award) is authorized for the same act, achievement, or period of service.

(1) A PMD for valor, heroism, or specific achievement within a longer period of meritorious service is not considered duplication, provided the citation for the meritorious service or the accompanying documentation justifying the award does not cite any of the actions for which the valor, heroism, or specific achievement award was earned.

(2) A PMD for deployed meritorious service (e.g., Bronze Star Medal) within a longer period of service is not considered duplication, provided the citation for the meritorious service or the accompanying documentation justifying the award does not cite any of the actions for which the deployed meritorious service award was given.

(3) Receipt of a unit award or Campaign, Expeditionary, or Service medal for a given period does not preclude an individual from receiving a PMD for the same period.

c. Unless otherwise stated, only Service members assigned to a joint duty activity (JDA) or joint task force (JTF) headquarters, or performing duties related to joint matters in accordance with Section 668 of Title 10, United States Code (U.S.C.), are eligible for the DoD Joint decorations and awards listed in Table 1.

(1) For JTF headquarters, DoD Joint PMD eligibility is limited to the JTF commander, members of the JTF commander’s staff, and members assigned or attached to the JTF headquarters as individuals (not as members of a Service unit).

(2) Individual mobilization augmentees assigned to a JDA or JTF headquarters are eligible for DoD Joint PMDs.

(3) Service members on temporary orders to a JDA or JTF are eligible for DoD Joint decorations for outstanding achievement. Such impact awards should be rare and only awarded for truly outstanding achievement.

(4) Service members permanently assigned to staff or faculty positions of joint-Service schools are eligible for DoD Joint PMDs; students of such schools are not.

(5) Members of the armed forces of friendly foreign nations assigned or attached to a JDA or JTFs are eligible for the DMSM, JSCM, and JSAM. See Section 9 of this issuance for further guidance on awards to members of foreign militaries. See DoDI 1348.33 for further guidance on awards to members of foreign militaries.

(6) Being under the operational control of a JDA or JTF does not constitute eligibility for a DoD Joint PMD or the JMUA.

(7) Members of military-specific units (i.e., Army, Navy, Marine Corps, and Air Force) assigned or attached to a JDA or JTF are not eligible for DoD Joint PMDs or the JMUA, but retain eligibility for PMDs and unit awards from their respective Military Service.

(a) Personnel assigned to Military Department components that are subsequently attached to a JDA or JTF for administrative or exercise purposes are not eligible for DoD Joint PMDs or the JMUA.

(b) Individual Service members performing as part of a unit whose mission is military Service-specific (e.g., mobile training teams) are not eligible for DoD PMDs or the JMUA.

(8) Eligibility for DoD Joint PMDs or the Joint Meritorious Unit Award does not constitute eligibility for joint duty assignment credit, in accordance with Section 668 of Title 10, U.S.C.

d. DoD Joint PMDs are typically awarded for meritorious service, recognizing an individual's entire period of joint assignment, but under exceptional circumstances, may be awarded as impact awards to recognize a specific act or outstanding achievement separate and distinct from regularly assigned duties.

(1) Impact award recommendations should be submitted only when the achievement is of such magnitude that delaying such recognition until completion of the individual's tour of duty would diminish the significance of the recognition.

(2) Only under the most unusual circumstances will the DDSM, DSSM, or DMSM be awarded as an impact award for outstanding achievement to members temporarily assigned to a JDA or JTF. The DDSM, DSSM, and DMSM are intended to recognize an individual's accomplishments over a sustained period.

e. DoD Joint PMDs may not be awarded to any Service member for an act, achievement, or period of service for which another PMD has been awarded. Likewise, no PMD may be awarded to a Service member for an act, achievement, or period of service for which a DoD Joint PMD has been awarded.

f. Service members who meet DoD Joint PMD eligibility criteria may be awarded a DoD Joint PMD upon separation or retirement.

(1) Retirement must not be used to justify a higher level decoration than the actual service, achievement, or tenure in the joint assignment supported.

(a) The period of award must only cover the member's tenure in the joint assignment.

(b) Award recommendations must be based purely on the nominee's achievements or service during his or her current joint tour, and not on the nominee's previous assignments or entire career.

(2) In lieu of a DoD Joint PMD, a Service member may be nominated for a personal decoration from his or her parent Military Service if the retirement from military service coincides with the conclusion of the joint duty assignment. However, this exception does not permit a Service member to receive multiple personal decorations for the same period of service. Upon occasion of retirement the Service member may receive a DoD Joint PMD, or a parent Service decoration, but not both.

g. Unless otherwise stated, an individual who is eligible for a DoD Joint PMD will not be recommended for a PMD through his/her parent Service unless an appropriate DoD Joint PMD does not exist.

(1) DoD Joint PMDs will not be used to recognize valorous acts meriting recognition above the JSCM-level. Members assigned to JDAs or JTFs who perform valorous acts warranting recognition above the JSCM-level will be recommended for the appropriate PMD for valor through his/her respective parent Service. Refer to Section 4 of this manual for information regarding valor recognition.

(2) In accordance with Executive Order (EO) 12019, the DMSM is awarded for "non-combat meritorious service or achievement." The DMSM will not be used to recognize meritorious service or achievement under combat conditions. The BSM is the appropriate PMD to recognize meritorious service or achievement under combat conditions at the DMSM level. Refer to Section 5 of this issuance for additional information regarding recognition for meritorious service or achievement under combat conditions.

h. Exception to policy requests for award 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 in accordance with the definition of joint matters contained in Section 668 of Title 10, U.S.C.

**Table 1: DoD Joint Decorations and Awards (in Order of Precedence)**

<b>Title of Decoration or Award</b>	<b>Category of Award</b>
Defense Distinguished Service Medal	DoD Joint Personal Military Decoration
Defense Superior Service Medal	DoD Joint Personal Military Decoration
Defense Meritorious Service Medal	DoD Joint Personal Military Decoration
Joint Service Commendation Medal	DoD Joint Personal Military Decoration
Joint Service Achievement Medal	DoD Joint Personal Military Decoration
Joint Meritorious Unit Award	DoD Joint Unit Award

**1.3. INFORMATION COLLECTIONS.** The award packages referred to throughout this volume do not require licensing with a report control symbol in accordance with Volume 1 of DoD Manual 8910.01.

## SECTION 2: RESPONSIBILITIES

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).** Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA):

- a. Develops and maintains DoD policies and procedures governing the DoD Military Decorations and Awards Program.
- b. Ensures the DoD Components' implementing guidance conforms to pertinent statutes, EOs, regulations, and DoD policy.
- c. Adjudicates exception to policy requests regarding DoD Joint PMDs and JMUA recommendations not specifically delegated to personnel in Paragraphs 2.2 through 2.7.

**2.2. DEPUTY CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE (DCMO).** The DCMO:

- a. Processes all DoD Joint PDM and JMUA recommendations not administered by the CJCS or Combatant Commanders (CCDRs). This responsibility includes all DDSM and recommendations below the DDSM from OSD, the Defense Agencies, and the DoD Field Activities.
- b. Adjudicates:
  - (1) Individual exception to policy requests for DoD Joint PDM and JMUA recommendations not managed by the CJCS.
  - (2) Requests for delegation of award authority for DoD Joint PMDs.
  - (3) JMUA recommendations, including exception to policy requests.
- c. Issues certificates and citations for the DDSM.

**2.3. DIRECTOR, DEFENSE LOGISTICS AGENCY.** Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics, the Director, Defense Logistics Agency, procures and stocks:

- a. DoD Joint decorations and awards for procurement by the DoD Components.
- b. Certificates for the DSSM, DMSM, JSCM, and JSAM, as authorized by the ASD(M&RA), for procurement by the DoD Components.

**2.4. SECRETARIES OF THE MILITARY DEPARTMENTS.** The Secretaries of the Military Departments:

- a. Establish procedures in their respective departments to ensure compliance with applicable statutes, EOs, federal regulations, and the policies and procedures outlined in DoDI 1348.33 and this Volume.
- b. Enter into the official military personnel files of the Service members DoD Joint PMDs awarded under competent Secretary of Defense authority.
- c. Notify the applicable DoD Joint PMD award authority of DoD Joint PMDs suspected of being awarded under improperly applied criteria or authority for adjudication by the applicable Secretary of Defense award authority.

**2.5. SECRETARY OF THE ARMY.** In addition to the responsibilities in Paragraph 2.4., the Secretary of the Army:

- a. Provides heraldic support for the design of flags, insignia, badges, medals, seals, decorations, guidons, streamers, final pieces for flagstuffs, buttons, buckles, awards, trophies, marks, emblems, rosettes, scrolls, braids, ribbons, knots, tabs, cords, and similar items as authorized by Section 4594 of Title 10, U.S.C.
- b. Advises DoD on matters of heraldry.
- c. Prescribes regulations providing for reimbursement for services furnished.
- d. Acts on the behalf of DoD in establishing regulations that govern the control of manufacture and quality of decorations.

**2.6. CJCS.** The CJCS:

- a. Establishes procedures to ensure compliance with applicable statutes, E.O.s, federal regulations, and the policies and procedures outlined in DoDI 1348.33 and this volume.
- b. Processes individual DDSM recommendations for Service members assigned to joint commands or organizations reporting to or through the CJCS.
- c. Acts upon individual DSSM, DMSM, JSCM, and JSAM recommendations from joint commands or organizations reporting to or through the CJCS, to include the Combatant Commands, that have not been delegated approval authority for the applicable DoD Joint PMD.
- d. Acts upon JMUA recommendations for units assigned to joint commands or organizations reporting to or through the CJCS, to include the Combatant Commands.

e. Adjudicates, for Service members assigned to joint commands or organizations reporting to or through the CJCS that have not been delegated exception to policy approval authority for the applicable DoD Joint PMD:

(1) Individual exception to policy requests for award of the DSSM, DMSM, JSCM, and JSAM.

(2) Unit exception to policy requests for the JMUA.

**2.7. CCDRS.** The CCDRs:

a. Establish procedures to ensure compliance with applicable statutes, E.O.s, federal regulations, and the policies and procedures outlined in DoDI 1348.33 and this volume.

b. Act upon individual DoD Joint PMD recommendations for the DSSM and below for Service members assigned to their respective headquarters or JDAs directly under their administrative control.

c. Adjudicate individual DoD Joint PMD exception to policy requests for award of the DMSM and below to Service members assigned to their respective headquarters or JDAs directly under their administrative control.

## SECTION 3: PROCEDURES

### 3.1. DEFENSE DISTINGUISHED SERVICE MEDAL.

**a. Introduction.** The DDSM, established by E.O. 11545, is the highest precedence DoD Joint PMD.

**b. Award Category.** DoD Joint PMD.

**c. Award Criteria and Eligibility Requirements.**

(1) The DDSM, in accordance with E.O. 11545, may be awarded by the Secretary of Defense to any officer of the U.S. Armed Forces who performs exceptionally meritorious service in a duty of great responsibility with the OSD, the Organization of the Joint Chiefs of Staff, a specified or unified command, a Defense Agency, or for any such other joint activity as designated by the Secretary of Defense.

(2) The DDSM, in accordance with guidance in the June 3, 2003, Secretary of Defense Memorandum, is normally awarded to recognize only the most senior officers of the United States.

(a) Armed Forces whose duties bring them in direct contact with the Secretary of Defense and other senior officials within government and whose exceptional performance of duty and contributions to national security or defense have been at the highest levels.

(b) The DDSM nominee's duties and responsibilities should bring him or her into direct and frequent contact with the Secretary of Defense and other senior officials within the Government.

1. Examples of such senior government officials are the Deputy Secretary of Defense, the CJCS, the CCDRs, the Secretaries of the Military Departments, and the Chiefs and Vice Chiefs of the Military Services.

2. Normally, such senior officers have direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S. Government.

(3) The DDSM may be awarded to other senior officers who serve in positions of great responsibility, or to an officer whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities.

(4) The DDSM is intended to recognize exceptionally meritorious service and to honor an individual's accomplishments over a sustained period. It is normally awarded for a period of time greater than 12 months, encompassing the nominee's entire joint assignment, including any extensions. Only under the most unusual circumstances will the DDSM be awarded for a period of temporary duty.

(5) The DDSM may be awarded with the “C” device to recognize exceptionally meritorious service or achievement performed under combat conditions on or after January 7, 2016. The award narrative must clearly show that the nominee was personally exposed to hostile action or under significant risk of hostile action:

- (a) While engaged in action against an enemy of the United States;
- (b) While engaged in military operations involving conflict with an opposing foreign force; or
- (c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(6) The DDSM will not be awarded to any officer for a period of service or achievement for which a Military Department’s Distinguished Service Medal, or similar decoration, has been awarded.

**d. Foreign Military Personnel.** E.O. 11545 limits award of the DDSM to officers of the U.S. Armed Forces.

**e. Procedures.**

(1) DDSM recommendations for members of the Joint Staff or the Combatant Command Headquarters or JDAs reporting to or through the CJCS will be processed through the CJCS for recommendation. These recommendations will not be boarded at the Joint Staff level. The CJCS will forward recommendations to the Assistant Director, Military Personnel, Human Resources Directorate, Washington Headquarters Services (WHS), for boarding and processing. Recommendations will be submitted to arrive at the Joint Staff no later than 90 days before the desired presentation date.

(2) All other DDSM recommendations will be submitted to the Assistant Director, Military Personnel, Human Resources Directorate, WHS, for boarding and processing. Recommendations require the signature of the Secretary of the Military Department concerned, applicable Under Secretary of Defense, Assistant Secretary of Defense, General Counsel of the Department of Defense, Inspector General of the DoD, or Director.

(a) In their absence, the Principal Deputy may sign the DDSM award recommendation.

(b) Recommendations will be submitted to the WHS no later than 90 days before the desired presentation date.

(3) See Sections 4 and 5 of this volume for detailed information on submitting and preparing DDSM award recommendations respectively.

**f. Approval Authority.** The DDSM is only approved by the Secretary of Defense. Under no circumstances may the awarding authority be delegated.

**g. Posthumous Award.** The DDSM may be awarded posthumously and presented to the primary next of kin (PNOK).

**h. Order of Precedence.** The DDSM is worn after the Military Service Crosses (i.e., Distinguished Service Cross, Navy Cross, or Air Force Cross) and before the Military Distinguished Service Medals (i.e., Army Distinguished Service Medal, Navy Distinguished Service Medal, and Air Force Distinguished Service Medal).

**i. Subsequent Awards.** Individuals are only presented a DDSM upon initial award. Subsequent awards are denoted through wear of authorized devices.

**j. Authorized Devices.** Refer to Appendix 3B, Figure 1, for device placement.

(1) “C” Device. The “C” Device will only be awarded to indicate award was made for meritorious service or achievement under combat conditions occurring on or after January 7, 2016.

(a) Only one “C” device is worn to indicate initial award. The “C” device will be centered on the suspension ribbon if not worn with any other devices. Subsequent awards for meritorious service under combat conditions are indicated by oak-leaf clusters or Arabic numerals.

(b) The “C” device, when worn with Arabic Numerals or oak-leaf clusters, will be to the wearer’s right.

(2) Arabic Numerals. (bronze or gold) When the “C” device is worn in combination with oak-leaf clusters and the total number of devices exceeds four, then Arabic numerals (bronze or gold) are worn in place of the oak-leaf clusters to indicate the number of subsequent awards.

(3) Oak-Leaf Cluster. (bronze or silver) Oak-leaf clusters are worn to designate subsequent award. However, when worn in combination with a “C” device, and the total number of devices exceeds four, then Arabic Numerals must be used to indicate subsequent awards.

(a) Subsequent awards are denoted by wearing oak-leaf clusters on the suspension and service ribbon of the medal. Oak-leaf clusters, 13/32 inch in length, are worn with the stems of the leaves pointing to the wearer’s right.

(b) Bronze oak-leaf clusters are used to denote the 2nd through 4th (6th through 9th etc.) award.

1. No more than four bronze oak-leaf clusters will be worn.

2. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

3. The oak-leaf clusters will be centered on the suspension ribbon when not worn with the “C” device.

(c) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 5th, 10th).

1. One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters.

2. They are worn to the wearer's right of a bronze oak-leaf cluster.

3. The oak leaf clusters will be centered on the suspension ribbon if not worn with any other devices.

4. Silver oak-leaf clusters are not used when worn in combination with the "C" device; rather Arabic numerals are used to denote subsequent awards beyond the third oak-leaf cluster.

(d) Oak-leaf clusters, when worn with the "C" device, will be to the wearer's left and the devices will be evenly spaced on the suspension or service ribbon.

**k. Illustration and Description.** See Appendix 3A.

### **3.2. DEFENSE SUPERIOR SERVICE MEDAL.**

**a. Introduction.** The DSSM, established by E.O. 11904, is the second highest precedence DoD Joint PMD.

**b. Award Category.** DoD Joint PMD.

**c. Award Criteria and Eligibility Requirements.**

(1) The DSSM, in accordance with E.O. 11904, may be awarded by the Secretary of Defense to any Service member who has rendered superior meritorious service in a position of significant responsibility with the OSD, the Organization of the Joint Chiefs of Staff, a specified or unified command, a Defense agency, or such other JDA as may be designated by the Secretary of Defense.

(2) In accordance with the guidance in the July 1, 2003 Director, Administration and Management Memorandum, subsequent to the guidance in the June 3, 2003 Secretary of Defense Memorandum, the nominee's contributions must be at the highest level and reflect superior meritorious service in a position of significant responsibility.

(3) Service members assigned or attached to a JTF as individuals (not as members of a Service unit) may be eligible for the DSSM. Members of military-specific units (i.e., Army, Navy, Marine Corps, and Air Force) assigned or attached to a JDA or JTF are not eligible for the DSSM but retain eligibility for PMDs and unit awards from their respective Military Service.

(4) The DSSM may be awarded with the "C" device to recognize exceptionally meritorious service or achievement performed under combat conditions on or after January 7,

2016. The award narrative must clearly show that the nominee was personally exposed to hostile action or under significant risk of hostile action:

- (a) While engaged in action against an enemy of the United States;
- (b) While engaged in military operations involving conflict with an opposing foreign force; or
- (c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(5) The DSSM for specific achievement may be awarded with the “R” device to distinguish that the award was earned for the direct hands-on employment of a weapon system or other warfighting activities that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target), including Title 10, U.S.C., support of non-Title 10 operations, and operations authorized by an approved execute order. To be designated as such, the action must have been performed through any domain, in circumstances that did not expose the individual to hostile action, or place him or her at significant risk of exposure to hostile action, on or after January 7, 2016, under one of the following conditions:

- (a) While engaged in military operations against an enemy of the United States;
- (b) While engaged in military operations involving conflict against an opposing foreign force; or
- (c) While serving with friendly foreign forces engaged in military operations with an opposing armed force in which the United States is not a belligerent party.

(6) The DSSM is the DoD Joint PMD equivalent of the Legion of Merit and should be awarded accordingly.

(7) The DSSM is intended to recognize superior meritorious service and to honor an individual’s accomplishments over a sustained period. It is normally awarded for a period of time greater than 12 months, encompassing the nominee’s entire joint assignment, including any extensions. Only under the most unusual circumstances will the DSSM be awarded as an impact award for outstanding achievement.

(8) The DSSM will not be awarded to any member of the U.S. Armed Forces for a period of service or achievement for which another military medal, or similar decoration, has been awarded.

**d. Foreign Military Personnel.** E.O. 11904 limits award of the DSSM to members of the U.S. Armed Forces.

**e. Procedures.**

(1) DSSM recommendations approved by the CJCS will be processed entirely by the Joint Staff.

(2) DSSM recommendations approved by a CCDR will be processed entirely by the applicable Combatant Command.

(3) All other DSSM recommendations will be forwarded to the Assistant Director, Military Personnel, Human Resources Directorate, WHS, for processing. Recommendations will be submitted no later than 90 days before the desired presentation date. Refer to Section 4 and Section 5 for information on preparing and submitting DSSM award recommendations respectively.

(4) Requests for exceptions to policy or determinations regarding eligibility for the DSSM will be forwarded to:

(a) The Director, Joint Staff (DJS), for the CJCS, for organizations or activities that report to or through the CJCS, to include the Combatant Commands. Disapproval of an exception to policy request may be made at any level of command.

(b) The DCMO for all other organizations or activities. Disapproval of an exception to policy request may be made at any level of command.

**f. Approval Authority.**

(1) The CJCS, for Service members assigned to the Joint Staff, and those Service members assigned to joint organizations falling under the CJCS. This authority may be delegated to the DJS, but may not be delegated further.

(2) The applicable CCDR, for Service members assigned as permanent members of their organizations and those Service members assigned to joint organizations falling under the administrative control of the CCDR. This authority may be delegated, in writing, to subordinate operational commanders in the grade of O-10.

(3) The DCMO, for all other qualifying Service members. This authority may not be delegated further.

**g. Posthumous Award.** The DSSM may be awarded posthumously and presented to the primary next of kin (PNOK).

**h. Order of Precedence.** The DSSM is worn after the Silver Star medal and before the LOM.

**i. Subsequent Awards.** Individuals are only presented a DSSM upon initial award. Subsequent awards are denoted through wear of authorized devices.

**j. Authorized Devices.** Refer to Appendix 3B, Figure 1, for device placement.

(1) “C” Device. The “C” Device will only be awarded to indicate award was made for meritorious service under combat conditions performed on or after January 7, 2016.

(a) Only one “C” device is worn to indicate initial award. The “C” device will be centered on the suspension ribbon if not worn with any other devices. Subsequent awards for meritorious service under combat conditions are indicated by oak-leaf clusters or Arabic numerals.

(b) The “C” device, when worn with the “R” device, Arabic Numerals or oak-leaf clusters, will be worn to the wearer’s right.

(2) “R” Device. The “R” Device will be awarded to indicate an award for specific achievement was made for remote impacts on combat operations occurring on or after January 7, 2016, (see “R” device award criteria).

(a) Only one “R” device is worn to indicate initial award. The “R” device will be centered on the suspension ribbon if not worn with any other devices.

(b) The “R” device, when worn with the “C” device, Arabic Numerals, or oak-leaf clusters, will be worn to the wearer’s left of the “C” device and to the wearer’s right of oak-leaf clusters or Arabic numerals.

(3) Arabic Numerals (bronze or gold). When the “C” device or “R” device is worn in combination with oak-leaf clusters and the total number of devices exceeds four, then Arabic numerals (bronze or gold) are worn in place of the oak-leaf clusters to indicate the number of subsequent awards.

(4) Oak-Leaf Cluster (bronze or silver). Oak-leaf clusters are worn to designate subsequent award. However, when worn in combination with a “C” device or “R” device, and when the total number of devices exceeds four, then Arabic Numerals must be used to indicate subsequent awards.

(a) Subsequent awards for meritorious service or achievement are denoted by wearing oak-leaf clusters on the suspension and service ribbon of the medal. Oak-leaf clusters, 13/32 of an inch in length, are worn with the stems of the leaves pointing to the wearer’s right.

(b) Bronze oak-leaf clusters are used to denote the 2nd through 4th (6th through 9th etc.) award. No more than four bronze oak-leaf clusters will be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters. The oak-leaf clusters will be centered on the suspension ribbon when not worn with the “C” or “R” device.

(c) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 5th, 10th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer’s right of a bronze oak-leaf cluster. The oak leaf clusters will be centered on the suspension ribbon if not worn with any other devices. Silver oak-leaf clusters are not used when worn in combination with the “C” or “R” device; rather Arabic numerals are used to denote subsequent awards when total number of devices exceeds four.

(d) Oak-leaf clusters, when worn with the “C” or “R” device, will be to the wearer’s left and the devices will be evenly spaced on the suspension or service ribbon.

**k. Illustration and Description.** See Appendix 3A.

### **3.3. DEFENSE MERITORIOUS SERVICE MEDAL.**

**a. Introduction.** The DMSM, established by E.O. 12019, is the third highest precedence DoD Joint PMD.

**b. Award Category.** DoD Joint PMD.

**c. Award Criteria and Eligibility Requirements.**

(1) The DMSM, in accordance with E.O. 12019, may be awarded by the Secretary of Defense to any member of the Armed Forces of the United States, or to any member of the armed forces of a friendly foreign nation, who has rendered outstanding non-combat meritorious achievement or service while assigned to the OSD, the Organization of the Joint Chiefs of Staff, a specified or unified command, a Defense Agency, or other such JDA as may be designated by the Secretary of Defense.

(2) The required outstanding meritorious service or achievement, while of a lesser degree than that required for award of the DSSM, must have been accomplished with distinction.

(3) Service members assigned or attached to a JTF as individuals (not as members of a Military Service unit) may be eligible for the DMSM. Members of military-specific units (i.e., Army, Navy, Marine Corps, and Air Force) assigned or attached to a JDA or JTF are not eligible for the DMSM but retain eligibility for PMDs and unit awards from their respective Military Service.

(4) The DMSM may only be awarded for “non-combat meritorious service or achievement” in accordance with E.O. 12019. Service members assigned or attached to a JDA or JTF who perform meritoriously under combat conditions or who perform combat actions warranting recognition at the DMSM-level should be recommended for award of the Bronze Star Medal in accordance with procedures outlined in the governing regulations of the nominee’s respective Military Department.

(5) The DMSM, is normally awarded to recognize outstanding meritorious service and is intended to honor an individual’s accomplishments over a sustained period. It is normally awarded for a period of time greater than 12 months, encompassing the nominee’s entire joint assignment, including any extensions. The DMSM, when awarded for outstanding achievement, should provide clear and concise justification as to why an impact award is warranted.

(6) The DMSM for specific achievement may be awarded with the “R” device to distinguish that the award was earned for the direct hands-on employment of a weapon system or other warfighting activities that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target),

including Title 10, U.S.C., support of non-Title 10 operations, and operations authorized by an approved execute order. To be designated as such, the action must have been performed through any domain, in circumstances that did not expose the individual to hostile action, or place him or her at significant risk of exposure to hostile action:, on or after January 7, 2016, under one of the following conditions:

- (a) While engaged in military operations against an enemy of the United States;
  - (b) While engaged in military operations involving conflict against an opposing foreign force; or
  - (c) While serving with friendly foreign forces engaged in military operations with an opposing armed force in which the United States is not a belligerent party.
- (7) The DMSM will not be awarded to any member of the U.S. Armed Forces for a period of service or achievement for which another military medal, or similar decoration, has been awarded.

**d. Foreign Military Personnel.** E.O. 12019 authorizes award of the DMSM to members of the armed forces of friendly foreign nations. See DoDI 1348.33 for procedures for awarding the DMSM to eligible foreign military personnel.

**e. Procedures.**

(1) DMSM recommendations will be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the DCMO or the CJCS, the recommendation will be submitted for processing to the Assistant Director, Military Personnel, Human Resources Directorate, WHS, or the DJS no later than 90 days before the desired presentation date. Refer to Sections 4 and 5 of this volume for information on preparing and submitting DMSM award recommendations.

(2) Requests for exceptions to policy or determinations regarding eligibility for the DMSM will be forwarded to the DCMO or to the DJS, for the CJCS, for organizations or activities that report to or through the CJCS. Disapproval of any exception to policy requests may be made at any level of command.

(a) The CCDR may approve an exception to policy request for the DMSM for Service members under his or her command not serving in designated joint billets but who perform duties that are inherently joint in nature. This authority may be delegated, in writing, to Deputy Commanders and the Chiefs of Staffs of the Combatant Commands.

(b) The Supreme Allied Commander, Europe, provided that he or she is a U.S. military officer, may approve an exception to policy request for the DMSM for personnel under his or her command authority. This authority may be delegated, in writing, to the Deputy Supreme Allied Command Europe or Deputy Chief of Staff, Supreme Allied Command Europe, provided that they are U.S. military officers.

**f. Approval Authority.**

(1) The DMSM will be awarded in the name of the Secretary of Defense. Authority to award the DMSM to any member of the Armed Forces of the United States is hereby delegated to:

- (a) The DCMO for Service members assigned to:
  - 1. The OSD.
  - 2. The DoD Field Activities.
  - 3. The joint DoD activities that report directly to an OSD Principal Staff Assistant (PSA).
  - 4. The joint DoD activities for which the Secretary of a Military Department has been designated as the Executive Agent (EA).
  - 5. The multilateral and bilateral organizations.
  - 6. Any other offices in the Executive Branch, the Executive agencies and departments, or the independent establishments and government corporations, in accordance with the United States Government Manual (<http://www.usgovernmentmanual.gov>).
- (b) The DJS, on behalf of the CJCS, for Service members assigned to the Joint Staff and those agencies and activities reporting directly to the CJCS that are not delegated approval authority for that decoration.
- (c) The CCDRs, for Service members assigned to their respective headquarters or JDAs directly under their operational control. They also may approve the award for a JTF commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned or attached unit).
- (d) The Supreme Allied Commander, Europe; the Supreme Allied Commander, Transformation; the U.S. Representative to the Military Committee, North Atlantic Treaty Organization (NATO); the Defense Advisor, U.S. Mission NATO; and the Commander, North American Aerospace Defense Command (NORAD) provided they are U.S. officers, for Service members assigned in their respective headquarters or associated agencies.
- (e) The Directors of Defense Agencies for Service members assigned to their respective agencies.
- (f) The Commander, U.S. Forces Korea, for Service members assigned to his or her headquarters or JDAs reporting directly to that command.
- (g) The President, National Defense University (NDU), for Service members assigned to the University, the National War College, and the Industrial College of the Armed

Forces. Service members permanently assigned to staff or faculty positions are eligible; students are not.

(h) The Commandant, Joint Forces Staff College, for Service members assigned to that college. Service members permanently assigned to staff or faculty positions are eligible; students are not.

(i) The Chief, National Guard Bureau (NGB) for:

1. Service members permanently assigned to the Office of the Chief, NGB and National Guard Joint Staff.

2. Service members at the National Guard Joint Force Headquarters - State (NG JFHQs-State) assigned to a Joint Duty Assignment List (JDAL) position as published on the JDAL pursuant to DoDI 1300.19 or assigned to a position on a joint manpower document established by the CJCS in accordance with DoDD 5105.83, Enclosure 4, paragraphs 6.a. and 6.b. All other DMSM award nominations for members assigned to the joint staff element of the NG JFHQs-State as defined by DoDD 5105.83, will be processed through the Chief, NGB, to the DCMO in accordance with exception to policy procedures contained in this manual.

(2) That authority may be delegated further, in writing, at the discretion of an approval authority in Paragraphs 3.3.f.(1)(a) through (i) to general/flag officers of the U.S. Armed Forces in the grade of O-7 or civilian equivalents when they occupy established subordinate command or staff positions.

**g. Posthumous Award.** The DMSM may be awarded posthumously and presented to the primary next of kin (PNOK).

**h. Order of Precedence.** The DMSM is worn after the Purple Heart and before the Meritorious Service Medal.

**i. Subsequent Awards.** Individuals are only presented a DMSM upon initial award. Subsequent awards are denoted through wear of authorized devices.

**j. Authorized Devices.** Refer to Appendix 3B, Figure 1, for device placement.

(1) "R" Device. The "R" Device will be awarded to indicate an award for specific achievement was made for remote impacts on combat operations occurring on or after January 7, 2016.

(a) Only one "R" device is worn to indicate initial award. The "R" device will be centered on the suspension ribbon if not worn with any other devices.

(b) The "R" device, when worn with Arabic numerals or oak-leaf clusters, will be worn to the wearer's right of the Arabic numerals or oak-leaf clusters.

(2) Arabic Numerals (bronze or gold). When the "R" device is worn in combination with oak-leaf clusters and the total number of devices exceeds four, then Arabic numerals

(bronze or gold) are worn in place of the oak-leaf clusters to indicate the number of subsequent awards.

(3) Oak-Leaf Cluster (bronze or silver). Oak-leaf clusters are worn to designate subsequent award. However, when worn in combination with an “R” device, and when the total number of devices exceeds four, then Arabic Numerals must be used to indicate subsequent awards.

(a) Subsequent awards for meritorious service or achievement are denoted by wearing oak-leaf clusters on the suspension and service ribbon of the medal. Oak-leaf clusters, 13/32 inch in length, are worn with the stems of the leaves pointing to the wearer’s right.

(b) Bronze oak-leaf clusters are used to denote the 2nd through 4th (6th through 9th etc.) award. No more than four bronze oak-leaf clusters will be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters. The oak-leaf clusters will be centered on the suspension ribbon when not worn with the “R” device.

(c) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 5th, 10th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer’s right of a bronze oak-leaf cluster. The oak leaf clusters will be centered on the suspension ribbon if not worn with any other devices. Silver oak-leaf clusters are not used when worn in combination with the “R” device; rather Arabic numerals are used to denote subsequent awards when total number of devices exceeds four.

(d) Oak-leaf clusters, when worn with the “R” device, will be to the wearer’s left and the devices will be evenly spaced on the suspension or service ribbon.

**k. Illustration and Description.** See Appendix 3A.

### **3.4. JOINT SERVICE COMMENDATION MEDAL.**

**a. Introduction.** The JSCM is the fourth highest precedence DoD Joint PMD.

**b. Award Category.** DoD Joint PMD.

**c. Award Criteria and Eligibility Requirements.**

(1) The JSCM may be awarded in the name of the Secretary of Defense to members of the U.S. Armed Forces who, while assigned to a JDA after January 1, 1963, distinguished themselves by meritorious service or achievement.

(2) If awarded for an act(s) of valor the JSCM will be awarded with the “V” device. The award narrative must clearly show that the nominee performed valorous act(s) above what is normally expected while engaged in direct combat with an enemy of the United States, or an opposing foreign or armed force, with exposure to enemy hostilities and personal risk.

(3) The JSCM may be awarded with the “C” device to recognize meritorious service or achievement performed under combat conditions on or after January 7, 2016. The award narrative must clearly show that the nominee was personally exposed to hostile action or under significant risk of hostile action:

- (a) While engaged in action against an enemy of the United States;
- (b) While engaged in military operations involving conflict with an opposing foreign force; or
- (c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(4) The JSCM for specific achievement may be awarded with the “R” device to distinguish that the award was earned for the direct hands-on employment of a weapon system or other warfighting activities that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target), including Title 10, U.S.C., support of non-Title 10 operations, and operations authorized by an approved execute order. To be designated as such, the action must have been performed through any domain, in circumstances that did not expose the individual to hostile action, or place him or her at significant risk of exposure to hostile action, on or after January 7, 2016, under one of the following conditions:

- (a) While engaged in military operations against an enemy of the United States;
- (b) While engaged in military operations involving conflict against an opposing foreign force; or
- (c) While serving with friendly foreign forces engaged in military operations with an opposing armed force in which the United States is not a belligerent party.

(5) Service members assigned or attached to a JTF as individuals (not as members of a Service unit) may be eligible for the JSCM. Members of military-specific units (i.e., Army, Navy, Marine Corps, and Air Force) assigned or attached to a JDA or JTF are not eligible for the JSCM but retain eligibility for PMDs and unit awards from their respective Military Service.

(6) The JSCM, when awarded for meritorious service, is intended to honor an individual’s accomplishments over a sustained period. It is normally awarded for a period of time greater than 12 months, encompassing the nominee’s entire joint assignment, including any extensions.

(7) The JSCM will not be awarded for any period of service or achievement for which a Military Department medal is awarded.

**d. Foreign Military Personnel.** The JSCM may be awarded to members of the armed forces of friendly foreign nations. See DoDI 1348.33 for procedures for awarding the JSCM to eligible foreign military personnel.

**e. Procedures.**

(1) JSCM recommendations will be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the DCMO or the CJCS, the recommendation will be submitted for processing to the Assistant Director, Military Personnel, Human Resources Directorate, WHS, or the DJS no later than 90 days before the desired presentation date. Refer to Sections 4 and 5 of this volume for additional information on preparing and submitting DoD Joint PMD recommendations.

(2) Requests for exceptions to policy or determinations regarding eligibility for the JSCM will be forwarded to the DCMO or to the DJS, for the CJCS, for organizations or activities that report to or through the CJCS. Disapproval of any exception to policy requests may be made at any level of command.

(a) The CCDR may approve an exception to policy request for the JSCM for Service members under his or her command not serving in designated joint billets but who perform duties that are inherently joint in nature. This authority may be delegated, in writing, to Deputy Commanders and the Chiefs of Staffs of the Combatant Commands.

(b) The Supreme Allied Commander, Europe, provided that he or she is a U.S. officer, may approve an exception to policy request for the JSCM for personnel under his or her command authority. This authority may be delegated, in writing, to the Deputy Supreme Allied Command Europe or Deputy Chief of Staff, Supreme Allied Command Europe, provided that they are U.S. officers.

**f. Approval Authority.**

(1) The JSCM will be awarded in the name of the Secretary of Defense. Authority to award the JSCM is hereby delegated to:

(a) The DCMO for Service members assigned to:

1. The OSD;
2. The DoD Field Activities;
3. The joint DoD activities that report directly to an OSD PSA;
4. The joint DoD activities for which the Secretary of a Military Department has been designated as the EA;
5. The multilateral and bilateral organizations;
6. Any other offices in the Executive Branch, the Executive agencies and departments, or the independent establishments and Government corporations, in accordance with the United States Government Manual (<http://www.usgovernmentmanual.gov>).

(b) The DJS, for the CJCS, for members of U.S. Armed Forces assigned directly to the Joint Staff and to those JDAs reporting directly to the CJCS, or the Joint Staff, that are not delegated approval authority.

(c) The CCDR for members of the U.S. Armed Forces assigned directly to their respective headquarters or JDAs directly under their operational control. They also may approve that award for a JTF commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned or attached unit).

(d) The Supreme Allied Commander, Europe; the Supreme Allied Commander, Transformation; the U.S. Representative to the Military Committee, NATO; the Defense Advisor, U.S. Mission NATO; and the Commander of NORAD, provided they are U.S. officers, for Service members assigned to their respective commands or associated agencies.

(e) The Directors of Defense Agencies for Service members assigned to their respective agencies.

(f) The Commander, U.S. Forces Korea, for Service members assigned to his or her headquarters and to those JDAs reporting directly to that command.

(g) The President, NDU, for Service members assigned to the University, National War College, and the Industrial College of the Armed Forces. Service members permanently assigned to staff or faculty positions are eligible; students are not.

(h) The Commandant, Joint Forces Staff College, for Service members assigned to the college. Service members permanently assigned to staff or faculty positions are eligible; students are not.

(i) The Executive Director, Military Postal Service Agency, for Service members assigned to his or her agency.

(j) The Commander, U.S. Military Entrance Processing Command (USMEPCOM), for Service members assigned to USMEPCOM.

(k) The Chief, NGB, for:

1. Service members permanently assigned to the Office of the Chief, NGB and National Guard Joint Staff.

2. Service members at the NG JFHQs-State assigned to a JDAL position pursuant to DoDI 1300.19 or assigned to a position on a joint manpower document established by the CJCS in accordance with Paragraphs 6.a. and 6.b. of Enclosure 4 of DoDD 5105.83. All other JSCM award nominations for members assigned to the joint staff element of the NG JFHQs-State as defined by DoDD 5105.83 will be processed through the Chief, NGB, to the DCMO in accordance with exception to policy procedures contained in this Manual.

(2) That authority may be delegated further, in writing, at the discretion of an approval authority in Paragraphs 3.4.f.(1)(a) through (k) to general or flag officers of the U.S. Armed

Forces in the grade of O-7 or civilian equivalent, when they occupy established subordinate command or staff positions.

(3) CCDRs may delegate approval authority to Joint Task Force commanders or commanders of joint duty activities provided they are officers of the U.S. Armed Forces in the grade of O-6 or above.

**g. Posthumous Award.** The JSCM may be awarded posthumously and presented to the primary next of kin (PNOK).

**h. Order of Precedence.** The JSCM is worn after the Air Medal and before the:

- (1) **Army.** Army Commendation Medal.
- (2) **Navy and Marine Corps.** Navy and Marine Corps Commendation Medal.
- (3) **Air Force.** Air Force Commendation Medal.

**i. Subsequent Awards.** Individuals are only presented a JSCM upon initial award. Subsequent awards are denoted through wear of authorized devices.

**j. Authorized Devices.** Refer to Appendix 3B, Figure 1, for device placement

(1) “V” Device.

(a) For the period from June 25, 1963, through March 31, 1976, the “V” device is authorized if the citation is for an act or service involving direct participation in combat operations.

(b) Subsequent to April 1, 1976, the “V” device will be awarded to indicate award for act(s) of valor.

(c) Only one “V” device is worn to indicate initial award. The “V” device will be centered on the suspension ribbon if not worn with any other devices.

(d) The “V” device, when worn with the “C” or “R” device, Arabic Numerals or oak-leaf clusters, will be worn to the wearer’s right of all other devices.

(2) “C” Device. The “C” Device will only be awarded to indicate award was made for meritorious service under combat conditions performed on or after January 7, 2016.

(a) Only one “C” device is worn to indicate initial award. The “C” device will be centered on the suspension ribbon if not worn with any other devices. Subsequent awards for meritorious service under combat conditions are indicated by oak-leaf clusters or Arabic numerals.

(b) The “C” device is worn to the wearer’s left of the “V” device, but is worn to the wearer’s right of the “R” device, Arabic numerals, or oak-leaf clusters.

(3) “R” Device. The “R” Device will only be awarded to indicate an award for specific achievement that was made for remote impacts on combat operations occurring on or after January 7, 2016 in accordance with “R” device award criteria at Paragraph 3.4.c.(4).

(a) Only one “R” device is worn to indicate initial award. The “R” device will be centered on the suspension ribbon if not worn with any other devices.

(b) The “R” device is worn to the left of the “V” device or “C” device, but will be worn to the wearer’s right of Arabic numerals or oak-leaf clusters, with all devices centered on the suspension ribbon.

(4) Arabic Numerals (bronze or gold). When the “V”, “C”, or “R” device is worn in combination with oak-leaf clusters and the total number of devices exceeds four, then Arabic numerals (bronze or gold) are worn in place of the oak-leaf clusters to indicate the number of subsequent awards.

(5) Oak-Leaf Cluster (bronze or silver). Oak-leaf clusters are worn to designate subsequent award. However, when worn in combination with the “V”, “C”, or “R” device, and when the total number of devices exceeds four, then Arabic numerals must be used to indicate subsequent awards.

(a) Subsequent awards for meritorious service or achievement are denoted by wearing oak-leaf clusters on the suspension and service ribbon of the medal. Oak-leaf clusters, 13/32 of an inch in length, are worn with the stems of the leaves pointing to the wearer’s right.

(b) Bronze oak-leaf clusters are used to denote the 2nd through 4th (6th through 9th etc.) award. No more than four bronze oak-leaf clusters will be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters. The oak-leaf clusters will be centered on the suspension ribbon when not worn with the “V”, “C” or “R” device.

(c) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 5th, 10th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer’s right of a bronze oak-leaf cluster. The oak leaf clusters will be centered on the suspension ribbon if not worn with any other devices. Silver oak-leaf clusters are not used when worn in combination with the “V”, “C”, or “R” device; rather Arabic numerals are used to denote subsequent awards when total number of devices exceeds four.

(d) Oak-leaf clusters, when worn with the “V”, “C” or “R” device, will be to the wearer’s left and the devices will be evenly spaced on the suspension or service ribbon.

**k. Illustration and Description.** See Appendix 3A.

### **3.5. JOINT SERVICE ACHIEVEMENT MEDAL.**

**a. Introduction.** In 1983, the Secretary of Defense established the JSAM to recognize outstanding achievement or meritorious service in JDAs.

**b. Award Category.** DoD Joint PMD.

**c. Award Criteria and Eligibility Requirements.**

(1) The JSAM is awarded in the name of the Secretary of Defense to members of the U.S. Armed Forces below the grade of O-6 who, while assigned to a JDA after August 3, 1983, distinguished themselves by outstanding performance of duty, meritorious achievement, or service.

(2) Service members assigned or attached to a JTF as individuals (not as members of a Service unit) may be eligible for the JSAM. Members of military-specific units (i.e., Army, Navy, Marine Corps, and Air Force) assigned or attached to a JDA or JTF are not eligible for the JSAM but retain eligibility for PMDs and unit awards from their respective Military Service.

(3) The JSAM may be awarded with the “C” device to recognize meritorious service or achievement performed under combat conditions on or after January 7, 2016. The award narrative must clearly show that the nominee was personally exposed to hostile action or under significant risk of hostile action:

- (a) While engaged in action against an enemy of the United States;
- (b) While engaged in military operations involving conflict with an opposing foreign force; or
- (c) While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.

(4) The JSAM for specific achievement may be awarded with the “R” device to distinguish that the award was earned for the direct hands-on employment of a weapon system or other warfighting activities that had a direct and immediate impact on a combat operation or other military operation (i.e., outcome of an engagement or specific effects on a target), including Title 10, U.S.C., support of non-Title 10 operations, and operations authorized by an approved execute order. To be designated as such, the action must have been performed through any domain, in circumstances that did not expose the individual to hostile action, or place him or her at significant risk of exposure to hostile action, on or after January 7, 2016, under one of the following conditions:

- (a) While engaged in military operations against an enemy of the United States;
- (b) While engaged in military operations involving conflict against an opposing foreign force; or
- (c) While serving with friendly foreign forces engaged in military operations with an opposing armed force in which the United States is not a belligerent party.

(5) The required achievement or service, while of lesser degree than that required for award of the JSCM, must have been accomplished with distinction.

(6) The JSAM may not be awarded for any act or period of service which a Military Department medal was awarded, and it should not be awarded for retirement.

**d. Foreign Military Personnel.** The JSAM may be awarded to members of the armed forces of friendly foreign nations below the grade of O-6 or equivalent who distinguish themselves by meritorious conduct in performance of outstanding services to the United States after February 6, 2006. See DoDI 1348.33 for procedures for awarding the JSAM to eligible foreign military personnel.

**e. Procedures.**

(1) JSAM recommendations will be submitted to the appropriate approval authority for processing. In those instances where the approval authority rests with the individuals specified in Paragraphs 3.4.f.(1)(a) and 3.4.f.(1)(b), recommendations will be submitted, after approval, to the Assistant Director, Military Personnel, Human Resources Directorate, WHS, for processing. Refer to Sections 4 and 5 for additional information on preparing and submitting DoD Joint PMD recommendations.

(2) Requests for exceptions to policy or determinations regarding eligibility for the JSAM will be forwarded to the DCMO, or, in the case of organizations or activities that report to or through the CJCS, to the DJS. Disapproval of an exception to policy request may be made at any level of command.

(a) The CCDR may approve an exception to policy request for the JSAM for Service members under his or her command not serving in designated joint billets but who perform duties that are inherently joint in nature. This authority may be delegated, in writing, to Deputy Commanders and the Chiefs of Staffs of the Combatant Commands.

(b) The Supreme Allied Commander, Europe, provided that he or she is a U.S. officer, may approve an exception to policy request for the JSAM for personnel under his or her command authority. This authority may be delegated, in writing, to the Deputy Supreme Allied Command Europe or Deputy Chief of Staff, Supreme Allied Command Europe, provided that they are U.S. officers.

**f. Approval Authority.**

(1) The JSAM will be awarded in the name of the Secretary of Defense. Authority to award the JSAM is hereby delegated to:

(a) The OSD PSAs for Service members assigned to the OSD, the DoD Field Activities, or the joint DoD activities for which a PSA has been designated executive assistant for the Secretary of Defense.

(b) The DCMO or designee for Service members assigned to multilateral and bilateral organizations; and other offices with the Executive Branch, Executive agencies and departments, or independent establishments and Government corporations, in accordance with the United States Government Manual (<http://www.usgovernmentmanual.gov>).

(c) The DJS, for the CJCS, for Service members assigned directly to the Joint Staff and to those JDAs reporting directly to the CJCS, or the Joint Staff, that are not delegated approval authority.

(d) The CCDR for Service members assigned directly to their respective headquarters or JDAs directly under their operational control. They also may approve that award for the commander, his or her staff, and other Service members attached to a JTF as individuals (not as members of an assigned or attached unit).

(e) The Supreme Allied Commander, Europe; the Supreme Allied Commander, Transformation; the U.S. Representative to the NATO Military Committee; the Defense Advisor, U.S. Mission NATO; the Commander of NORAD; and the Commander, U.S. Forces Korea, provided they are U.S. officers, for Service members assigned to their respective commands or agencies, as reflected in joint manpower documents.

(f) The Directors of Defense Agencies for Service members assigned to their respective agencies.

(g) The President, National Defense University, for Service members assigned to the University, the National War College, and the Industrial College of the Armed Forces. Service members permanently assigned to staff or faculty positions are eligible; students are not.

(h) The Commandant, Joint Forces Staff College, for Service members assigned to the college. Service members permanently assigned to staff or faculty positions are eligible; students are not.

(i) The Executive Director, Military Postal Service Agency, for Service members assigned to that activity.

(j) The Secretary of a Military Department who has been designated previously as the EA for a joint function by the Secretary of Defense, the Deputy Secretary of Defense, or the Chairman of the Joint Chiefs of Staff.

(k) The Commander, USMEPCOM.

(l) The Chief, NGB, for:

1. Service members permanently assigned to the Office of the Chief, NGB and National Guard Joint Staff.

2. Service members at the NG JFHQs-State assigned to a JDAL position pursuant to DoDI 1300.19 or assigned to a position on a joint manpower document established by the CJCS in accordance with Paragraphs 6.a. and 6.b of Enclosure 4 of DoDD 5105.83. All other JSAM award nominations for members assigned to the joint staff element of the NG JFHQs-State in accordance with DoDD 5105.83, will be processed through the Chief, NGB, to the DCMO in accordance with exception to policy procedures contained in this Manual.

(2) That authority may be delegated further, in writing, at the discretion of an approval authority in Paragraphs 3.5.f.(1)(a) through (l) to an officer in the grade of O-6 in the United States Armed Forces or to a civilian of equivalent grade, when they occupy established subordinate command or staff positions.

(3) The authority to disapprove recommendations is given to officers with award authority.

**g. Posthumous Award.** The JSAM may be awarded posthumously and presented to the primary next of kin (PNOK).

**h. Order of Precedence.** The JSAM is worn after the:

(1) **Army.** Army Commendation Medal and before the Army Achievement Medal.

(2) **Navy and Marine Corps.** Navy and Marine Corps Commendation Medal and before the Navy and Marine Corps Achievement Medal.

(3) **Air Force.** Air Force Commendation Medal and before the Air Force Achievement Medal.

**i. Subsequent Awards.** Individuals are only presented a JSAM upon initial award. Subsequent awards are denoted through wear of authorized devices.

**j. Authorized Devices.** Refer to Appendix 3B, Figure 1, for device placement.

(1) “C” Device. The “C” Device will only be awarded to indicate award was made for meritorious service under combat conditions performed on or after January 7, 2016.

(a) Only one “C” device is worn to indicate initial award. The “C” device will be centered on the suspension ribbon if not worn with any other devices. Subsequent awards for meritorious service under combat conditions are indicated by oak-leaf clusters or Arabic numerals.

(b) The “C” device, when worn with the “R” device, Arabic numerals or oak-leaf clusters, will be to the wearer’s right.

(2) “R” Device. The “R” Device will only be awarded to indicate an award for specific achievement was made for remote impacts on combat operations occurring on or after January 7, 2016.

(a) Only one “R” device is worn to indicate initial award. The “R” device will be centered on the suspension ribbon if not worn with any other devices.

(b) The “R” device, when worn with Arabic numerals, the “C” device, or oak-leaf clusters, will be to the wearer’s left of the “C” device and to the wearer’s right of oak-leaf clusters.

(3) Arabic Numerals (bronze or gold). When the “C” or “R” device is worn in combination with oak-leaf clusters and the total number of devices exceeds four, then Arabic numerals (bronze or gold) are worn in place of the oak-leaf clusters to indicate the number of subsequent awards.

(4) Oak-Leaf Cluster (bronze or silver). Oak-leaf clusters are worn to designate subsequent award. However, when worn in combination with a “C” or “R” device, and when the total number of devices exceeds four, then Arabic numerals must be used to indicate subsequent awards.

(a) Subsequent awards for meritorious service or achievement are denoted by wearing oak-leaf clusters on the suspension and service ribbon of the medal. Oak-leaf clusters, 13/32 of an inch in length, are worn with the stems of the leaves pointing to the wearer’s right.

(b) Bronze oak-leaf clusters are used to denote the 2nd through 4th (6th through 9th etc.) award. No more than four bronze oak-leaf clusters will be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters. The oak-leaf clusters will be centered on the suspension ribbon when not worn with the “C” or “R” device.

(c) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 5th, 10th).

1. One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters.

2. They are worn to the wearer’s right of a bronze oak-leaf cluster.

3. The oak leaf clusters will be centered on the suspension ribbon if not worn with any other devices.

4. Silver oak-leaf clusters are not used when worn in combination with the “C” device or “R” device; rather Arabic numerals are used to denote subsequent awards when total number of devices exceeds four.

(d) Oak-leaf clusters, when worn with the “C” or “R” device, will be to the wearer’s left and the devices will be evenly spaced on the suspension or service ribbon.

**k. Illustration and Description.** See Appendix 3A.

### **3.6. JOINT MERITORIOUS UNIT AWARD.**

**a. Introduction.** The JMUA, originally called the DoD Meritorious Unit Award, was established by the Secretary of Defense on June 4, 1981 and was authorized for retroactive award to January 23, 1979.

**b. Award Category.** DoD Joint Unit Award.

**c. Award Criteria and Eligibility Requirements.**

(1) The JMUA is only awarded to joint units or JDAs. To qualify, the JDA must either report through combatant or combined command channels or pursue a joint mission under the cognizance of the Secretary of Defense; the CJCS; the commander of a unified, specified, or combined command that is also a joint command; or the Secretary of a Military Department that has been designated the EA for the Secretary of Defense.

(2) The JMUA is awarded to units in recognition of exceptionally meritorious conduct in the performance of outstanding service for periods of performance normally ranging from 1 to 3 years, but not less than 30 days. Outstanding accomplishment of a unit or JDA's normally assigned and expected mission is not sufficient to justify award of the JMUA. The unit or JDA's qualifying achievements must be superior to what is normally expected and must have been performed under one of the following conditions:

- (a) During action in combat with an armed enemy of the United States;
- (b) In a declared national emergency situation;
- (c) Under extraordinary circumstances that involve national interests.

(3) Joint units and activities, including JTFs, are eligible for award of the JMUA. Members of military-specific units (i.e., Army, Navy, Marine Corps, and Air Force) assigned or attached to joint units, activities, or JTFs, even if they are under the operational control of the joint unit, are not eligible for the JMUA, but retain eligibility for unit awards from their respective Military Service.

(4) The JMUA will not be awarded to a joint unit or activity, including a JTF, which has received any other unit award for the same achievement or period of service.

(5) Only members of the U.S. Armed Forces who were present at the time and directly participated in the service or achievement for 30 days or more are eligible.

(a) Members must have been permanently assigned or attached by official orders to the joint unit, activity, or JTF receiving the JMUA. Assigned or attached (including temporary duty or temporary additional duty) status is determined by official orders that specify the joint unit, activity, or JTF as the duty unit.

(b) Local commanders may waive, on an individual basis, the 30-day minimum time requirement for individuals (e.g., Reserve personnel on active duty and temporary duty or temporary additional duty personnel), who, in the opinion of the commander contributed directly to the achievement cited and were assigned on official orders to the awarded unit during the approved time frames.

(6) Civilians within an organization awarded the JMUA will be presented a civilian JMUA lapel pin.

(7) A listing, by unit and inclusive award period, of the approved DoD activities awarded the JMUA can be found at <http://www.people.mil/Inside-M-RA/Military-Personnel-Policy/How-we-support/OEPM/>.

**d. Foreign Military Personnel.** The JMUA may not be awarded to personnel of foreign nations.

**e. Procedures.**

(1) JMUA recommendations will be submitted through command channels and will be endorsed by commanders at all levels.

(a) Recommendations for JDAs that report directly to an OSD PSA or to the Secretary of a Military Department, for which he or she has been designated the EA for the Secretary of Defense, will be forwarded through those channels to the Assistant Director, Military Personnel, Human Resources Directorate, WHS.

(b) Recommendations for JDAs that report directly to or through the CJCS will be forwarded to the DJS.

(2) Requests for exceptions to policy or determinations regarding eligibility for the JMUA will be forwarded through appropriate command channels to:

(a) The DJS, for the CJCS, for organizations or activities that report to or through the CJCS, to include the Combatant Commands. The DJS, for the CJCS, is authorized to grant exceptions for those units who report directly to, or through the CJCS. Disapproval of an exception to policy request may be made at any level having an established command or staff position authorized in the grade of O-8 or civilian equivalent.

(b) The DCMO, through the Assistant Director, Military Personnel, Human Resources Directorate, WHS, for all other organizations or activities. The DCMO is authorized to grant exceptions for all other organizations or activities. Disapproval of an exception to policy request may be made at any level having an established command or staff position authorized in the grade of O-8 or civilian equivalent.

(3) JMUA recommendation must be in narrative form and will include:

(a) Name and location of unit, activity, or organization.

(b) Inclusive dates for the award.

(c) A narrative justification containing specific and factual data about what the activity accomplished, how it was done, what the benefits or results were, and why or how the achievement or service significantly exceeded normal unit duty performance. The narrative justification will not exceed 3 single-spaced typewritten pages. Supporting documents, as appropriate, may be attached. Figure 3 contains a sample format for JMUA recommendations.

(d) Citation (Figure 8 contains an example JMUA citation).

(e) A listing of qualifying units or Service members attached but not permanently assigned, detailing full name; rank or grade; branch of Service; and permanent unit at the time of the award period. That list must be sorted or grouped by branch of Service.

**f. Approval Authority.** The JMUA is awarded in the name of the Secretary of Defense. However, authority to award is delegated to:

(1) The DCMO for activities that report directly to an OSD PSA or for which the Secretary of a Military Department has been designated the EA for the Secretary of Defense. The DCMO will forward a copy of each JMUA approval letter to the Officer and Enlisted Personnel Management Directorate, Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy, Office of the Under Secretary of Defense for Personnel and Readiness.

(2) The CJCS, or designee, for activities that report directly to or through the CJCS. The Chairman's designee will forward a copy of each JMUA approval letter to the Officer and Enlisted Personnel Management Directorate, Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy, Office of the Under Secretary of Defense for Personnel and Readiness.

**g. Posthumous Award.** The JMUA may be awarded posthumously.

**h. Order of Precedence.** The JMUA is worn after the Presidential Unit Citation and:

(1) **Army.** Before the Valorous Unit Award.

(2) **Navy and Marine Corps.** Before the Navy Unit Commendation.

(3) **Air Force.** Before the Air Force Outstanding Unit Award.

**i. Subsequent Awards.** Subsequent awards are denoted by wearing oak leaf clusters. Oak leaf clusters, 13/32 of an inch in length, are centered on the service ribbon and suspension ribbon of full-size medals, with the stems of the leaves pointing to the wearer's right.

(1) Bronze oak-leaf clusters are used to denote the 2nd through 4th (6th through 9th, etc.) award. No more than four bronze oak-leaf clusters will be worn. Bronze oak-leaf clusters may be worn with one or more silver oak-leaf clusters.

(2) Silver oak-leaf clusters are used in lieu of multiples of five bronze oak-leaf clusters (e.g., the 5th, 10th). One or more silver oak-leaf clusters may be worn with up to four bronze oak-leaf clusters. They are worn to the wearer's right of a bronze oak leaf cluster.

**j. Authorized Devices.** Oak-leaf cluster (bronze or silver).

**k. Illustration and Description.** See Appendix 3A.

## APPENDIX 3A: ILLUSTRATIONS OF DOD JOINT DECORATIONS AND AWARDS

**Table 2: Illustration of DoD Joint Decorations and Awards (in Order of Precedence)**

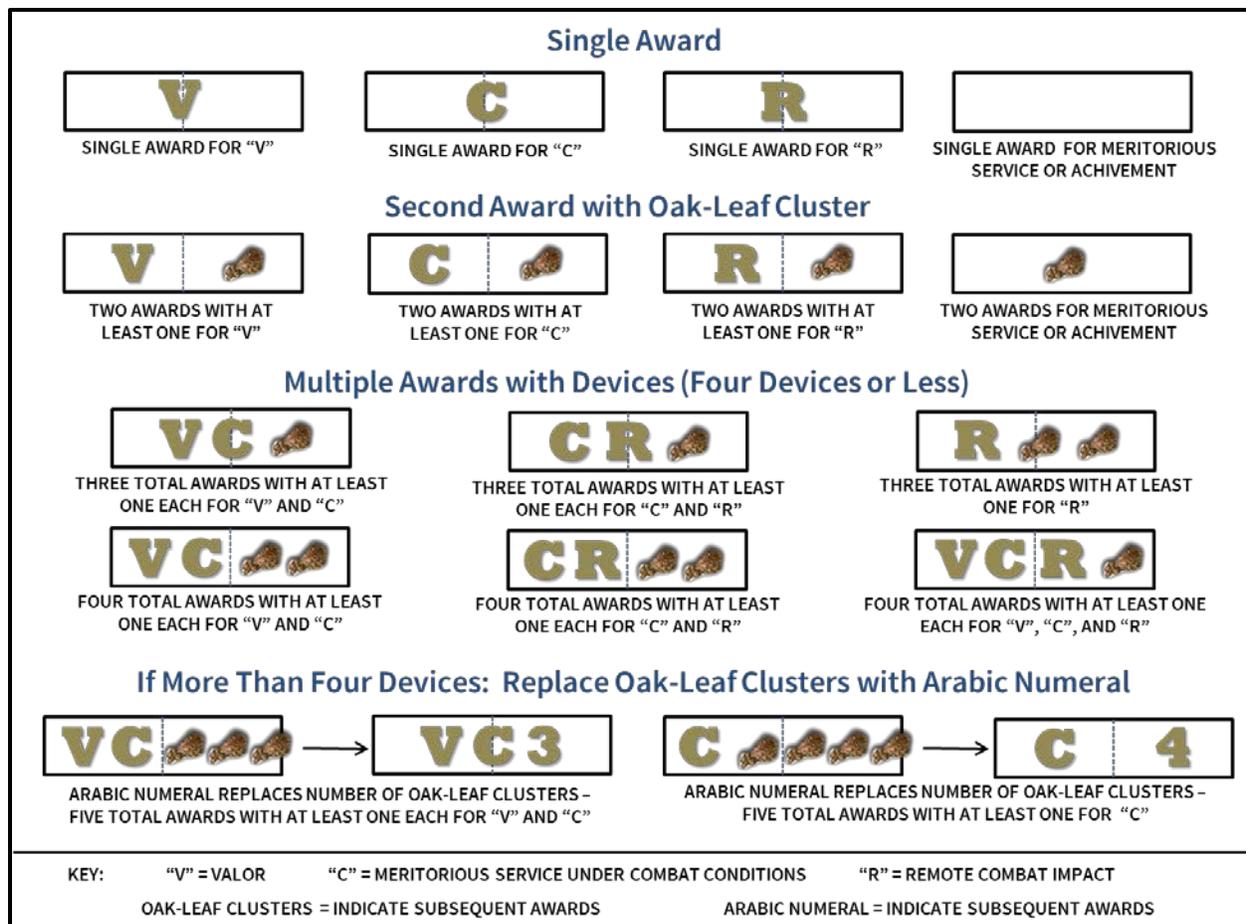
	<p><b><u>Defense Distinguished Service Medal:</u></b> A gold color metal and enamel pendant 1 7/8 inches in height overall consisting of a medium blue pentagon point up superimposed by a gold eagle with outspread wings charged on its breast with the shield of the United States and grasping in its talons three crossed gold arrows. The eagle's wings project over and surmount a gold arc encircling the top and sides of the pentagon and bearing nine conjoined gold stars above the wings, and two on each side below the wings, terminating in a gold wreath encircling the base composed of a laurel branch on the left and an olive branch on the right. The wreath is surmounted by the extended ends of the arrows in base. At the top of the pendant, a group of five graduated gold rays extends above the stars.</p> <p>Reverse: On an arc at the top the inscription "For Distinguished Service" above the pentagon, which bears the inscription "From The Secretary of Defense To," in gold.</p>
	<p><b><u>Defense Superior Service Medal:</u></b> A silver color metal and enamel pendant 1 7/8 inches in height consisting of a medium blue pentagon point up superimposed by a silver eagle with outspread wings charged on its breast with the shield of the United States. Grasping in its talons are three crossed silver arrows (as depicted on the DoD seal), the wings projecting over and surmounting a silver arc encircling the top and sides of the pentagon and bearing nine conjoined silver stars above the wings and two on each side below the wings, terminating in a silver wreath encircling the base composed of a laurel branch on the left and an olive branch on the right. The wreath is surmounted by the extended ends of the arrows in base. At the top of the pendant is a group of five graduated silver rays extending above the stars.</p> <p>Reverse: On an arc at the top the inscription "For Superior Service" above the pentagon, which bears the inscription "From The Secretary of Defense To."</p>
	<p><b><u>Defense Meritorious Service Medal:</u></b> A bronze medal 1 1/2 inches in diameter overall consisting of a circular wreath of laurel tied with a ribbon at the base and at the center a pentagon shape slightly overlapping the wreath; overall an eagle with wings upraised standing at the base of the pentagon.</p>

**Table 2. Illustration of DoD Joint Decorations and Awards (in Order of Precedence)(Continued)**

	<p><b>Joint Service Commendation Medal:</b> On a device consisting of four conjoined hexagons, two vertically and two horizontally, of green enamel, an eagle with outspread wings charged on its breast with the shield of the United States and grasping in its talons three arrows (as depicted on the DoD seal) all in gold. At the top are 13 gold stars and in base a gold stylized heraldic delineation representing land, sea, and air, all within a gold circular laurel wreath bound with gold bands 1 5/8 inches in diameter, and with the areas between the inside of the wreath and the device pierced.</p>
	<p><b>Joint Service Achievement Medal:</b> A bronze medal 1 7/16 inches in diameter overall consisting of a star of twelve points and superimposed thereon an eagle holding three arrows as adapted on the DoD seal.</p>
	<p><b>Joint Meritorious Unit Award:</b> The JMUA emblem is 1 7/16 inches wide and 9/16 inch in height. The emblem consists of a 1/16 inch wide gold frame with laurel leaves that encloses a ribbon consisting of the following stripes: 3/16 inch bluebird; 1/8 inch golden yellow; 3/16 inch bluebird; 1/8 inch white; 1/8 inch crimson; 1/8 inch white; 3/16 inch bluebird; 1/8 inch golden yellow; and 3/16 inch bluebird.</p>

## APPENDIX 3B: DEVICE PLACEMENT ON DOD JOINT DECORATIONS AND AWARDS

Figure 1. Device Placement on DoD Joint Decorations and Awards



## **SECTION 4: SUBMISSION OF DoD JOINT DECORATION AND AWARD RECOMMENDATIONS**

a. Each recommendation for a DoD Joint PMD must be entered administratively into official command or staff channels within 1 year of the act, achievement, or service to be recognized. Placement in official channels is defined as “signed by the initiating official and endorsed by a higher official in the chain of command.” Recommendations not submitted within the 1-year requirement must be forwarded as an exception to policy requesting a time limit waiver to the appropriate approval authority.

b. All recommendations placed in official channels must be forwarded to the designated award authority for approval or disapproval. Where appropriate, intermediate endorsing officials or commanders may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the requested decoration.

c. Authorities will administratively review recommendations and prepare the appropriate certificates for approved decorations.

(1) The name of the issuing agency, command, or office will be typed or lettered above the “Command or Office” line on the left when preparing certificates. The signature block of the approval authority will be typed on the lower right above the “Secretary of Defense” line (overprinting or typing of the word “For” on the approval line is unnecessary).

(2) Recommending commands will prepare citations for DoD Joint PMDs and include a copy of the citation with the award recommendation. The awarding authority will provide the certificate, medal set, and folder.

## SECTION 5: PREPARATION OF DOD JOINT DECORATION AND AWARD RECOMMENDATIONS

a. Each DoD Joint PMD recommendation is evaluated on the merits of the justification submitted. The justification must be specific, factual, and provide concrete examples of exactly what the person did, how well he or she did it, what the impact or benefits were, and how he or she significantly exceeded expected duty performance.

b. Each DoD Joint PMD recommendation will be submitted by official memorandum or letter (original plus 3 copies or via email) through command or staff channels to the appropriate approval authority, in accordance with procedures outlined in Sections 3 and 5. Figure 2 shows the sample format for individual DoD Joint PMD recommendations.

c. The DoD Joint PMD narrative justification for:

- (1) The DDSM and DSSM will not exceed three single-spaced typewritten pages.
- (2) The DMSM will not exceed two single-spaced typewritten pages.
- (3) The JSCM and JSAM will not exceed a single-spaced typewritten page.

d. Additional supporting documentation should only be included when such documentation is essential to the award recommendation.

e. Citations for the DoD Joint PMDs will be prepared on 8 1/2 x 11 inch plain bond paper, parchment paper or other suitable paper stock. Additionally:

(1) Local manufacture of DoD Joint PMD citations is not authorized. DoD printed heading citations will be used until current stock levels are depleted.

(2) The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location, and date (or inclusive dates).

(3) The citation is a short description of the act, achievement, or service. Be specific on facts and confine the citation to no more than 16 lines, if possible. Avoid superfluous adjectives and other embellishment.

(4) Confine the closing to one sentence, which will personalize the summation, by using the awardee's name and his or her attributes.

(5) In citations for retirement awards, use the word "long" in the closing sentence only when referencing more than 30 years of service.

(6) Do not use the words "singularly," "great," or other similar terms in the closing sentence of citations for the JSAM.

(7) Do not use code names in citations, nor any abbreviations, other than Jr., Sr., II, etc., following the Service member's name.

(a) For compound grade titles, such as first lieutenant, staff sergeant, and so on, spell out the complete grade title in the opening sentence.

(b) The short title may be used in the rest of the citation, if applicable within excepted Service standards (e.g., lieutenant, sergeant).

(8) Award certificates will be used without reference to number of oak leaf clusters (previous awards).

(9) Sample citations for the DDSM, DSSM, DMSM, JSCM, JSAM and JMUA are at Figures 4 through 9, respectively.

(10) Award citations for subsequent award of the same decoration will not indicate the number of the awards (e.g., "second award") or use the phrase "oak-leaf cluster presented in lieu of second (third, fourth, etc.) award."

**Figure 2. Sample Format for DoD Joint PMD Recommendations (Individual)**

MEMORANDUM FOR (approval authority)

THROUGH: (if applicable)

SUBJECT: Recommendation for Award of the (as applicable)

Under the provisions of DoD Manual 1348.33-V4, (date), the following Service member is recommended for award of the (as applicable):

- a. (Grade, name, Service, and Last Four of social security number.)
- b. (Organization of assignment.)
- c. (Title and duty assignment at the time of act or service. Include Service, Joint Manpower Program paragraph, or line number or Joint Duty Authorization List number, as applicable.)
- d. (Inclusive dates for which recommended.)
- e. Service member to be (reassigned permanent change of station on \_\_\_\_\_), (relieved from active duty on \_\_\_\_\_) (retired on \_\_\_\_\_). (If presentation is desired at gaining activity, provide forwarding address of the servicing military personnel office.)
- f. (If presentation is desired before departure, state required presentation date and provide complete mailing address. If the decoration, citation, and certificate are to be hand carried by a representative of the unit, provide name and telephone number of contact.)
- g. (Previous DoD Joint decorations and inclusive dates.)
- 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 (it is the responsibility of the recommending official to ensure compliance with this policy).

Attached is a narrative description of (achievement performed or service rendered): Instructions: The narrative should be typewritten and should provide specific, factual, and concrete examples of exactly what the Service member did, how it was done, what benefits or results were realized, and why or how such benefits or results equated to superior performance of duty.

(Signature of Recommending Official)

Attachments - 3

1. Narrative
2. Citation
3. Supporting documentation (if appropriate)

**Figure 3. Sample Format for JMUA Recommendation**

<p>[Letterhead of Initiating JDA]</p> <p>MEMORANDUM FOR ASSISTANT DIRECTOR, MILITARY PERSONNEL, HUMAN RESOURCES DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES, OR CHAIRMAN, JOINT CHIEFS OF STAFF</p> <p>SUBJECT: Recommendation for Award of the Joint Meritorious Unit Award (JMUA)</p> <p>Under the provisions of DoD Manual 1348.33-V4, the following DoD activity is recommended for award of the JMUA:</p> <ul style="list-style-type: none"><li>a. Unit, activity, or organization.</li><li>b. Location, such as installation, city, State, and country.</li><li>c. Inclusive dates (DDMMYY) for which recommended.</li><li>d. Previous JMUAAs awarded to this DoD activity (inclusive dates (DDMMYY)).</li><li>e. Desired presentation date.</li></ul> <p>No other unit award is pending for this DoD activity regarding this action, and no unit award has been made previously for the achievement or service described herein.</p> <p>Attached is a narrative description of the achievement performed or service rendered: (Instructions: The narrative should be specific and factual, providing concrete examples of exactly what the recommended unit did, how it was done, what benefits or results were realized, and why or how the achievement or service significantly exceeded normal unit duty performance.)</p> <p style="text-align: right;">Signature of Recommending Official</p> <p>Attachments - 5</p> <ul style="list-style-type: none"><li>1. Narrative</li><li>2. Citation</li><li>3. Supporting Documentation (if required)</li><li>4. Service member list</li><li>5. Eligible ships or subordinate units (if required)</li></ul>
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**Figure 4. Sample Citation for DDSM**

**OPENING SENTENCE:**

General First M. Last, United States Army, distinguished himself by exceptionally distinguished service as (duty assignment), from (month year) to (month year).

**NARRATIVE DESCRIPTION:**

The outstanding leadership and ceaseless efforts of General Last resulted in major contributions to national security of the United States.

**CLOSING SENTENCE:**

(PCS Award)

The distinctive accomplishments of General Last reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Retirement Award)

The distinctive accomplishments of General Last culminated a (“long and” – if member has 30 or more years of service) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Last reflected great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

**Figure 5. Sample Citation for DSSM**

**OPENING SENTENCE:**

Colonel First M. Last, United States Army, distinguished himself by exceptionally superior service as (duty assignment), from (month year) to (month year).

**NARRATIVE DESCRIPTION:**

During this period, the outstanding leadership and ceaseless efforts of Colonel Last resulted in major contributions to national security of the United States.

**CLOSING SENTENCE:**

(PCS Award)

The distinctive accomplishments of Colonel Last reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Retirement Award)

The distinctive accomplishments of Colonel Last culminated a (“long and” – if member has 30 or more years of service) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Colonel Last reflected great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

**Figure 6. Sample Citation for DMSM**

**OPENING SENTENCE:**

Major First M. Last, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment), from (month year) to (month year).

**NARRATIVE DESCRIPTION:**

During this period, the outstanding professional skill, leadership, and ceaseless efforts of Major Last resulted in major contributions to the effectiveness and success of various nationally critical programs.

OR

In this important assignment, Major Last's outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Department of Defense.

**CLOSING SENTENCE:**

The distinctive accomplishments of Major Last reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Retirement Award)

The distinctive accomplishments of Major Jones culminate a ("long and" – for members with more than 30 years of service) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Separation Award)

The distinctive accomplishments of Major Last while serving his country reflect great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Major Jones reflected great credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

(Impact/PCS Award)

The distinctive accomplishments of Major Last reflect credit upon himself, the United States Army, and the Department of Defense (or Office of the Secretary of Defense).

**Figure 7. Sample Citation for JSCM**

**OPENING SENTENCE:**

Lieutenant Commander First M. Last, United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment and office), from (month year) to (month year).

**NARRATIVE DESCRIPTION:**

During this period, Commander Last’s outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of (insert field ) and in developing and implementing research projects capable of solving these problems.

**CLOSING SENTENCE:**

The distinctive accomplishments of Commander Last reflect great credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Retirement Award)

The distinctive accomplishments of Commander Last culminate a (“long and” – for members with more than 30 years of service) distinguished career in the service of her country and reflect great credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Separation Award)

The distinctive accomplishments of Commander Last while serving her country reflect great credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Posthumous Award)

In the dedication of her service to her country and through her distinctive accomplishments, Commander Last reflected credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

(Impact/PCS Award)

The distinctive accomplishments of Major Last reflect credit upon herself, the United States Navy, and the Department of Defense (or Office of the Secretary of Defense).

**Figure 8. Sample Citation for JSAM**

**OPENING SENTENCE:**

Staff Sergeant First M. Last, United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) OR (while assigned to (office) from (month year) to (month year)).

**NARRATIVE DESCRIPTION:**

Sergeant Last demonstrated outstanding professional skill, knowledge, and inter-service leadership in organizing, developing, and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group.

**CLOSING SENTENCE:**

The distinctive accomplishments of Sergeant Last reflect credit upon himself, the United States Air Force, and the Department of Defense (or Office of the Secretary of Defense).

**Figure 9. Sample Citation for JMUA**

<p style="text-align: center;">SAMPLE CITATION</p> <p style="text-align: center;">DoD</p> <p style="text-align: center;">Seal</p> <p style="text-align: center;">CITATION</p> <p style="text-align: center;">To Accompany the Award of the</p> <p style="text-align: center;"><b>JOINT MERITORIOUS UNIT AWARD</b></p> <p style="text-align: center;">to the</p> <p style="text-align: center;">(unit, activity, or organization)</p> <p>The (unit, activity, or organization) distinguished itself by exceptionally meritorious (achievement or service) from (inclusive dates (YYMMDD)). During this period.....</p> <p>(Instructions: Prepare in smooth form, limiting the body of the citation to 16 double-spaced typewritten lines. If it is necessary to extend the citation beyond 16 lines, single spacing will be acceptable. Leave a 1/2-inch space above the seal line so that the seal can be affixed to the citation. The body of the citation will be straightforward in style, with short, simple, direct, and accurate facts. The narrative must be unclassified.</p> <p>By their exemplary performance of duty, the members of the (unit, activity, or organization) have brought great credit to themselves and to the Department of Defense.</p>
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## **SECTION 6: LOST DoD JOINT PMD AND JMUA RECOMMENDATIONS**

Recommendations for DoD Joint PMDs and the JMUA officially placed into command or staff channels in the prescribed time limitations, but which were not acted on due to loss or inadvertence, may be resubmitted to the appropriate awarding authority for consideration at any time within three years after discovery of the fact that the recommendation was not acted on due to loss or inadvertence. Lost recommendations must be forwarded through the same official channels and are contingent upon the requirements described in Paragraphs 6.1.a. through c. Recommendations not so documented will be returned without action. The resubmission must include the following:

- a. A copy of the original recommendation or its substantive equivalent. Minimally, the recommendation should be accompanied by statements, certificates, and affidavits corroborating the events or services involved. The person signing a reconstructed award recommendation must be identified clearly in terms of his or her official relationship to the intended recipient at the time of the act or during the period of service to be recognized, even if the person submitting the recommendation had no official relationship at that time.
- b. Evidence that the recommendation was officially placed in command or staff channels in the prescribed time limit. Each recommendation for a DoD Joint decoration must be entered administratively into command or staff channels within one year of the act, achievement, or service to be recognized.
- c. Evidence of the loss of the recommendation or the failure to act on the recommendation through inadvertence.

## GLOSSARY

### G.1. ACRONYMS.

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CCDR	Combatant Commander
CJCS	Chairman of the Joint Chiefs of Staff
DCMO	Defense Chief Management Officer
DDSM	Defense Distinguished Service Medal
DJS	Director, Joint Staff
DMSM	Defense Meritorious Service Medal
DoDD	DoD directive
DoDI	DoD instruction
DSSM	Defense Superior Service Medal
E.O.	Executive order
JDA	joint duty activity
JDAL	joint duty assignment list
JMUA	Joint Meritorious Unit Award
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
JTF	joint task force
NATO	North Atlantic Treaty Organization
NGB	National Guard Bureau
NG JFHQ	National Guard Joint Force Headquarters
NORAD	North American Aerospace Defense Command
PSA	principal staff assistant
PMD	personal military decoration
U.S.C.	United States Code
USMEPCOM	U.S. Military Entrance Processing Command
WHS	Washington Headquarters Service

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**Armed Forces of the United States.** The Army, Navy, Air Force, Marine Corps, and Coast Guard.

**“C” device.** An appurtenance used to denote that a PMD was awarded for meritorious service or achievement performed under combat conditions.

**combat heroism.** Synonymous with valor.

**direct impacts.** “Hands-on” employment of a weapons system or other activities that had direct, immediate, and on-site effects on the outcome of an engagement or other operation intended to have an effect upon the target. **DoD Decorations and Awards.** Includes the medals and ribbons that are common to the Military Departments.

**DoD Joint Decorations and Awards.** The subset of DoD decorations and awards that includes the DoD Joint PMDs and the JMUA.

**DoD Joint PMDs.** The PMDs awarded under the authority of the Secretary of Defense to recognize individual joint meritorious service or accomplishments.

**domain.** Described as air, land, maritime, space, and cyberspace domains in accordance with Joint Publication 1-02.

**hostile act.** Defined in Joint Publication 1-02.

**impact award.** A PMD awarded for meritorious achievement.

**JDA.** For the eligibility of DoD Joint Decorations and Awards, the term “joint duty” connotes activities, operations, or organizations in which elements of more than one Military Service, as reflected on joint manpower documents or joint duty assignment lists, perform joint missions under the auspices of the OSD, the Chairman of the Joint Chiefs of Staff, or the Commander of a Combatant Command.

**joint matters.** Defined in Section 668 of Title 10, U.S.C.

**JTF.** Defined in Joint Publication 1-02.

**meritorious achievement.** Individual performance that exceeds that expected by virtue of grade and experience, based on a single specific act or accomplishment that covers a short period of time with definite beginning and ending dates. PMDs awarded for meritorious achievement are often referred to as impact awards or outstanding achievement awards.

**meritorious service.** Individual performance that exceeds that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty.

**meritorious service under combat conditions.** Meritorious service or achievement while personally exposed to hostile action or while at significant risk of exposure to hostile action.

**Military Services.** Synonymous with the Armed Forces of the United States.

**non-combat meritorious service or achievement.** Individual performance that exceeds that expected by virtue of grade and experience that occurs while the individual is not under significant risk of engaging in, participating in, or experiencing hostile action.

**outstanding achievement award.** A PMD awarded to recognizing a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project that covers a short period of time with definite beginning and ending dates.

**permanently assigned.** Assigned to an authorized billet on an organization's permanent manning document.

**PMD.** A military decoration bestowed upon an individual to recognize valor, meritorious service or achievement under combat conditions, remote impacts on combat operations, non-combat heroism, or non-combat meritorious service or achievement.

**PNOK.** In descending order, the surviving spouse; eldest surviving child (natural or adopted); father or mother, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision; eldest surviving brother or sister; eldest surviving grandparent.

**“R” device.** An appurtenance used to denote that a PMD was awarded for hands-on employment of a weapons system or other warfighting activities, performed remotely without personal physical combat risk, that had a direct and immediate effects on the outcome of an engagement or specific effects on a target.

**Service member.** A member of the Armed Forces of the United States.

**specific achievement award.** Synonymous with outstanding achievement award.

**“V” device.** An appurtenance used to denote that a multi-purpose PMD was awarded for valor.

**valor.** An act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy of the United States, or an opposing foreign or armed force, with exposure to enemy hostilities and personal risk.

**weapons system.** Defined in Joint Publication 1-02.

## **REFERENCES**

- Director, Administration and Management Memorandum, “Implementing Guidance to Secretary of Defense,” July 1, 2003
- DoD Directive 5105.83, “National Guard Joint Force Headquarters – State (NG JFHQs-State),” January 5, 2011, incorporating Change 1, September 30, 2014
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1300.19, “DoD Joint Officer Management (JOM) Program,” March 4, 2014
- DoD Instruction 1348.33, “Military Awards Program,” December 21, 2016
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014
- Executive Order 11545, “Establishing the Defense Distinguished Service Medal,” July 9, 1970
- Executive Order 11904, “Establishing the Defense Superior Service Medal,” February 6, 1976
- Executive Order 12019, “Establishing the Defense Meritorious Service Medal,” November 3, 1977 as amended
- Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition
- Secretary of Defense Memorandum, “DoD-Level Civilian and Military Awards,” June 3, 2003
- United States Code, Title 10