



THE SECRETARY OF THE NAVY  
WASHINGTON, D.C. 20350-1000

September 29, 2008

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT: Delegation of Authority to Award the Secretary of Defense Medal for the Global War on Terrorism**

**Ref: (a) Under Secretary of Defense (Personnel and Readiness) (USD) (P&R) Memorandum of August 9, 2007, Secretary of Defense Medal for the Global War on Terrorism.**

Per Reference (a) the USD (P&R) announced the approval of a new medal for civilian employees of the Department of Defense (DoD). The Secretary of Defense Medal for the Global War on Terrorism (GWOT) has been created to recognize and honor the contributions and accomplishments of our civilian workforce in support of our armed forces. Administrative instruction regarding eligibility, qualifying operations, guidelines and limitations can be found in reference (a). That instruction delegates authority to the Heads of DoD Components to approve and administer the medal for their respective employees.

I am redelegating this authority to Echelon I & II Commands to facilitate the timeliness of award presentation. This authority may not be further delegated. Directors of Civilian Personnel Programs at Navy Commands and Activities are responsible for administrative oversight of this award. A revision to the Department of the Navy Civilian Human Resources Manual, Subchapter 451-1 on Awards, and Implementing Guide No. 451-02 will be issued to reflect this change.

This medal may be awarded posthumously and when so awarded may be presented to a representative of the deceased employee's family. However, before a posthumous presentation of the GWOT medal is made, such presentation shall be coordinated with the Office of Civilian Human Resources (OCHR), Workforce Relations and Compensation Division, via the chain of command.

Commands will maintain a local record of award recipients for the GWOT medal until provisions are made to track awards data in the Defense Civilian Personnel Data System.

The OCHR point of contact is Mr. Joseph Portolano, (202) 685-6177; DSN 325-6177.

A handwritten signature in black ink, appearing to read "Donald C. Winter".

Donald C. Winter

Distribution:  
Echelon I & II

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