



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

*SC Regulation 0230

9 August 2004

Effective Upon Receipt

MILITARY DECORATIONS AND AWARDS

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* This regulation supersedes SC Reg 600-8-22 dated 11 July 2001

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1. Purpose. The purpose of this regulation is to prescribe the policies and procedures for recognizing personnel within USSOUTHCOM for Meritorious Service or Achievement. This regulation applies to HQ, USSOUTHCOM, Security Assistance Organizations (SAOs), and subordinate activities in the USSOUTHCOM area of responsibility.

2. References.

- a. DoD 1348.33-M, Sep 96, Manual of Military Decorations and Awards.
- b. AR 600-8-22, 25 Feb 95, Military Awards.
- c. AFR 36-2803, 1 Jan 98, AF Awards and Decorations Program.
- d. SECNAVINST 1650.1F, 25 Feb 92, Navy and Marine Corps Awards Manual.

3. Explanation of Abbreviations and Terms.

a. Abbreviations.

ACH	Achievement
ADSW	Active Duty For Special Work
AFFOR	Air Force Forces
AFRTS	Armed Force Radio and Television Service
AFSOUTH	Air Force South
APP	Appreciation
ARFOR	Army Forces
CER	Certificate
CID	Criminal Investigation Division
CDR	Commander
DCDR	Deputy Commander
DCOS	Deputy Chief of Staff
DDSM	Defense Distinguished Service Medal
DMSM	Defense Meritorious Service Medal
DoD	Department of Defense
DSSM	Defense Superior Service Medal
FOUO	For Official Use Only
GTMO	Guantanamo
HQ	Headquarters
HSM	Humanitarian Service Medal
IMA	Individual Mobilization Augmentees
JCS	Joint Chief of Staff

JIATF-S	Joint Interagency Task Force - South
JMUA	Joint Meritorious Unit Award
JSAM	Joint Service Achievement Medal
JSCM	Joint Service Commendation Medal
JTF	Joint Task Force
LOM	Legion of Merit
MARSOUTH	Marine Force South
MEDEL	Medical Element
MSM	Meritorious Service Medal
MOVSM	Military Outstanding Voluntary Service Award
NAVSOUTH	Navy South
OSD	Office of the Secretary of Defense
PCS	Permanent Change of Station
SAO	Survivor Assistance Officer
SEC	Secretary
SECDEF	Secretary of Defense
SELRES	Selective Reservist
SVC	Service
TDY	Temporary Duty
USARSO	United States Army South
USSOUTHCOM	United States Southern Command

b. Terms.

(1) Joint Activity. Joint activity is defined as activities, operations, or organizations in which elements of more than one Service perform joint missions under the auspices of the OSD; the Chairman, Joint Chiefs of Staff (JCS); or the commander of a Unified, or Combined Command.

(2) Joint Task Force (JTF). JTF is a force composed of assigned or attached elements of two or more Military Departments that is constituted and so designated by the Secretary of Defense or by the commander of a Unified Combatant Command.

(3) Service Component/Unit. Service Component/Units are Service unique units that may be assigned and/or attached to a JTF, but retain eligibility for award of personal decorations and unit awards from their parent Service. Personnel who are assigned to Military Department components that are subsequently attached to a joint activity for administrative or exercise purposes shall not be eligible for a Defense decoration. Being under the operational control of a joint activity does not constitute Defense award eligibility. (i.e., New Horizons Exercises are not executed by JTFs. Therefore, executing units are single service task forces and hence not eligible for joint awards. Individuals participating in these exercises are authorized service awards when appropriate.)

(4) "Exception to Policy." "Exception to policy" is defined as any military member not serving in a Joint Activity or JTF as previously defined. The Commander has the authority to

approve "exceptions to policy," for the JSCM and JSAM. Exceptions to policy may be disapproved at any level of command.

(5) Meritorious Service. Meritorious Service is defined as individual performance exceeding what is expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for service must cover the period of the controlled duty tour, plus any extensions (voluntary or involuntary) and are normally awarded for a period of service greater than 12 months.

(6) Outstanding Achievement. The Outstanding Achievement decoration, also known as an "impact award," is rare and is intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties. It is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled, nor is it intended as an automatic award for members assigned to a joint activity on TDY orders. An outstanding achievement covers a short period. A recommendation for an outstanding achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in any other way than by award of a decoration, and to delay such recognition until completion of the individual's period of service would diminish the significance of the accomplishment.

(7) Posthumous awards must be submitted expeditiously and without exception no later than 60 calendar days after the individual is deceased. When awarded, medal(s) will be coordinated with the Survivor Assistance Officer (SAO) to determine the appropriate recipient.

4. Responsibilities.

a. USSOUTHCOM SCJ1. SCJ1 is responsible for developing policy and procedural guidance for USSOUTHCOM Decorations and Awards. In addition, SCJ1 ensures the program is administered in accordance with Department of Defense (DoD), JCS, Service, and USSOUTHCOM award policy. Also, SCJ1 is responsible for staffing award actions within the headquarters and:

- (1) forwarding approved awards to the respective Service.
- (2) maintaining certificates and medals for awards approved at HQ, USSOUTHCOM.
- (3) storage and retrieval of information.
- (4) automated systems used in support of the awards program.
- (5) consolidating and reporting USSOUTHCOM Awards Statistics Report to the Commander (CDR).

(6) assigning order numbers for HQ, USSOUTHCOM Miami based activities. Directors and Staff Principles with awards approving authority will ensure the original SC Form 204s are forwarded to SCJ1 for issuance of the order number.

b. Subordinate Joint Commanders and SAO's Unit J1 or Equivalent.

(1) Subordinate Joint Commanders and SAOs with award approving authority will conform to the general policies and procedures outlined within this regulation. They will ensure awards

forwarded to this headquarters contain the personal recommendation of the commander/director or deputy. Subordinate joint commanders and SAOs are also responsible for maintaining certificates and medals approved at their level and assigning order numbers for awards approved at the local level.

(2) Subordinate Joint Commanders and SAOs will ensure a Monthly Activity Awards Summarization Report is submitted to SCJ1 per Appendix G. The report must reach SCJ1 no later than the fifth workday of the following month of the report. If no activity occurs, a negative report is required. This report does not pertain to component commanders (i.e. Navy South (NAVSOUTH), United States Army South (USARSO), etc.).

c. **Recommending Officials.** Recommending Officials will certify that the nominee is assigned or attached to a joint activity and is eligible for a joint award, or that an exception to policy has been requested. In addition, recommending officials must certify that no other award is pending and that no previous award has been made for the act or service described therein. If a service member is TDY to USSOUTHCOM or to one of its subordinate joint commands, the recommending official will contact the parent organization to obtain their concurrence with the award and to confirm that no other award for the specified act has been, or will be processed.

5. General Policies and Procedures.

a. **Award Eligibility.** Defense decorations are awarded to service members assigned, attached, and/or TDY to a Joint Activity or JTF HQ as individuals. Service members assigned, attached, and/or TDY to a JTF Service Component/Unit (i.e. Army Forces (ARFOR), Medical Element (MEDEL), Joint Security Forces, Air Force Forces (AFFOR), Criminal Investigation Division (CID), Armed Force Radio and Television Service (AFRTS), Contracting, and Education Center are not eligible for Defense decoration without an "exception to policy."

b. Conditions for an Award.

(1) Defense decorations will be awarded for recognition of outstanding achievement. The number of decorations awarded to a Service member is not limited, however, only one decoration is awarded for the same act, achievement, or period of service. Defense decorations may not be awarded to any Service member for an act, achievement, or period of service for which a Service decoration has been awarded.

(2) Service members must adhere to Service standards in order to be eligible for an award. The recommending official or the supervisory chain of command should inform the approving official of any pending unfavorable personnel actions. Notice of the unfavorable personnel action should be noted in block 21a of SC Form 204 or in a separate paragraph if the award is submitted in a memorandum format. The approving official may consider all facts, evidence, and circumstances surrounding the unfavorable personnel actions.

(3) To preclude premature release of information, the status of a recommendation will be considered "For Official Use Only (FOUO)" until final action by the approval authority.

(4) If processing time per Table 5-1 is not possible, the recommending official must prepare a letter of explanation to accompany the award explaining the reason for late submission.

c. Designation of Authority to Approve Awards. The following officials have been delegated authority to approve awards. No further delegation is authorized.

Award Approval Authority										
Approving Award Official	DDSM	DSSM	DMSM	JSCM	JSAM	JMUA	HSM	SVC AWD	MOVSM	CERT APP/ACH
	Processing Time									
	120 days	120 days	45 days	45 days	45 days	120 days	120 days	90 days	90 days	30 days
SECDEF	Yes	Yes	Yes	Yes	Yes	Yes	Yes	n/a	n/a	No
JCS	No	Yes	Yes	Yes	Yes	Yes	Yes	n/a	n/a	No
CDR	No	Yes ¹	Yes	Yes	Yes	No	No	Yes ²	Yes	Yes
DCDR	No	No	Yes	Yes	Yes	No	No	Yes ²	Yes	Yes
CoS	No	No	Yes	Yes	Yes	No	No	Yes ²	Yes	Yes
CDR JIATF-S	No	No	Yes	Yes	Yes	No	No	Yes ²	Yes	Yes
JTF-GTMO	No	No	Yes	Yes	Yes	No	No	Yes ²	Yes	Yes
GO CDRs, GO DIRs	No	No	No	Yes	Yes	No	No	Yes ²	Yes	Yes
O6 CDRs, O6 DIRs, O6 Special Staff	No	No	No	No	Yes	No	No	No	Yes	Yes
SEC Army	No	No	No	No	No	No	No	Yes	n/a	n/a
Navy	No	No	No	No	No	No	No	Yes	n/a	n/a
Marine Corps	No	No	No	No	No	No	No	Yes	n/a	n/a
Air Force	No	No	No	No	No	No	No	Yes	n/a	n/a
CDR USARSO	No	No	No	No	No	No	No	Yes	n/a	n/a
NAVSOUTH	No	No	No	No	No	No	No	Yes	n/a	n/a
MARFORSOUTH	No	No	No	No	No	No	No	Yes	n/a	n/a
AFSOUTH	No	No	No	No	No	No	No	Yes	n/a	n/a

TABLE 5-1

Notes:

1. For retiring O6s and above only.
2. If approving official is an Army Service Member, he/she can approve certain Army Service awards.

d. Joint Awards approved by OSD/Joint Staff. OSD/Joint Staff require award recommendations for DDSM, DSSM, and DMSM (exception to policy), be submitted in memorandum format (see Appendix A). Narratives shall not exceed two single-spaced, typewritten pages. (Refer to Appendix C for standard opening and closing statements of citation.) Citation must not exceed 18 single-spaced typewritten lines.

e. Joint Awards Approved Locally. Locally approved award recommendations for the DSSM (O-6 retiring), DMSM, JSCM, and JSAM, must be submitted on SC Form 204 (see Appendix B). Award justification statements in bullet format are required for the DMSM. The JSCM and JSAM do not require justification statements. The narrative for the DSSM (O6 and above retiring) shall not exceed two single-spaced, typewritten pages. The citation cannot exceed 18 single-spaced, typewritten lines. (Refer to Appendix C for standard opening and closing citations.)

f. Award Recommendations. All award recommendation may be mailed with floppy to: USSOUTHCOM, Attn: SCJ1-A, 3511 NW 91st Ave, Miami, FL, 33172-1217 or emailed to USCJ1A@hq.southcom.mil with all files attached. Whether on floppy or emailed, SC Form 204

must be in FormFlow package format (i.e. *.fpk). When emailed, an advance copy of the recommendation, with signatures of recommender and supervisory officials, must be provided to SCJ1-A via fax at commercial (305) 437-1175 or DSN 567-1175.

g. Defense Distinguished Service Medal (DDSM). The DDSM is awarded to any officer whose exceptional performance of duty and contributions to national security or defense affairs was at the highest level. Normally, the awardees are the most senior officers whose duties bring them into direct and frequent contact with the Secretary of Defense and the other senior officials of the government. Generally, the DDSM may only be awarded to officers in the grades of O-9/10 who have completed their tour-of-duty. A permanent change of assignment between directorates does not establish tour completion. Fully justified exceptions are considered on a case-by-case basis and require a hand-written note of support from a senior member (director or equivalent) in the awardee's chain of command. Only under the most unusual circumstances will the DDSM be awarded as an impact award for outstanding TDY achievement.

h. Defense Superior Service Medal (DSSM). The DSSM is awarded to any military member who rendered superior meritorious service in a position of significant responsibility. This award is direct recognition for superior performance of duty in a position of significant responsibility. Generally, the DSSM should be awarded to officers in the grades of O-7/8 and O-6s serving in a division chief or higher position of responsibility. ***However, in each instance the recommender must evaluate the nature of individual performance. Duty performance should be the impetus for determination of award level recommendation.*** Active duty personnel must complete a minimum of 22 months of their tour. Reserve/guard personnel must complete a minimum of 22 months in the IMA program or in their unit. A permanent change of assignment between directorates does not establish tour completion. Fully justified exceptions are considered on a case-by-case basis and require a hand-written note of support from a senior member (director or equivalent) in the awardee's chain of command. Only under the most unusual circumstances will the DSSM be awarded as an impact award for outstanding TDY achievement.

i. Defense Meritorious Service Medal (DMSM). The DMSM is awarded to any military member who distinguished themselves by noncombat meritorious achievement or service. This award is specifically intended to recognize exceptional performance and to honor an individual's accomplishments over a sustained period. Generally, the DMSM may be awarded to officers in the grades of O-4/5/6 (or warrant officers in grades 3/4/5) serving at the branch chief level or higher and enlisted personnel in the grades of E-7/8/9 who have performed exceptionally noteworthy work. ***However, in each instance the recommender must evaluate the nature of individual performance. Duty performance should be the impetus for determination of award level recommendation.*** Active duty personnel must complete a minimum of 22 months of their tour. Reserve/guard personnel must complete a minimum of 22 months in the IMA program or in their unit. A permanent change of assignment between directorates does not establish tour completion. Fully justified exceptions are considered on a case-by-case basis and require a hand-written note of support from a senior member (director or equivalent) in the awardee's chain of command. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding TDY achievement.

j. Joint Service Commendation Medal (JSCM). The JSCM is awarded to military members who distinguished themselves by meritorious achievement or service. Generally, the JSCM should be the basic award for truly outstanding officers in the grades of O-1/2/3 (or warrant officers in grades 1/2) and exceptional enlisted personnel. ***However, in each instance the recommender must evaluate the nature of individual performance. Duty performance should be the impetus for determination of award level recommendation.*** Active duty personnel must complete a minimum of 12 months of their tour. Reserve/guard personnel must complete a minimum of 12 months in the IMA program or in their unit. A permanent change of assignment between directorates does not establish tour completion. Fully justified exceptions are considered on a case-by-case basis and require a hand-written note of support from a senior member (director or equivalent) in the awardee's chain of command.

k. Joint Service Achievement Medal (JSAM). The JSAM is awarded to military members, in the grade of O-5 and below, who distinguished themselves by outstanding performance of duty and meritorious achievement.

l. Joint Awards for Reserve/Guard Personnel. Grade and tour length requirements are the same for both active duty and reserve/guard personnel serving in IMA or Navy SELRES positions. Personnel on ADSW or mobilization orders for 179 days or greater and not scheduled to return to USSOUTHCOM are eligible for any joint award after completion of their orders. Personnel on ADSW or mobilization orders that will be returning to USSOUTHCOM for subsequent duty are not eligible for end of tour awards until they finish receiving orders for duty at USSOUTHCOM.

m. Certificates of Achievement and Appreciation. A Certificate of Achievement or Appreciation can be awarded to U.S. military assigned, attached, or in direct support of the command in recognition of service or achievement which does not meet the standards of a joint award. Use the format in Appendix D for recommendations for USSOUTHCOM Certificate of Achievement/Appreciation requiring signature by the CDR or DCDR.

n. Reconsideration of Disapproved/Downgraded Recommendation. A one-time request for reconsideration of a disapproved/downgraded recommendation must be placed in official channels within one year of the awarding authority's decision. Reconsiderations will only be considered if new information is furnished, warranting a re-look. The additional justification must be in memorandum format, not to exceed two single-spaced, typewritten pages. The original recommendation and notice of disapproval must be attached to the memorandum when submitting. If the award decision is reversed, action will be taken to revoke the lesser decoration.

o. Revocation of Awards. Any Defense decoration for a distinguished act, achievement, or service may be revoked if later determined facts would have precluded original approval of the decoration (e.g., Permanent Change of Station (PCS) cancelled, retirement revoked or member was ineligible for joint award, etc.). Commanders or staff directors aware of any such instances must immediately report the circumstances and make recommendations through channels to the awarding authority for review and determination of appropriate action. When the awarding authority has determined that a Defense decoration should be revoked, the original orders will be revoked and the Service member notified by the parent Military Service.

6. Service Awards.

a. Permanently assigned personnel. In general, personnel permanently assigned to USSOUTHCOM will not be considered for Service awards. In those rare cases where a Service award might be more appropriate (e.g., retirement), the original plus one copy of the recommendation will be prepared in accordance with Service regulations and forwarded to SCJ1 for endorsement to the respective Service.

b. TDY personnel. Recommendations for Service decorations for personnel assigned or attached to USSOUTHCOM's area of responsibility will be forwarded to SCJ1 to obtain the appropriate endorsement.

c. Endorsement to Service Awards. As general rule,

- (1) service awards requiring 3 star approval will be endorsed by the Deputy Commander (DCDR)
- (2) service awards requiring 2 star approval will be endorsed by the Chief of Staff (COS)
- (3) all other Service awards will be endorsed by the Deputy Chief of Staff (DCOS)

d. Awards to Members of Allied Nations (Foreign Military). Members of allied militaries are not eligible for joint awards. They may be presented Service, (i.e. Army, Navy, Air Force, and Marine Corps) awards for acts of heroism, extraordinary achievement, or service. The act or service must have been of significant benefit to the United States or materially contributed to the successful prosecution of a military campaign by the Armed Forces of the United States. The recognition of United States awards to allied officials shall not be based on a member performing a job within his or her country. Civilians of allied nations are not eligible for military decorations.

(1) Legion of Merit (LOM) for foreign military officials should be recommended for very senior foreign officers (i.e. Service Chiefs or higher).

(2) Meritorious Service Medal (MSM) should be recommended for O6s and general officers below service chief level.

(3) Commendation/Achievement Medals should be recommended for O5s and below.

(4) When recommending U.S. awards for foreign military officials, the recommending official must provide:

- (a) Ambassador's Concurrence (or country team)
- (b) Service Awards Form (signed by Recommending Official)
- (c) Narrative Justification
- (d) Proposed Citation
- (e) Biographical Summary in English (must include Date and Place of Birth)

(5) Recommending officials should pursue awards based on the Service affiliation of the allied official (i.e. Navy allied militaries shall be recommended for U.S. Navy military award, etc).

(6) The CDR will personally endorse each award recommendation for an allied general officer. CDR concurrence is also required for awards proposed for officials below the rank of general. In each instance, a Staff Action Summary Sheet (SASS) will be prepared by the recommending official and routed through SCJ1 to the command group for coordination.

(7) Processing time for awards to foreign nationals is six months or longer. This period must be considered and coordination with SCJ1-A is essential before arranging award ceremonies.

7. **Other Awards.** Joint Meritorious Unit Award (JMUA)/Humanitarian Service Medal (HSM)/Military Outstanding Volunteer Service Medal (MOVSM). JMUA/HSM/MOVSM recommendations initiated by HQ, USSOUTHCOM, SAOs, and subordinate activities in the USSOUTHCOM area of responsibility will be prepared in accordance with DoD 1348.33-M.

The proponent of this regulation is the USSOUTHCOM, SCJ1. Users are invited to send comments and suggested improvements directly to HQ, USSOUTHCOM, ATTN: SCJ1-A, 3511 NW 91st Ave, Miami, FL 33172

SCJ1-A

FOR THE COMMANDER:

OFFICIAL:
MICHAEL R LEHNERT
Brigadier General, U. S. Marine Corps
Chief of Staff, U.S. Southern Command



J. S. CARRILLO
Lieutenant, USN
Adjutant General

DISTRIBUTION:

D

APPENDIX A

**Sample Format for Recommendations of the DDSM, DSSM
or DMSM("Exception to Policy")**

(Office Symbol)

(date)

MEMORANDUM THRU Director for Manpower and Personnel, Joint Chiefs of Staff,
Washington, D.C.

FOR Chairman, Joint Chiefs of Staff or Secretary of Defense, Washington, D.C.

SUBJECT: Recommendation for Award of the DDSM/DSSM/DMSM("Exception to Policy")

1. Under the provisions of DoD 1348.33-M, September 1996, the following Service member is recommended for award of the (as applicable).

- a. (Grade, name, Service, Social Security Number.)
- b. (Organization of assignment.)
- c. (Title and duty assignment at the time of act or service. Include Service, Joint Manpower Program paragraph, and/or line number or Joint Duty Authorization List, number, as applicable).
- d. (Inclusive dates for which recommended.)
- e. Service member to be (reassigned permanent change of station on _____), (relieved from active duty on _____). (If presentation is desired at gaining activity, provide forwarding address of the servicing military personnel office.)
- f. (If presentation is desired before departure, state required presentation date and provide complete mailing address.)
- g. (Previous Defense awards and inclusive dates.)
- h. No other award for this Service member for this action is pending, and no previous award has been made for the act or service described herein.

2. Attached is the narrative description of (achievement performed or service rendered).

3 Encls

(Signature of Recommending Official)

1. Narrative (Limit to 2 pages)
2. Citation
3. Supporting documentation (if appropriate)

APPENDIX A (continued)

Sample Narrative/Citation for DDSM, DSSM, and DMSM("Exception to Policy")

NARRATIVE

Opening statement for:

DDSM: During this period, the outstanding leadership and ceaseless efforts of ___ resulted in major contributions to national security of the United States.

DSSM: During this period, the outstanding leadership and ceaseless efforts of ___ resulted in major contributions to national security of the United States.

DMSM: During this period, the outstanding professional skill, leadership, and ceaseless efforts of ___ resulted in major contributions to the effectiveness and success of various nationally critical programs. OR

In this important assignment, ___ outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Department of Defense.

CITATION TO ACCOMPANY THE AWARD OF
THE DEFENSE (DISTINGUISHED, SUPERIOR, AND MERITORIOUS) SERVICE MEDAL
TO
JOHN E. DOE

Refer to Appendix C for samples for opening and closing of citations.

General Guidance

1. Citations are prepared on letter plain bond paper, 1-inch margins, no longer than 18 lines.
2. Citation should be justified, double space, and in upper and lowercase using Times New Roman font in 12 pitch.
3. Hyphenations should be avoided. If a date is divided, only the year carries over to the next line.
4. Numeric designations of units should read 3d Battalion, 4th Aerospace Wing, etc.
5. Do not use code names, acronyms, or abbreviations other than Jr., Sr., II, etc. For grade titles, such as First Lieutenant, Staff Sergeant, spell out the complete grade title.
6. The opening sentence must identify the awardee by grade, name, duty assignment, location, and date (or inclusive dates). Refer to Appendix C for samples.
7. The from and to dates in a citation must agree with the award recommendation. If the person has had more than one duty title, list all titles, and one set of dates to cover all titles.

APPENDIX B

**Sample SC Form 204 (front) only
(must use FORMFLOW version)**

USSOUTHCOM RECOMMENDATION FOR DEFENSE AWARD						
This form is for DSSM (O6 retirement), DMSM, JSCM and JSAM awards only. This form cannot be used for DSSM or DMSM If the nominee requires exception to policy (see block 21). DSSM or higher, unless nominee is a retiring O6, must be submitted in memorandum format per SC awards regulation. This form is subject to the Privacy Act of 1974.						
1. To:		2. From:		3. Date:		
PART I – AWARDS NOMINEE DATA						
4. Name (Last, First, MI)		5. Grade	6. Branch of SVC	7. SSN	8. Time on Station	
					a. Years	b. Months
9. Duty Title		10. Organization/Office Symbol		11. Forwarding address if member departed prior to presentation		
12. Previous Defense Awards		13. Recommended Award			14. Period of Award	
		<input type="checkbox"/> DSSM	<input type="checkbox"/> DMSM	<input type="checkbox"/> JSCM	<input type="checkbox"/> JSAM	a. From
					b. To	
15. Reason for Award, e.g., Impact, Service, retirement, or Posthumous		16. Presentation Date Desired			17. Departure Date	
PART II – RECOMMENDING OFFICIAL DATA						
18. Name/Rank/Branch of Service (Recommending Official)			21. I certify that the individual is assigned or attached to a bonafide joint activity and eligible for a joint award or that the conditions of nominee's affiliation with USSOUTHCOM is such that a joint award is appropriate (Explain in block 21a). No other award to this individual for this action is pending and no previous award has been made for the act of service described herein. Performance efficiency (effectiveness) reports have been consistent with the performance indicated in the citation.			
19. Title/Position						
20. Organization/Office Symbol						
21a. Remarks			Signature _____			
PART III – JUSTIFICATION						
22. Award justification bullet statements (Use specific examples of meritorious acts or service in bullet format only.)						

APPENDIX B

**Sample SC Form 204 (back) only
(must use FORMFLOW version)**

<p>USSOUTHCOM RECOMMENDATION FOR DEFENSE AWARD (continued) <small>This form is for DSSM (O6 retirement), DMSM, JSCM and JSAM awards only. This form cannot be used for DSSM or DMSM If the nominee requires exception to policy (see block 21). DSSM or higher, unless nominee is a retiring O6, must be submitted in memorandum format per SC awards regulation. This form is subject to the Privacy Act of 1974.</small></p>					
23. Awardee Name:		24. Awardee SSN:			
PART IV – PROPOSED CITATION					
25. Proposed citation.					
PART V – SUPERVISORY CHAIN					
26. Rank/Last Name	Title	Date	CONCUR/NONCONCUR	Comments	
PART VI – ADJUTANT GENERAL COMMENTS					
27. The award recommendation is in compliance with DoD 1348.22-M, Manual of Military Decorations and Awards				Yes <input type="checkbox"/>	No <input type="checkbox"/> <small>See 27b</small>
27a. Previous Joint Awards at this activity:		27b. Comments		27c. Initials	
				Admin _____ J1 _____	
PART VII – HQ/ACTIVITY, STAFF					
28. Rank/Last Name	Title	Date	CONCUR/NONCONCUR	Comments	
PART VIII – ACTION BY APPROVING OFFICIAL					
29. Name		29a. Rank	29b. Title/Position/Office Symbol		
29c. Action (Mark One Block)		Downgrade to _____		29d. Signature	29e. Date
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Specify _____			
30. Order Number:					

APPENDIX B (continued)

**Block-by-Block Instructions for completing
USSOUTHCOM Awards Submission SC Form 204 (Nov 00)**

1. TO: Mailing address for the award-approving official. (Completed by Recommending Official)
2. FROM: Official mailing address of recommending official. (Completed by Recommending Official)
3. DATE: Self-explanatory. (Completed by Recommending Official)
4. NAME: Last, First, Middle Initial of the recommended individual. (Completed by Recommending Official)
5. GRADE: Self-explanatory. (Completed by Recommending Official)
6. BRANCH OF SERVICE: Self-explanatory. (Completed by Recommending Official)
7. SSN: Self-explanatory. (Completed by Recommending Official)
8. TIME ON STATION: Number of years and months the nominee has been assigned to the activity. (Completed by Recommending Official)
9. DUTY TITLE: Duty Title of the nominee. (Completed by Recommending Official)
10. ORGANIZATION/OFFICE SYMBOL: Organization and Office Symbol of the nominee, i.e., SCJ1. (Completed by Recommending Official)
11. FORWARDING ADDRESS OF NOMINEE: To be used as forwarding address when a nominee is detached before an award being approved. (Completed by Recommending Official)
12. PREVIOUS DEFENSE AWARDS: List only those previous Defense (joint) awards awarded from previous period/assignment, (i.e. JSCM(2OLC); JSAM(3OLC)). (Completed by Recommending Official)
13. RECOMMENDED AWARD: "X" in the appropriate box. (Completed by Recommending Official)
14. PERIOD OF AWARD: Indicate a beginning (FROM) and an ending (TO) date for the recommended award (i.e., 20 Nov 00 to 15 Nov 03). (Completed by Recommending Official)
15. REASON FOR AWARD: Indicate whether award is for Achievement (impact), Service, Retirement, or Posthumous. (Completed by Recommending Official)
16. DESIRED PRESENTATION DATE: Self-explanatory. (Completed by Recommending Official)
17. DEPARTURE DATE: The last working day of the nominee at duty station. Not applicable for impact awards (Completed by Recommending Official)
18. NAME/RANK/BRANCH OF SERVICE (Recommending Official): Name/Rank and Branch of Service of the recommending official. (Completed by Recommending Official)
19. TITLE/POSITION: Title/Position of the recommending official. (Completed by Recommending Official)

APPENDIX B (continued)

**Block-by-Block Instructions for completing
USSOUTHCOM Awards Submission SC Form 204 (Nov 00)**

20. ORGANIZATION/OFFICE SYMBOL: Organization/Office Symbol of the recommending official. (Completed by Recommending Official)
21. SIGNATURE: Signature of the recommending official. (Completed by Recommending Official)
- 21a. REMARKS: If soldier was TDY to USSOUTHCOM, state whether parent organization concurs with the award. (Completed by Recommending Official)
22. AWARD JUSTIFICATION BULLET STATEMENTS: Leave block 22 blank if used for JSCM or JSAM. When used for DSSM(O6s and above retiring), see attached narrative. When used for DMSMs, use specific examples of meritorious acts of service in BULLET FORMAT only. Bullet comments are limited to the space provided, no continuation pages are authorized. Begin each bullet comment with a hyphen. Examples: (Completed by Recommending Official)
- Spearheaded numerous major public affairs actions....
 - actions enhanced public affairs production in support of theater commanders...
 - Maintained 100 percent accountability for over \$20 million in property, etc...
23. NOMINEE NAME: FormFlow will automatically fill.
24. NOMINEE SSN: FormFlow will automatically fill.
25. PROPOSED CITATION: Type in the proposed citation in upper and lower case for the recommended award. See Appendix C for opening and closing sentences. Citation is limited to the space provided. No continuation pages are authorized. (Completed by Recommending Official)
26. SUPERVISORY CHAIN: Provides the supervisory chain of the nominee the opportunity to concur/nonconcur/comment with the recommended award. The supervisory chain is required to either initial or sign the form in the Rank/Last Name column.
27. ADJUTANT GENERAL(AG) COMMENTS: The AG or equivalent, i.e., J1, administrator, etc.. will ensure the recommended award is in compliance with DoD 1348.22-M, Manual of Military Decoration and Awards. AGs/Administrators will annotate any decorations awarded to the nominee during his/her current tour. Be sure to note the month/year the award was awarded, i.e. JSAM(APR00-MAY00). (Completed by the AG for HQ authorized to approve award)
28. HQ, STAFF (as applicable): HQ, Staff or Command Group officials designated to review awards prior to receipt by the approving official. (Completed by the AG for HQ authorized to approve award)
29. ACTION BY APPROVING OFFICIAL: Approving official as delegated by the CDR and/or of his/her delegated authority. (Completed by the AG for HQ authorized to approve award)
30. ORDER NUMBER: Completed by the AG/administrator of the award approving unit/activity/command.

APPENDIX C

Sample Citations

For DDSM and DSSM

(Opening Sentence)

General John E. Doe, United States Army, distinguished himself by exceptionally (use “**distinguished**” for DDSM or “**superior**” for DSSM) service as (duty assignment), from (month year) to (month year).

(Closing Sentences)

(PCS Award)

Through his distinctive accomplishments, General Doe reflects great credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, General Doe culminated a (long and (for more than 30 years)) distinguished career in the service of his country and reflects great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, General Doe reflected great credit upon himself, the United States Army, and the Department of Defense.

For DMSM/JSCM/JSAM

(Opening Sentence):

Major/Staff Sergeant John E. Doe, United States Army, distinguished himself by exceptionally meritorious (service/achievement) as (duty assignment), from (month year) to (month year).

(Closing Sentences)

(PCS Award)

Through his distinctive accomplishments, Major/Staff Sergeant Doe reflected (use “**great**” only for DMSM) credit upon himself, the United States Army, and the Department of Defense.

(Retirement Award)

Through his distinctive accomplishments, Major/Staff Sergeant Doe culminated a (long and (for more than 30 years)) distinguished career in the service of his country and reflected great credit upon himself, the United States Army, and the Department of Defense.

(Posthumous Award)

In the dedication of his service to his country and through his distinctive accomplishments, Major/Staff Sergeant Doe reflected great credit upon himself, the United States Army, and the Department of Defense.

APPENDIX D

**Format for Recommendation
HQ USSOUTHCOM Certificate of Achievement/Appreciation**

(Headquarters Designation)

SCJ1

(Date)

MEMORANDUM FOR Deputy Commander, United States Southern Command,
ATTN: SCJ1-A, 3511 NW 91st Ave, Miami, FL 33172-1216

SUBJECT: HQ USSOUTHCOM Certificate of Achievement/Appreciation

1. Recommend the following individual be awarded the HQ USSOUTHCOM Certificate of Achievement (Appreciation) for faithful (commendable) service.
 - a. Grade, full name, service, and social security number
 - b. Duty assignment and organization at time of service or act
 - c. Date of reassignment, retirement, or separation
2. Furnish a statement indicating that efficiency (effectiveness) (fitness) reports have been and will be consistent with performance indicated (required only for U.S. military personnel).
3. Furnish a statement indicating that no other award to this member, for this action, is pending, and that no previous award has been made for the service described herein.
4. Give date of presentation and address where certificate should be forwarded if the recommendation is approved.
5. Give a narrative description of the service performed, the period covered, and a proposed citation.

Encl
Proposed Citation

(Signature of Recommending Official)

APPENDIX E

Sample Military Outstanding Volunteer Service Medal (MOVSM)

1. Nominee's Name Grade SSN Service Unit Servicing MIL PERS Office
2. Period for which nominated _____
3. Description of community service: (Provide data for each community activity supported. No more than one activity is required.)
 - a. Community Activity Name Address Phone Point of Contact
 - (1) Brief description of mission and population served.
 - (2) Period of Service. _____
 - (3) Brief description of service rendered; impact/results achieved; app. hours contributed.
 - b. Community Activity Name Address Phone Point of Contact

Note: To list service with additional activities continue on plain bond paper in the above format.

4. Total hours community service this period _____
5. Supervisor's Name Grade Duty Title Signature Date
6. Commander/Director's comments
7. Commander/Director's certification

This individual performed outstanding volunteer service to the community of a sustained, direct and consequential nature and is recommended for award of the Military Outstanding Volunteer Service Medal. His/Her service throughout this period was honorable.

Commander/Director's Name Grade Duty Title Signature Date

Military Service Award Approval Authority

APPROVED _____ DISAPPROVED _____

(approving official's name/rank/title)

APPENDIX F

Sample Format for Joint Meritorious Unit Award (JMUA) Recommendation

(Office Symbol)

(date)

MEMORANDUM THRU Commander, United States Southern Command

FOR Chairman, Joint Chiefs of Staff

SUBJECT: Recommendation for the Award of the Joint Meritorious Unit Award (JMUA)

1. Under the provisions of DoD 1348.33-M, the following DoD activity is recommended for award of the JMUA:

- a. Unit, activity, or organization
- b. Location, such as installation, city, state, and country.
- c. Inclusive dates (YYMMDD) for which recommended.
- d. Previous JMUAAs awarded to this activity (inclusive dates (YYMMDD)).

2. No other unit award is pending for this DoD activity regarding this action, and no unit award has been made previously for the achievement or service described herein.

3. Attached is the narrative description of service rendered. (Note: The narrative should be specific and factual, providing concrete examples of exactly what recommended unit did, how it was done, what benefits or results were realized, and why or how the achievement or service significantly exceeded normal unit duty performance.)

3 Encls

(Signature of Recommending Official)

1. Narrative
2. Proposed Citation
3. Supporting Documentation (if required)

APPENDIX F (continued)
Sample Format for JMUA Citation

Department of Defense

(Seal)

CITATION

To Accompany the Award of the JOINT MERITORIOUS UNIT AWARD

to the (unit, activity, or organization)

The (unit, activity, or organization) distinguished itself by exceptionally meritorious (achievement or service) from (inclusive dates (YYMMDD)). During this period ...

(Instructions: Prepare in smooth form, limiting the body of the citation to 16 double-spaced typewritten lines. If it is necessary to extend the citation beyond 16 lines, single spacing shall be acceptable. Leave a 1/2-inch space above the seal line so that the seal can be affixed to the citation. The body of the citation shall be straightforward in style, with short, simple, direct, and accurate facts. The narrative must be Unclassified.)

By their exemplary performance of duty, the members of the (unit, activity, or organization) have brought great credit to themselves and to the Department of Defense.

APPENDIX G
Sample Format for a Monthly Activity Awards Summarization Report

(Office Symbol)

(date)

MEMORANDUM FOR Director, Manpower, Personnel and Administration, SCJ1

SUBJECT: Monthly Activity Awards Summarization Report for January 2003

1. Per SC Regulation 0230, enclosure 1 is a list of locally approved joint awards for the month of January 2003.

2. For additional information, please contact _____, at commercial/DSN # _____.

Encl
as

(Signature of Recommending Official)

NOTE

Locally Approved Awards: Only those awards approved at local activity. Do not list any awards forwarded to HQ, USSOUTHCOM for final approval.

APPENDIX G (Continued)
Sample Format for Monthly Activity Awards Summarization Report

GRADE	NAME	PERS CATEGORY	SVC	STATUS	TYPE OF AWARD	DATE TRF	IMPACT AWARD
O5	Doe, John P.	P	USA	EOT	DMSM	3 Jan 03	N
E6	Smith, Allen J.	P	USAF	EOT	JSCM	5 Jan 03	Y
O1	Johnson, Andrew P.	P	USN	EOT	JSCM	9 Jan 03	N
O4	Williams, James C.	P	USMC	RET	DMSM	10 Jan 03	N
E6	Kelly, Nelly J.	T	USA	IMA	JSAM	22 Jan 03	N
E8	Brown, Steve	P	USA	IMA	DMSM	24 Jan 03	N

and no others

Personnel Category:

IMA - Individual Mobilization Augmentee
P - Permanent Party
T - Temporary Duty

Status:

EOT - End of Tour/PCS
RET - Retirement
PST - Posthumous
I - Impact