



National Capital Region Medical Directorate
**ADMINISTRATIVE
INSTRUCTION**

NUMBER 1348.01

August 15, 2014

Change 1, Effective June 30, 2016

PERS

SUBJECT: Military Awards Program

References: See Enclosure 1

1. PURPOSE. This Administrative Instruction (AI), in accordance with (IAW) the authority in References (a) through (c), cancels Reference (d) and reissues herein, establishes policy, assigns responsibilities, and prescribes procedures based on the guidance of References (e) through (i). These procedures will be followed based on the authority given in References (g) and (h) for all Service members assigned to the National Capital Region Medical Directorate (NCR MD), Joint Medical Treatment Facilities (MTFs), and Centers in the NCR market per References (f) through (i). Service members are recommended for an award upon a permanent change of station move, for a special act or service, or retirement from the military service.

2. APPLICABILITY. This AI applies to the NCR MD, Walter Reed National Military Medical Center (WRNMMC) to include the DiLorenzo TRICARE Clinic and the Tri-Service Dental Clinic, Fort Belvoir Community Hospital (FBCH) to include the Dumfries and Fairfax Clinics, and the Joint Pathology Center (JPC). These facilities are collectively referred to hereafter as Joint MTFs and Centers. Any deviations or exceptions to this guidance are subject to the prior approval of the Director, NCR MD.

3. POLICY. It is NCR MD policy that:

a. IAW Reference (g), the Director, NCR MD has the authority to approve the Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), and the Joint Service Achievement Medal (JSAM) for military personnel assigned to NCR MD.

b. IAW Reference (i), Director, NCR MD delegates the JSCM and JSAM award authority to Director, WRNMMC and the JSAM award authority to Director, FBCH, and Director, JPC.

c. Military personnel serving within *the* NCR MD, Joint MTFs, and JPC, through the applicable Military Awards Program, will receive tangible recognition for acts of valor, exceptional service or achievement, and acts of heroism.

d. Unless otherwise stated, only those Service members who have rendered honorable and meritorious service while permanently assigned to *the* NCR MD, a Joint MTF, or Center on the Intermediate Manpower Document/Joint Manning Document (IMD/JMD) are eligible for consideration of a joint decoration. See Enclosures 2 and 3 for eligible joint awards and the process for these decorations. Service-specific decorations will not be authorized for impact actions or service while assigned to NCR MD, a Joint MTF, or Center on the IMD/JMD unless the Service member is separating or retiring. Refer to Reference (e) for further guidance.

4. RESPONSIBILITIES. See Enclosure 4

5. PROCEDURES. See Enclosure 5. For an example of a military award recommendation, narrative, or completed citation, see Enclosures 6 through 8.

6. RELEASABILITY. **Cleared for public release.** This AI is available on the Internet from the Website at www.capmed.mil.

7. EFFECTIVE DATE. This AI:

- a. Is effective upon publishing to the NCR MD Website above; and
- b. Will expire effective 10 years from the publication date if it hasn't been reissued or cancelled before this date in accordance with Reference (j).


R. C. BONO
RDML, MC, USN
Director

Enclosures

1. References
2. Definitions of Medals
3. Military Awards and Decorations Process Flowchart
4. Responsibilities
5. Procedures
6. Example Military Award Recommendation
7. Sample Military Narrative
8. Sample Military Completed Citation

Glossary

ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 11, 2013
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) National Capital Region Medical Directorate (NCR MD) Concept of Operations, September 10, 2013
- (d) JTF CapMed Instruction 1348.01, "Military Awards Program," November 15, 2011 (hereby cancelled)
- (e) DoD Instruction 1348.33, "Military Awards Program," July 1, 2004 *as amended*
- (f) Office of the Secretary of Defense Memorandum, "Delegation of Authority to Award Joint Decorations," March 14, 2008
- (g) Office of the Assistant Secretary of Defense Health Affairs, "Uniformed Personnel Joint Award Authority," April 25, 2014
- (h) DoD 1348.33-M, "Manual of Military Decorations and Awards (Vol. 1)," November 23, 2010 *as amended*
- (i) National Capital Region Medical Directorate, "Delegation of Approval Authority to Award Joint Decorations," May 23, 2014
- (j) ~~JTF CapMed Instruction 5025.01, "Formats and Procedures for the Development and Publication of Issuances," March 5, 2012~~ *DHA Procedural Instruction 5025.01, "Publication System," August 21, 2015*

ENCLOSURE 2

DEFINITIONS OF MEDALS

1. DEFENSE DISTINGUISHED SERVICE MEDAL (DDSM)

a. The DDSM is awarded by the Secretary of Defense to active duty officers of the Armed Forces of the U.S. whose exceptional performance of duty and contributions to national security of defense is at the highest levels. Such officers have a direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S. Government.

b. The DDSM may also 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 values as to be equivalent to contributions normally associated with positions encompassing broader responsibilities.

c. The DDSM, as the highest defense peacetime decoration, may only be awarded by the Secretary of Defense. Under no circumstances may the awarding authority be delegated.

d. The narrative for the DDSM will be no more than three pages in length.

e. The DDSM will be placed in precedence after the Medal of Honor, the Distinguished Service Crosses of the Armed Forces, but before the Distinguished Service Medals of the Armed Forces.

2. DEFENSE SUPERIOR SERVICE MEDAL (DSSM)

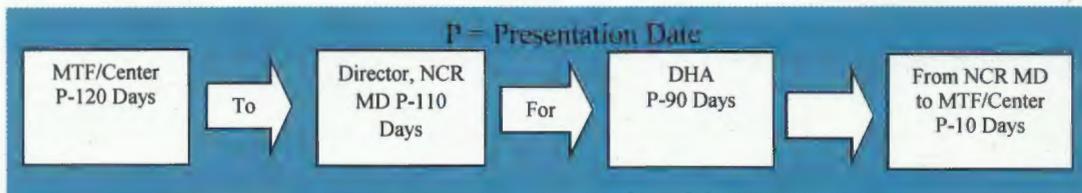
a. The DSSM is awarded only by the Secretary of Defense to members of the active duty Armed Forces of the U.S. who, after February 6, 1976, rendered superior meritorious service in a position of significant responsibility.

b. The narrative for the DSSM will be no more than three pages in length. The Service member's direct contributions must be quantified in the write up to support the award. The DSSM narrative must include day-to-day responsibilities that impact the Military Health System with no adverse reports during the covered period.

c. The DSSM will be placed in precedence after the DDSM, the Distinguished Service Medals of the Armed Forces, and the Silver Star Medal, but before the Legion of Merit.

d. See Figure 1 for the DSSM estimate of the approval process and the required days to complete.

Figure 1. DSSM Estimate Flowchart



3. DEFENSE MERITORIOUS SERVICE MEDAL (DMSM)

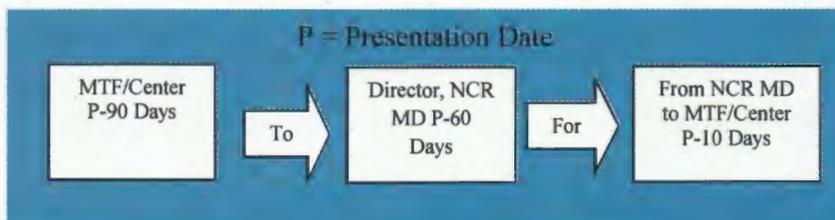
a. The DMSM is awarded in the name of the Secretary of Defense to active duty members of the Armed Forces of the U.S. who, after November 3, 1977, distinguished themselves by non-combat meritorious achievement or service.

b. The narrative for the DMSM will be no more than two pages in length. The Service member's direct contributions must be quantified in the write up to support the award. The DMSM narrative must indicate contributions within the NCR. The responsibilities must be performed day-to-day with no adverse reports during the covered period.

c. The DMSM will take precedence after the Defense Superior Service Medal, the Legion of Merit, and the Bronze Star Medal, but before the Military Services' Meritorious Service Medal.

d. See Figure 2 for the DMSM estimate of the approval process and the required days to complete.

Figure 2. DMSM Estimate Flowchart



4. JSCM

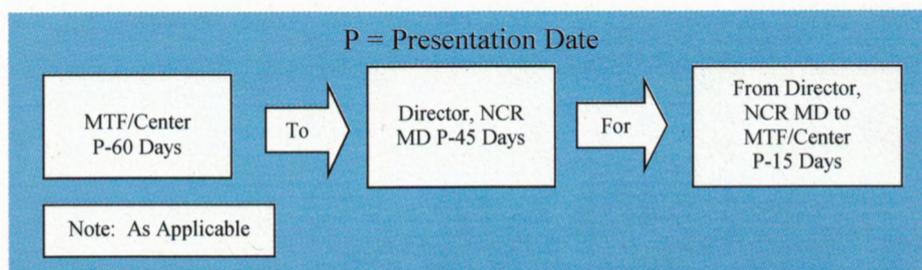
a. The JSCM is awarded in the name of the Secretary of Defense to active duty members of the Armed Forces of the U.S. who, while assigned to a joint activity, after January 1, 1963, distinguished themselves by meritorious achievement or service.

b. The narrative for the JSCM will be no more than one page in length. The Service member's direct contributions must be quantified in the write up to support the award. The

JSCM narrative must indicate contributions outside the department-level and must have enhanced the directorate, division, and organization. The responsibilities must be performed day-to-day with no adverse reports during the covered period.

c. See Figure 3 for the JSCM estimate of the approval process and the required days to complete.

Figure 3. JSCM Estimate Flowchart



5. JSAM

a. The JSAM is awarded in the name of the Secretary of Defense to active duty members of the Armed Forces of the U.S. below the grade of O-6 who, while assigned to a joint activity, after August 3, 1983, distinguished themselves by outstanding performance of duty and meritorious achievement.

b. The narrative of the JSAM will be no more than one page in length. The Service member's direct contributions must be quantified in the write up to support the award. The JSAM narrative must indicate direct contributions served at the department-level only. The responsibilities must be performed day-to-day with no adverse reports during the covered period.

c. The JSAM will take precedence before the Service Achievement Medals.

d. The JSAM estimate to complete will be determined by the Joint MTF or Center awards office.

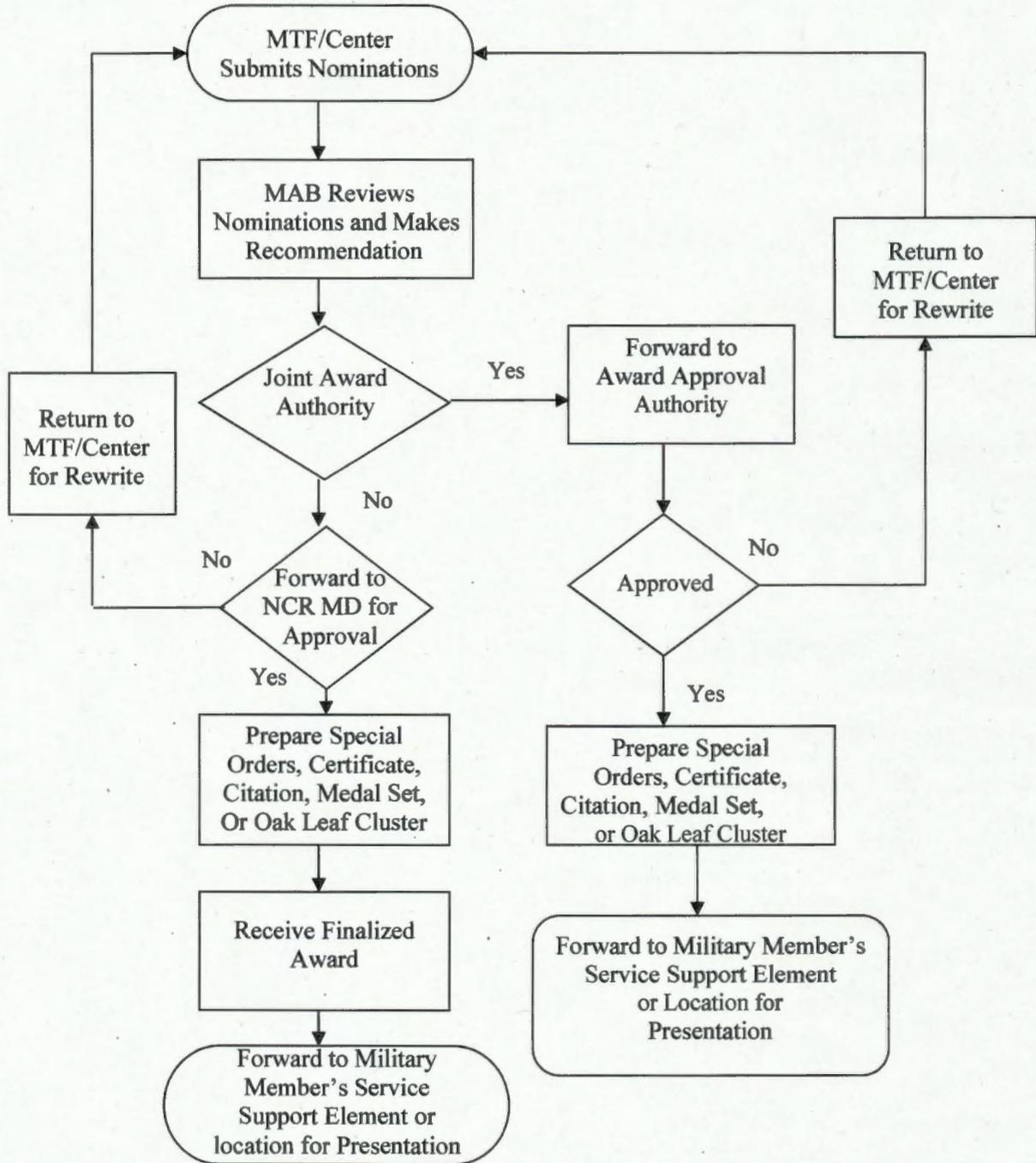
6. For a comparison of all referenced joint awards above to their equitable Service awards and their approval authorities, please see the following table:

Table. Equivalent Service Awards and Approval Authorities.

DEFENSE DEPARTMENT AWARD	SERVICE AWARD	AWARD APPROVAL AUTHORITY	LOCAL APPROVAL AUTHORITY
DDSM	Distinguished Service Medal	Office of Secretary of Defense	Office of the Secretary of Defense
DSSM	Legion of Merit	Office of Secretary of Defense	DHA
DMSM	Meritorious Service Medal	Office of Secretary of Defense	NCR MD
JSCM	(Service) Commendation Medal	General/Flag Officers	WRNMMC
JSAM	(Service) Achievement Medal	O6 MTF Directors	WRNMMC / FBCH / JPC

ENCLOSURE 3

PROCESS FLOWCHART / MILITARY JOINT AWARDS AND DECORATIONS



ENCLOSURE 4

RESPONSIBILITIES

1. JOINT MTF DIRECTORS AND CENTER DIRECTOR. The Joint MTF Directors and Center Director will:

a. Ensure Service members are recognized for honorable service and/or acts of achievement through award recommendations.

b. Implement a local Military Awards Board (MAB) to enforce an environment of uniformity in policy and action.

c. Appoint a Chair and members to the MAB.

d. Review and endorse all award recommendations received from the MAB. IAW the approval authority table in Enclosure 2, O6 level Directors and above have the authority to approve the JSAM. The Director, WRNMMC has the authority to approve the JSAM and JSCM.

e. The MAB at FBCH will forward the JSCM and above award recommendations to NCR MD, Personnel Branch, for processing. The MAB at WRNMMC will forward DMSM and above award recommendations to NCR MD to approve/disapprove.

f. All recommendations placed in official channels must be forwarded to the designated authority for approval or disapproval. Where appropriate, intermediate endorsing officials or directors may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the requested decoration. Placement in official channels is defined as "signed by the initiating official and endorsed by a higher official in the Chain of Command" (i.e., if the award has been signed by a recommending official and is endorsed by the Joint MTF Director, then it must be forwarded to NCR MD for processing).

g. Make every effort to publicly recognize award recipients prior to their departure from the Joint MTF or Center.

2. CHAIR, MAB. The Chair, MAB will:

a. Monitor the operation of the military awards program to ensure uniformity of policy and action.

b. Convene a MAB on a monthly basis or as required.

c. Call for a vote on each award recommendation.

- d. Preside over the deliberation of the review for each award recommendation.
- e. Ensure each member of the MAB has a fair and equitable opportunity to vote and comment on each award recommendation.

3. MAB MEMBERS. MAB members will:

- a. Review all award recommendations and vote accordingly as outlined in Enclosure 5. Voting categories are further outlined under procedures.
- b. Act as an advisory council to the Joint MTF Director or Center Director.

4. NCR MD, PERSONNEL BRANCH. The NCR MD, Personnel Branch will:

- a. Review all award recommendations for accuracy and proper formatting.
- b. Prepare DDSM, DSSM, DMSM, JSCM, and JSAM award nominations to the MAB for consideration.
- c. Decision from MAB will be routed to Director, NCR MD in accordance with the award approval authority table in Enclosure 2.
- d. Returned or disapproved awards may be rewritten and resubmitted with new substantive material provided. Resubmission of awards shall be completed within 365 working days.
- e. All DDSM & DSSM awards recommended for approval by NCR MD will be forwarded to Defense Health Agency for further processing for approval or disapproval.
- f. Distribute downgraded award recommendations to the appropriate approval authority in Enclosure 5.
- g. Distribute approved DDSM, DSSM, DMSM, and JSCM award recommendations with special orders, certificate, citation, medal set, or oak leaf cluster to the appropriate Joint MTF or Center Military Human Resources Department.
- h. Ensure all award documentation is forwarded and/or scanned into the Service members' official record, as applicable.

5. CHIEFS, HUMAN RESOURCES BRANCH, JOINT MTFs AND CENTER. The Chiefs, Human Resources Branch, Joint MTFs and Center will:

- a. Act as the recorder, MAB, or delegate appropriately to a member within the Human Resources Branch.

- b. Manage the maintenance of military award records and prepare required reports.
- c. Ensure the Joint MTF or Center coordinates the presentation for the award ceremony.
- d. Forward all award documentation to the departing military member's new unit of assignment for presentation if the award was not approved and presented prior to permanent change of station.
- e. Ensure all awards are submitted to the MAB for consideration no later than the following timelines. *All late awards will require a letter of lateness from the Director. Any award received by the NCR MD after the Service member has been departed for more than 180 days, will require a letter of explanation for the lateness from the Chief of Staff or above.*
 - (1) DDSM, DSSM – 120 days prior to planned presentation.
 - (2) DMSM – 90 days prior to planned presentation.
 - (3) JSCM, JSAM – 60 days prior to planned presentation.
- f. Prepare certificates, medals, and orders for approved JSCM and JSAM and distribute appropriately in accordance with the award approval authority table in Enclosure 2.
- g. Distribute DDSM, DSSM, and DMSM awards upon approval and receipt from NCR MD, Personnel Branch.
- h. Order and keep in stock all award certificates and medals their command or center has the authority to approve.
- i. Ensure all award documentation is forwarded and/or scanned to the Service members' official record, as applicable.

6. JOINT MTFs AND CENTER DIRECTORS/DEPARTMENT CHIEFS/SUPERVISORS.
The Joint MTFs and Center Directors/Department Chiefs/Supervisors will:

- a. Ensure all recommendations for military awards are prepared and submitted IAW this instruction utilizing the examples and samples outlined in Enclosures 6 through 8.
- b. Review each award nomination for content, eligibility, format, grammar, required approval(s), and adequacy of proposed citation.
- c. Ensure all Service members are considered for an award when departing NCR MD, a Joint MTF, or Center.

ENCLOSURE 5

PROCEDURES

1. Director, NCR MD has delegated the approval authority for the JSCM and JSAM to the Joint MTF Directors or Center Director as outlined in the award approval authority table in Enclosure 2.
2. Recommendations for the JSCM and JSAM awards will be processed, boarded, and endorsed within the Joint MTFs and Center. The Human Resources Branch will prepare recommendations for Joint MTF Directors or Center Director for final approval, disapproval, or downgrade.
3. All award recommendations considered disapproved or recommended for downgrade by the MAB will be returned to the Joint MTF Directors or Center Director level with appropriate certificate, orders number, and memorandum of downgrade.
4. Recommendations for awards will be submitted for those individuals whose meritorious service and achievements are of a magnitude that warrants recognition of their performance of duty.
5. No defense or joint decorations shall be awarded or presented to any military member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable.
6. The number of decorations that may be awarded to a military member is not limited. Only one decoration is awarded for the same act, achievement, or period of service. Additionally, defense or joint decorations may not be awarded to any military member for whom a military department decoration has been awarded for the same act or performance of duty. Additionally, no military department decoration may be awarded to any military member for whom a defense or joint award has been awarded for the same act or performance of duty.
7. Each recommendation consists of a memorandum, narrative, and citation. Each recommendation for a joint defense award is evaluated on the merits of the justification submitted. The narrative must be specific, factual, and provide concrete examples of exactly what the individual did to impact and/or benefit the command or center.
8. As part of the voting process, the MAB will recommend approval or disapproval of the award as written, will make editorial corrections, and will recommend upgrade or downgrade of the

level of the award. An award that has been recommended for disapproval by the MAB may be rewritten and resubmitted to the MAB for reconsideration. Additionally, the MAB disapproval recommendation may be forwarded to the Director for final approval as written.

9. All awards for NCR MD and subordinate commands will be placed into the NCR Awards Tracking System utilizing the following website: <https://apps2.capmed.mil/jtfawards>. Award recommendations for DDSM, DSSM, DMSM, and JSCM using the Director, NCR MD signature block will forward through the appropriate Human Resources Branch. Recommendations will be forwarded to the appropriate Director of the assigned military member for endorsement. The Human Resources Branch will forward the recommendation to the NCR MD, Personnel Branch, who will prepare the recommendation for the Director, NCR MD signature and then forward to Washington Headquarters Services (WHS) for approval or disapproval of the proposed joint defense award.

10. All recommendations placed in official channels must be forwarded to the designated authority for approval or disapproval. Where appropriate, intermediate endorsing officials or directors may recommend disapproval or comment on the propriety of lesser or higher awards if they do not favor the requested decoration. Placement in official channels is defined as “signed by the initialing official and endorsed by a higher official in the Chain of Command.”

11. Upon final action from WHS, award documents will be returned to NCR MD, Personnel Branch for distribution to the appropriate Human Resources Branch.

12. Proposed awards that are disapproved will be returned by NCR MD, Personnel Branch to the appropriate Human Resources Branch.

ENCLOSURE 6

SAMPLE MILITARY AWARD RECOMMENDATION

* Portrait Times New Roman 12 pt.
(Memorandum must be on letterhead)

MEMORANDUM FOR DIRECTOR, DEFENSE HEALTH AGENCY (DDSM & DSSM)
DIRECTOR, NCR MEDICAL DIRECTORATE (DMSM, JSCM &
JSAM)

SUBJECT: Recommendation for Award of the (as applicable)

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

- a. Grade, name, Service, and Social Security number.
- b. Organization of assignment.
- c. Title and duty assignment at the time of act or service. Include Intermediate Manpower Document/Joint Manning Document, and/or line number.
- d. Inclusive dates for which recommended.
- e. Indicate the reason for the submission (i.e., Service member is to be reassigned permanent change of station on _____, separated from active duty on _____, or retired from active duty on _____). If award recommended is for meritorious achievement, indicate "Impact Award."
- f. Requested date of presentation; provide the telephone number and a point of contact.
- g. Previous Defense awards 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.**
- i. Enclosed is a narrative description of (achievement performed or service rendered):

(Signature of Director for DDSM, DSSM, & DMSM and JSCM, as applicable)

ENCLOSURE 7

EXAMPLE MILITARY NARRATIVE

* 1" Margin

* Portrait Times New Roman 12 pt.

Instructions: The narrative should be specific and factual, giving 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 significantly exceeded superior performance of duty. DDSM and DSSM narratives shall not exceed three single-spaced pages. DMSM shall not exceed two-single spaced pages. JSCM and JSAM narratives shall not exceed one single-spaced page. An example of a narrative is provided below:

Sergeant First Class John E. Doe, United States Army, distinguished himself by exceptionally meritorious service as Army Personnel Services Representative, and as Joint Military Personnel Technician, Military Personnel, Washington Headquarters Services, from July 1988 to August 1993. With a broad background of Army personnel experience, Sergeant Doe had an immediate positive impact on the personnel support provided to the Army personnel assigned to the staff of the Office of the Secretary of Defense (OSD), raising it to a previously unachieved level of efficiency. As he and his subordinate performed the duties of at least five personnel, he took upon himself the duties of First Sergeant, effectively performing duties normally far above those for someone of his grade. Not satisfied to be an outstanding noncommissioned officer and an expert in Army personnel matters, Sergeant Doe proceeded to apply himself to learning the personnel policies and procedures of the other military services, the joint manning policies, and the job functions of every other section in the Military Personnel.

This naturally led to his serving in innumerable valuable capacities to include: providing primary training in office procedures and policies, and OSD peculiarities, and acting as mentor for all newly assigned military personnel staff, which has been significant; functioned as office NCOIC and Senior Enlisted Advisor as a permanent additional duty; performed the duties of the Deputy Director, Military Personnel in the absence of the Director or Deputy Director; and handled all hot projects, sensitive issues, and joint personnel taskers for the Director, Military Personnel. This last area deserves special note because it included such items as: being sent Temporary Duty to subordinate organizations outside the Military District of Washington to represent and assess the quality of personnel support being provided to and by them; establishing Standard Operating Procedures for the office overall, requiring his high level of joint expertise, and knowledge of every job within the division, and their interrelationships; providing overall manpower analysis of Military Assistant Positions for the Director of Administration and the Deputy Secretary of Defense requiring the ability to "see the big picture," understand the organization overall, and still pay strict attention to detail; serving as the single point of contact other than the Division Chief for coordination of SERB actions and assisting officers after notification had been made; and serving as Action Officer to develop plans, which were coordinated with the Services, to evaluate all officers assigned to the Secretary of Defense's Base Transition Office. The distinctive accomplishments of Sergeant Doe reflect great credit upon himself, the United States Army, and the Office of the Secretary of Defense.

ENCLOSURE 8

SAMPLE MILITARY COMPLETED CITATION

- * 1" - 1 1/2" Margin
- * Not to exceed 16 single-space lines.
- * Portrait Times New Roman 14 pt.

CITATION TO ACCOMPANY THE AWARD OF
(One space or two returns)

THE DEFENSE MERITORIOUS SERVICE MEDAL
(One space or two returns)

TO
(One space or two returns)

ANDREA J. JONES
(Three spaces or four returns)

OPENING SENTENCE:

Lieutenant Commander Andrea J. Jones, United States Navy, Distinguished herself by exceptionally meritorious service (achievement) as (duty assignment and office), from (month year) to (month year).

NARRATIVE DESCRIPTION:

Among her numerous accomplishments, Lieutenant Commander Jones played a key role in the development of the most comprehensive revision of enlisted administrative separation policy and personnel assignment process ever undertaken by the Department of Defense.

CLOSING SENTENCE:

(Retirement Award)

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

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
DDSM	Defense Distinguished Service Medal
DMSM	Defense Meritorious Service Medal
DSSM	Defense Superior Service Medal
FBCH	Fort Belvoir Community Hospital
IAW	in accordance with
IMD	Intermediate Manpower Document
JMD	Joint Manning Document
JPC	Joint Pathology Center
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
MAB	Military Awards Board
MTFs	M medical T treatment F facilities
NCR MD	National Capital Region Medical Directorate
WHS	Washington Headquarters Services
WRNMMC	Walter Reed National Military Medical Center