

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

Submit an original nomination package, plus 10 copies. Follow the format outlined below (using 12 pitch font). Begin each of the major sections (I, II etc.) and on a on a separate page:

Nomination of

(Name)
for the
Department of Defense
Distinguished Civilian Service Award

I. Biographical Data

A. General Information

Name
Title and Grade (include GS-equivalency, if applicable)
Organization and Location
Telephone and Fax Numbers
E-Mail Address
Service Computation Date
Length of Time with DoD

B. Education

Year , Degree, School, Major Field of Study

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

D. Significant Prior Monetary and Honorary Awards (list in reverse chronological order beginning with the most recent award received and continue for the past 10 years)

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

A. Summary of Achievement. Please limit the contributions/achievements to no more than the past 10 years, which clearly demonstrates nominee's contributions to the mission of the Department of Defense, **as a whole, and not Component or Agency specific. Background information may be included to show the individual's depth of experience and accomplishments. Please use "bullet" format wherever possible**

III. Citation

Prepare a double spaced proposed citation (approximately 250 words) which highlight the significance of the individuals achievements.

IV. Synopsis (one page)

A. General Information

Name

Title and Grade

Organization and Location

B. Current Component's Highest Previous Award and Date(s)

C. Basis for Nomination (summarize in 300 words or less) the highlighting the DoD-wide contributions of the nominee

V. Photograph of Nominee

If the nominee is selected to receive this award, your command will be requested to an official photograph on short notice.

HELPFUL HINTS IN SUBMITTING A QUALITY AWARD NOMINATION FOR THE DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD

- Select a writer of the nomination who is familiar with the internal culture of the entire Department of Defense, and not just the Department of the Navy level. You should convey, not only the achievements/accomplishments, but the significance of and the impact it has had upon the mission of the Department of the Defense
- Nominations must contain **DoD-wide contributions**. Component specific contributions can only be noted if those achievements developed into DoD-wide contributions. Nominations should be written in such a way that the level of DoD contributions is concise and apparent; do not leave it up to the DON and DOD review boards to extrapolate the contributions from your narrative.
- Career employees at any level and duty station within your organization, who meet the established criteria, are eligible for this award.
- Components are highly encouraged to submit nominees who have previously received the Department of Navy Distinguished Civilian Service Award prior to submitting the employee for the DoD-level award. While receipt of the DON DCSA is not required, the DON and DOD review boards may take it into consideration when reviewing award nominations. If a Component has not taken the opportunity to recognize contributions, then why should they first be recognized at the highest DoD level?
- In describing the contributions to the DoD, where possible, use lay terms instead of technical language. Limit the use of acronyms.
- Whenever monetary/resource savings can be documented, please include it in the write-up.
- An employee's retirement eligibility should not be considered as part of the nominating criteria. Recipients of this award are considered role models for others to emulate, and their departure from Federal service does not give this opportunity for growth.