



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

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MEMORANDUM FOR DISTRIBUTION

Subj: Guidance for Procurement of Two Department of the Navy Civilian Service Commendation and Achievement Medals

Ref: (a) SECNAV memo, Subj: DON Civilian Service Commendation and Achievement Medals, of 24 Apr 2018
(b) DON Civilian Human Resources Manual, Guidance on Implementing Awards Programs, Guide No. 451-02

1. 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 the DON civilian workforce, and instituted medals equivalent to the DON active duty and parallel to Department of the Army and Air Force civilians. Reference (a) also provides the Office of Civilian Human Resources with the approval to pursue the design and procurement of the medals and certificates for implementation.

2. This memorandum establishes DON guidance required to procure the medals associated with these awards. Commands, activities, and individuals with responsibilities for granting awards shall take necessary actions to implement the new honorary medals throughout the DON.

3. Medals. Medals are immediately available from the Defense Logistics Agency (DLA). Each medal is assigned a national stock number (NSN) identified below and available for procurement on the DLA FedMall website located at <https://www.fedmall.mil> or via military standard requisition and issue procedures. The medals are available to commands and activities, at their own expense, on a first come, first serve basis. To avoid exhaustion of DLA inventory, commands and activities are strongly encouraged to order supplies based upon the needs of their organization. If DLA inventory is exhausted, unfulfilled supply requests are placed on backorder until inventory is available.

a. CSCM
NSN: 8455-01-679-5448
Price: \$10.47 ea
Current Availability: 7,000

b. CSAM
NSN: 8455-01-679-5446
Price: \$10.47 ea
Current Availability: 7,000

4. Certificates. To support cost savings in the DON and align with Department of Defense Components, CSCM and CSAM certificates are distributed to all Major Claimant Awards Program Managers in portable document format (PDF) templates for implementation. The

editable PDF templates enable commands to print at their convenience and at a reduced cost to traditional gold embossed certificates. Commands and activities are strongly encouraged to print CSCM and CSAM certificates with colored ink and paper stock to ensure the most professional representation of the award.

5. As a reminder, the criteria, approval authority, and descriptions for each medal are provided in reference (a). Recipients of all DON honorary awards are subject to the eligibility requirements contained in reference (b).

6. This guidance is effective immediately. Questions may be directed to Dr. Daramia Hinton, Director, Workforce Relations and Compensation, at Daramia.hinton1@navy.mil.

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