

THE SECRETARY OF THE NAVY WASHINGTON DC 20350-1000

April 24, 2018

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Civilian Service Commendation and

Achievement Medals

Ref:

(a) DON Civilian Human Resources Implementation Guidance No. 451-02

Encl:

(1) DON Civilian Service Commendation Medal

(2) DON Civilian Service Achievement Medal

- 1. This memorandum establishes policy for the addition of two Department of the Navy (DON) Civilian Honorary awards; the DON Civilian Service Commendation and Achievement Medals. DON civilians play a vital role in our collective ability to effectively and efficiently operate as a global Navy. Their contributions to the mission should be recognized as they progress throughout their career, and awards should be parallel to the military Service Members they serve alongside. The addition of the DON civilian service medals further an integrated military-civilian team and provide leaders at all levels the opportunity to show their commitment to recognizing civilians.
- 2. Honorary awards provide an opportunity to acknowledge valuable contributions made and may reflect contributions made over a period of months or years. Honorary recognition may be in additional to, or instead of, monetary or time off recognition. Recipients of all DON honorary awards are subject to eligibility requirements contained in reference (a). The criteria, approval authority, and descriptions of the DON Civilian Service Commendation and Achievement Medals are as follows:
- a. DON Civilian Service Commendation Medal (CSCM). The CSCM is the fourth highest honorary award in the DON; a level below the DON Meritorious Civilian Service Award in reference (a). The medal is awarded to DON civilians who distinguish themselves by performing well above that which is usually expected of 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. Consistent with other DON civilian honorary awards, there is no grade level, or title for an employee specified. 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 a deployment or overseas tour). 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.

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- (1) Approval Authority. Commanders in the rank of O-6 and above and civilians in equivalent positions and above may approve this medal,
- (2) <u>Description</u>. The medal and ribbon illustration and certificate are provided in enclosure (1).
- (a) Medal (Obverse). In the center of a bronze hexagon 3" in height by 2-19/32" in width, there is an eagle with horizontal displayed wings bearing on its breast a shield paly of 13 pieces and a chief. The eagle is perched upon a horizontal anchor. To parallel the equivalent award for military Service Members the eagle is adapted from the Navy and Marine Corps Commendation Medal, and the arrows were replaced with an anchor to denote civilian service in the DON.
- (b) Medal (Reverse). At the top, the words "Honor Courage Commitment" are arched above a stacked inscription that reads "Department of the Navy Civilian Service Commendation." At the bottom a fouled anchor rests upon a laurel wreath. The anchor conveys service to the Navy while the laurel wreath is emblematic of achievement and honor. Together, the wreath and anchor characterize the Navy and Marine Corps core values of Honor, Courage, and Commitment.
- (c) <u>Ribbon</u>. The ribbon is 1-3/8" wide and consists of a field of myrtle green with three white stripes 1/16" wide separated by 3/32" and situated 1/2" inside each edge of the ribbon. The colors are consistent with the equivalent award for military Service Members, the Navy and Marine Corps Commendation Medal.
- b. <u>DON Civilian Service Achievement Medal (CSAM)</u>. The CSAM is the fifth highest honorary award in the DON. The medal 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.
- (1) <u>Approval Authority</u>. Commanders in the rank of O-5 and above and civilians in equivalent positions and above may approve this medal.
- (2) <u>Description</u>. The medal and ribbon illustration and certificate are provided in enclosure (2).
- (a) Medal Obverse. In the center of a bronze laurel wreath, 1-1/2" inches wide, is a fouled anchor. The anchor is adapted from the United States Navy and Marine Corps Achievement Medal. This is to denote the award as being presented on behalf of the Navy or Marine Corps, and to parallel the equivalent award for military Service Members. The laurel wreath is emblematic of achievement and honor.

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- (b) <u>Medal Reverse</u>. Within the wreath border the words "Honor Courage Commitment" are arched above the stacked inscription "Department of the Navy Civilian Service Achievement" in the lower center.
- (c) <u>Ribbon</u>. The ribbon is 1-3/8" wide and consists of a field of myrtle green with three orange stripes 1/16" wide separated by 3/32" and situated 1/2" inside each edge of the ribbon.
- 3. Commands, activities, and individuals with responsibilities for granting awards shall take necessary actions to implement the new honorary medals.
- 4. Please contact the DON Awards Program Manager, Ms. Lisa Wellman at (858) 577-5630 or lisa.wellman@navy.mil if you have any questions or need additional information.

Richard V. Spencer

Distribution: Echelon I and II Commands BSO DCHRs Command HRDs OCHR







OBVERSE

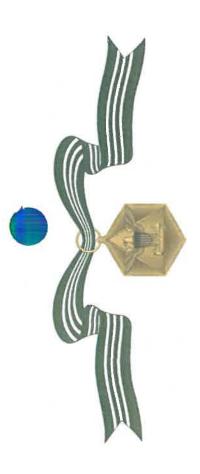


REVERSE



LAPEL

MEDAL AND RIBBON
DEPARTMENT OF THE NAVY
CIVILIAN SERVICE COMMENDATION MEDAL



DEPARTMENT OF THE NAVY

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





RIBBON BAR





OBVERSE



REVERSE



LAPEL

MEDAL AND RIBBON
DEPARTMENT OF THE NAVY
CIVILIAN SERVICE ACHIEVEMENT MEDAL



DEPARTMENT OF THE NAVY

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

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