MEMORANDUM FOR DISTRIBUTION

Subj: GUIDANCE FOR IMPLEMENTATION AND PROCUREMENT OF DEPARTMENT OF THE NAVY CIVILIAN SERVICE COMMENDATION AND ACHIEVEMENT MEDALS

Ref: (a) SECNAV memo of 24 Apr 18
(b) ASN(M&RA) memo of 22 Nov 19
(c) DON Human Resources Implementation Guidance No. 451-02

Encl: (1) Navy Civilian Service Commendation Medal Nomination Template
(2) Navy Civilian Service Achievement Medal Nomination Template
(3) Honorary Award Congratulatory Letter Template
(4) Honorary Award Nominating Letter Template
(5) DON Civilian Service Commendation Medal Certificate Template
(6) DON Civilian Service Achievement Medal Certificate Template
(7) Navy Honorary Award Materials Procurement Information for Navy Civilian Service Commendation and Achievement Medals

1. Background. On 24 April 2018, the Secretary of the Navy approved the addition of two Department of the Navy (DON) Civilian Honorary Medals in reference (a). The DON Civilian Service Commendation Medal (CSCM) and Civilian Service Achievement Medal (CSAM) expanded the honorary medals available to DON civilian workforce and instituted medals equivalent to the DON active duty awards: Navy Commendation Medal and Navy Achievement Medal.

2. Purpose. This memorandum establishes Naval Sea Systems Command (NAVSEA) guidance required to implement these awards at NAVSEA activities and procure the necessary presentation materials associated with these awards. It addresses criteria, approval authority, nomination package requirements and templates, and materials procurement. Per reference (b), commands, activities, and individuals with responsibilities for
granting awards must take necessary actions to implement the new honorary medals throughout NAVSEA.

3. Awards

a. CSCM

   (1) Description. The fourth highest honorary award in DON. Recipients of the CSCM are recognized for performance at the equivalent level of the Navy and Marine Corps Commendation Medal awarded to military personnel for similar achievement.

   (2) Criteria

      (a) The medal is awarded to DON civilians who distinguish themselves by performing well above that which is usually expected for an individual commensurate with his or her grade, or specialty, and above the degree of excellence which can be appropriately reflected in the individual’s performance evaluations or personnel records. The CSCM may be awarded after a significant achievement (such as an invention or improvement in design, procedure, or organization) or after an extended period of time (such as deployment or overseas tour).

      (b) Additionally, to evaluate CSCM nominations more objectively, commanders are encouraged to consider the criteria used to evaluate DON Meritorious, Superior, and Distinguished Service awards as described in reference (c). These include:

         (1) Career achievements that are recognized throughout the nominee’s command.

         (2) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee’s command.

         (3) Accomplishments and achievements that have had, as a minimum, command-wide impact.

         (4) Scientific or technical advances or suggestions of significant value.

         (5) Accomplishments that show unusual management abilities, innovative thinking, and outstanding leadership that benefits DON.
(6) Responsibility for major cost savings, reductions, and avoidance.

(7) Exceptional cooperative efforts with other Navy offices, federal agencies, or private sector.

(3) Approval Authority. Commanders in the rank of O-6 and above and civilians in equivalent positions and above may approve this medal.

b. CSAM

(1) Description. The fifth highest honorary award in DON.

(2) Criteria. The CSAM is awarded to DON civilians who, while serving in a capacity within the Navy or Marine Corps, are to be recognized for sustained performance or specific achievement of a superlative nature at the equivalent level of the Navy and Marine Corps Achievement Medal awarded to military personnel. Commanders are encouraged to also consider the criteria listed in paragraph 3a(2)(b).

(3) Approval Authority. Commanders in the rank of O-5 and above and civilians in equivalent positions and above may approve this medal.

4. Execution. Award nominations must be routed to the appropriate awarding authority through the chain of command.

a. Nomination Package Requirements. A nomination package consists of the same documents that are required for the existing DON Civilian Honorary Awards, to include:

(1) Nomination form, comprised of:
   (a) One-page biography
   (b) Two-page justification
   (c) One-page citation (double-spaced)

(2) Nominating letter (and endorsements as appropriate)

(3) Congratulatory letter from awarding authority
Subj: GUIDANCE FOR IMPLEMENTATION AND PROCUREMENT OF DEPARTMENT OF THE NAVY CIVILIAN SERVICE COMMENDATION AND ACHIEVEMENT MEDALS

(4) Award certificate

b. Templates. For fillable templates of CSCM nomination form, the CSAM nomination form, nominating letter, and honorary award congratulatory letter per enclosures (1) through (4).

c. Presentation. These awards will be presented in an appropriate formal setting, as determined by the awarding authority. The final presentation package consists of:

(1) Award certificate, signed and date-stamped

(2) Congratulatory letter, signed

(3) Award medal

(4) Award binder, containing the certificate and congratulatory letter

Material Procurement. Awarding authorities will procure all necessary materials to support implementation of these awards.

(1) Award Medals. The designs of the medals for these awards are described in reference (a). The medals can be ordered through the Defense Logistics Agency FedMall.

(2) Certificates. To support cost savings in DON and align with Department of Defense components, CSCM and CSAM certificates are being distributed in fillable portable document format templates for implementation per enclosures (5) and (6). The editable templates enable commands to print at their convenience and at a reduced cost to traditional gold embossed certificates. Commands and activities should print CSCM and CSAM certificates with colored ink and high quality paper stock to ensure the most professional representation of the award. The templates only allow for names to be printed on certificates. Do not include a citation on the certificate.

(3) Award Binder. To maintain alignment with military equivalent of these awards, the 9.5"x11" blue padded award binder, with the gold Navy Seal embossed on the front cover, should be used to present the certificate. See enclosure (7) for vendor and stock number information.
5. Metrics. Awarding authorities are required to track the number of CSCMs and CSAMs given. These numbers are to be reported annually by 31 October following the end of the previous fiscal year. Activities should report through their Activity Award Program Manager (AAPM) to NAVSEA Corporate Operations and Total Force (SEA 10). Echelon 3 AAPMs will report to SEA 10 on behalf of their commands and subordinate activities.

6. This guidance is effective immediately. Questions may be directed to Mr. Michael J. Hollister, Program Manager, Civilian Awards and Recognition at michael.hollister1@navy.mil or (202) 781-2684.

Distribution:
COMNAVSEASYSCOM WASHINGTON DC (00, 00B, COS, 00A, 00C, 00D, 00G, 00I, 00J, 00K, 00L, 00M, 00N, 00P, 00X, 00U, 00V, 00X, 00Z, 01, 02, 04, 05, 06, 07, 08, 10, 21)
PEO WNY DC (IWS, USC, SHIPS, SUB, CARRIERS, COLUMBIA)
AEGIS BMD WASHINGTON DC
AEGIS TECHREP MOORESTOWN NJ
NAVSURFWARCEINHEODTECHDIV INDIAN HEAD MD
NAVSEALOGCEN MECHANICSBURG PA
NAVORDSAFSECACI INDIAN HEAD MD
SUBMEPP PORTSMOUTH NH
COMNAVSEASYSCOM SEA 21/SURFMEPP PORTSMOUTH VA
SUPSHIP NEWPORT NEWS VA
SUPSHIP GROTON CT
SUPSHIP BATH ME
SUPSHIP GULF COAST MS
NAVSHIPYD PORTSMOUTH NH
NAVSHIPYD NORFOLK VA
NAVSHIPYD AND IMF PUGET SOUND WA
NAVSHIPYD & IMF PEARL HARBOR HI
SURFCOMBATSYSCEN WALLOPS ISLAND VA
COMNAVRMC NORFOLK VA
NAVSURFWARCEIN WASHINGTON DC
NAVAL UNDERSEA WARFARE CENTER, NEWPORT RI
NAVY CIVILIAN SERVICE COMMENDATION MEDAL
NOMINATION FOR
FIRST M. LAST

I. BRIEF RESUME

A. Nominee Name: First M. Last
   Position Title:
   Series and Grade:
   Employing Activity:

B. Current Job Responsibilities: Concise (2-3 sentences)

C. Career History:
   MON-YY - MON-YY: Position Title
   MON-YY - MON-YY: Position Title

D. Education:
   B.S. in Mechanical Engineering, University

E. Published papers/articles/books; inventions; participation in professional & civic organizations:
   Enter text

F. Awards and Honors:
   May 1997 – Meritorious Civilian Service Award
II. JUSTIFICATION (limit of 2 pages, single-spaced)
III. CITATION (limit of ½ page)

For professional achievement in the superior performance of his/her duties while serving as BILLET at COMMAND from MONTH, YEAR to MONTH, YEAR.

The second part of the citation identifies the recipient by name, describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed. The description of the individual's achievements must show clearly that they were sufficient to justify the award recommended. Value of results of achievements may also be included.

By his/her attribute (1), attribute (2), and attribute (3), (Mr/Ms. Last Name) reflected credit upon him/herself and upheld the highest traditions of the United States Naval Service.
I. BRIEF RESUME

A. Nominee Name: First M. Last
   Position Title:
   Series and Grade:
   Employing Activity:

B. Current Job Responsibilities: Concise (2-3 sentences)

C. Career History:
   MON-YY – MON-YY: Position Title
   MON-YY – MON-YY: Position Title

D. Education:
   B.S. in Mechanical Engineering, University

E. Published papers/articles/books: inventions; participation in professional & civic organizations:
   Enter text

F. Awards and Honors:
   May 1997 – Meritorious Civilian Service Award
II. JUSTIFICATION (limit of 2 pages, single-spaced)
III. CITATION (limit of ½ page)

For professional achievement in the superior performance of his/her duties while serving as BILLET at COMMAND from MONTH, YEAR to MONTH, YEAR.

The second part of the citation identifies the recipient by name, describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed. The description of the individual's achievements must show clearly that they were sufficient to justify the award recommended. Value of results of achievements may also be included.

By his/her attribute (1), attribute (2), and attribute (3), (Mr/Ms. Last Name) reflected credit upon him/herself and upheld the highest traditions of the United States Naval Service.
From: Commander, (Activity)
To: Mr./Ms. First M. Last

Subj: DEPARTMENT OF THE NAVY CIVILIAN SERVICE
COMMENDATION/Achievement MEDAL

Encl: (1) Certificate and Medal

1. It is with great pleasure that I present you with the Department of the Navy (DON) Civilian Service Commendation/Achievement Medal in recognition of your significant contributions to the United States Navy while serving as [billet], [command] from [Month Year] to [Month Year].

2. [Brief summary of accomplishments highlighting measurable impacts, with numbers].

3. Enclosure (1) provides the DON Civilian Service Commendation/Achievement Medal and Certificate for you to display proudly. Your work has been of substantial benefit to the United States Navy and to the nation. Please accept my personal thanks and congratulations on a job well done!

F. M. LAST
From: Nominator
To: Awarding Authority

Subj: DEPARTMENT OF THE NAVY CIVILIAN SERVICE
COMMENDATION/ACHIEVEMENT MEDAL NOMINATION

Encl: (1) Navy Civilian Service Commendation/Achievement Medal
Nomination for First M. Last

1. I am pleased to nominate Mr./Ms. First M. Last for the Navy
Civilian Service Commendation/Achievement Medal in recognition
of his/her significant contributions while serving as [billet],
[Command] from [Month Year] to [Month Year].

2. Enclosure (1) is provided in support of this nomination.
[Brief supporting statements, as desired].

3. My point of contact for this matter is Mr./Ms. First M. Last
at (###) ###-#### or first.last@navy.mil.

F. M. LAST
DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE
CIVILIAN SERVICE COMMENDATION MEDAL

TO

First M. Last

F. M. LAST
Billet
Command
DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE
CIVILIAN SERVICE ACHIEVEMENT MEDAL

TO

First M. Last

F. M. LAST
Billet
Command

ENCLOSURE (1)
Navy Honorary Award Materials Procurement Information
For
Navy Civilian Service Commendation and Achievement Medals

Table 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor</th>
<th>Stock Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Civilian Service Commendation Medal</td>
<td>DLA FedMall</td>
<td>8455-01-679-5448</td>
</tr>
<tr>
<td>Navy Civilian Service Achievement Medal</td>
<td>DLA FedMall</td>
<td>8455-01-679-5446</td>
</tr>
<tr>
<td>8.5&quot;x11&quot; Padded Award Binder w/ Seal</td>
<td>GSA</td>
<td>7510-00-482-2994</td>
</tr>
</tbody>
</table>

Table 2

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Phone</th>
<th>Website</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLA FedMall</td>
<td>1-877-DLA-CALL</td>
<td><a href="https://www.fedmall.mil">https://www.fedmall.mil</a></td>
<td>dlacontactcenter@dlamil</td>
</tr>
<tr>
<td>GSA</td>
<td>1-877-472-3777</td>
<td><a href="http://www.globalsupply.gsa.gov">www.globalsupply.gsa.gov</a></td>
<td><a href="mailto:GSA.Advantage@gsa.gov">GSA.Advantage@gsa.gov</a></td>
</tr>
</tbody>
</table>
BRIEF SHEET

1. PURPOSE OF CORRESPONDENCE:
To forward a proposed Guidance Memorandum for Implementation of the new Navy Civilian Service Commendation Medal and Civilian Service Achievement Medal within NAVSEA to SEA 00B for endorsement and signature.

2. PERTINENT ISSUES IN THE PROPOSED CORRESPONDENCE:
N/A

3. EXPECTED ACTION OR RESPONSE FROM RECIPIENT:
Concurrence and signature

4. PER NAVSEAINST 5215.3, HOW WILL YOU ENSURE STAKEHOLDERS HAVE BEEN NOTIFIED OF THIS POLICY (for directives only):
N/A

5. HAVE YOU VETTED THIS THROUGH LEGAL (SEA 00L)? □ YES  □ NO  IF NOT, PLEASE EXPLAIN
Not required

6. ANY NONCONCURRENCE OR UNRESOLVED ISSUES:
None

7. REASON FOR SEA 00/00B DECISION OR SIGNATURE:
This memorandum concerns implementation guidance for the NAVSEA Enterprise.

PRINT NAME:  SIGNATURE OF DEPUTY COMMANDER/OFFICE HEAD  DATE:
W. W. CARTY

NAVSEA 5216/32 (Rev. Jan 2018)  PREVIOUS EDITIONS ARE OBSOLETE  Page 1 of 1
**ROUTE SHEET AND OFFICE MEMO**

**ORIGINATOR:** MICHAEL J. HOLLISTER  
**CODE:** SEA 10D31  
**BLDG/RM:** 197/3E3027  
**TELE:** 781-2684  
**DATE:** 07 Jan 2020

<table>
<thead>
<tr>
<th>TO CODE</th>
<th>PURPOSE</th>
<th>REACHED</th>
<th>ACTION</th>
<th>CONCUR</th>
<th>COMMENT</th>
<th>FILE</th>
<th>FORWARD</th>
<th>INFO</th>
<th>PREPARE REPLY</th>
<th>RETENTION</th>
<th>RETURN</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEA 10</td>
<td>3/5</td>
<td>1/17/20</td>
<td>1/17/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 00A1</td>
<td>3/5</td>
<td>1/21/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 00W</td>
<td>3/5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA COS</td>
<td>3/5</td>
<td>3/1/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 00BA</td>
<td>3/5</td>
<td>1/22/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 00B</td>
<td>3/10/9</td>
<td>1/22/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBJECT:** Guidance for Implementation and Procurement of DON Civilian Service Commendation and Achievement Medals

**DATE AND SIGN COMMENTS WITH NAME, CODE AND PHONE NUMBER:** 06 Feb 2020

**COMMENTS:** Reserved for NAVSEA Front Office Only
**Route Sheet and Office Memo**

**ORIGINATOR:**
Michael J. Hollister

**CODE:**
SEA 10D31

**BLDGRM:**
197/3E3027

**TELE:**
781-2684

**DATE:**
07 Jan 2020

---

**TO**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PURPOSE</th>
<th>RELEASED</th>
<th>DATE</th>
<th>INITIALS</th>
<th>PURPOSE</th>
<th>Date and Sign Comments</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEA 10D31</td>
<td>3/5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 10D31</td>
<td>3/5</td>
<td>1/8</td>
<td></td>
<td>M.H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 10D</td>
<td>3/5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 10 SPO</td>
<td>3/5</td>
<td>1/18</td>
<td></td>
<td>THH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA 10B</td>
<td>3/5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBJECT:**
Guidance for Implementation and Procurement of DON Civilian Service Commendation and Achievement Medals

**DATE AND SIGN COMMENTS**

Reserved for NAVSEA Front Office Only

**COMMENTS:**

Wendy B. reviewed via e-mail while TDY in Pearl Harbor. See her approval e-mail below Brief Sheet.