



DEPARTMENT OF THE NAVY  
NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO  
12450  
Ser 10D3-257/001  
22 Jan 20

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

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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.

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(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

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(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

d. Materials 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.

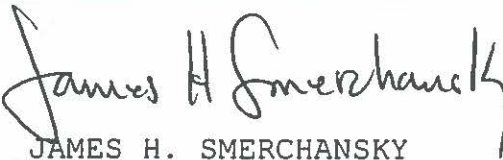
(2) Certificates. To support cost savings in DON and align with Department of Defense components, CSCM and CSAM certificates are being distributed in fillable portable document format templates for implementation per enclosures (5) and (6). The editable templates enable commands to print at their convenience 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 8.5"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.

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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](mailto:michael.hollister1@navy.mil) or (202) 781-2684.

  
JAMES H. SMERCHANSKY  
Executive Director

Distribution:

COMNAVSEASYS COM 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)  
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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  
NAVSURFWARCEN 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.



**NAVY CIVILIAN SERVICE ACHIEVEMENT 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)

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*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.

Honorary Award Congratulatory Letter Template



DEPARTMENT OF THE NAVY  
NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO

12450

Ser 10D3-###/

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

ENCLOSURE (3)

Honorary Award Nominating Letter Template



DEPARTMENT OF THE NAVY  
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WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO  
12450  
Ser 10D3-###/

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

ENCLOSURE (4)



## 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*

\_\_\_\_\_  
DATE



\_\_\_\_\_  
F. M. LAST  
Billet  
Command

ENCLOSURE (5)



# 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*

\_\_\_\_\_  
DATE



\_\_\_\_\_  
F. M. LAST  
Billet  
Command

ENCLOSURE (6)

Navy Honorary Award Materials Procurement Information  
For  
Navy Civilian Service Commendation and Achievement Medals

Table 1

Item	Vendor	Stock Number
Navy Civilian Service Commendation Medal	DLA FedMall	8455-01-679-5448
Navy Civilian Service Achievement Medal	DLA FedMall	8455-01-679-5446
8.5"x11" Padded Award Binder w/ Seal	GSA	7510-00-482-2994

Table 2

Vendor	Phone	Website	E-mail
DLA FedMall	1-877-DLA-CALL	<a href="https://www.fedmall.mil">https://www.fedmall.mil</a>	<a href="mailto:dlacontactcenter@dla.mil">dlacontactcenter@dla.mil</a>
GSA	1-877-472-3777	<a href="http://www.globalsupply.gsa.gov">www.globalsupply.gsa.gov</a>	<a href="mailto:GSA.Advantage@gsa.gov">GSA.Advantage@gsa.gov</a>





Originator: Michael J. Hollister

Code: SEA 10D3

Extension: 1-2684

Date: 14 January, 2020

### 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:

W. W. CARTY

SIGNATURE OF DEPUTY COMMANDER/OFFICE HEAD

DATE:

1/17/20

**ROUTE SHEET AND OFFICE MEMO**

(Do Not Detach From Official Correspondence; Write/Print Legibly Or Type)

ORIGINATOR: MICHAEL J. HOLLISTER		CODE: SEA 10D31		BLDG/RM: 197/3E3027		TELE: 781-2684		DATE: 07 Jan 2020	
*INDICATE ROUTING PURPOSE BY NUMBER(S)		1. ACTION 2. COMMENT	3. CONCUR 4. FILE	5. FORWARD 6. INFO	7. PREPARE REPLY 8. RETENTION	9. RETURN 10. SIGNATURE	11.		
TO CODE	P U R P O S E	RELEASED		SUBJECT: Guidance for Implementation and Procurement of DON Civilian Service Commendation and Achievement Medals					
		DATE	INITIALS	DATE AND SIGN COMMENTS WITH NAME, CODE AND PHONE NUMBER			DEADLINE DATE: 06 Feb 2020		
SEA 10	3/5	1/13/20	mm	TASKER NUMBER 2020-SEA10D-182					
SEA 00A1	3/5	1/21/20	af	COMMENTS: <b>Reserved for NAVSEA Front Office Only</b>					
SEA 00W	3/5								
SEA COS	3/5	01/21/20	CB						
SEA 00BA	3/5	1/21/20	02						
SEA 00B	3/10/9	1/22	J						
SSIC NO: 00A/032									

