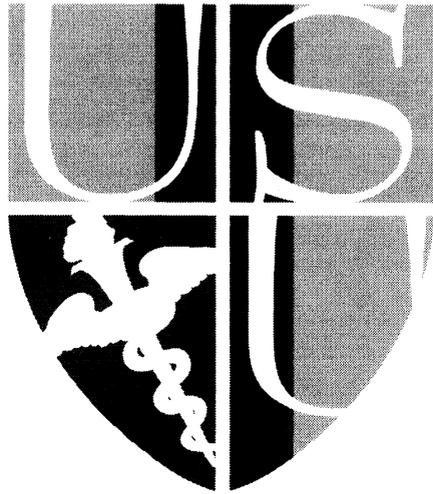


**USUHS  
INSTRUCTION  
1347**





# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Department of Defense Military Awards

### Instruction 1347

(BDE)

#### ABSTRACT

MAY 7 2006

This Instruction assigns responsibilities and prescribes the procedures to be followed in the preparation and approval of Department of Defense Military Awards for all service members assigned to the Uniformed Services University of the Health Sciences (USUHS) and the Armed Forces Radiobiology Research Institute (AFRRI).

**A. Reissuance and Purpose.** This Instruction:

1. Reissues Uniformed Services University of the Health Sciences (USUHS) Instruction 1347<sup>a</sup>.
2. Establishes the USUHS Military Awards Panel (MAP).
3. Outlines procedures for submitting recommendations for Defense Military Awards as prescribed in DoD Directive 1348.33-M<sup>b</sup>.
4. Supplies eligibility requirements for the awards.
5. Specifies persons who are eligible to receive an award.
6. Identifies who can recommend and authorize the award.

**B. References.** See *Enclosure 1*.

**C. Applicability.** This Instruction applies to all military personnel (faculty and staff)

who are permanently assigned, attached, or are on Temporary Duty (TDY) to the USUHS and AFRRI. Individual Mobilization Augmenters (IMAs) permanently assigned to joint activities are also eligible for Defense Military Awards consideration. The following are ineligible for Defense awards:

1. Students, graduate students, and fellows assigned to the USUHS.
2. Military service members attached to the USUHS for administrative or exercise purposes.

**D. Definitions.** See *Enclosure 2*.

**E. Policy.** It is USUHS policy that members of the Armed Forces of the United States shall receive tangible recognition for acts of valor, exceptional service or achievement, and acts of heroism in accordance with DoD Directive 1348.33-M<sup>b</sup>.

**F. Responsibilities.**

1. The President, USUHS shall:

a. Approve the award of the Defense Meritorious Service Medal (DMSM) and the Joint Service Commendation Medal (JSCM); joint activities are also eligible for Defense Military Awards consideration.

b. Delegate the authority to approve the Joint Service Achievement Medal (JSAM) to the Brigade Commander (BDE).

c. Authorize the transmittal of all recommendations for the Defense Distinguished Service Medal (DDSM) and the Defense Superior Service Medal (DSSM), which require higher level approval.

d. Authorize the transmittal of all recommendations for service-specific awards, Legion of Merit (LOM) or higher to the respective services organizations for approval.

e. Serve as the recommending official for all award nominations for LOMs, DSSMs, and DDSMs.

2. The Brigade Commander shall:

a. Appoint the Chair, MAP.

b. Appoint members of the MAP.

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

d. Authorize the transmittal of all recommendations for service specific awards below LOM to the respective services for approval.

e. Recommend procedures, guides, and standards for expeditious functioning of, and participation in, the program.

f. Approve awards for JSAM for staff and faculty.

g. Approve recommendations for the Military Outstanding Volunteer Service Medal (MOVSM).

3. The Chair, Military Awards Panel shall:

a. Convene a meeting of the MAP on a monthly basis.

b. Preside over the deliberation of the review of each award nomination packet.

c. Ensure each member of the MAP has a fair and equitable opportunity to comment on the award nomination.

d. Call for a vote on each award nomination packet. Inclusive in the voting process is the recommendation to approve the level of award as recommended and written; approve the level of the award as recommended with specific editorial corrections; upgrade or downgrade the level of the award; or disapprove the award as written. An award that has been disapproved by the MAP may be rewritten and resubmitted to the MAP for consideration.

e. Coordinate (or appoint someone to coordinate) with the recommending official of any award recommendation that was disapproved by the MAP to ensure they are aware of the committee's concerns.

f. Review and sign the minutes of the MAP.

4. The Recorder, Military Awards Panel shall:

a. Coordinate the monthly convening of the MAP.

b. Manage the maintenance of military awards records and the preparation of required reports.

c. Forward all documentation to the individual's service for filing in official records with one copy forwarded to the individual concerned.

d. Forward all award documentation to an award recipient's new unit of assignment for presentation if the award was not presented at USUHS.

e. Ensure the minutes of the MAP are prepared, signed by the Chair, MAP, approved by the BDE and the President, USUHS, and then published.

f. Ensure all awards are submitted to the MAP for consideration no later than 30

days after receipt within the Military Awards Office (MAO).

- g. Prepare citations and certificates in final format for each approved award.
- h. Prepare and issue orders for all approved awards.
- i. Prepare letters of notification for recommending officials on the final status of awards.

5. The Military Awards Panel shall:

- a. Review all recommendations for DDSMs, DSSMs, LOMs, DMSMs, JSCMs, JSAMs, and MOVSMs.
- b. Act as an advisory council to the BDE and the President, USUHS.
- c. Be guided by the awards standards outlined herein.
- d. Vote on each recommendation and forward the results of the MAP to the BDE and the President, USUHS for final approval.
- e. Consist of the USUHS Executive Officer; Commandant, School of Medicine; Commandant, Graduate School of Nursing; Director (or designated official), AFRRRI; Brigade Senior Enlisted Leader (or designated representative); and other members appointed by the BDE to ensure an appropriate service mix. The Chair, MAP will be appointed by the BDE. For a quorum, an award recommendation will be reviewed by the Chair and at least 50% of the other members. The MAO will provide a non-voting recorder for the MAP's proceeding.

6. The Award Recommending Official shall:

- a. Ensure all recommendations for military awards are prepared and submitted in accordance with this Instruction. All recommendations that do not meet the standards of this Instruction will be returned to the originator for correction.

- b. Review each award nomination for content, eligibility, correctness of format and grammar, required approval(s), and adequacy of proposed citation.

- c. Ensure that all service members are considered for an award when they depart USUHS. Awards recommendations are not required for each individual, but the supervisor should consciously choose to not submit awards vs. allowing workload considerations to preclude awards submissions.

**G. Guidance.**

1. General.

- a. Recommendations for awards will be submitted for those individuals whose meritorious service and achievements are of a magnitude that clearly places such individuals well above their associates in performance of duty. **Normal duty performance during the tour does not in itself constitute justification for a military award.**

- b. No Defense decoration shall be awarded or presented to any service member whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable.

- c. Letters or certificates of commendation or appreciation with appropriate remarks may provide adequate means of recognizing duty performance that is expected of personnel serving a tour of duty at the USUHS.

- d. The number of decorations that may be awarded to a Service member is not limited. However, only one decoration is awarded for the same act, achievement, or period of service. Additionally, Defense decorations may not be awarded to any Service member for an act, achievement, or period of service for which another Service decoration has been awarded. If this happens, the Defense award will be rescinded.

e. The MPO will notify the parent unit of awards for faculty and staff who are attached on TDY. Recommendations will be entered into the administrative channels (i.e., submitted to the MPO within one year of the achievement or service to be recognized).

2. Defense Awards.

Defense awards are more appropriate than service specific awards for the personnel assigned/ attached to this joint activity.

**H. Award Description.** *See Enclosure 3.*

**I. Presentation.**

1. Every effort should be made to allow awards to be presented before the departure of the individual. All awards presented at USUHS will be presented by one of the following individuals:

- a. The President, USUHS.
- b. The Brigade Commander.
- c. The Appropriate Dean.

d. At the request of the recipient, an individual of personal significance. The BDE will arrange for the presentation ceremony to include: scheduling a room and informing the participants; notifying the individuals who recommended the nomination; arranging for a photographer and a public affairs representative; and preparing a memorandum announcing the date, time, and place of the ceremony.

2. When the award presentation is not to be at the USUHS, the orders announcing the award, the appropriate citation, the certificate, and the medal will be forwarded by the MPO directly to the commander of the recipient's new unit of assignment or home of record, if separated.

**J. Sample Citations.** *See Enclosure 4.*

**K. Procedures.** *See Enclosure 5.*



Charles L. Rice, M.D.  
President

Enclosures:

1. References
2. Definitions
3. Award Descriptions
4. Sample Citations
5. Procedures

**REFERENCES**

- (a) USUHS Instruction 1347,  
"Defense Awards," dated October 19,  
1994 (hereby cancelled)
  
- (b) DoD Directive 1348.33-M, "Manual of  
Military Decorations and Awards,"  
dated September 1996

## DEFINITIONS

1. **Impact Award.** Covers a short period of time; an outstanding achievement with definite beginning and ending dates. It is intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project. It is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a complete period of service have not been fulfilled nor is it intended as an automatic award for members assigned to joint activities on TDY orders.

2. **Joint.** Activities, operations, or organizations in which elements of more than one Service of the United States perform joint missions.

3. **Meritorious Service.** Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for service must normally cover the period of the controlled duty tour, plus any extensions and are normally awarded for a period of service greater than 12 months.

## AWARD DESCRIPTIONS

### 1. The Defense Distinguished Service Medal (DDSM).

a. The Defense Distinguished Service Medal (DDSM) is awarded by the Secretary of Defense to active duty officers of the Armed Forces of the United States whose exceptional performance of duty and contributions to national security or Defense have been 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. The Defense Superior Service Medal (DSSM).

a. The Defense Superior Service Medal (DSSM) is awarded only by the Secretary of Defense to members of the active duty Armed Forces of the United States 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.

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

### 3. The Defense Meritorious Service Medal (DMSM).

a. The Defense Meritorious Service Medal (DMSM) is awarded in the name of the Secretary of Defense to active duty members of the Armed Forces of the United States who, after November 3, 1977, distinguished themselves by noncombat meritorious achievement or service.

b. The narrative for the DMSM will be no more than one page in length.

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.

### 4. The Joint Service Commendation Medal (JSCM).

a. The Joint Service Commendation Medal (JSCM) is awarded in the name of the Secretary of Defense to active duty members of the Armed Forces of the United States 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.

c. The JSCM will take precedence with, but before, the Service Commendations Medals. A bronze "V" is authorized if the citation is for an act or service involving direct participation in combat operations

during the period June 25, 1963 to March 31, 1976.

**5. The Joint Service Achievement Medal (JSAM).**

a. The Joint Service Achievement Medal (JSAM) is awarded in the name of the Secretary of Defense to active duty members of the Armed Forces of the United States 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 for the JSAM will be no more than one page in length.

c. The JSAM will take precedence before the Achievement medals of the Armed Forces.

**6. The Military Outstanding Volunteer Service Medal (MOVSM).**

a. The Military Outstanding Volunteer Service Medal (MOVSM) may be awarded to active duty members of the United States Armed Forces and their Reserve

components who, subsequent to December 31, 1992, perform outstanding volunteer community service of a sustained, direct, and consequential nature.

b. The MOVSM is intended to recognize exceptional community support over time, not a single act or achievement.

c. Service recognized by award of the MOVSM shall be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission.

d. To qualify for the award of the MOVSM, a Service member's volunteer service must: be to the civilian community, to include the military family community; be significant in nature and produce tangible results; and result favorably on the Service member's Military Department and the Department of Defense.

e. The MOVSM will be placed in precedence after the Humanitarian Service Medal.

## SAMPLE CITATIONS

1. Recommendations for the DDSM and DSSM must be prepared, for the signature of the President, USUHS, to be submitted to the Secretary of Defense no later than 120 days prior to a presentation date. **The narrative will not exceed three single spaced typewritten pages in 12 pitch font.** *See Attachment 1 for a sample letter.*
2. Recommendations for the DMSM and JSCM must be submitted through the Department Chair or Director of AFRRRI to the Military Awards Office, the Military Awards Panel, the Brigade Commander and, the President, USUHS, from the person who has direct knowledge of the act or service rendered no later than 60 days prior to the presentation date. **The narrative justification will not exceed one single-spaced typewritten page in 12 pitch font.** *See Attachment 2 for a sample letter.*
3. Recommendations for the JSAM and MOVSM must be submitted through the Military Awards Office, the Military Awards Panel, and to the Brigade Commander, from the person who has direct knowledge of the member's volunteer service rendered no later than 60 days prior to the presentation date. *See Attachment 3 for a sample MOVSM nomination letter.*
4. The opening sentence of the citation 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).
5. The body of the citation is a short description of the act, achievement, or service. It should be specific on facts and avoid use of superfluous adjectives and other embellishments.
6. Confine the closing to one sentence, which will personalize the summation, by use of the awardee's name and his or her attributes.
7. Citations shall be prepared on 8½ x 11 inch plain bond paper. Parchment paper or other suitable paper stock may be used. A USUHS seal may be imprinted if desired to enhance the quality and aesthetic value of the citation.
8. In citations for "retirement awards" use the word "long" (closing sentence) only for 30 years of service.
9. Do not use the words "singularly" and "great" in the closing sentence of citations for the JSAM.
10. Do not use code names in citations, nor any abbreviations, other than Jr., Sr., II, etc., following the Service member's name. For compound grade titles, such as first lieutenant, staff sergeant, and so on, spell out the complete grade title in the opening sentence, and then use the short title in the balance of the citation. Example: lieutenant, sergeant, etc.
11. When the normal time submission requirements are not met, a letter of lateness must accompany the award recommendation. *See Attachment 4.*
12. Samples (*see pages 2-10*):

***DEFENSE DISTINGUISHED SERVICE MEDAL***

OPENING SENTENCE:

General Anthony J. Jones, United States Army, distinguished himself through exceptionally distinguished service as *(duty assignment) OR (while assigned to (office) from (month year) to (month year))*.

NARRATIVE DESCRIPTION:

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

CLOSING SENTENCE:

(PCS Award)

Through his distinctive accomplishments, General Jones reflects great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, General Jones culminated a *(long and)* distinguished career in the service of his country and reflects great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Jones reflected great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense.

***DEFENSE SUPERIOR SERVICE MEDAL***

OPENING SENTENCE:

Colonel Anthony J. Jones, United States Army, distinguished himself through exceptionally superior service as *(duty assignment) OR (while assigned to (office) from (month year) to (month year))*.

NARRATIVE DESCRIPTION:

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

CLOSING SENTENCE:

(PCS Award)

Through his distinctive accomplishments, Colonel Jones reflects great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Colonel Jones culminated a *(long and)* distinguished career in the service of his country and reflects great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Colonel Jones reflected great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense.

***DEFENSE MERITORIOUS SERVICE MEDAL***

OPENING SENTENCE:

Sergeant First Class Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service *(achievement)* as *(duty assignment)* OR *(while assigned to (office) from (month year) to (month year))*.

NARRATIVE DESCRIPTION:

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

OR

In this important assignment, Sergeant Jones' 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:

(PCS Award)

Through his distinctive accomplishments, Sergeant Jones reflected great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Sergeant Jones culminated a *(long and)* distinguished career in the service of his country and reflected great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Sergeant Jones reflected great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense.

(Separation Award)

Through his distinctive accomplishments and while serving his country, Sergeant Jones reflected great credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense

(Impact Award)

Through his distinctive accomplishments, Sergeant Jones reflected credit upon himself, the United States Army, the Uniformed Services University of the Health Sciences, and the Department of Defense.

***JOINT SERVICE COMMENDATION MEDAL***

OPENING SENTENCE:

Lieutenant Commander Anthony J. Jones, United States Navy, distinguished himself by exceptionally meritorious service (*achievement*) as (*duty assignment*) OR (*while assigned to (office) from (month year) to (month year)*).

NARRATIVE DESCRIPTION:

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

OR

In this important assignment, Commander Jones' 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:

(PCS Award)

Through his distinctive accomplishments, Commander Jones reflected great credit upon himself, the United States Navy, the Uniformed Services University of the Health Sciences, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Commander Jones culminated a (*long and*) distinguished career in the service of his country and reflected great credit upon himself, the United States Navy, the Uniformed Services University of the Health Sciences and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Commander Jones reflected great credit upon himself, the United States Navy, the Uniformed Services University of the Health Sciences, and the Department of Defense.

(Separation Award)

Through his distinctive accomplishments and while serving his country, Commander Jones reflected great credit upon himself, the United States Navy, the Uniformed Services University of the Health Sciences, and the Department of Defense

(Impact Award)

Through his distinctive accomplishments, Commander Jones reflected credit upon himself, the United States Navy, the Uniformed Services University of the Health Sciences, and the Department of Defense.

***JOINT SERVICE ACHIEVEMENT MEDAL***

OPENING SENTENCE:

Airman Anthony J. Jones, 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:

Airman Jones 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:

Through his distinctive accomplishments, Airman Jones reflected great credit upon himself, the United States Air Force, the Uniformed Services University of the Health Sciences, and the Department of Defense.

Attachments:

1. Sample Recommendation Letter for DDSM or DSSM
2. Sample Recommendation Letter for DMSM, JSCM, or JSAM
3. Sample Recommendation for MOVSM
4. Sample Letter of Lateness

Date:

MEMORANDUM FOR CHIEF, MILITARY PERSONNEL DIVISION, PERSONNEL &  
SECURITY DIRECTORATE, WASHINGTON HEADQUARTERS SERVICES

Through: Department Chair (or Director of AFRRJ)  
Program Manager, Military Awards  
Brigade Commander

SUBJECT: Recommendation for Award of the *(as applicable - DDSM or DSSM)*  
Under the provision of DoD 1348.33-M, dated September 1996, the following service member is recommended for award of the *(as applicable -- DDSM or DSSM)*:

- 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 Service, Joint Manpower Program paragraph, and/or line number or Joint Duty Authorization List, number, as applicable.)*
- d. *(Inclusive dates for which recommended. Example: 1 January 1990 to 2 April 1993)*
- e. Service member to be *(reassigned permanent change of station on \_\_\_\_\_) OR (relieved from active duty 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 the required presentation data and provide complete mailing address. If the decoration, citation, and certificate are to be hand carried by a representative of the unit, provide the name and telephone number of the contact.)*
- g. *(Previous Defense awards issued by USUHS 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)*.

*(Signature Block of Requesting Official)*

Attachment(s)

1. Narrative
2. Citation
3. Supporting documentation *(if applicable)*

Date:

MEMORANDUM FOR PRESIDENT, UNIFORMED SERVICES UNIVERSITY OF THE  
HEALTH SCIENCES (USUHS)

Through: Chairman, Department of \_\_\_\_\_ (or Director, AFRRRI)  
Program Manager, Military Awards  
Chairman, Military Awards Panel  
Brigade Commander, USUHS

SUBJECT: Recommendation for award of the *(as applicable - DMSM, JSCM, or JSAM)* under the provision of DoD Directive 1348.33-M, dated September 1996, the following service member is recommended for award of the *(as applicable -- DMSM, JSCM, or JSAM)*:

- 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 Service, Joint Manpower Program paragraph, and/or line number or Joint Duty Authorization List, and number, as applicable.)*
- d. *(Inclusive dates for which recommended. Example: 1 January 1990 to 2 April, 1993.)*
- e. Service member to be *(reassigned permanent change of station on \_\_\_\_\_) OR (relieved from active duty on \_\_\_\_\_)*. *(If presentation is desired at gaining activity, provide forwarding address of the servicing military personnel office.)*
- f. *(If presentation is desired before departure or approval does not occur in time for presentation at USUHS, state required presentation data. If the decoration, citation, and certificate are to be hand carried by a representative of the unit, provide the name and telephone number of the contact.)*
- g. *(Previous Defense awards issued by USUHS 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 accuracy of this statement.)*

Attached is a narrative description of *(achievement performed or service rendered)*.  
*(Signature Block of Requesting Official)*

Attachment(s)

1. Narrative
2. Citation
3. Supporting documentation *(if applicable)*

Date:

MEMORANDUM FOR PRESIDENT, UNIFORMED SERVICES UNIVERSITY OF THE  
HEALTH SCIENCES

Through: Chairman, Department of \_\_\_\_\_ (or Director, AFFRI)  
Program Manager, Military Awards  
Chairman, Military Awards Panel  
Brigade Commander, USUHS

SUBJECT: RECOMMENDATION FOR MILITARY OUTSTANDING VOLUNTEERS  
SERVICE MEDAL

1. *(Nominee's Name, Grade, SSN, Service, Unit)*
2. Period for which nominated:
3. Description of community service *(provide data for each community activity supported. No more than one activity is required)*
  - A. *(Community activity name, address, phone, point of contact)*
    1. Period of service:
    2. *(Brief description of service rendered; impact/results achieved; approximated hours contributed)*
  - B. *Community activity name, address, phone, point of contact)*
    1. Period of service:
    2. *(Brief description of service rendered; impact/results achieved; approximated hours contributed)*
4. Total hour's community service this period:
5. Supervisor's Name:  
Supervisor's Grade:  
Supervisor's Duty:  
Supervisor's Title:  
Supervisor's Signature:  
Date:

**\*\*Note:** *To list service with additional activities, continue on plain bond paper in the above formation.*

6. Commander's Comments:

7. Commander's Certification:

This individual performed outstanding volunteer service to the community of a sustained, direct and consequential nature and is recommended for the award of the Military Outstanding Volunteer Service Medal. Their service throughout this period was honorable.

8. Military Service Award Approval Authority

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

*(Signature Block of Requesting Official)*

Date:

MEMORANDUM FOR PRESIDENT, MILITARY AWARDS PANEL

SUBJECT: Letter of Lateness

Request the attached award recommendation be processed in lieu of normal time requirements due to \_\_\_\_\_.  
(Specify circumstances relating to the nature of lateness, such as unexpected early retirement.)

Desired presentation date for this decoration is as soon as possible. If further information or assistance is needed, I can be contacted at (301) 295-XXXX.

Your cooperation in this matter is greatly appreciated.

*(Signature Block of Requesting Official)*

Attachments:

1. Memorandum
2. Narrative
3. Citation
4. Supporting documents *(if applicable)*

## PROCEDURES

1. Each recommendation for a Defense decoration 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, and what the impact or benefits were and how they significantly exceeded expected performance of duty.
2. All award recommendations for military personnel assigned or attached to USUHS and AFRRI will be forwarded to the Program Manager, Military Awards (PMMA) for quality assurance and to ensure proper format. Awards recommendations must be routed through the service member's chain of command for endorsement. All awards must be approved by the Department Chair or Director prior to being sent to the Military Awards Office (MAO). Each recommendation must be entered administratively into proper channels within one year of the act, achievement, or service to be recognized.
3. Recommendations for the DDSM and the DSSM are to be prepared using the signature block of the President, USUHS and will be forwarded to the PMMA for administrative and technical review no later than 120 days prior to the desired presentation date. The recommendation will then be forwarded to the President, USUHS for signature, and then to the Office of the Secretary of Defense for approval/disapproval.
4. The recommendations for the DMSM, JSCM, JSAM, and MOVSM will be forwarded through the PMMA to the MAP, which will recommend approval/disapproval, downgrading, or upgrading. After review by the MAP, JSAM and MOVSM recommendations will be returned to the PMMA for final approval/disapproval by the Brigade Commander (BDE), and all other recommendations will be forwarded through the BDE to the President, USUHS for the final approval/disapproval.
5. Upon approval, the documents will be returned to the PMMA for publishing of orders and certificates. The PMMA will forward the award package to the individual's new unit, or to the individual, in the event of separation.
6. Awards that are not approved will be returned by the PMMA to the originator; the Chairman of the MAP will coordinate the explanation of the MAP's decision/recommendations.