



DoD MANUAL 1432.04

SECRETARY OF DEFENSE HONORARY AWARDS

Originating Component: Office of the Chief Management Officer of the Department of Defense

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Approved by: John H. Gibson II, Chief Management Officer

Purpose: In accordance with the authority in DoD Directives 5105.82 and 5105.53, the July 11, 2014 Deputy Secretary of Defense Memorandum, and the guidance in Volume 451 of DoD Instruction 1400.25, this issuance:

- Implements policy, assigns responsibilities, and provides direction for granting and requesting Secretary of Defense Honorary Awards.
- Directs that the Incentives Awards Board (IAB) reviews and recommends approval or disapproval of Secretary of Defense Honorary Awards for career employees.

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SECTION 1: GENERAL INFORMATION

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG DoD), 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.

a. In accordance with Volume 451 of DoD Instruction 1400.25:

(1) Secretary of Defense Honorary Awards are granted consistent with equal employment opportunity and policies, laws, regulations, and Executive orders that prohibit unlawful discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation, or any other unlawful factor.

(2) Requests by non-DoD personnel either to nominate themselves or others or to endorse nominations for themselves or others for awards or decorations sponsored by the DoD, other federal agencies, or private organizations, will not be honored.

b. Secretary of Defense Honorary Award nominations must be endorsed as follows:

(1) The OSD Principal Staff Assistants must endorse award nominations originating within their respective OSD Components.

(2) The Chairman of the Joint Chiefs of Staff must endorse award nominations originating within a Combatant Command and the Joint Staff.

(3) Award nominations originating within a Defense Agency or DoD Field Activity must be endorsed by the OSD Principal Staff Assistant who has authority, direction, and control over the Defense Agency, DoD Field Activity, or other organizational entity concerned.

(4) Secretaries of the Military Departments must endorse award nominations originating within their respective departments.

(5) The Chief of the National Guard Bureau must endorse award nominations originating within the National Guard Bureau.

1.3. INFORMATION COLLECTIONS. Secretary of Defense Honorary Awards for DoD civilian employees referred to in this issuance do not require licensing with a report control symbol in accordance with Paragraph 2.b.(2) of Volume 1 of DoD Manual 8910.01.

1.4. AWARD RESOURCES. Nomination templates for awards covered under this issuance may be obtained by contacting the Washington Headquarters Services (WHS), Human Resources Directorate (HRD), Performance Management and Awards Division (PM&AD).

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR OF ADMINISTRATION, OFFICE OF THE CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE (CMO). Under the authority, direction, and control of the CMO, the Director of Administration:

- a. Administers the Secretary of Defense Honorary Awards Program.
- b. Recommends to the Secretary of Defense award approval.
- c. Solicits nominations, ensures the IAB or other ad hoc committees reviews proposed award nominations, and processes awards for Secretary of Defense approval.
- d. Administers the Secretary of Defense's selection and appointment of IAB members who review and recommend approval or disapproval of Secretary of Defense Honorary Awards for career employees.

2.2. DIRECTOR, HRD. Under the authority, direction, and control of the Director, WHS, the Director, HRD, serves as the Executive Secretary to the IAB.

2.3. ASSISTANT DIRECTOR, PM&AD. Under the authority, direction, and control of the Director, HRD, the Assistant Director, PM&AD:

- a. Verifies that Secretary of Defense Honorary Awards meet the eligibility criteria and are in accordance with the applicable laws, rules, regulations, policies, and provisions of this issuance.
- b. Prepares Secretary of Defense Honorary Awards for review, approval, and signature by the Secretary of Defense.
- c. Recommends procedures, guides, and standards for improving the awards process.

2.4. INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE (IG DOD). Upon OSD or DoD Component head request, the IG DoD conducts a review of their internal files pertaining to career civilian personnel and notifies requesting official of review findings.

2.5. DIRECTOR, DEFENSE INTELLIGENCE AGENCY (DIA). Under the authority, direction, and control of the Under Secretary of Defense for Intelligence, the Director, DIA, upon OSD or DoD Component head request, conducts a review of DIA's internal files pertaining to foreign nationals and notifies requesting official of review findings.

2.6. OSD AND DOD COMPONENT HEADS WITH NOMINATION AUTHORITY. The OSD and DoD Component heads with the authority to endorse nominations as described in Paragraph 1.2.(b) of this issuance:

- a. May not delegate award nomination authority.
- b. Certify that Secretary of Defense Honorary Award nominations received from organizations under their authority, direction, and control meet award criteria and are developed appropriately before endorsement.
- c. Must articulate how highly selective they were in endorsing the nomination as described in Section 3 of this issuance.
- d. Ensure that Secretary of Defense Honorary Award nominations are provided to the Assistant Director, PM&AD, no fewer than 30 business days before their proposed presentation. This requirement excludes Office of Personnel Management recognized federal holidays. When a nomination is submitted within 30 business days of its proposed presentation, the OSD or DoD Component head with nomination authority must provide a reason for expediting the award.
- e. Certify that career civilian award nominees have no pending adverse personnel actions or investigations.
- f. Ensure that Secretary of Defense Honorary Award nominations are drafted as unclassified documents. In rare cases, an award nomination may be submitted no higher than the Secret level. The citation associated with a classified nomination must be unclassified. OSD and DoD Component heads with nomination authority should submit classified nominations sparingly, though sometimes it is required to support the IAB's review of the nomination.

SECTION 3: PROCEDURES

3.1. DOD-LEVEL HONORARY AWARDS.

a. DoD Distinguished Civilian Service Award. This award is DoD's highest award given to career DoD civilian employees. Nominations are generally received on a competitive basis; however, the Secretary of Defense reserves the authority to approve this award under a non-competitive process. OSD and DoD Components nominate employees to compete for this award, culminating in an annual ceremony hosted by the Secretary of Defense or the Deputy Secretary of Defense recognizing six to ten employees.

(1) **Eligibility.**

(a) Only career DoD civilian employees are eligible for this award. Recipients must have reflected exceptional devotion to duty and contributed greatly to the efficiency, economy, or other improvements in DoD operations that are significantly broad in scope. To receive this award through this strict competition is considered extremely prestigious.

(b) For non-competitive nominations, an OSD or DoD Component head with nominating authority must show how the nominee worked directly with senior-level officials, including the Secretary of Defense, the Deputy Secretary of Defense, or the Chairman of the Joint Chiefs of Staff, while supporting the DoD mission.

(2) **Approval Authority.** The Secretary of Defense must approve this award.

(3) **Submitting Nomination for Competitive Processing.** DoD-wide award nominations are reviewed by an ad hoc committee and recommended recipient nomination packages are forward for Secretary of Defense approval.

(4) **Submitting Nomination for Non-competitive Processing.** The recommending OSD or DoD Component must submit a nomination endorsed by an OSD or DoD Component head with nomination authority to the CMO through the Assistant Director, PM&AD. Nominations must be submitted in accordance with Paragraph 2.6(d) of this issuance.

(5) **Subsequent Awards.** Prior recipients of the award will receive a bronze, silver, or gold palm, as appropriate.

b. Secretary of Defense Meritorious Civilian Service Award. This is the second highest award granted to career civilian employees of the DoD and other government agencies.

(1) **Eligibility.** Career civilian employees of the DoD and other government agencies who have distinguished themselves by exceptionally meritorious service through exceptional contributions to increase efficiency, economy, or other improvements in the Department's operations that are of a significantly broad scope to the DoD.

(2) **Approval Authority.** The Secretary of Defense must approve this award.

(3) **Submitting Nomination for Processing.** The recommending OSD or DoD Component must submit a nomination endorsed by an OSD or DoD Component head with nomination authority to the CMO through the Assistant Director, PM&AD. Nominations must be submitted in accordance with Paragraph 2.6(d) of this issuance.

(4) **Presentation.** Upon approval by the Secretary of Defense, the OSD or DoD Component concerned receives a medal set, citation, and certificate signed by the Secretary of Defense. Presentation is at the discretion of the component.

(5) **Subsequent Awards.** Subsequent awards consist of the medal set and a bronze, silver, or gold palm, as appropriate.

c. DoD David O. Cooke Excellence in Public Administration Award. The DoD David O. Cooke Excellence in Public Administration Award is a competitive award for non-managerial career civilian employees.

(1) **Eligibility.** Eligibility is limited to non-managerial career DoD civilian employees with 3 to 10 years of federal career service who demonstrate great leadership potential and dedication to service.

(2) **Approval Authority.** The Secretary of Defense must approve this award.

(3) **Submitting Nomination for Processing.** DoD-wide award nominations are reviewed by an ad hoc committee and recommended recipient nomination packages are forward for the Secretary of Defense approval.

(4) **Presentation.** In the Fall, the recipient will receive a medal set, citation, and certificate signed by the Secretary of Defense at a formal ceremony attended by DoD leaders and the recipient family members, friends, and colleagues.

3.2. DOD-LEVEL HONORARY AWARDS FOR PRIVATE CITIZENS.

a. Department of Defense Distinguished Public Service Award. This is the highest award presented by the DoD to private citizens and foreign nationals. The award recognizes those who have performed exceptionally distinguished service of significance to the DoD as a whole, or service of such exceptional significance to a DoD Component or function that recognition only at the component level is insufficient. The nominee may have rendered service or assistance at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship, and a sense of public responsibility.

(1) **Eligibility.** The nominee must not derive his or her principal livelihood over the course of his or her career from the Federal Government, such as a private citizen, a political appointee, or an employee on a term appointment that is not expected to extend for a significant duration. The recommending DoD Component head must show how the nominee worked directly or had personal interaction with the senior-most officials in the Federal Government, including the Secretary of Defense, the Deputy Secretary of Defense, and the Chairman of the Joint Chiefs of Staff.

(2) **Approval Authority.** The Secretary of Defense must approve this award.

(3) **Submitting Nomination for Processing.** The recommending OSD or DoD Component must submit a nomination endorsed by an OSD or DoD Component head with nomination authority to the CMO through the Assistant Director, PM&AD. Nominations must be submitted in accordance with Paragraph 2.6(d) of this issuance.

(4) **Presentation.** Upon approval, the OSD or DoD Component concerned receives a medal set, citation, and certificate signed by the Secretary of Defense. Presentation is at the discretion of the component.

(5) **Subsequent Awards.** Subsequent awards consist of the medal set and a bronze, silver, or gold palm, as appropriate.

b. Secretary of Defense Outstanding Public Service Award. This is the second highest award presented by the DoD to private citizens and foreign nationals. This award recognizes contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but are lesser in scope and impact than is required for the DoD Distinguished Public Service Award.

(1) **Eligibility.** The nominee must not derive his or her principal livelihood over the course of his or her career from the Federal Government, such as a private citizen, a political appointee, or an employee on a term appointment that is not expected to extend for a significant duration.

(2) **Approval Authority.** The Secretary of Defense must approve this award.

(3) **Submitting Nomination for Processing.** The recommending OSD or DoD Component must submit a nomination endorsed by an OSD or DoD Component head with nomination authority to the CMO through the Assistant Director, PM&AD. Nominations must be submitted in accordance with Paragraph 2.6(a) of this issuance.

(4) **Presentation.** Upon approval, the OSD or DoD Component concerned receives a medal set, citation, and certificate signed by the Secretary of Defense. Presentation is at the discretion of the Component.

(5) **Subsequent Awards.** Subsequent awards consist of the medal set and a bronze, silver, or gold palm, as appropriate.

GLOSSARY

G.1. ACRONYMS.

CMO	Chief Management Officer of the Department of Defense
HRD	Human Resources Directorate
IAB	Incentive Awards Board
IG DoD	Inspector General of the Department of Defense
PM&AD	Performance Management and Awards Division
WHS	Washington Headquarters Services

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

award. Defined in Part 451.102 of Title 5, Code of Federal Regulations.

career employee. An employee who has served 3 years of substantially continuous creditable service and is currently in a permanent position, which is inclusive of excepted service personnel that also meet these standards.

civilian employee. Meets the definition of “employee” under Section 2105 of Title 5, United States Code or is covered under a position within the excepted service under the Defense Civilian Intelligence Personnel System as identified as “Civilian intelligence personnel” under Section 1601 of Title 10, United States Code.

DoD Component. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

OSD and DoD Component head with Nomination Authority. OSD and DoD Component heads with authority to endorse nominations as identified under Paragraph 1.2(b) of this issuance.

foreign national employee. An individual who meets the definition of employee as defined by Section 2105 of Title 5, United States Code.

honorary award. Not a cash payment or time off award, but rather an award of an honorific value (e.g., a letter, certificate, citation, medal, plaque, coin, or other similar item).

highly-qualified expert. An individual appointed, in accordance with, Section 9903 of Title 5, United States Code, who possesses uncommon and recognized knowledge, skills, and experience

in an occupational field, and judgment that is accorded authority and status by peers or the public. A highly-qualified expert has substantive experience or education in a variety of occupational fields such as soft and hard sciences, engineering, technology, human resources, business, transformation, education, medicine, languages, and logistics but is generally credentialed, and has proven ability in a particular field or fields. Highly qualified experts may be hired to mentor, lead, oversee, direct, manage, and or consult on DoD programs and initiatives, including high profile and fast track assignments.

IAB. The IAB is composed of five members appointed by the Deputy Secretary of Defense all of whom will be selected from OSD and serve a term of 2.5 years. The IAB reviews Secretary of Defense Honorary Award nominations for career employees, as specified in this issuance.

OSD Component. One of the offices that compose OSD, and whose principal reports directly to the Secretary or Deputy Secretary of Defense.

REFERENCES

Code of Federal Regulations, Title 5

Deputy Secretary of Defense Memorandum, “Reorganization of the Office of the Deputy Chief Management Officer,” July 11, 2014

DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008

DoD Directive 5105.82, “Deputy Chief Management Officer (DCMO) of the Department of Defense,” October 17, 2008

DoD Instruction 1400.25, Volume 451, “DoD Civilian Personnel Management System: Awards,” November 4, 2013

DoD Manual 8910.01, Volume 1, “DoD Information Collections: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended

United States Code, Title 5

United States Code, Title 10, Section 1601